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Governor Charlie Crist

Secretary Linda H. South

LEGISLATIVE BUDGET REQUEST

Department of Management Services

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 & Steering Committee on Ways and Means 201 Capitol Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, *Florida Statutes*, our Legislative Budget Request (LBR) for the Department of Management Services is submitted in the format prescribed in the budget instructions. The information provided in the enclosed spreadsheet is a true and accurate presentation of our proposed needs for the 2010-11 Fiscal Year.

Also, additional budget issues noted below would help us manage our programs more successfully and provide better services to our customers. However, with funding limitations and understanding the need to balance the budget, we are just disclosing these issues.

We serve those who serve Florida.

Directors October 15, 2009 Page Two

Capital Depreciation Back Log \$98.7M

The Capital Depreciation Reserve Fund was established in 1987 to finance maintenance and improvement projects associated with the Florida Facilities Pool through the normal depreciation of pool assets over time. However, while the intent was sound, the actual execution of this practice has met with considerable challenges. The State now faces pool deficiency levels at an all time high, while the Fixed Capital Outlay (FCO) funding for capital depreciation is being reduced. This is causing DMS-managed facilities to face increasing hardships as major maintenance items are deferred year after year and the service and investment value of the pool continues to diminish. The current backlog is estimated at \$98.7M for active facilities in the Florida Facilities Pool and there are no available funds for emergencies.

• Aircraft Hangar Projects/Fixed Capital Outlay \$542,115 General Revenue

There is a critical need for maintenance and repairs to the hangar built in 1972. If funding is not provided, the state's hangar could be severely impacted by wind or water damage, leaving the aircraft with no protection or security. The department's facility experts evaluated the hangar and created the repair list based on manufacturers' recommendations and industry standards.

Sincerely,

Linda H. South Secretary-DMS

LHS/ucm

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Issue Code	Priority	Division	Budget Issues	FTE	GR		TF	GR		TF
990D000/ '089070	1	REDM-FCO	FCO – CCOC – Phase III – Debt Service Payments – First District Court Facility : This issue is to request General Revenue for a full year of debt service payments in the amount of \$2,491,512 associated with the construction of the First District Court of Appeals facility at the CCOC. Since construction is scheduled for completion during Fiscal Year 2010-11 and rent can begin to be collected; debt service payments after Fiscal Year 2010-11 will be supported through the pool rental rate.					\$ 2,491,512		
990D000/	1	REDM-FCO	FCO - CCOC - Phase III - Debt Service Payments - Dept of Revenue (\$5,799,081 half					Ψ 2,401,012		
'089070	•	I LEDINI I GO	GR/half TF)					\$ 2,899,540	\$	2,899,541
990C000/	2	REDM-FCO	, and the second					, ,		
'081400			Fixed Capital Outlay Projects (Life Safety)						\$	597,200
4105610	3	Retirement	GR for Benefit Payments - Additional general revenue is needed to fund the benefit payments for the Florida National Guard, Disabled Judges and others. Florida National Guard \$816,124; Disabled Justices and Judges \$26,631; State Officers \$121,534; Teachers' Special Pension \$811.	0.0	\$ 965,100	\$	_	\$ -	\$	_
990C000/	4	REDM-FCO			•					
'083400			Fixed Capital Outlay Projects (General)						\$	7,366,670
3009500	5	Purch	MFMP 1% Fees - This issue requests recurring operating authority in the amount of \$14.8M to allow the state to meet the contractual obligations with the vendor to operate the MyFloridaMarketPlace system. The renegotiated contract signed July 15, 2009 extends the contract for 25 months through December 2012 and secures ongoing quality service, while allowing the state appropriate time for planning post-contract options. Provides an estimated annual \$2.5 million to \$4 million in cost avoidance from 7/1/09 through 12/8/12. Actual cost avoidance value is variable based on revenue. In addition, Accenture absorbs billing and collection services costs of more than \$500,000. Accenture delivers major software and hardware upgrades valued at \$3.2 million. Annual costs to DMS are fixed at \$14.8 million.			\$	14,800,000			

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Issue Code	Priority	Division	Budget Issues	FTE	GR		TF	GR	TF
4100170	6	Retirement	AAL Calculations - Division requests \$400,000 for increased costs in actuarial services for the contract actuary to perform actuarial accrued liability (AAL) calculations. In recent years the funding of enacted benefit improvements for Florida Retirement System (FRS) Pension Plan members have shifted from increasing FRS employer contribution rates to requiring members to pay the actuarial accrued liability (AAL). The AAL cost is individual to each member and must be calculated by the actuary. Each AAL calculation currently costs \$400 to produce. If a member submits multiple single-scenario requests or a request with multiple scenarios for an AAL purchase, each scenario costs \$400. Proposed legislation that included an AAL cost provision that did not become law is anticipated to be filed again and new legislation could be modeled after these bills to mitigate any fiscal impact that would otherwise require higher employer contribution rates. For example, a forensic member has 22 years of upgradable forensic service. This member could submit a request asking for the cost of upgrading all available service, the cost to upgrade only enough years to get to 25 years of years of Special Risk Class service, and upgrading 10 years of service. Each calculation within this request would cost \$400 so there would be \$1,200 in actuarial expenses in addition to the Division's staff time in preparing the estimates for each of these scenarios.		\$	- \$	400,000		
5300A50	/	Purch	Transfer 1 FTE to DFS for MFMP - one employee is currently working under a MOU with DMS and DFS. DFS has developed policies, procedures and software applications that permits agencies to add vendors (mostly payees rather than commercial vendors) to the DFS Statewide Vendor File that enabled the sunset of SPURS. DMS provided an employee that possessed the requisite skills, knowledge, qualifications and experience to assist in the				(50.705)		
			Project.	(1.0)		\$	(58,765)		

DMS LBR Request

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Issue Code	Priority	Division	Budget Issues	FTE	GR	TF	GR	TF
4000150 - ADD 4000160 - DEDUCT	8/9	REDM	ESCO Project – Trane – Estimated Amount: This issue request that \$349,328 and \$24,648 (total of \$373,976) be redirected from FY 2010-11 Utilities appropriation to pay for the equipment purchase & the measurement and verification of this ESCO project. The exact date of the completion is unknown - anticipating between January and March of 2010. The payments will be made quarterly. The ESCO program is funded through the redirecting of funds from the Utilities appropriation, to a third party financial institution. The program concept is based on funding capital improvements (lighting, water, etc.) from money that was going to pay utility expenses, redirected to make installment payments for new energy consuming equipment. The savings generated by the new equipment must be net positive every year to pay for the installment payments. This will require an estimated payment of \$465,931 annually, for a 10 year term. This payment is based on an interest rate of 4.50%, which is not locked as of June 3, 2009. Requires \$31,600 a year (plus 4% annual escalator) cost associated with the measurement & verification and ongoing support services of the project savings.			Add \$373,976 and Delete \$373,976		
5500130	10	Aircraft	Request GR to continue operations (FY2009-10 funding is non-recurring).		\$ 1,673,729			
8400100	11	Aircraft	Non-Recurring Aircraft Maintenance - Under Federal aviation regulations, aircraft parts and components must be overhauled, remanufactured, or replaced after a pre-established number of months, cycles, or hours of service. The aircraft and aircraft components manufacturers also establish similar, but stricter requirements. Starter/generator and brake assembly replacement (\$30K), and Aircraft Service Bulletins issued by the FAA and/or aircraft manufacturer (\$50K). The estimated cost for the King Air engine hot section inspections is \$75K total for both engines. The inspections can be conducted onsite in our hangar and would take 1 week to complete.				\$ 155,000	

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Issue Code	Priority	Division	Budget Issues	FTE	GR	TF	GR	TF
4300010	12	DivTel - Telecom	Dudget 1550c5		O.K		OIX	
4300010	12	Diviter - Telecom	E911 for Service Providers and Counties - realignment. This issue addresses the collections and disbursements for the operations of the E911 Board during Fiscal Year 2010-11. It is anticipated that wireless telephone growth will be approximately 5 percent based on actual revenues from the last 2 years and will be dependent upon the E911 Board Rule Development related to prepaid services. Non-wireless, Local Exchange Company (LEC) and Voice Over Internet Protocol (VoIP), growth is projected to decline at approximately 2 percent based on actual revenues from the last 2 years and will be dependent upon the E911 Board's Rule Development related to new VoIP services. These amounts reflect the percentages as contained in Chapter 365.173(2)(a),(b) and (c), Florida Statutes. The wireless "Distribution to Counties" includes the 67 percent to counties and the 2 percent to rural counties for a total of 69 percent. The "Distribution to Service Providers" is reduced to 30 percent and 1 percent allocated for operation and administration of the Board which is included as expenses. The non-wireless "Distribution to Counties" category includes 97 percent to counties and 2 percent to rural counties for a total of 99 percent. The remaining 1					
			percent is allocated for operation and administration expenditures of the Board.			\$ (1,877,561)		
4300200 - DEDUCT 4300210 - ADD	13/14	Administration	Add DP-SSRC Category: The Portal group requires \$38,800 budget authority in DP-SSRC to pay fees for managed servers. This issue will net zero with a \$38,800 reduction from Contracted Services.		Net Zero	(1,011,001)		
4300400- DEDUCT 4300410-ADD	15/16	DivTel - Wireless SLERS	Request establishment of OPS Category in the Statewide Law Enforcement Radio System (SLERS), Request the permanent transfer from the Expenses category in the amount of \$20,000. Engineers assist with workload issues such as SLERS filing, records retention, and public records requests. OPS funding will enable the engineers to concentrate on their assigned engineering tasks and will also enable them to better plan and evaluate performance measures for the SLERS system.	0.0	\$ -	Net Zero Issues	\$ -	\$ -
43003C0- DEDUCT 43004C0-ADD	17/18	DivTel - E911 TF	Request establishment of OCO Category in the E911 Trust Fund – Request the permanent transfer from Expenses to establish Operating Capital Outlay in the E911 Trust Fund in the amount of \$3,600. There is currently no budget authority in OCO for this fund which prohibits staff from purchasing needed equipment such as recording devices, lap top refresh, etc.		\$ -	Net Zero Issues	\$ -	\$ -
990A000	19	REDM-FCO	Supplemental Contracts (Building Construction)					\$ 700,000
3300060	20		Wireless Devices Savings: Reduction for annualized savings associated with discontinuation of wireless devices.			\$ (45,183)		

DMS LBR Request

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Issue Code	Priority	Division	Budget Issues	FTE	GF	₹	Т	F	GR	TF	
3300080	21	Various Divisions:									
		Admin	Furniture Lease & Mobile File Rooms / Deferred Commodity Contract Category: Admin								
		HRM	(\$14,711), HRM (\$6,283), and DSGI (\$4,174) will not require funding in this category after								
		DSGI	June 30, 2010 due to the completion of the furniture lease agreement.				\$	(25,168)			
3300090	22	Administration	Kodak Digimaster Printer / Deferred Commodity Contract Category: The last payments								
			will be made in FY 10-11 and the printer will be paid off. Only 1/2 year funding is needed to								
			make these final payments. We can offer \$15,380 up for FY 10-11 and then offer the								
			remaining \$15,379 up for FY 11-12.				\$	(15,380)			
3300050	23	Administration	Renegotiated Mail Service Contract resulting in savings: In Fiscal Year 2009-10, a								
			reduction of \$50,000 was offered and taken from the mail services category. This reduction								
			was a best estimation of a potential contract renegotiation. The actual savings are higher								
			than estimated by \$36,592 allowing further reduction to the mail services category. The								
			contract was renegotiated from \$200,016 annually to \$113,424 for a contract period of 3								
			years ending July 31, 2012.				\$	(36,592)			
17C01C0/	24	Administration	Full Service Transfer to SSRC: 2 issues will net zero by transferring budget related to the								
17C02C0/		Retirement	FST from traditional categories to DP-SSRC. Another issue is included as a placeholder for								
33001C0		PERC	the savings realized by the FST. The new SSRC rates won't be available until November, so				Net Zero	Issues &			
			this issue will only show a savings reduction of \$1 as a placeholder.				\$1 Plac	eholder			
17C01C0/	24	Retirement	Full Service Transfer to SSRC: 2 issues will net zero by transferring budget related to the								
17C02C0/			FST from traditional categories to DP-SSRC. Another issue is included as a placeholder for								
33001C0			the savings realized by the FST. The new SSRC rates won't be available until November, so				Net Zero	Issues &			
			this issue will only show a savings reduction of \$1 as a placeholder.	0.0	\$	-	\$1 Plac	eholder	\$	- \$	

3000010

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			tem (LAS/PBS) ies: State Utility Payments: The Department e operations and maintenance of 7.8 million throughout the State. In addition, another me on-line in April 2010 and 100,000 gross ctober 2010. It involves the payment of the	CURRING			
Issue Code	Priority Division	Budget Issues	FTE	GR	TF	GR	TF
For a contin	uation budget, highli	ghted issues have not been entered into	_				
the Legislat	ive Appropriations Sy	ystem/Planning and Budget System (LAS/PBS)					
4100130	REDM	Increased Appropriation – Special Categories: State Utility Payments: The Department of Management Services is responsible for the operations and maintenance of 7.8 million gross square feet of space located in facilities throughout the State. In addition, another 474,000 gross square feet is scheduled to come on-line in April 2010 and 100,000 gross square feet is scheduled to come on line in October 2010. It involves the payment of the utilities associated with the operation of these facilities. The Department's current utilities appropriation is \$20,748,781, a decrease of \$1,395,578 from Fiscal Year 2008-09. Fiscal					

Year 2009-10 appropriation is projected to be adequate. Based on the rapidly fluctuating energy costs and the addition of the Department of Revenue facilities and the First District Court of Appeals facilities is currently estimated that an additional recurring appropriation

Operation and Maintenance of new DOR facilities: This issue is to request recurring budget authority to fund the operations and maintenance associated with the construction of the Department of Revenue Facilities as part of Capital Circle Office Center (CCOC) – Phase 3 for twelve months. The building plans call for (2) five story buildings, plus a two story call center. The prototype buildings at the current Capital Circle Office Center (CCOC) location are being used as a base model for the design, with customization being required due to the Department of Revenue's (DOR) specialized programming needs and new building code requirements. It is planned to obtain Leadership in Energy and Environmental Developments (LEED) certification, through the use of value engineering. Occupancy of the facilities is estimated to be in April, 2010. This request will include Salaries and Benefits to fund 3 additional maintenance staff to support the facilities; additional Expenses for day to day

operational needs such as air filters, lubricants, minor tools, general repairs and

custodial services, pest control, elevator maintenance, etc.

maintenance, etc; and additional Contractual Services for such items as lawn maintenance,

REDM

\$3,032,543 is needed.

24,339

3.032.543

852,284

3.0

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Issue Code	Priority	Division	Budget Issues	FTE	GR		TF	GR		TF
3000030		REDM	Operation and Maintenance of new First District Court of Appeals facility – This issue is to request recurring budget to fund the operations and maintenance associated with the construction of the First District Court of Appeals facility as part of Capital Circle Office Center (CCOC) for nine months. Occupancy of the facilities is estimated to be in October, 2010. This request will include Salaries and Benefits to fund 2 additional maintenance staff to support the facilities; additional Expenses for day to day operational needs such as air filters, lubricants, minor tools, general repairs and maintenance, etc; and additional Contractual Services for such items as lawn maintenance, custodial services, pest control, elevator maintenance, etc.	2.0		æ	319,977		\$	20.760
4100100		REDM	Increased Appropriation – Special Categories: Contractual Services: This issue requests an increased appropriation in the Special Categories: Contractual Services due to the continuing price increases in on-going operations and maintenance contracts with no additional authority granted to cover these costs. The Division has worked with our vendors to eliminate or minimize increases where possible and to move some services in-house that were previously contracted. Due to the continuing price increases in on-going operations and maintenance contracts and the Division's tight operating budget, the Department is no longer in a position to absorb the increases within existing appropriations.	2.0		\$	180,066		Ψ	20,700
4100150		REDM	Interior Refurbishment of Leased Space: This issue requests continued non-recurring funding for the statewide refurbishment of tenant space. The total revenue anticipated to be generated from the \$0.25 per square foot for office space for Fiscal Year 2010-11 is estimated to be approximately 1.3 M. The specific projects forecast for Fiscal Year 2009-10 have yet to be identified.						\$	1,390,145
4100180		REDM	Master Lease Tenant Space Improvement Funds: This issue is to request budget authority for the estimated 10/11 Fiscal Year Tenant Improvement needs. This request is in agreement with 15 year master plan that has been developed relative to these funds. During the 05/06 Fiscal Year these funds were appropriated in the Grants and Donations Trust Fund, now Operating Trust Fund.						\$	479,367
990M000/ '083430		REDM-FCO	Waller Park Renovation - DMS has commissioned an architectural study for renovation of Waller Park to evaluate and propose design corrections, estimated at \$12 million. Given the restrictions imposed by current budget constraints this renovation is considered not be feasible this year, therefore the \$275,000 requested for FY 10-11 covers only pavement patching, stair repairs and handrail replacement to address life safety and some ADA issues. However future budgets should address the more comprehensive renovations needed, otherwise the plaza will continue to deteriorate and the cost of correcting its problems will escalate.					\$ 275,000		

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990M000/ '083425		REDM-FCO	Carlton Building Renovation - Request for fire alarm/sprinkler, exterior windows-this request is for only \$2.5 million to allow for basic life safety upgrades in FY 10-11. Improvements for tenants and tenant programming will require an additional \$6 million in the following fiscal year. Thus general revenue in the amount of \$6 million OR a one year increase in the rental rate of \$1.04 will be needed in FY 11-12 in order to bring a new tenant into the building. If this appropriation is not made in 2010 the approximate loss in pool rental revenue will be \$2.4 million per year.						\$ 2,500,000	
4100060		Motor Veh and Watercraft Management	Payment of Expense from Sale of Agency Vehicles – This issue requests additional spending authority for this appropriation. Due to an increase in charges from a new towing vendor and fluctuating fuel prices, we are consistently exceeding the current allocated spending authority for this appropriation. To ensure timely reimbursement to the vendor for delivered services, an increase in spending authority of \$100,000 is requested.				\$	100,000		
41001C0		Motor Veh and Watercraft Management	Increase Data Processing by \$12,000 from \$296,861 to \$308,000. Amount currently projected by the SSRC to support Equipment Management Information System (EMIS).				\$	12,000		
3000840		PPM	Blackwater River Correctional Facility: Purchasing Oversight/Private Prison Monitoring (PPM) requests 2 additional positions and associated budget in GR for the additional administrative and contract management workload resulting from the new 2,000-bed Blackwater River Correctional Facility that was legislatively mandated in the 2008 session. The new facility will house medium and close custody adult male inmates and is mandated to have beds on-line by July 2010.	2.0	\$ 1	124,634		,	\$ 6,197	
4000190		HRM - Policy	HR certification program: The Division of Human Resource Management is requesting funding to administer The State Personnel System Human Resource (HR) Professional Development and Certification Program. The purpose of the Program is to develop a knowledgeable body of human resource practitioners within the agencies of the Florida State Personnel System (SPS). The Program will provide a comprehensive multi-tiered curriculum specifically tailored to human resource practitioners at the operational and managerial levels.				\$	18,300		\$ 4,961

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Issue Code	Priority	Division	Budget Issues	FTE	GR	TF	GR		TF		
4400020		HRM - Policy	Job Fairs: To cover participation in at least 4 job fairs around the state, including the cost of printed literature/ materials, staff travel, and booth rental costs. In this time of employment downturn, the presence of the State of Florida at job fairs would support efforts to alleviate unemployment by helping people with the right skills set connect with state government opportunities of which they might not otherwise be aware or take into consideration. In July 2009, 1,186 positions were advertised in People First. Attendance at job fairs could be a critical means for the State of Florida (i.e., the 30 plus agencies of the executive branch, with over 109,000 positions to keep staffed) to leverage the services of the Department of Management Services' Division of Human Resource Management in their recruitment efforts, especially with regard to those critical or hard to fill positions, for which agencies are constantly searching for good candidates. This would also afford the Division an opportunity to deliver a consistent message to job applicants.					\$	7,016		
4000210		DSGI	Access Health Care Data through a Service Provider - The Division of State Group Insurance (DSGI) is currently limited in its ability to effectively and efficiently analyze health disparity data (differences in incidence, prevalence, mortality, and burden of diseases and other adverse health conditions that exist among the specific population groups)of all State Employees' Group Health Insurance Program (Program) vendors. This limitation adversely impacts DSGI to: (1) evaluate Programs' performance, (2) assess areas of opportunities, (3) target special needs, (4) manage special populations, (5) support legislative and policy initiatives and activities, and (6) others. A contractual arrangement providing consulting services for a health care data integration system (HDIS) would provide access to DSGI to healthcare-market intelligence, encounter information, and analytic expertise, through databases and software applications that ultimately will assist DSGI to deliver a value-added health insurance product. This issue requests an increase in budget authority in Special Categories: Contracted Services of the State Employees' Health Insurance Trust Fund for \$1,100,000, non-recurring funding of \$600,000 to cover implementation costs plus recurring funding of \$500,000 to cover maintenance and administrative services to procure and retain a qualified HDIS vendor. In addition, this issue request 1 FTE, salary, rate and associated costs to administer and perform the data mining and analyses using the HDIS.	1.0		\$ 594,980		\$	603,877		

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Issue Code	Priority	Division	Budget Issues	FTE	G	R		TF	GR		TF
4400010		DSGI	Dependent Eligibility Audit – Request \$3.3 million in non-recurring funding to allow the DSGI to procure an independent consultant to perform a dependent eligibility audit. Dependent eligibility audits are performed to identify and cancel ineligible dependents and to ensure that plan funds are only authorized for those subscribers who are eligible for coverage. Ineligible dependents may include ex-spouses, children who are no longer in school and other relatives not qualified for coverage. Based on research, dependent eligibility audits typically result in the removal of 2 – 10% of dependents from employer's health insurance plans, resulting in a reduction of plan costs.								3,300,000
3009500		Retirement	Three (3) new positions in the Bureau of Benefit Payments. This Bureau is responsible for administering the retired payroll for the Florida Retirement System (FRS). A monthly retirement benefit is paid to 288,162 retirees as of June 2009. This represents an increase of 37% since June 2003 when 210,064 retired members received a retirement benefit. This 37% increase has been managed without an increase in total Division FTEs serving the FRS membership. It is expected that the retired payroll will grow to about 300,000 payees by June 2010, an increase of 43% since June 2003. An additional three (3) FTE's (Senior Benefit Technicians with bi-weekly rates of \$1,128.63) are needed to manage this increase in payees. Not funding this issue will reduce the customer service to the 300,000 retirees expected to be receiving a benefit by 2010 and will negatively impact our primary performance goal of processing 100% of the retired payroll in a timely manner.) \$	_	\$	151,350	\$	_ ;	
4400140		Retirement	Study to Modernize IRIS - Prior to engineering the modernization of IRIS, the Division's proprietary imaging and workflow line-of-business software implemented in 2001, a study must be completed to determine the best approach to the project and to prepare the business case required by the Council on Efficient Government (CEG). The estimated cost of this study, based on similar efforts Deloitte (formerly BearingPoint) has been engaged to perform cost in the range of \$250,000. Note that Deloitte will not bid this work if the study is approved.	0.00			\$		\$	_	5 250,000

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	riority Division	Budget Issues	FTE	GR	TF	GR		TF	
4100190	Retirement	Review ORP investment products - Recurring expense to implement a 3-yr review cycle for the investment products offered to ORP participants to ensure continued compliance with SBA minimum standards. Currently, investment products must be reviewed when they are proposed to be added to the provider company's lineup, but once approved, there is no mechanism in place to ensure that the products maintain the same standards that are initially required. The initial reviews are paid for by the provider company, but we are requesting funding to pay for the continued monitoring out of the ORP Trust Fund. If all products are reviewed over a 3-year review cycle, we estimate that the cost would be approximately \$10,000 per year for the SBA to conduct their standard product reviews.		•		,000 \$	- \$		
4105210	Retirement	Actuarial reviews under Chapters 175/185, F.S Sections 175.261(1)(b) and 185.221(1)(b), F.S. The Division requests a \$3,250 increase in the recurring budget of the Police and Firefighters Premium Tax Trust Fund to meet its statutory obligations to provide local pension plan oversight. An increase of \$3,250 is needed for the preparation of actuarial valuations and impact statements of local government "Chapter Plans" created pursuant to Chapters 175/185 F.S. 2010 / 2011 \$3,250 2011 / 2012 \$3,250 2012 / 2013 \$3,250 2013 / 2014 \$5,975 2014 / 2015 \$3,250 2016 / 2017 \$3,250 2017 / 2018 \$3,250	0.00			,250 \$	- \$		

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Issue Code	Priority	Division	Budget Issues	FTE	GR		TF	GR	TF			
4400170		Retirement	Revise all Actuaries Studies due to 5-year Experience Study Results - Actuarial special studies allow the legislature to understand the funding requirements of proposed Florida Retirement System (FRS) Pension Plan benefit improvements and changes when considering legislation and educating constituents. Article X, Section 14 of the Florida Constitution requires public retirement plans to fund benefit improvements concurrently in an actuarially sound manner. The FRS has an experience study performed every five years and one is currently being completed for the 2003 – 2008 period. Any assumption changes resulting from this experience study will make previous special study results invalid for future cost projections. Consequently a large number of special studies are requested in the first two years after the experience study is performed. In the first two years after the 1998-2003 experience study, 18 special studies were performed and were comprised of earlier studies that were updated and studies that were postponed in anticipation of the experience study									
			that was due.	0.00		\$	150,000					
4100060		Retirement	Local Retirement Expense Increase - The Bureau of Local Retirement is a small Bureau consisting of 12 FTE and the total appropriation is not adequate to fund rising costs of postage, rent, utilities, and the printing of the Annual Local Government Report and information distributed at the annual Police and Firefighters Conference, plus the cost of training an additional actuary previously funded by the Legislature. Total increase needed is \$20,000.	0.0	\$ -	\$	20,000	\$ -	\$	_		
4100100		Retirement	Contractual Increases - Deloitte (formerly BearingPoint) is contractually due an increase in Fiscal Year 2010-11 equal to the change in the Consumer Price Index (CPI). With no reliable indicators of what the CPI will be in the year of the contractual increase, based on the average CPI over the past three years, it is assumed to be a 3.5% increase on Deloitte's \$2,800,000 current contract value (equal to \$98,000). Global 360, a \$145,000 sole source contract providing critical imaging and workflow software maintenance services, annually requests an increase of 3.5% or more (equal to \$5,075). The Division already pays less than Global 360's list price and changing providers would require a substantial investment to revise the imaging and workflow process used by the Division. Actuarial Services are also expected to increase at least 3.5% on approximately \$500,000 in annual services (equal to \$17,500) when a new contract becomes effective in Fiscal Year 2010-11. A total \$120,575 is needed to fund these expected increases of 3.5% on \$3,445,000 in contract value. Not funding these expected increases may require a decrease in critical information technology management services, software support and actuarial services.		\$ -	\$	120,575	\$ -	\$			

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Issue Code	Priority	Division	Budget Issues	FTE	REC GR	URRING TF		NON-RECUR	RING
	Priority			FIE	GK	I F		JK .	IF
2401500		DivTel - Wireless SLERS	Requests non-recurring funding for two replacement vehicles (Ford gasoline powered 4-cylinder) totaling \$39,652 that are used by field technical representatives supporting the Statewide Law Enforcement Radio System (SLERS). These vehicles are requested to replace one high-mileage 2001 Chevrolet Cavalier currently in service and one that has failed and is not economically repairable. The State Public Safety Radio Services section has three state-owned vehicles, two 2001 Chevrolet Cavaliers and one 2007 Ford Expedition. One Chevy Cavalier has been problematic and failed at just over 118,000 miles. The repair estimate was over \$2,000, while the car's current market value is \$680. Maintenance has become prevalent on the other Cavalier with over \$1,000 in repairs recently performed. The mileage on this vehicle is over 160,000. These vehicles have reached the point where they are becoming unreliable for critical responses and unsafe for our staff to drive. SLERS has over 200 tower sites throughout Florida. They are often in remote areas with access via secondary, unimproved roads and trails which require extra ground clearance. Our field staff needs to be able to respond to these sites when incidents and major events occur. Field staff currently travel to provide these technical services: Maintenance, training and testing oversight at the State Regional Communications Centers statewide; Maintenance and testing oversight at the SLERS radio tower sites statewide; Travel statewide to assist SLERS and third-party SLERS agencies to address their two-way land mobile radio communications needs and work with users on system issues; Project management with the Statewide Law Enforcement Radio System; Engineering and technical assistance in the FCC-mandated effort to reband the 800 MHz public safety Band. Rental car companies do not allow the full installation of radio equipment into the vehicles except for long-term leases. To perform our customer service efforts, we need permanently						
			mounted radios to simulate the service being provided to the law enforcement force.	0.0	\$ -	\$	- \$	- \$	39,652

						DMS LBR Request			
Issue Code	Priority	Division	Budget Issues	FTE		REC	URRING TF	NON-F GR	RECURRING
4100030	risority	FCHR	Duaget issues		<u> </u>	J11	- ''	OIX	11
4100030		FUHR	Increased Postage Costs - Section 760.11(1), Florida Statutes, requires the Commission to send a copy of any filed complaint to the person who allegedly committed the violation within 5 days by registered mail. Section 760.11(3), Florida Statutes, also requires that within 180 days after the determination, the Commission is to notify the aggrieved person and the respondent of the reasonable cause determination. The average cost of each registered piece of mail is \$4.60. The Commission, on average, mails over 300 certified letters per month, for an approximate total cost of \$16,560 per year. In addition to registered mail, the Commission must correspond, in writing, to the 55 plus registrants and complainants. The Commission, on average, mails out over 1,500 pieces of regular mail each month, totaling \$7,920. Due to the increased cost of postage, the Commission requests additional recurring General Revenue to continue to fund the postage needs of the Commission.		\$	24,480			
4100050		FCHR	i ü			,			
			Administrative Assessment Fees - The Commission currently receives the following administrative support from the Department of Management Services: Human Resources, Budget, and Finance and Accounting. Because of recent cash flow challenges in the Commission's Operating Trust Fund, the Commission has been unable to pay for these administrative services in a timely manner during the last two fiscal years. The Commission currently owes administrative fees in the amount of: \$105,181 (FY 2008-09) and \$71,820 (FY 2009-10), for a total of \$177,001. The Commission requests General Revenue, that averages the prior and current fiscal years. The administrative fees tend to fluctuate for each fiscal year. Because of limited resources, the Commission is unable to afford the cost of other administrative services offered at the Department of Management Services.		\$	80,000			



DEPARTMENT LEVEL

EXHIBITS AND SCHEDULES

IT Service Requirements Worksheet: Network Service

Department of Management Services Dept/Agency:

Joe Wright, Chief Information Officer Submitted by:

(850) 413-9169 Phone: October 15, 2009 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.

Ide	entify the major commercial hardware an	d sof	tware associated with the LAN Service:
	Dell Intel Servers with Windows 2000		
	Standard and Advanced Server		
	operating systems, Windows 2003		
1	operating system	8	Ricoh, Konica Minolta, Oce Multifunction Printers
2	Cisco Switches, Router and Firewalls	9	Dell/EMC Fiber Optic Switches
3	Dell/EMC SAN	10	Dell/EMC Navisphere SAN Management Software
4	Dell Workstations with Windows XP	11	Embarq Metropolitan Area Network (MAN)
5	Southwood Shared Resource Center	12	MyFloridaNet
	Windows Terminal Server for Remote		
6	Access	13	Windows SMS and WSUS
7	Trend Micro Virus Protection	14	

1.

IT Service Def	inition	
	LAN service provider? <i>(Indicate all that apply)</i>	
X	Central IT staff	
	Program staff	
	Another State agency	
X	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 t	he service? (Indicate all that apply)	
X	Agency staff (state employees or contractors)	
	Employees or contractors from one or more additional state agencies	
X	External service providers	
	Public	
1.4. Please iden	tify the number of users of the Network Service.	<u>850</u>
1.5. How many	locations currently host IT assets and resources used to provide LAN services?	2
1.6. How many	locations currently use WAN services?	48

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2.

3.

1.7. What types of WAN c	onnections are included in thi	s service? <i>(Indicate all that apply)</i>	
□ ATM	X Frame Relay	Cellular Network	
SUNCOM RTS	X Internet	X Dedicated Wired connection	
☐ Radio	Satellite	X Dial-up connection	
Other			
Service Unique to Agen	_		
2.1. Is a similar or identica (Identical, Very Sin Similar		her agency or external service provider? Very	1
		ugh another agency or source for less than t hange to another service provider?	he
X Yes □ I	No		
2.2.1. If yes, what m	nust happen for your agency t	o use another IT service provider?	
		barq/MyFloridaNet. LAN services are being must approve the IT Service provider.	
2.2.2. If not, why do	es your agency need to main	tain the current provider for this IT service?	
	red to Support Business F		
_	fied the service level requiren		
	mal Service Level Agreement	(s)	
<u> </u>	ormal agreement(s)	een determined and approved by the depart	ment
	·	r informal) service level requirements:	TICHE
	tation is 99.99% availability, v	tte. Services provided by DMS Staff have inf with most service requests for LAN changes	
3.2. Has the agency specif	fied the service level requiren	nents for WAN service?	
X Yes; for	mal Service Level Agreement	(s)	
X Yes; info	ormal agreement(s)		
□ No; spe	cific requirements have not b	een determined and approved by the depart	ment
If you answered "	Voc " identify major (formal o		
ii you alisweled	res, identity major (formal o	r informal) service level requirements:	
· ·	et through CSA requests.	r informal) service level requirements:	
Embarq/MyFloridaNe		r informal) service level requirements:	
Embarq/MyFloridaNet 3.3. Timing and Service I	et through CSA requests.		
Embarq/MyFloridaNet 3.3. Timing and Service I 3.3.1. Hours/Days th	et through CSA requests. Delivery Requirements		

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		3.3.2.		the agency ement-level							time befo		inutes	<u>; </u>
		3.3	3.2.1.	What are to is exceeded	•	s on the a	agency's l	busin	ess if this	down-tim	e standar	rd		
		i	Employer manage (r service to rs, and 300 environmen o access My	other vend tal and fire	lors would controls	d be unav	vailab	le. Facilit	ies would	have no	ability to	0	
		3.3.3.		ne agency h indicate the			-					X Yes		No
				other state Winewood				eeds.	LAN 100	mbps and	l WAN 10	0 mbps	are	
		3.3.4.		re any ager specify <i>(inc</i>			•		al, statutoi	ry, or rule		Yes nents)	X	No
														1
		□ / □ (3.3.6.	Access th Other	Password Passwo	eral, state,	or agency		X	Access the Access the Access the Access or restricted	rough Int	ernet wit	h secure	e encr	
				t suggests s encryption o						and exte	ernal cont	acts. If	this	
4.	Use	r/cust	tomer s	atisfaction	1									
	4.1.	Are s	X Yes	vel metrics briefly desc	No					_				
		Mon		agement St							icu.			1
	4.2.			lefined IT s							?			
		4.2.1.	If no, v	what change	es need to	be made	to the cu	ırrent	IT service	? (Brief	fly expla	in)		

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IT Service Requirements Worksheet: Network Service

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 2009-10. 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.).

Suncom Circuits are billed directly to DMS divisions, and paid out of their trust funds. Network services provided by BearingPoint are paid from the FRS trust fund. Other network services and costs are paid out of Administration and recovered thru admin fees.

5.2. Other comments		

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IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

Department of Management Services Dept/Agency:

Joe Wright, Chief Information Officer Submitted by:

(850) 413-9169 Phone: October 15, 2009 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.

Ide	Identify the major commercial hardware and software associated with the E-Mail Service:						
1	MS Outlook Client	5	Outlook Web Access Server				
	Southwood Shared Resource Center						
2	(SSRC) MS Exchange Server	6	EMC Extender Archive Software				
3	Windows 2003 Server	7					
4	BlackBerry Enterprise Server	8					

1. IT Service Definition

1.1. Who is the se	ervice provider? (Indicate all that apply)	
	Central IT staff	
	Program staff	
□ .	Another State agency	
X	External service provider	
1.2. Who uses the	e service? (Indicate all that apply)	
X	Agency staff (state employees or contractors)	
	Employees or contractors from one or more additional state agencies	
X	External service providers	
	Public	
1.3. Please identify	y the number of users of this service.	850
1.4. How many loc	cations currently host IT assets and resources used to provide e-mail,	
messaging, ar	nd calendaring services?	1
Service Unique t	to Agency	

2.

- 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?

X	Yes	No

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements

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

IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

A lower cost service identified. If email domain convolution would need to be developed.	changes (dms.myflorida.com), transition plan
2.2.2. If not, why does your agency need to main	ntain the current provider for this IT service?
. IT Service Levels Required to Support Business F	Functions
3.1. Has the agency specified the service level requirem	ements for this IT Service?
X Yes; formal Service Level Agreement	it(s)
Yes; informal agreement(s)	
☐ No; specific requirements have not be	been determined and approved by the department
If you answered "Yes," identify major (formal o	or informal) service level requirements:
Email, Blackberry, and Web Access must be availa	ilable 99.99% of the time.
3.2. Timing and Service Delivery Requirements	
3.2.1. Hours/Days that service is required (e.g., t	<i>0600-2100 M-F, 24/7)</i> : 24/7 365
3.2.2. What is the agency's tolerance for down times management-level intervention occurs (e.g.	
	· · · · · · · · · · · · · · · · · · ·
3.2.2.1. What are the impacts on the agenc is exceeded?	ncy's business if this down-time standard
Customer service to ALL agency employees and PeopleFirst, and FRS members) would be him	
3.2.3. Are there any agency-unique service require	irements? □ Yes X
If yes, specify (include any applicable cons	nstitutional, statutory, or rule requirements)
3.2.4. What are security requirements for this IT s	service? (Indicate all that apply)
X User ID/Password	Access through Internet or external netwo
X Access through internal network only	X Access through Internet with secure encry
V 01 A 11 B1 11 1 1 1	DΛc
X Other <u>Access thru Blackberry and other PD</u>	<u>DAS</u>
 X Other <u>Access thru Blackberry and other PD</u> 3.2.5. Are there any federal, state, or agency privates Service? 	
3.2.5. Are there any federal, state, or agency priva	
3.2.5. Are there any federal, state, or agency private Service?	ivacy policies or restrictions applicable to this IT
3.2.5. Are there any federal, state, or agency private Service? ☐ Yes X No	ivacy policies or restrictions applicable to this IT

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

4.1.	I.1. Are service level metrics reported to business stakeholders or agency management?									
	□ Yes <mark>X</mark> No									
	If yes, briefly describe the frequency of reports and how they are provided:									
4.0										
4.2.	4.2. Are currently defined IT service levels adequate to support the business needs?									
	X Yes									
4	1.2.1.	If no,	wha	at cl	hanges need to be made to the curr	ent IT service	? (Briefly ex	(plain)		
4	1.2.2.				ficant projects (e.g., total cost great rade or enhance any resource or sys					
ı	Proje	ct Name			Description	Start Date	End Date	Estimated Total Cost to Complete		
5.1.	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 2008-09. 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.).									
Each Division is billed individually for their email accounts, and pay out of their respective Trust Funds. Administration email costs are recovered in the Admin fee.										
5.2.	Othe	r comm	ents							

5.

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IT Service Requirements Worksheet: Desktop Computing Service

Department of Management Services Dept/Agency:

Joe Wright, Chief Information Officer Submitted by:

(850) 413-9169 Phone: October 15, 2009 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.

Ide	Identify the major commercial hardware and software associated with the Desktop Computer Service:									
1	Dell Desktops/Flat Panel monitors		MS Enterprise Agreement including MS Office Professional							
2	Dell Laptops	7	Sophos Anti-Virus							
3	Windows XP Operating System	8	Trend Micro Anti-Virus							
4	Dell and HP desktop printers	9	PC Imaging (WDS, RIS, and Ghost)							
5	WSUS and SMS for Patch Mgmt									

1.

IT Service	e Defi	nition	
1.1. Who	is the s	service provider? (Indicate all that apply)	
	X	Central IT staff	
		Program staff	
		Another State agency	
	X	External service provider	
1.2. Who	uses th	ne service? (Indicate all that apply)	
	X	Agency staff (state employees or contractors)	
		Employees or contractors from one or more additional state agencies	
	X	External service providers	
		Public	
1.3. Pleas	se ident	ify the number of users of this service.	850

2. Service Unique to Agency

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

3 primary

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?

1.4. How many locations currently use desktop computing services?

Implement a transition plan with the IT service provider; new provider must adhere to current service levels.

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

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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)									
	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:									
	SLA is in place with Deloitte for Retirement Division - Monitor size must be at least 19" and support 1152 X 864 screen resolution for the IRIS application; preferred CPU speed is at least 2.0 GHz. No specific service levels have been documented with other Divisions as DMS central resources provides Desktop Support services.									
	3.2. Timing and Service Delivery Requirements									
	3.2.1. Hours/Days that service is required (e.g., 0800-1600 M-F, 24/7) M-F, but after hours support is available									
	3.2.2. What are the impacts on the agency's business if the Desktop Service is not available?									
	DMS employees would not be able to access mission-critical applications, productivity tools, or email. Customer service to all State employees served by DMS, and all external customers served, would be greatly impacted as desktop computing resources falter.									
	3.2.3. Are there any agency-unique service requirements? ☐ Yes X No.									
	If yes, specify (include any applicable constitutional, statutory, or rule requirements)									
	in year opening (internationally approximate community currently currently of rand requirements)									
	3.2.4. What are security requirements for this IT service? <i>(Indicate all that apply)</i>									
	X User ID/Password Access through Internet or external network									
	X Access through internal networkX OtherD Access through Internet with secure encrypt									
	Remote Desktop Connection/Terminal Services									
	3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?									
	□ Yes <mark>X</mark> 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									
	X Yes No									

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IT Service Requirements Worksheet: Desktop Computing Service

DMS Hardware inventory is reconciled annually								
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? <i>(Briefly explain)</i>								
1.2.1. If no, what changes need to be made to the current if service: (briefly explain)								
	ignificant projects (e.g., total cost more le or enhance any resource or system a							
Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete				
Additional Informa	tion							
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 2008-09. 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.).								
FRS Operating Trust Fund is the funding source for Retirements costs for Desktop Support services from Deloitte. Other divisions use desktop support services provided by central IT staff. These costs are paid by Administration, and recovered through the Admin fee.								
5.2. Other comments								

5.

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IT Service Requirements Worksheet: Helpdesk Service

Department of Management Services Dept/Agency:

Joe Wright, Chief Information Officer Submitted by:

(850) 413-9169 Phone: October 15, 2009 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.

Ide	Identify any major commercial hardware and software associated with the Helpdesk Service:							
Ret	Retirement:							
	BMC Remedy Magic Service Desk							
1	Express (Magic SDE)	5	MS Internet Information Services (IIS)					
2	Dell Intel Server	6	MS Internet Explorer (IE)					
3	Windows 2000 Server	7						
4	MS SQL Server	8						
DM	1S – non-Retirement:							
	CRM Desk Hosted Solution with							
	PATLive call takers for internal							
1	helpdesk	5						
2	PATLive helpdesk service for Suncom	6						
3		7						
4		8						

1.

IT S	Service Defii	nition									
1.1.	1.1. Who is the service provider? (Indicate all that apply)										
		Central	IT staff								
		Program	Program staff								
		Another	Another State agency								
	X	Externa	l service provider								
1.2.	Who uses th	e service	? (Indicate all t	that app	ly)						
	X	Agency	staff (state emplo	oyees or	contract	cors)					
		Employe	ees or contractors	from on	e or mo	re additional state agencies					
	X	Externa	service providers	S							
		Public									
1.3.	Please identi	ify the nu	imber of users of	this serv	ice.		<u>850 i</u>	nternal			
1.4.	How many lo	ocations o	currently host IT	assets an	ıd resou	rces used to provide helpdesk serv	ices?	1			
1.5.	1.5. What communication channels are used for the service? (Indicate all that apply)										
	X	On-line	self-serve		X	On-line interactive					
	X	Telepho	ne/IVR			Face-to-face					
	X	X Remote desktop (e.g., PC Anywhere)									
	X	Other	Web								

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IT Service Requirements Worksheet: Helpdesk Service

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	Χ	X	Χ
Referring/escalating	Χ	X	Χ
Tracking and reporting	Χ	X	Χ
Resolving/closing	Х	Х	Х

2. Service Unique to	Agency
----------------------	--------

Ser	vice 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?
	X Yes No
	2.2.1. If yes, what must happen for your agency to use another IT service provider?
	Service Level requirements would need to be validated to ensure that another IT service provider could provide a similar Help Desk solution.
	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?
 - 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:

Service Levels are in place with Deloitte (for Retirement). Service requirements include turnaround time on response and on resolution.

- 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) 24/7 365 -Which includes after hours contact for emergencies.
 - 3.2.2. What are the impacts on the agency's business if the Help Desk service is not available?

Reporting, tracking, and resolving IT-related issues would be chaotic, and would result in a poor performance in providing customer service.

3.2.3. What is the average monthly volume of calls/cases/tickets? 357 Internal DMS; 435 Suncom.

425 Ret;

3.2.4. Are there any agency-unique service requirements?

X Yes

No

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

See attached Service Level Agreement between Deloitte and DMS/Division of Retirement

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

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IT Service Requirements Worksheet: Helpdesk Service

	X User ID/Password □ Access through Internet or external network 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?
	X Yes
	Monthly Status reports from Deloitte to Retirement management. Open and closed ticket reports provided to CIO for internal DMS tickets. PATLive reports are provided to Suncom for the Suncom helpdesk.
	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 2008-09. 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.).

FRS Operating Trust Fund is the funding source for costs for Retirement and Deloitte. Administration pays DMS HelpDesk charges, and recover through the Admin Fee, and the CWCTF pays for the PATLive HelpDesk service.

5.2. Other comments

File: 4 LBR 2010-11 Helpdesk Service.doc **Last Saved at**: 10/13/2009 10:11:00 AM

File: 4 LBR 2010-11 Helpdesk Service.doc **Last Saved at**: 10/13/2009 10:11:00 AM

IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

Don	t/Agency:	D	epartment of Management Services											
-	mitted by:		e Wright, Chief Information Officer											
Pho	-		(850) 413-9169											
Date	submitted:	00	October 15, 2009											
I٦	Γ Secui	ity	/Risk Mitigation Service											
sup	porting the	e age	es the implementation of measures to reduce risk and ensure continuity of the IT Services ency. Please consult the <i>Guidelines for Schedule IV-C: IT Costs and Service Requirements</i> efinition of this IT Service and specific direction on how to complete this document.											
1.	IT Service	e De	efinition											
	1.1. Who	is th	e service provider? (Indicate all that apply)											
		X	Central IT staff											
			Program staff											
			3,											
	1.2. Who	X uses	External service provider the service? (Indicate all that apply)											
		X	Agency staff (state employees or contractors)											
		X	External service providers											
			Public											
2.	Service l	Jniq	ue to Agency											
		entica	ar or identical IT service provided by another agency or external service provider? Very Very											
			ne level of service could be provided through another agency or source for less than the ost of the IT service, could your agency change to another service provider?											
	X Y	es	□ No											
	2.2.1.	If	yes, what must happen for your agency to use another IT service provider?											
			evel requirements would have to be validated in order to ensure that other IT service (s) could support DMS risk assessment, security and disaster recovery processes.											
	2.2.2.	If	not, why does your agency need to maintain the current provider for this IT service?											
3.	IT Service	e Le	evels Required to Support Business Functions											
			gency specified the service level requirements for this IT Service?											
	J	X	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:											

File: 5 LBR 2010-11 IT Security-Risk Mitigation Service.doc **Last Saved at**: 10/13/2009 9:44:00 AM

IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

Deloitte must perform quarterly risk assessments of IT environment; Accenture, Convergys, and Deloitte must perform successful disaster recovery tests annually; Data Backups must be successfully performed daily.

. Timii	ng and Service Delivery Requirements				
	The state of the s	<i>24/7)</i> :		<u>24/7 </u>	•
3.2.2.	In the event of an emergency, how quickly must essential serving maintain the agency's continuity of operations?	vices be resto 1 week	red to		
3.2.3.	How frequently must the IT disaster recovery plan be tested?	2 times per	year		
3.2.4.					
3.2.5.	Are there any agency-unique service requirements?			Yes	X N
	If yes, specify (include any applicable constitutional, statuto	ry, or rule req	quirem	ents)	
3.2.6.	What are security requirements for this IT service? (Indicate	all that app	oly)		
χι	_ ·			nal netv	work
	<u> </u>				
					,,
VPN	client software, Keyfob (Sonitrol)				
3.2.7.	Are there any federal, state, or agency privacy policies or rest	rictions applic	able to	this IT	Service
312171		rectorio applic	abic to	, (1113 11	oci vico
Sens	itive personnel data must be protected in accordance with State	and Federal	laws.		
er/cust	comer satisfaction				
. Are s	service level metrics reported regularly to business stakeholders X Yes No	or agency m	anager	ment?	
	If yes, briefly describe the frequency of reports and how they	are provided:			
Resu	, , , , , , , , , , , , , , , , , , , ,				els e
	lts from disaster recovery testing are submitted to DMS manage assessment performed by Deloitte Help desk staff are also repo		s from	quarter	ıy
risk a	llts from disaster recovery testing are submitted to DMS manage assessment performed by Deloitte Help desk staff are also repor	ted.	s from	quarter	ly
risk a	ults from disaster recovery testing are submitted to DMS manage assessment performed by Deloitte Help desk staff are also report rently defined IT service levels adequate to support the busine	ted.	s from	quarter	ly
risk a	llts from disaster recovery testing are submitted to DMS manage assessment performed by Deloitte Help desk staff are also repor	ess needs?			ly
	3.2.1. 3.2.2. 3.2.3. 3.2.4. 3.2.5. 3.2.6. X X VPN 3.2.7. Senser/cust	3.2.2. In the event of an emergency, how quickly must essential services maintain the agency's continuity of operations? 3.2.3. How frequently must the IT disaster recovery plan be tested? 3.2.4. In the event of a security breach, what is the agency's toleran security IT services during peak periods, i.e., time before man intervention occurs (e.g., 10 min, 60 min, 4 hours)? 3.2.5. Are there any agency-unique service requirements? If yes, specify (include any applicable constitutional, statutory) 3.2.6. What are security requirements for this IT service? (Indicate X User ID/Password X Access through X Access through X Access through X Access through X Other VPN client software, Keyfob (Sonitrol) 3.2.7. Are there any federal, state, or agency privacy policies or restriction X Yes No If yes, please specify and describe: Sensitive personnel data must be protected in accordance with State Par/customer satisfaction Are service level metrics reported regularly to business stakeholders X Yes No	3.2.1. Hours/Days that service is required (e.g., 0800-1600 M-F, 24/7): Sonitrol 3.2.2. In the event of an emergency, how quickly must essential services be restored maintain the agency's continuity of operations? 1 week 3.2.3. How frequently must the IT disaster recovery plan be tested? 2 times per 3.2.4. In the event of a security breach, what is the agency's tolerance for down to security IT services during peak periods, i.e., time before management-lever intervention occurs (e.g., 10 min, 60 min, 4 hours)? 3.2.5. Are there any agency-unique service requirements? If yes, specify (include any applicable constitutional, statutory, or rule requirements) X User ID/Password X Access through internal network X Other VPN client software, Keyfob (Sonitrol) 3.2.7. Are there any federal, state, or agency privacy policies or restrictions applicately applicately personnel data must be protected in accordance with State and Federal per/customer satisfaction Are service level metrics reported regularly to business stakeholders or agency makes and service level metrics reported regularly to business stakeholders or agency makes and service level metrics reported regularly to business stakeholders or agency makes and service level metrics reported regularly to business stakeholders or agency makes and service level metrics reported regularly to business stakeholders or agency makes and service level metrics reported regularly to business stakeholders or agency makes and service level metrics reported regularly to business stakeholders or agency makes and service level metrics reported regularly to business stakeholders or agency makes and services and service level metrics reported regularly to business stakeholders or agency makes and services are service level metrics reported regularly to business stakeholders or agency makes and services are services and services and services are ser	3.2.1. Hours/Days that service is required (e.g., 0800-1600 M-F, 24/7): Sonitrol 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 week 3.2.3. How frequently must the IT disaster recovery plan be tested? 2 times per year 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 minutes 3.2.5. Are there any agency-unique service requirements? If yes, specify (include any applicable constitutional, statutory, or rule requirements 2.6. What are security requirements for this IT service? (Indicate all that apply) X User ID/Password X Access through Internet or extern X Access through internal network Cher VPN client software, Keyfob (Sonitrol) 3.2.7. Are there any federal, state, or agency privacy policies or restrictions applicable to X Yes No If yes, please specify and describe: Sensitive personnel data must be protected in accordance with State and Federal laws. Per/customer satisfaction Are service level metrics reported regularly to business stakeholders or agency manager	3.2.1. Hours/Days that service is required (e.g., 0800-1600 M-F, 24/7): Sonitrol 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 week 3.2.3. How frequently must the IT disaster recovery plan be tested? 2 times per year 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)? 3.2.5. Are there any agency-unique service requirements? 1 Yes 1 Yes 1 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 X Access through Internet or external network X Access through internal network X Other VPN client software, Keyfob (Sonitrol) 3.2.7. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT X Yes No If yes, please specify and describe: Sensitive personnel data must be protected in accordance with State and Federal laws. Per/customer satisfaction 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:

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IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

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 2008-09. 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.).

Disaster Recovery costs are paid directly from the Trust Funds FRS, HR PeopleFirst, and State Purchasing. Other costs for COOP management information security oversight are paid from Administration, recovered through the Admin fee.

5.2. Other comments			

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements IT Service Requirements Worksheet: IT Support Service for Agency Financial and **Administrative Functions**

This service er strategic appli IT Costs and S to complete the S t	ncy:				ana	g	ement Services/Division of		
•									
Phone:		Dy.							
Submitted by: Phone: Date submitted: IT Suppor This service enstrategic application of the complete the submitted: It costs and Stocomplete the submitted of the complete the submitted of the su	itted:								
IT	Su	pport				/ Fin	ıa	ncial and Administrative System	IS
Retirement Submitted by: Chip Jordan Phone: 850-414-7130 Date submitted: September 30, 2008 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 Oracle Financials Software Package 5 2 6 3 7 4 8									
Id	entif	y major	IT Sy	stems	(applications)	that a	re	e included (in whole or part) in this IT Service:	
_	Ora	acle Fina	ancial	s Softw	are Package				
_									
1.	1.1.	Who is	the s	Centra Progra Anoth Extern e service Agenc Emplo Extern Public	al IT staff am staff er State agency hal service prov ce? (Indicate by staff (state en ended service prov hal service prov	/ ider all tha mployectors fi iders	ee ro	t apply) es or contractors) om one or more additional state agencies	50
	1.4.	How m	any lo	cations	s currently host	ageno	СУ	financial/ administrative systems?	1
2.	Serv	vice Un	ique	to Age	ency				
	2.1.					orovide	ed	by another agency or external service provider	
	2.2.	current	cost		IT service, coul				han the
		X Yes	;		No				
		2.2.1.	If yes	s, what	must happen f	or you	ır	agency to use another IT service provider?	
		Coord	linatic	n with	all affected bur	eaus a	an	nd sections would need to occur	

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

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements IT Service Requirements Worksheet: IT Support Service for Agency Financial and **Administrative Functions**

Γ Serv	ice	Leve	ls I	Requ	iire	d to	Su	ıbt	or	t Bı	ısin	ess	Fun	ctior	าร	;										_
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1. Has	s the	e age	ncy	spec	ifie	d the	e se	ervi	ce l	leve	l rea	quire	men	ts for	r t	this :	IT S	Serv	ice?	,						
			Υe	s; fo	rma	l Se	rvic	e L	_eve	el Aç	gree	mer	ıt(s)													
				s; inf			_			` '																
		X		•																		•		epart	ment	
	If y	ou ar	SW	:red `	'Yes	s," ic	dent	tify	ma	ajor	(for	mal	or in	form	al	l) se	rvic	ce le	evel	requ	uire	men	ts:			
. Ti	min	g and	Se	rvice	Del	iver	y Ro	equ	uire	mer	nts															
3.2.	1.	Hour	s/D	ays t	hat	ser	∕ice	is	req	uire	d <i>(€</i>	e.g.,	070	00-18	80	00 M	1-F	, 24	4/7) foi	r.					
	3.2.	1.1. <u>M</u>	<u>-F</u>	User-	·faci	ng (com	ıpo	ner	nts c	of thi	is IT	ser	/ice (or	nline	2)							<u>070</u>	0-180	<u>)</u>
	3.2.	1.2.		Back [.]	-offi	ce-f	acir	ng (con	npor	nent	s of	this	IT se	erv	vice	(ba	itch	and	l ma	ainte	enan	ce)	180	0-060)
3.2.		Wha mana 2.1.	age	ment	-lev	el in	nter	ven	ntio	n oc	curs	(e.	g., 1	durin 5 mii busir	n,	<i>30 l</i>	mir	1, 60) mi	n) ?				7 da	ays	
	J.Z.	2.1.		is exc				ipa	CLS	On	.110 6	agei	icy 5	Dusii	iic	.33 11	ui	15 U	OVVII	-ciii	10 3	tariu	aru			
Bi	lling	info	ma	tion a	and	pay	mei	nt i	info	rma	tion	wo	uld n	ot be	e p	oroc	ess	ed a	and	reco	orde	d.				
3.2.	3.	Are t	her	e any	ı ag	ency	y-ur	niqı	ue s	serv	ice r	equ	irem	ents?	?							X	Y	es		ı
		If ye	s, s	pecify	/ (iı	าсІи	de i	any	y ap	plic	able	e col	nstit	ution	al	l, sta	atu	tory	, or	rule	e re	quir	ет	ents)		
		cial s ses c										•	_										rices	s for	the	
3.2.	4.	Wha	t ar	e sec	urit	y re	quir	em	nent	ts fo	r thi	is IT	ser\	/ice?	(Ind	ica	te a	a// t	hat	ap	ply)	1			
X X	A	ser II ccess ther <u>.</u>	thr	ough	inte						•								_						al netv re enc	
3.2.		Are t Serv			r fed	lera	l, st	tate	∋, o	r ag	ency	y pri	ivacy	polic	cie	es oi	r re	stri	ctior	ıs ap	ppli	cable	e to	this	IT	
		X	Yes				No)																		

4. User/customer satisfaction

3.

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements 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										
4		significant projects that are underway or d with this IT service.	r planned to u	pgrade or enha	ance any system						
Project Name Description Start Date End Date Cost to Com											
5.1.	 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 2008-09. 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.). 										
Th	e costs are budg	eted in Administration. Costs are recov	ered thru the	admin fee to t	he divisions.						
5.2.	Other comments										
	.2. Utner comments										

5.

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IT Service Requirements Worksheet: IT Administration and Management Service

Dept/Agency: Department of Management Services

Submitted by: Joe Wright, Chief Information Officer

Phone: (850) 413-9169

Date submitted: October 15, 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.

Ide	Identify major IT Systems (applications) that are included (in whole or part) in this IT Service:										
1	Gartner Research Subscription	5									
2		6									
3		7									
4		8									

1. IT Service Definition

1.1. WITO IS LITE SCIVICE PROVIDER: (11101Cate all triat app	1.1.	.1. Who is the service	provider?	(Indicate all	that ap	p/y	1)
--	------	------------------------	-----------	---------------	---------	-----	----

- X Central IT staff
- X Program staff
- □ Another State agency
- X External service provider
- 1.2. How many locations currently host assets and resources used to provide IT administration and management services?

2. Service Unique to Agency

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

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

Only for the Deloitte and IT Monitor aspect with Retirement

2.1.2. 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:

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 FY 2010-11

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IT Service Requirements Worksheet: IT Administration and Management Service

Covered in the contract with Deloitte and the IT Monitor for the Deloitte Contract. No documented requirements for CIO.

	requi	rements to	, 0101										
3.2.	Timin	ng and Serv	vice Deliver	ry Requirem	ents								
3	3.2.1.		n this servi	•	red <i>(e.g., 0800</i>	0-1600 M-F, 2	24/7) for the s	systems <mark>0700</mark>	<u>) –</u>				
3	3.2.2.				or down time do 5 <i>min, 15 min, 6</i>		ods, i.e., time	before mar <u>N/A</u>	agemer	ıt-			
3	3.2.3.	Are there	any federa	al, state, or a	agency privacy į	oolicies or restr	ictions applica	ble to this I	T Servic	:e?			
		Yes	X	No									
		If yes, ple	ease specify	y and descri	be:								
3	3.2.4.	Are there	any agenc	y-unique se	rvice requireme	nts?		X Yes	1 🔲	Νo			
		If yes, spe	ecify <i>(inclu</i>	ıde any appı	licable constitu	tional, statutoi	ry, or rule requ	uirements)					
	IT Se	rvices cont	tract betwe	een Deloitte	and Division of	Retirement/DM	IS is monitored	d by a third	party.				
'	IT Services contract between Deloitte and Division of Retirement/DMS is monitored by a third party. Jser/customer satisfaction												
	-												
4.1.	Are se		metrics rep ☐ No	ported to bus	siness stakeholo	ders or agency	management?						
	If yes,	briefly des	scribe the f	requency of	reports and ho	w they are pro	vided:						
		-	_		etings and mon meeting that in				ment				
4.2.	Are cu	rrently defi	ined IT ser	vice levels a	dequate to sup	port the busine	ss needs of th	e agency?					
	X Ye	•	□ No										
	If no,	, what char	nges need	to be made	to the current I	T service? (BI	riefly explain)					
					derway or plann s IT service.	ed to upgrade	or enhance an	y system,					
F	Project	: Name		Descripti	on	Start Date	End Date	Estimate Cost of Co					

5. Additional Information

4.

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

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 FY 2010-11

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements

IT Service Requirements Worksheet: IT Administration and Management Service

FY 2008-09. 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.).

FRS Operating Trust Fund funds costs specific to Retirement. CIO and other ancillary costs are paid through admin, and recovered through the Admin fee.

5.2. Other comments			

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Non-Strategic IT Network Service							
Dept/Agency: Department of Management Services					Form: FY 201	0-11 Schedule IV-C -N	on-Strategics; Ver 1
Prepared by: Joe Wright / Brenda Jackson			ources Apportioned		Estimat	ted IT Service Costs	
Phone: 413-9169 / 410-0803		to this IT Service in FY 2010-11		Α	В	С	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 (Columns C - B)
A. Personnel		1.00		\$114,869	\$86,406	\$86,406	\$0
A-1.1 State FTE		1.00		\$114,869	\$86,406	\$86,406	\$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		88	45	\$135,299	\$165,320	\$147,502	-\$17,818
B-1 Servers		27	12	\$16,900	\$17,413	\$16,820	-\$593
B-2 Server Maintenance & Support		25	10	\$5,000		\$15,247	-\$2,243
B-3.1 Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)		15	15	\$8,590		\$8,323	\$123
B-3.2 Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc)		21	8	\$104,809		\$107,112	-\$15,105
C. Software		***********	*******		-	\$5,467	\$3,031
D. External Service Provider(s)				\$992,735	\$951,011	\$955,914	\$4,903
D-1 LAN External Service Provider		2	2	\$623,513	\$515,594	\$518,482	\$2,888
D-2 WAN External Service Provider		4	4	\$369,222	\$435,417	\$437,432	\$2,015
E. Plant & Facility for LAN/WAN Service		0	0	\$0		\$0	\$0
F. Other (Please describe in Footnotes Section below)		100000000	*********	\$19,734	\$17,750	\$17,750	\$0
H. Total for IT Service				\$1,298,385	\$1,222,923	\$1,213,039	-\$9,884
Footnotes - Please be sure to indicate there is a footnote for the corresponding	g row above. I	Maximum footnote le	ength is 1024 charac	cters.			
1							
2							
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15							

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File: 8 FY2010-11_Sched_IV-C_NonStrategic.xls

Tab: Network

Path: G:\L B R\Sch IV-C\FY 2010-2011\Non-Strategic\Non-Strategic PDF Files for Portal\

	(11) Costs and Service Requirements										
No	Non-Strategic IT E-Mail, Messaging, and Calendaring Service										
	Agency: Department of Management Services					Form: FY	2010-11 Schedule IV-C	-Non-Strategics: Ver 1			
	Prepared by: Joe Wright / Brenda Jackson		# of Assets & Resu	ources Apportioned	1		IT Service Costs	Tron strategies, ver i			
	Phone: 413-9169 / 410-0803			ce in FY 2009-10	Α	В	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 (Columns C - B)			
A. Pe	rsonnel		0.00		\$0	\$0	\$0	\$0			
A-1	State FTE		0.00	********	\$0	\$0	\$0	\$0			
A-2	OPS FTE		0.00		\$0	·		\$0			
A-2 A-3	Contractor Positions (Staff Augmentation)		0.00		\$0			\$0			
	urdware		0	0	\$0						
D. 116			0	0	\$0			\$0			
B-1	Servers Server Maintenance & Support		0	0	\$0 \$0			\$0			
B-3.1	Wireless Communication Devices & Related Hardware		0	0	\$0			\$0			
B-3.2	Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0	0	\$0	\$0	\$0	\$0			
C. So	ftware		*******	<u> </u>	\$0	\$0	\$0	\$0			
D. Ex	ternal Service Provider(s)	1	1	1	\$239,400	\$242,992	\$92,946	-\$150,047			
E. Pla	ant & Facility		0	0	\$0	\$0	\$0	\$0			
F. Ot	her (Please describe in Footnotes Section below)		B0000000		\$0	\$0	\$0	\$0			
G. To	otal for IT Service				\$239,400	\$242,992	\$92,946	-\$150,047			
۸dm	inistrative Overhead - Percentage of Other Non-Strategic IT Service	Cocte Sun	norting Email Co	nvico							
Aum	Non-Strategic Service	Footnote	%	Cost	To determine the fully-loaded	l cost of the e-mail service, ag	jencies must estimate the am	ount (percentage) of the other			
OT-1	Network				non-strategic IT services that	are "consumed" by the e-mai	l service. For example, deskto	pp support personnel install			
OT-2	Desktop IT Service	2	1.00%	\$ 4,972	for the e-mail service, it is im	portant to include the indirec	t workload and associated cos	its of the desktop service			
OT-3	Help Desk IT Security & Risk Mitigation		0.50%	\$ 1,870	expended in support of the e	-mail service. The portion of	Network, IT Security & Risk M	itigation, and IT			
OT-4 OT-5	IT Security & Risk Mitigation IT Administration & Management				for these IT services. For the	purposes of the Schedule	IV-C analysis, the data subm	itted in this section will			
013	The state of the s	<u> </u>	SUBTOTAL	\$ 6,841	NOT be added to the cost o	f the e-mail service.					
	Fully-loaded IT Se	ervice Cost	t \$	99,787							
	Footnotes - Please be sure to indicate there is a footnote for the corresponding	g row above.	Maximum footnote	length is 1024 cha	racters.						
1	09-10 Costs are based on 5 months at \$50.79 per mailbox per month, and 7 months at \$10.0	00 per mailbo	c per month.								
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N	Non-Strategic IT Desktop Computing Service									
	Agency: Department of Management Services					Form: FY 201	0-11 Schedule IV-C -N	on-Strategics: Ver 1		
	Prepared by: Joe Wright / Brenda Jackson		# of Assets & Res	ources Apportioned						
	Phone: 413-9169 / 410-0803		to this IT Service in FY 2010-11		Α	В	С	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 (Columns C - B)		
A. Pe	rsonnel		2.00		\$122,760	\$94,297	\$94,297	\$0		
A-1	State FTE		1.00		\$90,785	\$62,322	\$62,322	\$0		
A-2	OPS FTE		1.00		\$31,975	\$31,975	\$31,975	\$0		
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0		
B. Ha	ırdware		1158	160	\$168,029	\$150,808	\$141,036	-\$9,772		
B-1	Servers		1	0	\$0			\$0		
B-2	Server Maintenance & Support		1	0	\$0					
B-3.1	Desktop Computers	1	870	90	\$149,749	\$110,656		\$13,008		
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	3	0 286	0 70	\$0	\$0		\$0		
B-3.3	Other Hardware Assets (e.g., system mgt workstation, printers, scanners, etc)	3			\$18,280	\$40,152	\$17,372	-\$22,780		
C. Software			 	*******	\$176,018	\$123,951	\$127,486	\$3,535		
D. External Service			1	1	\$104,792	\$130,872	\$132,342	\$1,470		
E. Plant & Facility			0	0	\$0	\$0	\$0	\$0		
F. Ot	her (Please describe in Footnotes Section below)			*******	\$2,000	\$2,000	\$2,000	\$0		
G. T	otal for IT Service				\$573,599	\$501,928	\$497,161	-\$4,767		
	Footnotes - Please be sure to indicate there is a footnote for the corresponding	g row above.	Maximum footnote l	length is 1024 chara	acters.					
1	This is total personal computers.									
2	Mobile computers make up approximately 210 of the total personal computers, and abou	t 25 percent of	f our computers with	costs.						
3	This is primarily made up of area and personal printers throughout the Department.									
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Non-Strategic IT Helpdesk Service Helpdesk Service								
Agency: Department of Management Services					Form: FY 2010	0-11 Schedule IV-C -No	n-Strategics; Ver 1	
Prepared by: Joe Wright / Brenda Jackson			urces Apportioned	Estimated IT Service Costs				
Phone: 413-9169 / 410-0803		to this IT Service	ce in FY 2010-11	Α	В	с	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 (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 A-3 Contractor Positions (Staff Augmentation)		0.00		\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	
B. Hardware		0	0	\$0	\$0		\$0	
B-1 Servers B-2 Server Maintenance & Support		0	0	\$0 \$0	\$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		********	******	\$3,689	\$3,514	\$3,700	\$186	
D. External Service Provider(s)		3	3	\$639,034	\$367,330	\$370,210	\$2,880	
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				\$642,723	\$370,844	\$373,910	\$3,066	
Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote lengt	h is 1024 ch	aracters.						
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N	Non-Strategic IT Security/Risk Mitigation Service IT Security/Risk Mitigation Service											
	Agency: Department of Management Services					Form: FY 201	0-11 Schedule IV-C -N	on-Strategics; Ver 1				
	Prepared by: Joe Wright / Brenda Jackson		# of Assets & Rese	ources Apportioned	Estimated IT Service Costs							
	Phone: 413-9169 / 410-0803		to this IT Servi	ce in FY 2010-11	Α	В	С	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 (Columns C - B)				
A. Pe	ersonnel		1.40		\$132,942	\$132,942	\$132,942	\$0				
A-1	State FTE		1.40	*******	\$132,942	\$132,942	\$132,942	\$0				
A-2	OPS FTE		0.00		\$0			\$0				
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0				
B. Ha	ardware		3	0	\$600	\$0	\$0					
B-1	Servers		1	0	\$0							
B-2 B-3	Server Maintenance & Support		0	0	\$0			\$0				
	Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc)		2		\$600			\$0				
			processor	*********	\$8,874	\$6,520	\$9,400	\$2,880				
D. E	xternal Service Provider(s)	1	2	2	\$320,128	\$426,318	\$428,199	\$1,881				
E. Pl	ant & Facility		0	0	\$0	\$0	\$0	\$0				
F. Ot	ther (Please describe in Footnotes Section below)			******	\$4,150	\$500	\$500	\$0				
G. T	otal for IT Service				\$466,694	\$566,280	\$571,041	\$4,761				
	Footnotes - Please be sure to indicate there is a footnote for the corresponding	row above.	Maximum footnote	length is 1024 char	acters.							
1	This is primarily data backups of networked environment and Disaster Recovery, and inclu	des Security a	and COOP manageme	nt.								
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No	Non-Strategic IT Support Service for Agency Financial and Administrative Systems											
	Agency: Department of Management Services					Form: FY 201	0-11 Schedule IV-C -N	on-Strategics; Ver 1				
	Prepared by: Joe Wright / Brenda Jackson			ources Apportioned	Estimated IT Service Costs							
	Phone: 413-9169 / 410-0803		to this IT Servi	ce in FY 2010-11	Α	В	С	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 (Columns C - B)				
A. Pe	ersonnel		1.00		\$0	\$0	\$0	\$0				
A-1	State FTE		1.00	******	\$0	\$0	\$0	\$0				
A-2	OPS FTE		0.00		\$0			\$0				
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	\$0				
B. Ha	ardware		0	0	\$0	\$0	\$0	\$0				
B-1	Servers		0	0	\$0			\$0				
B-2 B-3	Server Maintenance & Support		0	0	\$0			\$0				
	Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0	-	\$0			\$0				
C. So	ftware		<u> </u>	*******	\$1,020	\$1,020	\$7,520	\$6,500				
D. Ex	xternal Service Provider(s)	1	1	1	\$39,533	\$150,732	\$152,212	\$1,480				
E. Pla	ant & Facility		0	0	\$0	\$0	\$0	\$0				
F. Ot	her (Please describe in Footnotes Section below)		<u> </u>	<u> </u>	\$0	\$0	\$0	\$0				
G. T	otal for IT Service				\$40,553	\$151,752	\$159,732	\$7,980				
	Footnotes - Please be sure to indicate there is a footnote for the corresponding	g row above. I	Maximum footnote l	length is 1024 chard	acters.							
1	This is primarily SSRC charges for hosting and supporting the Oracle Financials system.											
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Non-Strategic IT IT Administration and Management Service							
Agency: Department of Management Services					Form: FY 201	0-11 Schedule IV-C -N	on-Strategics: Ver 1
Prepared by: Joe Wright / Brenda Jackson		# of Assets & Reso	ources Apportioned			ted IT Service Costs	
Phone: 413-9169 / 410-0803		to this IT Servi	ce in FY 2010-11	Α	В	с	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 (Columns C - B)
A. Personnel		1.00		\$99,951	\$99,951	\$99,951	\$0
A-1 State FTE		1.00		\$99,951	\$99,951	\$99,951	\$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
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0	0	\$0	\$0		\$0
C. Software		***************************************	************	\$1,000	\$4,881	\$5,400	\$519
D. External Service Provider(s)		3	3	\$171,910	\$213,670	\$211,700	-\$1,970
E. Plant & Facility		4,340	4,340	\$79,500	\$79,500	\$79,500	\$0
F. Other (Please describe in Footnotes Section below)			*******	\$0	\$0	\$0	\$0
G. Total for IT Service				\$352,361	\$398,002	\$396,551	-\$1,451
Footnotes - Please be sure to indicate there is a footnote for the corresponding	row above. I	Maximum footnote l	ength is 1024 chard	acters.			
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	Non-Stratagics: Var 1										
	Non-Strategics; Ver 1 Agency: Department of Management			nt Services	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
Budget Entity Name	BE Code	Program Component	Program Component Name	Identified Funding as % of Total Cost of Service	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
		Code		Costs within BE Funding Identified for IT Service	\$1,213,039	\$92,946	\$497,160	\$373,910	\$571,041	\$159,732	\$396,551
Executive Direction & Support Svcs	72010100	1602000000	Executive Leadership & Support Svcs	\$1,113,227	\$263,468	\$11,430	\$154,696	\$25,330	\$377,450	\$159,732	\$121,121
Facilities Management	72400100	1601000000	Governmental Operations	\$367,455	\$301,189	\$19,200	\$36,622		\$10,445	\$0	\$0
Building Construction	72400200	1601000000	Governmental Operations	\$6,746	\$4,464	\$1,080	\$1,202		\$0	\$0	\$0
Aircraft Management	72600100	1601000000	Governmental Operations	\$11,854	\$7,377	\$2,916	\$1,562		\$0	\$0	\$0
Federal Property Assistance	72600200	1	Governmental Operations	\$5,289	\$4,088	\$600	\$601		\$0	\$0	\$0
Motor Vehicle & Watercraft Mgt	72600300	1601000000	Governmental Operations	\$10,843	\$7,030	\$1,440	\$2,373		\$0	\$0	\$0
Purchasing Oversight	72600400	1601000000	Governmental Operations	\$103,180	\$58,704	\$6,240	\$17,066		\$0	\$0	\$21,170
Private Prison Monitoring	72600400	1601000000	Governmental Operations	\$13,528	\$7,966	\$1,800	\$3,762		\$0	\$0	\$0
Office of Supplier Diversity	72600500	1601000000	Governmental Operations	\$9,554	\$5,952	\$2,040	\$1,562		\$0	\$0	\$0
Human Resource Manaagement	72750100	1601000000	Governmental Operations	\$40,337	\$24,720	\$5,160	\$10,457		\$0	\$0	\$0
Insurance Benefits Administration	72750200	1601000000	Governmental Operations	\$30,002	\$20,628	\$2,640	\$6,734		\$0	\$0	\$0
Retirement Benefits Administration	72750300	1601000000	Governmental Operations	\$1,214,256	\$412,370	\$24,000	\$211,070	\$198,580	\$135,146	\$0	\$233,090
Telecommunications Services	72900100	1603000000	Technology Program	\$362,725	\$88,760	\$12,960	\$41,835	\$150,000	\$48,000	\$0	\$21,170
Wireless Services	72900200	1603000000	Technology Program	\$15,382	\$6,324	\$1,440	\$7,618	\$130,000	\$48,000	\$0	\$21,170
Wil cless services	72300200	100300000	Teermology Frogram	\$0	30,324	\$1,440	\$7,016	30	30	30	30
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				Sum of IT Cost Elements Across IT Services							
		Personnel	State FTE (#)	5.40	1.00	0.00	1.00	0.00	1.40	1.00	1.00
	a s	1 Cl 30lillel	State FTE (Costs)	\$381,621	\$86,406	\$0	\$62,322	\$0	\$132,942	\$0	\$99,951
	/ic	Personnel	OPS FTE (#)	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00
	Da en ts	1 er sonner	OPS FTE (Cost)	\$31,975	\$0	\$0	\$31,975	\$0	\$0	\$0	\$0
	nt T S eet	Personnel	Vendor/Staff Augmentation (# Positions)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	n F Sh	reisonnei	Vendor/Staff Augmentaion (Costs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	필요	Hardware		\$288,538	\$147,502	\$0	\$141,036	\$0	\$0	\$0	\$0
	We We	Software		\$158,973	\$5,467	\$0	\$127,486	\$3,700	\$9,400	\$7,520	\$5,400
	Cos Ite	External Ser	rvices	\$2,343,522	\$955,914	\$92,946	\$132,342	\$370,210	\$428,199	\$152,212	\$211,700
	IT Cost Element Data as entered on IT Service Worksheets	Plant & Faci		\$79,500	\$0	\$0	\$0	\$0	\$0	\$0	\$79,500
	_	Other	ncy	\$20,250	\$17,750	\$0	\$2,000	\$0	\$500	\$0	\$79,300
		Other									
			Totals of Costs	\$3,304,380	\$1,213,039	\$92,946	\$497,161	\$373,910	\$571,041	\$159,732	\$396,551
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Listing of Strategic IT Services

(FY 2010-11 Schedule IV-C Worksheet SC-2)

Dept/Agency: Department of Management Services

Prepared by: Joe Wright
Phone: 850-413-9169
Date Completed: 11/18/08

1. Real Estate Property Asset Tracking and Management Service

This service provides the development, maintenance and hosting of web-based and non-web-based applications for the management and tracking of real estate property assets for the state of Florida. Applications/systems that make up this IT Service are

- **1.a.** Paid Parking System maintenance of contracts and space assignments.
- **1.b.** Lease Management System Tracking of leases and related information for leases both within DMS pool of facilities and private sector leases.
- **1.c. State Facilities Inventory System** Tracking of various state-owned facilities and needed maintenance on these facilities. This covers both DMS facilities and facilities managed by other state agencies.
- **1.d. Budget Request System** Mechanism to track building maintenance needs for use in the development of Fixed Capital Outlay Budget Requests for Real Estate development and maintenance efforts.
- **1.e. Fixed Capital Outlay (FCO) Management and System** –Tracking of FCO funding and expenditures for Real Estate development and maintenance projects.
- **1.f. Preventative Maintenance System** Mechanism to track the preventative maintenance needs of equipment in DMS pool facilities.
- **1.g. Work Order Tracking System** Mechanism to receive and track Real Estate work orders for both external and internal customers.

2. On-line e-Procurement Service (MyFloridaMarketPlace)

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Listing of Strategic IT Services

This service makes available electronic purchasing for the state of Florida. This includes the processes associated with registering and managing vendors, creating requisitions and purchase orders, making purchase orders viewable by the public on the Web, receiving orders, and posting invoices. This service integrates with FLAIR. The system is a source for centralized procurement activities, streamlining interactions between vendors and state government entities, and providing the tools to support world class procurement for the State of Florida.

The following IT Systems are constituent elements of this Strategic IT Service.

- **2.a. Buyer** This system is base on Ariba. It is the Web-based procurement system that supports agency users in online requisitioning, purchase order creation and transmission, electronic response for informal solicitations and sealed bids, contract maintenance, online receiving, automated workflow management for approvals of both requisitions and invoices, automated invoice matching, system search and export functionality, and electronic receipt of vendor invoices.
- **2.b. SPURS-view** System allows for public viewing of vendor and purchase order information on the Web.
- **2.c. Billings and Collections** Web based system that allows vendors to manage the business they do with the State of Florida. It includes fee notifications, reporting capabilities, and payment history
- 2.d. Vendor Registration This system is designed to streamline interactions between vendors and state government entities that purchase goods and services, and provides a user-friendly Internet portal where vendors can register, receive information on upcoming bids, post information on products and services, and receive purchase orders electronically.
- **2.e. Vendor Performance Tracking** The systems generates notifications to Agency users to provide survey responses for those vendors with which they have worked. These responses are aggregated by vendor and assigned an overall rating, which is available to all MyFloridaMarketPlace users.
- **2.f. Analysis** Web based system which provides analytical reports that allow the State to review and understand purchasing patterns (based on commodity, contract, vendor, etc.) over a period of time. This application receives updates from the Buyer application on a nightly basis so the data reflected and produced in the resulting reports is relatively current. Users have the opportunity to build reports on

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demand, save those reports for future use, share reports through a public folder, and schedule reports to run on a defined basis or run the reports on demand as needed.

- **2.g. Ariba Supplier Network (ASN) -** System allows vendors to create an electronic invoice online and send these invoices back to the State.
- **2.h. Sourcing** • Web based system that allows users to create, launch and manage the entire solicitation process online. It allows users to score and rank bids by buyer's criteria, manage and collaborate online across locations, analyze bids, and award business. Formal bidding system for goods and services more than \$25,000.00.
- **2.i. E-Quotes** Informal bidding system for goods and services less than \$25,000.00.
- **2.j. Aravo** On-line catalogue enablement tool.

3. On-line Bid Posting and Tracking Web Hosting and Maintenance Service

This service provides development, maintenance, hosting and processing for the public posting of advertisements, grants, competitive solicitations, public meetings, and agency decisions.

The following IT Systems are constituent elements of this Strategic IT Service.

3.a. Vendor Bid System – The web-based application that allow the state agencies to post solicitations and other items for the vendor community to visit and monitor.

4. On-line Emergency Vendor Sign-up and Tracking Web Hosting Service

This service provides solicitation of suppliers of emergency commodities and services for membership in the FESN. Suppliers are provided a contract and are commit to an appropriate service level during declared emergencies. Certificates of membership are issued to these suppliers as members of the Florida Emergency Supplier Network. The FESN collects and organizes the information and make it accessible to government buyers during emergency operations.

The following IT Systems are constituent elements of this Strategic IT Service.

4.a. *FileNet* – This system is being used to manage workflow approvals and provide an on-line form for emergency supplier registration.

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5. On-line Statewide Phone Directory Service

This service provides development, maintenance, hosting and processing for making available the web-based statewide phone directory to the public.

The following IT Systems support this service.

5.a. 411 On-line Directory – Web-based system that updates employee and phone information on a regular basis, and makes this information available to the public. Telephone numbers are available by: agency, city, county, employee, school, community college, university, and subject.

6. Telecommunications Ordering, Inventory, Billing & Collections, and Vendor Payment Services

This IT Service provides efficient and cost effective data processing for the collection of orders, storage of inventory, creation of invoices, and tracking of vendor and customer payments.

The following IT Systems support these functions for SUNCOM Portfolio of Services.

- **6.a. Network Management System (NMS)** An order entry and tracking system and provides Telecommunications and Radio Services (TRS) with the capability to track data and voice call records for all state agencies using SUNCOM long distance. The system also processes service orders for each SUNCOM customer and maintains real-time status of all the State's telephone circuits.
- **6.b. SUNCOM Integrated Data Accounting & Order Entry System (SIDAOES)** A circuit and device inventory tracking system and is the basis for auditing vendor invoices for data services.
- **6.c. Communications Services Authorization System (CSA System)** A system that facilitates the web submission of communication service orders that add, move, change, or disconnect the services delivered to customers.

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- **6.d. Telephone Agency Billing System (TABS)** A system that handles local service invoicing through Electronic Data Interchange (EDI) vendor invoice files. This system converts the data and reconciles the vendor invoice with orders submitted via the CSA System (mentioned above) before invoices are sent to SUNCOM customers.
- **6.e. SUNCOM Network Invoicing** A system that handles long distance and network invoicing by associating long distance call detail to customer records
- **Collections Tracking** A system that enables reporting on accounts receivable to identify customers' payment history. Information is entered when making contact with a customer regarding a delinquent account to track the collections process.
- **6.g. Vendor Payment Processing System** This system documents revenue by service and the posting of payments to vendors, and facilitates service level financial reports. It produces the detail necessary for the Department Finance & Accounting to process payments to vendors through automated form creation.
- **6.h. Gentran EDI Processing** Software for mapping Electronic Data Interchange data files to file formats for processing, and the system for processing the EDI data files.

7. 911 Financial Management Service

This service provides fund management capabilities for the E911 Board.

The following IT Systems support this service.

7.a. E911 Fund Management system – A system for loading county information and appropriately calculating disbursements from the E911 fund.

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8. On-line Human Resource Management Service

This service makes available state-wide, on-line human resource management functions. This includes employee and manager self-service tools that streamline and standardize human resource transactional processes.

The following IT Systems are constituent elements of this Strategic IT Service.

- **8.a. People First System** People First is the State of Florida's self-service, secure, web-based SAP application that automates the State's human resource functions, such as attendance & leave, benefits administration, human resource management, organizational management, payroll administration, and staffing.
- **8.b. Data Warehouse –** Oracle database that warehouses People First data for agency access and reporting.

9. State Fleet Tracking and Management Services

This service provides for the development, maintenance, hosting, and availability of the equipment fleet tracking and management function of the state of Florida. This service was created in-house with requirements specific to the state of Florida.

The following IT components are constituent elements of this Strategic IT Service.

- **9.a.** Equipment Management Information System The Equipment Management Information System (EMIS) is a fleet management and reporting system. The system provides the management and cost information required for state agencies to effectively and efficiently manage the state's vehicle and watercraft fleet.
- **9.b. Disposal Management System -** The Disposal Management System records and tracks state surplus mobile equipment to be sent to monthly auctions. Information tracked includes vehicle description, owner agency, contact information, location of vehicle, and sale information.
- **9.c. ESPData's VinPower** A vendor hosted service that allows the business unit to lookup a vehicle by Vehicle Identification Number (VIN) and correct vehicle information. Information made available includes year, make, model, engine type, weight, manufacturer, etc.

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10. Private Prison Contract Performance Monitoring Service

This service provides development, maintenance, and hosting of the contract performance monitoring automated processes for the Specialized Service division within DMS. This service was created in-house with requirements specific to this business unit.

The following IT Systems are components of this Strategic IT Service.

10.a. Private Prison Management (PPM) Contract Monitoring System – This Web-based system allows PPM Contract Managers to monitor/track the performance of the Private Prison Contractor. Elements that are monitored and tracked are incident tracking and resolution, contractor employee position vacancies, inmate program participation, and adherence to American Correctional Association requirements.

11. Aircraft Flight Scheduling and Billing Service

This service provides automation of flight scheduling of state aircraft, and billing for aircraft usage. This service is made available by installed packaged software and by a hosted web-based solution.

The following IT Systems are constituent elements of this Strategic IT Service.

- **11.a.** Business Aircraft Records and Tracking (BART) This system allows flights to be scheduled and aircraft to be reserved. It tracks and records all flights performed by the Bureau of Aircraft. Information recorded includes passenger information, destination, flight times, pilot information and flight cost.
- **11.b. BART Executive Aircraft System (BART EAS)** This system produces invoices to the agencies for which flight services were performed.

12. Federal Property Acquisition, Warehousing, and Distribution Service

This service makes available automation specifically designed for Federal Surplus Property programs operated by the US General Services Administration (GSA). This automation is made available by a vendor's web-based hosted solution.

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The following IT Systems are components of this Strategic IT Service.

12.a. *InCircuit's Asset Management Suite* – A web-based solution designed to meet the unique needs of federal surplus property management and financial administration.

13. Customer Relationship Management and Performance Monitoring Service

This service provides the development, maintenance, and hosting of the Customer Relationship Management (CRM) and Performance Monitoring function of the Human Resource Management division. This service provides for the logging, documenting, and tracking of correspondence or requests, including those related to collective bargaining grievance, and other types of HRM related matters.

The following IT Systems are constituent elements of this Strategic IT Service.

13.a. Contact Management System – The system records customer contact information along with subject matter, information related to collective bargaining grievances, and tracking information of all communication and resolution.

14. On-Line Position Classification Web Hosting and Maintenance Service

This service allows hosting and content management of pay and position classifications used by state agencies and other governmental entities, including listings of Career Service and Select Exempt Service class specifications. Information maintained by this service includes allocation factors, knowledge skills and abilities, examples of work and minimum classifications, class designations such as EEO job category, probationary period, collective bargaining unit, and schedule of salary ranges and pay range tables.

The following IT Systems are constituent elements of this Strategic IT Service.

14.a. Position and Pay Classification Website – The Website and content management functions, and associated database.

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Listing of Strategic IT Services

(FY 2010-11 Schedule IV-C Worksheet SC-2)

15. Minority Vendor Certification Management Service

This service provides the development, maintenance, and hosting/processing of the purchasing vendor certification management process.

15.a. Vendorstrator – This system streamlines the Minority Business Enterprise (MBE) certification process and provides real-time data on the number of certified minority vendors and the breakdown of minority designations. It allows MBE vendors to complete certification/recertification on-line. This system interfaces with the MyFloridaMarketPlace system.

16. Claims and Payment Tracking Service

This service provides a repository for Blue Cross Blue Shield claims information and Capital City Bank payment information that gets loaded on a monthly basis. The State Group Insurance division reports on this information monthly, and ensures data loads take place as planned and are successful.

The following are IT components of this service.

16.a. Oracle Database and Extract-Transform-Load programs - Loads the data from BCBSFL and Capital City Bank.

17. MyBenefits Website Maintenance and Hosting Service

The service supports the Web-based MyBenefits site and application that provides self-service functionality to the State of Florida Legislative and Executive Branches, active and retired employees, state agencies and universities, COBRA participants, surviving spouses and dependents, and other entities. This site allows for selection of medical and dental plans during the open enrollment period.

The following are IT components of this service.

17.a. *MyBenefits Website* – The MyBenefits Website itself.

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18. Retirement Benefits IT Services

All of the services provided by the Division, from enrolling members, managing and auditing employer contributions, keeping detailed records on every member, calculating estimates and final retirement benefits, analyzing and supporting legislation, publishing materials, maintaining a sophisticated and fully automated electronic retirement system and effectively educating and communicating with thousands of participants and other interested parties every year, culminate in providing a monthly retirement benefit to more than 276,000 retired members or their beneficiaries. IT processing is done on systems that run only on the LAN, and customers can access retirement information and perform functions using the Web-base interface.

The following IT Systems are elements of this Strategic IT Service:

18.a Integrated Retirement Information System (IRIS)

Enrollment and Contributions

- Records Management
 - Scanning and indexing of all documents received
- Enrollment
 - Maintain FRS agency and member information
 - o Provide past service calculations for agencies
 - o Process plan determination and plan errors for members
 - Maintain data on Senior Management Service Class positions for agencies
- Contributions
 - Balance agency contribution files
 - Process contribution variances
 - The Department of Revenue provides the facility of ACH (Automated Clearing House) to all FRS employers. As a part of the collection process, the Division receives daily feed(s) from the Department of Revenue. This file contains agency number, the date when the payment was received by Department of Revenue and the amount paid by the FRS participating agencies towards the payment of monthly contribution of their employees, payment of outstanding invoices and purchase of service. This information is uploaded in the IRIS system and applied to the appropriate agencies.
- Investment Plan (IP)
 - o Record elections from members into the IP.
 - The MyFRS.com portal which is maintained by Enterpulse provides a member the ability to make elections, manage their pension and/or investment accounts and compare

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- retirement options. The Division sends updates daily to the portal containing member demographic information as well as choice service information including salary and years of service. A full refresh file of all active members is sent to the portal once a month.
- The Division utilizes flat files as a means of transmitting data both to and from the investment plan third party administrator (TPA). This information includes member elections, distributions, Accumulated Benefit Obligation transfers and member contributions. Member data is also sent to the TPA for use in managing the member investment accounts.
- Financial Engines manages and maintains the choice service. The choice service compares a members retirement options and forecasts future benefits of these options. In addition to providing advice on retirement options, the choice service also accepts member elections and forwards them on to ING, the plan administrator. Updated member demographic and choice information is sent to Financial Engines daily.

Retirement Calculations

- Provide benefit estimates and finalize service retirements for members in the regular plan (FRS), Deferred Retirement Option Plan (DROP), and hybrid FRS/IP
- Provide annual statements to members regarding their retirement account (MAS)
- Provide cost and benefit estimates on second elections for those members in the Investment Plan (IP) returning to the FRS Pension Plan
- Provide buyback costs for Community College and State University optional retirement plans (CCORP/SUSORP) members returning to the FRS Pension Plan

Benefit Payments

- Retired Payroll
 - Establish and approve retirement benefit accounts for new retirees
 - o Process monthly and supplemental retiree payrolls
 - o Process Health Insurance Subsidy (HIS) applications
 - o Maintain insurance deduction provider information
 - Each year, the Division is required by IRS to send each FRS retiree their 1099-R form which states their retirement benefit information for the previous calendar year. The Division enters into a contract agreement with a vendor who is responsible for printing and mailing these forms to the FRS

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- retirees. The Division sends the print vendor an encrypted file containing the 1099-R information.
- o Submit original and corrected 1099-R form data to IRS
- Process additional warrant requests (duplicate, cancelled, or forged warrants)
- As part of the retired payroll process, the Division sends the monthly deduction report to Convergys for both the State Life and State Health Insurance deductions. The Division receives individual deduction data and annual rate changes for both the State Health and State Life Insurance participants, and health insurance premium certification for the HIS tax exclusion from Convergys.
- Survivor Benefits
 - o Maintain death date for members and joint annuitants
 - Process benefit overpayments due to death of benefit payee(s)
 - Finalize service retirements (including recalculation of DROP benefit) for deceased members
 - o Process payments for beneficiaries
- Disability Determination
 - Process applications for disability retirement benefits from members
 - Finalize Disability retirements for members of both the FRS Pension plan and the Investment plan
 - Enforce HIPAA compliance of confidential documents
 - As part of the disability reexamination process, the Division prepares a file of disability cases, which is sent to both the Auditor General and the Florida Department of Law Enforcement. The Auditor General oversees a match process executed by the Department of Law Enforcement. The match process compares social security numbers of FRS disability members to social security numbers of active employees and produces a report, which is used by the Division to reexamine disability cases. This report is prepared and sent to the Division on a quarterly basis.

Optional Retirement Plans

- Maintain Optional Retirement Plan/Optional Annuity Plan (ORP/OAP) provider company information
- Reconcile agency contribution files received from the provider companies
- Record elections for members into the ORP/OAP.
- Contribution information is sent to the ORP/OAP Provider Companies for members participating in the ORP and OAP retirement plans. These files are sent on a bi-weekly basis after the ORP and OAP payrolls have been posted.

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- The Provider Companies send a reconciliation file every quarter to the Division of Retirement. This file is loaded into the IRIS system and a comparison between the Provider Company's records and the Division's records is performed.
- Distribution information is sent to the Division on a quarterly basis from the Provider Companies. These files are loaded and processed into the RIM system. ORP and OAP members who have taken a distribution are considered to be retired.
- The Auditor General receives an audit file of the Optional Retirement Programs from the Division on a yearly basis.

18.b Retirement Online (ROL) Web-based System

Enrollment and Contributions

- Allow FRS agencies to edit member enrollment information
- Allow FRS agencies to submit monthly contribution files and contribution file summaries
- Allow FRS agencies to retrieve Investment Plan election information for their employees
- Allow FRS agencies to pay invoices related to contribution file discrepancies
- Allow FRS members to view/print their retirement contribution and plan history summaries
- Allow FRS members to view/print their beneficiary information

Retirement Calculations

- Allow FRS members to view their Member Annual Statements
- View a benefit estimate if the member is retiring at the end of the current month
- Calculate an estimate of benefits based on a "what-if" scenario (specific retirement date or member age, different retirement options)
- Allow FRS members to indicate whether to receive email notification, paper (regular mail) notification or both for the following forms and publications:
 - o FRS Bulletin Newsletter
 - FRS Retirement Guides appropriate to their membership class (Regular, Special Risk, Elected Officials, etc.)
 - Member Annual Statement

Benefit Payments

- Allow FRS retirees and/or beneficiaries to view/print the following:
 - o Retirement benefit information
 - IRS 1099-R tax form history

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- Benefit payment history, including any deductions for insurance (health, life) or other miscellaneous deductions
- Withholding tax detail
- Beneficiary
- Allow FRS retirees and/or beneficiaries to indicate whether to receive email notification, paper (regular mail) notification or both for the following forms and publications:
 - FRS Retiree Newsletter
 - IRS Tax Form 1099-R
- FRS retirees and/or beneficiaries can submit an address change
- Allow insurance providers for FRS retirees to perform the following:
 - Submit files containing benefit deduction changes
 - Add deductions for new retirees
 - View/download deduction reports.

Optional Retirement Plans

 Allow state universities and community colleges to submit biweekly ORP/OAP contribution files.

19. MyFlorida.com Portal Web Site Maintenance and Hosting Service

This service makes available to the general public an official portal of the state of Florida. This Portal is an organized gateway to get to other state of Florida government websites. These other Websites (agencies, commissions, other governmental entities) are separate Websites and are not hosted with the MyFlorida.com Portal, nor do they use the same content management programs.

The following IT Systems are constituent elements of this Strategic IT Service.

- **19.a.** *MyFlorida.com Portal Web Site* Centralized access to Florida State Government Web-based information.
- **19.b. Portal Administration** The content management and administration system for managing the MyFlorida.com Portal.
- **19.c.** *Link Checker* Application that scans the MyFlorida.com Portal site and checks for broken or problematic links.
- **19.d. Get Answers Knowledgebase** The knowledgebase of answers to Frequently Asked Questions, and the CRM functions for allowing citizens to ask questions of the State and get answers back. This is a hosted

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software service with RightNow Technologies. The Dept. of State performs the Customer Rep functions with this system and the management of the knowledgebase.

20. Accessibility Compliance Assistance Service

This service makes software tools available to agencies to check Section 508 compliance of Web sites, and provides opportunities for repairs.

The following IT Systems are constituent elements of this Strategic IT Service.

20.a. *ACC – Accessibility Compliance Checking package* – Purchased software package from HiSoftware. 50 licenses of ACC Verify and ACC Repair. One license of server-based ACC Monitor.

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IT Service Requirements Worksheet: Portal/Web Management Service

Dept/Agency: Department of Management Services

Submitted by: Joe Wright, Chief Information Officer

Phone: (850) 413-9169

Date submitted: October 15, 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.

Ide	Identify the major commercial hardware and software associated with this service:							
	EZ Publish Content Mgmt System							
1	(Internet)	5						
	Microsoft Office SharePoint Server							
2	(Intranet)	6						
3		7						
4		8						

1. IT Service Definition

1 1	Who is	the service	nrovider?	(Indicate al	ll that apply)
1.1.	VVI 10 15	tile service	Diovidei :	l Illuicale al	'I LIIAL ADDIV I

- X Central IT staff
- □ Program staff
- Another State agency
- X External service provider
- 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
 - X External service providers
 - X Public
- 1.3. Please identify the number of Internet users of this service.

Unknown

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

900

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)*

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?

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

Identify cost savings, and ensure similar functionality can be provided, including allowing authors of content to make the web content changes.

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3.

4.

IT Service Requirements Worksheet: Portal/Web Management Service

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?
IT Service Levels Dequired to Support Pusiness Eunstions
IT Service Levels Required to Support Business Functions3.1. 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:
Always up and available; content authors (users) can add pages and add/change/delete content without the need for IT resources.
3.2. Timing and Service Delivery Requirements
3.2.1. Hours/Days that service is required <i>(e.g., 0600-2100 M-F, 24/7)</i> : 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)? 10 minutes
3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?
Agency will be able to conduct business, but employees, other state employees, and external customers will not have access to DMS information typically made available on-line.
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 Internet or external network
X Access through internal network only
X Other <u>Intranet only available on Network.</u> <u>Internet site available to public.</u>
3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
□ Yes <mark>X</mark> No
3.2.5.1. If yes, please specify and describe:
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:

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements IT Service Requirements Worksheet: Portal/Web Management Service

4.2. Are cur	rently defi	ined IT service levels	adequate to supp	port the busine	ess needs?	
X Ye	s [□ No				
4.2.1.	If no. wha	at changes need to b	e made to the cur	rent IT service	? <i>(Briefly e</i> x	(nlain)
	21 1107 11110	it thanges need to s	e made to the car	10.10 11 30.1100	. (211011) 02	
4.2.2.		ignificant projects (e. o upgrade or enhanc				
Project	Name	Descrip	otion	Start Date	End Date	Estimated Total Cost to Complete
is used service FY 200 the ser	describe t to provide . Be sure t 9-10. If s vice fundii	he funding source(s) e this service. Identi to describe any antici uch adjustments are ng model (e.g., charg	fy whether there it pated adjustment anticipated, pleas ge-back, cost alloc	is a cost recovers to the fundir se describe any cation, fee-per-	ery or cost allong source(s) or corresponding transaction, el	cation plan for this funding level for g change needed in tc.).
Costs for t Fee.	the DMS P	ortal/Web environme	ent are paid by Ad	lministration, a	nd recovered l	by the Admin
5.2. Other o	comments					

5.

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911 Financial Management Service

				_					
Dep	t/Ageı	ncy:						gement Services	
Sub	mitted	l by:	Joe Wright, Chief Information Officer						
Pho	ne:		(850) 413-9169						
		nitted:			<mark>, 2009</mark>				
91	.1 F	inanc	cial I	4ana	gement	t Serv	ic	e	
		consult t complet				dule IV-	C:	IT Costs and Service Requirements for specific d	rection on
Id	entif	y majoi	r comi	nercial	hardware,	/softwa	re t	that are included (in whole or part) in this IT Ser	vice:
1		racle Se	quel S	erver			5		
2	AS	SP.NET					6		
3							7 8		
4							0		
1.	IT S	Service	Defi	nition					
		1.1.1.	Provi	de the	definition o	of this se	ervio	ce as identified on Form SC2 (Strategic IT Service	Catalog).
		This	servi	ce nro	vides fund	l mana	пеі	ment capabilities for the E911 Board.	
	1.2.	Who is	the s	ervice p	orovider? <i>(.</i>	Indicat	te a	all that apply)	
			✓		al IT staff				
				_	am staff				
					er State ag				
			✓	Exterr	nal service p	provider			
	1.3.	Who u	ses th	e servi	ce? <i>(Indica</i>	ate all	tha	t apply)	
			✓	Agenc	y staff (sta	te empl	oye	es or contractors)	
				Emplo	yees or cor	ntractors	s fro	om one or more additional state agencies	
			\checkmark	Exterr	nal service p	provider	S		
				Public					
	1.4.	Please	identi	fy the	number of t	users of	thi	s service.	180
	1.5.	How m	nany k	cation	s currently	host this	s se	ervice?	1
_			-						
2.	Ser	vice Ur	nique	to Age	ency				
	2.1.				ical IT serv Similar, No		ide	d by another agency or external service provider?	No
	2.2.							ided through another agency or source for less th agency change to another service provider?	an the
		✓ Ye	s		No	-			
				_		en for v	OU.	agency to use another IT service provider?	
						-		oing maintenance & availability of funding: ensure	2

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statutory obligations can be fulfilled.

911 Financial Management Service

2.2.2.	If not,	why does your agency need to maintain the current provider for this IT se	ervice?	
Service	e Levels	Required to Support Business Functions		
		cy 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	departme	ent
If y	ou ansv	wered "Yes," identify major (formal or informal) service level requirements).	
. Timin	ng and S	Service Delivery Requirements		
3.2.1.	Hours/	Days that service is required (e.g., 0700-1800 M-F, 24/7) for:		
3.2	2.1.1.	User-facing components of this IT service (online)	0700-180	0 M-F
3.2	2.1.2.	Back-office-facing components of this IT service (batch and maintenance	e) <u>24/7</u>	
3.2.2.		s the agency's tolerance for down time during peak periods, i.e., time beforement-level intervention occurs (e.g., 15 min, 30 min, 60 min)?	ore <u>60</u>	
3.2	2.2.1.	What are the impacts on the agency's business if this down-time standaris exceeded?	rd	
Redu meet		ilability and/or flexibility of gathering critical financial data for E911 Board	monthly	
3.2.3.	Are the	ere any agency-unique service requirements?	Yes	<u> </u>
	If yes,	specify (include any applicable constitutional, statutory, or rule required	ments)	
Propr	rietary c	onfidential service provider fee information pursuant to s. 365.172, 174, F	:S.	
3.2.4.	What a	are security requirements for this IT service? (Indicate all that apply)		
		Password	external i	networ
	•	nrough internal network only 🗸 Access through Internet wit		
	Other			
3.2.5.	Are the	ere any federal, state, or agency privacy policies or restrictions applicable ??	to this IT	
	✓ Y	es 🗖 No		
3.2	2.5.1.	If yes, please specify and describe:		
s. 36	5.172, 1	.74, FS		
	,			

4. User/customer satisfaction

3.

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements **IT Service Requirements Worksheet:**

911 Financial Management Service

4.1.	Are serv	ice level	metrics reported to business stakehold	ders or agency	/ management			
	□ Yes ✓ No							
4	4.1.1. If	yes, brie	efly describe the frequency of reports a	and how they	are provided:			
4.2	•							
4.2.	4.2. Are currently defined IT service levels adequate to support the business needs?							
	✓ Yes □ No							
4	4.2.1. If	no, wha	t changes need to be made to the curr	ent IT service	? (Briefly ex	(plain)		
4			gnificant projects that are underway or I with this IT service.	r planned to u	pgrade or enha	ance any system		
	Project Na	ame	Description	Start Date	End Date	Estimated Total Cost to Complete		
	Additional Information 5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.).							
En	nergency (Emergency Communications E911 Number System Fund.						
	5.2. Other comments							
5.2.	Other cor		ilications E911 Number System Fund.					

5.

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IT Service Requirements Worksheet: Accessibility Compliance Assistance Service

Dept/Agency:	Depart	ment of	f Manag	gement	Services
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Joe Wright Submitted by: 850.413.9169 Phone: October 15, 2009 Date submitted:

Accessibility Compliance Assistance Service

Please consult the Guidelines for Schedule IV-C: IT Costs and Service Requirements for specific direction on how to complete this document.

Ide	Identify major commercial hardware/software that are included (in whole or part) in this IT Service:								
1	HiSoft's ACC Monitor, ACC Verify,	5							
2	ACC Repair	6							
3		7							
4		8							

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service makes software tools available to agencies to check Section 508

	compliance of Web sites, and provides opportunities for repairs.								
1.2.	1.2. Who is the service provider? (Indicate all that apply)								
	X Central IT staff								
		Program staff							
		Another State agency							

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

External service provider

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies X
- External service providers
- **Public**
- 1.4. Please identify the number of users of this service.

1.5. How many locations currently host this service?

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?

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements **IT Service Requirements Worksheet:**

Accessibility Compliance Assistance Service

2.	2.2	If not, wl	าy doe	es your	agency	need	to	maintain	the	current	: provic	ler f	or t	this 1	[T s	ervic	≘?

Ιť	s sof	tware	tha	t we	mak	ке	avai	lat	ole	to c	t	her	Ag	en	cies	S.
----	-------	-------	-----	------	-----	----	------	-----	-----	------	---	-----	----	----	------	----

3.

IT S	ervice	e Levels	Required to Support Business Functions					
3.1. Has the agency specified the service level requirements for this IT Service?								
			es; formal Service Level Agreement(s)					
			/es; informal agreement(s)					
	X No; specific requirements have not been determined and approved by the dep							
	If y	you ansv	vered "Yes," identify major (formal or informal) service level requireme	nts:	! !			
3.2.	Timir	ng and S	Service Delivery Requirements					
;	3.2.1.	Hours/	Days that service is required <i>(e.g., 0700-1800 M-F, 24/7) for</i> .					
	3.2	2.1.1.	User-facing components of this IT service (online)		0800	- 170	00	
	3.2	2.1.2.	Back-office-facing components of this IT service (batch and maintena	ınce	e) <u>0800</u>	- 1700		
3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs <i>(e.g., 15 min, 30 min, 60 min)?</i> 1 hour days								
	3.2	2.2.1.	What are the impacts on the agency's business if this down-time stan is exceeded?	ıdar	d			
	No re	eal impa	ct					
:	3.2.3.	Are the	ere any agency-unique service requirements?		Yes	X	No	
		If yes,	specify (include any applicable constitutional, statutory, or rule requi	iren	nents)			
:	3.2.4.	What a	are security requirements for this IT service? (Indicate all that apply	1)				
	<u> </u>	Jser ID/I	Password Access through Internet	or e	external	netw	ork	
			nrough internal network only	witl	h secure	encr	yption	
:	3.2.5.	Are the	ere any federal, state, or agency privacy policies or restrictions applicable?	ole t	o this I	Γ		
		x Ye	es 🔲 No					
	3.2	2.5.1.	If yes, please specify and describe:					
	Secti	on 508 /	Accessibility					

4. User/customer satisfaction

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements IT Service Requirements Worksheet: Accessibility Compliance Assistance Service

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:										
42.4	·									
4.2. Are currently defined IT service levels adequate to support the business needs?										
x Yes										
4.2.1. If no, what changes need to be made to the current IT service? (Briefly explain)										
	ignificant projects that are underway or	r planned to u	pgrade or enha	ance any system						
associated	d with this IT service.									
Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete						
None										
Additional Informa	Additional Information									
5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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										

5.

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IT Service Requirements Worksheet: Aircraft Flight Scheduling and Billing Service

	t/Agency:		Department of Management Services							
	mitted by:		right, Chief Informa	tion	Officer					
Pho		` '	413-9169							
	Date submitted: October 15, 2009 Aircraft Flight Scheduling and Billing Service									
_					IT Costs and Service Requirements for specific d	lirection on				
	w to comple			-c.	11 Costs and Service Requirements for specific of	III ECCIOII OII				
Ic				are '	that are included (in whole or part) in this IT Ser	vice:				
			s Aircraft Records and ing and billing system							
1	(BART) fo			5						
2				6						
3				7						
4				8						
	airc hosi 1.2. Who i	service raft usaced webs s the se	e provides automatio	on o mad orte a	at apply)	ng for				
			External service provide Public	ers	rom one or more additional state agencies					
	1.4. Please	e identif	y the number of users o	f th	is service.	<u>5</u>				
	1.5. How r	many loo	cations currently host th	is s	ervice?	1				
2.	Service U	nique t	o Agency							
			identical IT service pro Very Similar, No)	vide	ed by another agency or external service provider?	No No				
		nt cost o			vided through another agency or source for less the agency change to another service provider?	nan the				

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IT Service Requirements Worksheet: Aircraft Flight Scheduling and Billing Service

	If yes,	what mus	st happen for your a	agency to use	e ano	ther IT service	provider?	
A bu	ısiness ca	se showi	ng greater value, ar	nd a change	mana	igement plan.		
2.2.2.	If not,	why does	your agency need	to maintain t	he cu	ırrent provider f	for this IT serv	rice?
Service	e I evels	Require	ed to Support Bus	iness Funct	ions			
		-	d the service level r					
	□ Y	es; forma	al Service Level Agro	eement(s)				
		-	mal agreement(s)	. ,				
	X N	lo; specif	ic requirements hav	e not been d	letern	nined and appro	oved by the de	epartment
If y	you answ	ered "Ye	s," identify major (f	ormal or info	rmal)) service level re	equirements:	
. Timir	ng and S	ervice De	livery Requirements	5				
3.2.1.	Hours/I	Days that	service is required	(e.g., 0700	-180	00 M-F, 24/7)	for:	
3.2	2.1.1.	User-fac	ing components of	this IT servic	e (or	nline)		0700-1700
3.2	2.1.2.	Back-off	ice-facing compone	nts of this IT	serv	ice (batch and	maintenance)	
3.2.2.			ncy's tolerance for over					1 day
3.2	2.2.1.	What ar	e the impacts on th ded?	e agency's bi	usine	ss if this down-	time standard	
Oper	ration wo	uld be lin	nited, with no visibil	ity into plane	e rese	ervations		
3.2.3.	Are the	re any ag	jency-unique servic	e requiremer	nts?		□Yes	s <mark>⊠</mark> No
	If yes,	specify <i>(i</i>	include any applicat	ble constitut	ional	, statutory, or r	rule requireme	ents)
3.2.4.	What a	re securit	y requirements for	this IT servic	:e? <i>(1</i>	Indicate all th	at apply)	
× A		rough int	ernal network only	<u> </u>		Access through Access through		
3.2.5.	Are the Service	-	deral, state, or agei	ncy privacy p	olicie	s or restrictions	applicable to	this IT
	□ Ye	es	⊠No					

4. User/customer satisfaction

3.

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements **IT Service Requirements Worksheet:**

Aircraft Flight Scheduling and Billing Service

4.1.	1.1. 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 a	and how they	are provided:		
ľ							
4.2.	1.2. Are currently defined IT service levels adequate to support the business needs?						
	⊠Yes □ No						
4	4.2.1. If no, what changes need to be made to the current IT service? (Briefly explain)						
ľ	,				(211311)	, , , , , , , , , , , , , , , , , , ,	
L							
4			ficant projects that are underway o	r planned to u	pgrade or enha	ance any system	
	associ	ated wi	ith this IT service.				
						Estimated Total	
Р	roject Name		Description	Start Date	End Date	Cost to Complete	
Addi	tional Infor	mation	1				
- 4 ,	DI 1 '1		.				
			funding source(s), i.e., general reve service. Identify whether there is a				
			escribe any anticipated adjustments				
F	FY 2009-10.	If such	adjustments are anticipated, please	e describe any	corresponding	g change needed in	
t	the service fu	nding n	model (e.g., charge-back, cost alloc	ation, fee-per-	transaction, et	tc.).	
Tru	st funded						
5.2. (Other comme	nts					

5.

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IT Service Requirements Worksheet: Claims and Payment Tracking Service

Dept/Agency: Department of Management Services

Submitted by: Joe Wright, Chief Information Officer

Phone: (850) 413-9169

Date submitted: October 15, 2009

Claims and Payment Tracking Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Ide	entify major commercial hardware/softwa	are	that are included (in whole or part) in this IT Service:
1	Oracle database and load utilities	5	
2	Oracle DB query tools	6	
3		7	
4		8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service provides a repository for Blue Cross Blue Shield claims information and Capital City Bank payment information that gets loaded on a monthly basis. The State Group Insurance division reports on this information monthly, and ensures data loads take place as planned and are successful.

1.2.	Who is the	service provider? (Indicate all that apply)	
	X	Central IT staff	
		Program staff	
		Another State agency	
	X	External service provider	
1.3.	Who uses th	ne 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	
1.4.	Please ident	ify the number of users of this service.	10
1.5.	How many I	ocations currently host 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*)
- 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

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IT Service Requirements Worksheet: Claims and Payment Tracking Service

:	2.2.1.	If yes	what must h	nappen for your a	gency to us	e an	other IT service	e provider?	?			
:	2.2.2.	If not,	why does yo	our agency need t	to maintain	the c	current provider	r for this I	Γsei	rvice?		
	Data	feed w	ith protected	health information	on from the	healt	th insurer.					
IT S	ervic	e Level	s Reauired t	to Support Busi	iness Funct	tions	s					
			-	he service level re				?				
		X	Yes; formal S	Service Level Agre	eement(s)							
			•	agreement(s)								
			No; specific r	equirements have	e not been o	deter	mined and app	roved by t	:he c	departm	ent	
	If	you ans	wered "Yes,"	identify major (fo	ormal or info	orma	l) service level	requireme	:nts:			_
				aintaining the he with specific tur				er equipme	ent,	and the		
3.2.	Timi	ng and	Service Delive	ery Requirements	;							
:	3.2.1.	Hours	/Days that se	rvice is required	(e.g., 0700)-18	00 M-F, 24/7	') for:				
	3.2	2.1.1.	User-facing	components of t	this IT servi	ce (o	nline)		0	<u>700-170</u>	<u>0 M-F</u>	=
	3.2	2.1.2.	Back-office	-facing compone	nts of this I	Γser	vice (batch and	d maintena	ince) <u>same</u>	<u>.</u>	
	3.2.2.			's tolerance for d intervention occu					oefoi	re <u>30 da</u>	ays	
	3.2	2.2.1.	What are the is exceeded	he impacts on the d?	e agency's b	usine	ess if this down	n-time star	ıdaro	d		
	Will	not be a	ble to report	claims vs. payme	ent informat	ion.						
	3.2.3.	Are th	ere any agen	cy-unique service	e requireme	nts?				Yes	X	No
		If yes	specify (incl	lude any applical	ble constitut	tiona	l, statutory, or	rule requ	irem	ents)		
	3.2.4.	What	are security r	equirements for t	this IT servi	ce? <i>(</i>	Indicate all t	hat apply	()			•
			Password	•			Access through		-	external	netwc	ork
		•		nal network only			Access through					
		Other _										
:	3.2.5.	Are th		ral, state, or ager	ncy privacy p	olici	es or restrictior	ns applicat	ole to	this IT		
			res □	No								
	3.2	2.5.1.	If yes, plea	se specify and de	escribe:							
	HIPA	AA requi	rements appl	у								

4. User/customer satisfaction

3.

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements **IT Service Requirements Worksheet:**

IT Service Requirements Worksheet: Claims and Payment Tracking Service

4.1.	4.1. Are service level metrics reported to business stakeholders or agency management						
	☐ Yes X No						
4	4.1.1. If yes, briefly describe the frequency of reports and how they are provided:						
4.2.	1.2. Are currently defined IT service levels adequate to support the business needs?						
	X Yes No						
4	4.2.1. If no, what changes need to be made to the current IT service? (Briefly explain)						
	122	Link ou					
4	1.2.2.			nificant projects that are underway o with this IT service.	r pianned to u	pgrade or enna	ance any system
							Estimated Total
١	Project	Name		Description	Start Date	End Date	Cost to Complete
Add	itional	Infor	mati	on			
5 1	Please	descrit	ne the	e funding source(s), i.e., general reve	enue trust fun	d federal gran	t or other that is
3.1.				is service. Identify whether there is a			
				describe any anticipated adjustment			
				ch adjustments are anticipated, pleas g model (e.g., charge-back, cost alloc			
			ilailig	g model (c.g., charge back, cost anoc	adon, rec per	transaction, ct	,.
Tr	ıst Fur	ıd					
5.2.	Other	comme	nts				

5.

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IT Service Requirements Worksheet:

Customer Relationship Management and Performance Monitoring Service

Department of Management Services Dept/Agency: Joe Wright, CIO Submitted by: 850/413-9169 Phone: Date submitted: October 15, 2009 **Customer Relationship Management and Performance Monitoring Service** Please consult the Guidelines for Schedule IV-C: IT Costs and Service Requirements for specific direction on how to complete this document. Identify major commercial hardware/software that are included (in whole or part) in this IT Service: Oracle, in-house app 5 2 6 3 7 4 8 1. IT Service Definition 1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog). This service provides the development, maintenance, and hosting of the Customer Relationship Management (CRM) and Performance Monitoring function of the Human Resource Management division. This service provides for the logging, documenting, and tracking of correspondence or requests, including those related to collective bargaining grievance, and other types of HRM related matters. 1.2. Who is the 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** 1.4. Please identify the number of users of this service. 1.5. How many locations currently host this service? 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 ✓ No.

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Customer Relationship Management and Performance Monitoring Service

	If yes,	what must happe	en for your age	ency to use	e and	other IT ser	vice provide	er?		
2.2.2.	If not,	why does your ag	gency need to	maintain t	he c	urrent prov	der for this	IT ser	vice?	
		ion was develope Support team.	d in-house and	d is mainta	ined	with the as	ssistance of	the DN	1S	
Servic	e Levels	Required to Su	upport Busin	ess Funct	ions	S				
1. Has tl	he ageno	cy specified the se	ervice level red	quirements	for t	his IT Serv	ice?			
	<u> </u>	Yes; formal Servic	e Level Agree	ment(s)						
	<u> </u>	Yes; informal agre	eement(s)							
	√	No; specific requir	rements have	not been d	leter	mined and	approved by	the de	epartm	ent
If	you ans	wered "Yes," iden	tify major (for	mal or info	rma) service le	vel requiren	nents:		
2. Timi	ing and S	Service Delivery R	equirements							
3.2.1.	Hours/	Days that service	is required (e.g., 0700	-18	00 M-F, 24	!/ 7) for:			
3.2	2.1.1.	User-facing com	ponents of th	is IT servic	æ (o	nline)			8 - 5	
3.2	2.1.2.	Back-office-facir	ng component	s of this IT	ser	vice (batch	and mainte	nance)	8 - 5	
3.2.2.		s the agency's tol ement-level inter						e before	e <u>5 day</u>	/S
3.2	2.2.1.	What are the im is exceeded?	npacts on the	agency's bu	usine	ess if this do	own-time st	andard		
Little	e e									
3.2.3.	Are the	ere any agency-ui	nique service i	requiremen	nts?				⁄es	✓ N
	If yes,	specify (include	any applicable	e constitut	iona	l, statutory	or rule req	uireme	ents)	
	\							/w)		
3.2.4.	wnat a	are security requir	rements for th	is IT servic	:e? <i>(</i>	Indicate a	II that app	עיי		
		are security requir Password	rements for th	is IT servic			o <i>ll that app</i> Ough Interne		cternal	networl
√ (User ID/			is IT servic		Access thro		et or ex		
✓ (User ID/ Access th	Password	etwork only	is IT servic		Access thro	ough Interne	et or ex		
✓ (User ID/ Access th Other	Password nrough internal ne	etwork only			Access thro	ough Interno ough Interno	et or ex	secure	encryp
✓ (✓)	User ID/ Access th Other Are the	Password nrough internal neederal, stee?	etwork only tate, or agenc			Access thro	ough Interno ough Interno	et or ex	secure	encryp
✓ (✓ , □ (3.2.5.	User ID/ Access th Other Are the Service	Password nrough internal neederal, stee?	etwork only tate, or agenc	y privacy p		Access thro	ough Interno ough Interno	et or ex	secure	encryp

4. User/customer satisfaction

3.

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements **IT Service Requirements Worksheet:**

Customer Relationship Management and Performance Monitoring Service

I.1. Are service level metrics reported to business stakeholders or agency management						
Yes	□ Yes ✓ No					
4.1.1. If yes, br	iefly describe the frequency of reports	and how they	are provided:			
1.2. 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 s	ignificant projects that are underway o	r planned to u	narado or onh	ance any system		
	d with this IT service.	i piaririeu to u	pgrade or erine	ance any system		
				Estimated Total		
Project Name	Description	Start Date	End Date	Cost to Complete		
Additional Informa	tion					
5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.).						
Trust Funded.						
Trust Funded.						
5.2. Other comments						
5.2. Other comments						
5.2. Other comments						

5.

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IT Service Requirements Worksheet:

Property Asset Tracking and Management Service

Department of Management Services Dept/Agency: Joe Wright, Chief Information Officer Submitted by: (850) 413-9169 Phone: Date submitted: October 15, 2009 **Property Asset Tracking and Management Service** Please consult the Guidelines for Schedule IV-C: IT Costs and Service Requirements for specific direction on how to complete this document. Identify major commercial hardware/software that are included (in whole or part) in this IT Service: InCircuit – Asset Management Suite 5 2 6 3 7 4 8 1. IT Service Definition 1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog). This service makes available automation specifically designed for Federal Surplus Property programs operated by the US General Services Administration (GSA). This automation is made available by a vendor's web-based hosted solution. 1.2. Who is the 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) Agency staff (state employees or contractors) Employees or contractors from one or more additional state agencies External service providers **Public** 1.4. Please identify the number of users of this service. 1.5. How many locations currently host this service? 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 No 2.2.1. If yes, what must happen for your agency to use another IT service provider?

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A Business Case outlining the better value, with a change management plan.

Property Asset Tracking and Management Service

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2.2.2. If not, why does your agency need to maintain the current provider for this IT service?	
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:	
System availability of 7-5 M-S	
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) <u>0700-17</u>	00
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 <i>(e.g., 15 min, 30 min, 60 min)?</i> 1 day	
3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?	
Minimal. There are not a high volume of transactions or warehouse activities.	
3.2.3. Are there any agency-unique service requirements? ☑ Yes □	N
If yes, specify (include any applicable constitutional, statutory, or rule requirements)	
Federal program, federal requirements.	
3.2.4. What are security requirements for this IT service? (Indicate all that apply)	
☑ User ID/Password ☑ Access through Internet or external net	wor
☐ Access through internal network only ☐ Access through Internet with secure en	cryp
Other	
3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?	
□ Yes 区No	
3.2.5.1. If yes, please specify and describe:	
User/customer satisfaction	
4.1. Are service level metrics reported to business stakeholders or agency management	
The service level metrics reported to business stakeholders of agency management. The service level metrics reported to business stakeholders of agency management.	
4.1.1. If yes, briefly describe the frequency of reports and how they are provided:	

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements **IT Service Requirements Worksheet: Property Asset Tracking and Management Service**

4.2. Are currently defi	4.2. Are currently defined IT service levels adequate to support the business needs?					
⊠Yes [⊠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		
Additional Information	tion					
used to provide t service. Be sure t FY 2009-10. If s	5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.).					
Trust Fund						
5.2. Other comments						

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IT Service Requirements Worksheet: Minority Vendor Certification Management Service

(Department of Management Services) Dept/Agency:

(Joe Wright, CIO) Submitted by: (850-413-9169) Phone: October 15, 2009 Date submitted:

Minority Vendor Certification Management Service

Please consult the Guidelines for Schedule IV-C: IT Costs and Service Requirements for specific direction on how to complete this document.

Ide	Identify major commercial hardware/software that are included (in whole or part) in this IT Service:						
1	Ruby/Rails (software)	5					
2	MySQL (Database software)	6					
3		7					
4		8					

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service provides the development, maintenance, and hosting/processing of the purchasing vendor certification management process.

1.2. Who	is the	service provider? (Indicate all that apply)	
	X	Central IT staff	
		Program staff	
		Another State agency	
	X	External service provider	
1.3. Who	uses th	ne 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	
1.4. Pleas 5,000		tify the number of users of this service.	Under
1.5. How	many l	locations currently host this service?	1
Service U	Inique	e to Agency	

2.

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?

X	Yes		I No
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		Minority Vo		-		nagement	Service
--	--	-------------	--	---	--	----------	---------

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

A bu	isiness ca	se developed showing a cost savings and change m	anagement plan.		
2.2.2.	If not,	why does your agency need to maintain the current	provider for this I	IT service?	
T Service	e Levels	Required to Support Business Functions			
.1. Has th	he agenc	y specified the service level requirements for this IT	Service?		
	\	es; formal Service Level Agreement(s)			
		es; informal agreement(s)			
	ľ	lo; specific requirements have not been determined	and approved by	the departn	nent
If '	you ansv	vered "Yes," identify major (formal or informal) servi	ce level requirem	ents:	
	SSRC ha lests.	s 24/7 operator coverage for systems. Help Desk is	available 24/7 for	r outage	
2. Timi	ng and S	ervice Delivery Requirements			
3.2.1.	Hours/	Days that service is required (e.g., 0700-1800 M-	F, 24/7) for.		
3.2	2.1.1.	User-facing components of this IT service (online)		0800-1700	M-F
3.2	2.1.2.	Back-office-facing components of this IT service (back-office-facing components)	atch and mainy)	0800-17	'00 M-F <mark>.</mark>
3.2.2.		the agency's tolerance for down time during peak perment-level intervention occurs (e.g., 15 min, 30 min		before 1 da	зу
3.2	2.2.1.	What are the impacts on the agency's business if the is exceeded?	nis down-time sta	ndard	
	mal Impa ot recogn	ct – Certification requests are backlogged – Potentia zed.	al exists that Mino	ority Spend o	redit
3.2.3.	Are the	re any agency-unique service requirements?		□ Yes	ΧN
	If yes,	specify (include any applicable constitutional, statu	ıtory, or rule requ	uirements)	
3.2.4.	What a	re security requirements for this IT service? (Indica	ate all that appl	ly)	
χ	User ID/	Password	s through Interne	t or externa	l networ
	Access th	rough internal network only x Access	s through Interne	t with secur	e encryp
	Other				
3.2.5.	Are the Service	re any federal, state, or agency privacy policies or re? ?	estrictions applica	ble to this I	Т
	X Yes	□ No			
3.2	2.5.1.	If yes, please specify and describe:			
Appl	lication D	ata contains Federal Tax ID numbers – could be per or Companies.	sonal Social Secu	rity Number	s for

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Minority Vendor Certification Management Service

Use	r/custome	r sati	sfaction				
	 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) 						
,			gnificant projects that are underway on with this IT service.	r planned to u	pgrade or enha	ance any system	
ı	Project Nan	ne	Description	Start Date	End Date	Estimated Total Cost to Complete	
Add	itional Info	orma	tion				
5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.).							
Th	The State Purchasing Trust Fund.						
5.2.	Other comr	ments					

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IT Service Requirements Worksheet: MyBenefits Web Maintenance and Hosting Service

Dept/Agency: (Department of Management Services)

Submitted by: (Joe Wright, CIO)
Phone: (850-413-9169)
Date submitted: October 15, 2009

MyBenefits Web Maintenance and Hosting Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Ide	Identify major commercial hardware/software that are included (in whole or part) in this IT Service:							
1	Web-based system, HTML content	5						
2		6						
3		7						
4		8						

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The service supports the Web-based MyBenefits site and application that provides self-service functionality to the State of Florida Legislative and Executive Branches, active and retired employees, state agencies and universities, COBRA participants, surviving spouses and dependents, and other entities. This site allows for selection of medical and dental plans during the open enrollment period.

- 1.2. Who is the service provider? (Indicate all that apply)
 - X 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)
 - X Employees or contractors from one or more additional state agencies
 - X External service providers
 - X Public
- 1.4. Please identify the number of users of this service.

175,000

1.5. How many locations currently host this service?

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 ☑ No

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements **IT Service Requirements Worksheet: MyBenefits Web Maintenance and Hosting Service**

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?
Current providers are subject matter experts and changing would result in higher costs.
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., 0700-1800 M-F, 24/7) for:
3.2.1.1. User-facing components of this IT service (online) <u>24/7</u>
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?
Customers would not have critical information available.
3.2.3. Are there any agency-unique service requirements?
If yes, specify (include any applicable constitutional, statutory, or rule requirements)
Requires DMS Team to perform an annual review.
3.2.4. What are security requirements for this IT service? (Indicate all that apply)
3.2.4. What are security requirements for this IT service? <i>(Indicate all that apply)</i> ☐ User ID/Password ☐ Access through Internet or external network
☐ User ID/Password ☐ Access through Internet or external network
☐ User ID/Password ☐ Access through Internet or external network ☐ Access through internal network only ☐ Access through Internet with secure encryptions.
☐ User ID/Password ☐ Access through Internet or external network only ☐ Access through Internet with secure encrypd ☐ Other ☐ Other ☐ 3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT
□ User ID/Password □ Access through Internet or external network only □ Access through Internet with secure encryp □ Other □ Other □ 3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

4. User/customer satisfaction

3.

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements IT Service Requirements Worksheet: MyBenefits Web Maintenance and Hosting Service

4.1. Are service level metrics reported to business stakeholders or agency management								
x Yes No								
4.1.1. If yes, briefly describe the frequency of reports and how they are provided:								
Customer satisfaction survey is performed annually post- Open Enrollment.								
4.2. Are currently defined IT service levels adequate to support the business needs?								
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 Cost to Comp								
Additional Information 5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.). Trust Fund 5.2. Other comments								

5.

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IT Service Requirements Worksheet: MyFlorida Website Hosting and Maintenance Service

Department of Management Services Dept/Agency:

Joe Wright Submitted by: 850.413.9169 Phone: October 15, 2009 Date submitted:

MyFlorida Website Hosting and Maintenance Service

Please consult the Guidelines for Schedule IV-C: IT Costs and Service Requirements for specific direction on how to complete this document.

Ide	entify major commercial hardware/softwa	are	that are included (in whole or part) in this IT Service:
1	Sun Hardware	5	
2	RightNow Technologies CRM	6	
3	Ruby-Rails custom CMS	7	
4		8	

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service makes available to the general public an official portal of the state of Florida. This Portal is an organized gateway to get to other state of Florida government websites. These other Websites (agencies, commissions, other governmental entities) are separate Websites and are not hosted with the MyFlorida.com Portal, nor do they use the same content management programs.

1.2.	Who is the	service provider? (Indicate all that apply)	
	X	Central IT staff	
		Program staff	
		Another State agency	
	X	External service provider	
1.3.	Who uses th	ne service? (Indicate all that apply)	
		Agency staff (state employees or contractors)	
		Employees or contractors from one or more additional state agencies	
		External service providers	
	X	Public	
1.4.	Please ident	tify the number of users of this service.	Everyone
1.5.	How many I	ocations currently host this service?	1
Ser	vice Unique	e to Agency	
2 1	Ic a cimilar	or identical IT conjice provided by another agency or external conjice provider.)

2.

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?

x Yes 🔲 N

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements **IT Service Requirements Worksheet: MyFlorida Website Hosting and Maintenance Service**

2.2.1.	If yes,	what must happe	en for your age	ency to use a	ınot	ther IT service	e provider	?		
A be	tter valu	e be determined.								
2.2.2.	If not,	why does your ag	gency need to	maintain the	e cu	rrent provider	for this I	T ser	rvice?	
T C		Danishada C	D	F						
		Required to Su				.i. IT Ci?				
i.1. Has tr	_	y specified the se	,		r tn	nis II Service:	?			
		es; formal Servic	_	ment(s)						
		'es; informal agre lo; specific requi	• •	not haan dat	orm	nined and ann	roved by	the c	denartm	ont
T£ .		ered "Yes," iden					-			JIIC
	•						-			
•	s are for ort issues	performance at t	ne SSRC. Syst	tem must be	up	and available	, with a H	elp D	esk to	
3.2. Timii	ng and S	ervice Delivery R	equirements							
3.2.1.	Hours/	Days that service	is required (e.g., 0700-1	! <i>80</i> (0 M-F, 24/7) for:			
3.2	2.1.1.	User-facing com	ponents of th	is IT service	(onl	line)			24/7	
3.2	2.1.2.	Back-office-faci	ng component	s of this IT s	ervi	ce (batch and	d mainten	ance)) <u>0800 -</u>	<u>- 1700</u>
3.2.2.		the agency's tol ement-level inter				•		befor	re 1 hou	r
3.2	2.2.1.	What are the im is exceeded?	npacts on the a	agency's bus	ines	ss if this down	n-time sta	ndard	t	
Cust	omer Se	vice ratings drop).							
3.2.3.	Are the	re any agency-ui	nique service i	equirements	?				Yes	x No
	If yes,	specify <i>(include</i>	any applicable	e constitutio	nal,	statutory, or	rule requ	ıirem	ents)	
3.2.4.	What a	re security requir	rements for th	is IT service?	' (I	indicate all t	hat appl	y)		
x l	Jser ID/I	Password		X	Δ	Access through	h Internet	or e	external	network
		rough internal ne	•		1 A	Access throug	h Internet	: with	ı secure	encrypti
3.2.5.	Are the Service	re any federal, si ?	tate, or agenc	y privacy pol	icies	s or restrictior	ns applica	ble to	this IT	
	<mark>x</mark> Ye	s 🗖 No	o							
3.2	2.5.1.	If yes, please sp	pecify and des	cribe:						
Secti	ion 508 /	Accessibility								
Secti		.cccooibiney								

4. User/customer satisfaction

3.

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements IT Service Requirements Worksheet: MyFlorida Website Hosting and Maintenance Service

4.1. Are service leve	I metrics reported to business stakehol	ders or agency	/ management	:					
x Yes □ No									
4.1.1. If yes, briefly describe the frequency of reports and how they are provided:									
Daily usage rep	ort of the portal site.								
4.2. Are currently defi	ined IT service levels adequate to supp	oort the busine	ss needs?						
	No		55 1166451						
	4.2.1. If no, what changes need to be made to the current IT service? <i>(Briefly explain)</i>								
			(211011)	-prairiy					
	ignificant projects that are underway o d with this IT service.	r planned to u	pgrade or enha	ance any system					
Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete					
None									
Additional Information	tion								
5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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									
	J.Z. Other confinence								

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IT Service Requirements Worksheet: Online Bid Posting and Tracking Service

Department of Management Services

Submitted by: Joe Wright, Chief Information Officer

Phone: (850) 413-9169

Date submitted: October 15, 2009

Online Bid Posting and Tracking Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Ide	Identify major commercial hardware/software that are included (in whole or part) in this IT Service:									
	Oracle-based database and web									
1	application	5								
2	Utilizes SMTP mail for auto-notification	6								
3		7								
4		8								

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service provides development, maintenance, hosting and processing for the public posting of advertisements, grants, competitive solicitations, public meetings, and agency decisions.

- 1.2. Who is the service provider? (Indicate all that apply)
 - X 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)
 - X Employees or contractors from one or more additional state agencies
 - External service providers
 - X Public
- 1.4. Please identify the number of users of this service.unique users over the last year. This is a public website. To view open state contracts for bids.
- 1.5. How many locations currently host this service?

1- SSRC

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?

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IT Service Requirements Worksheet: Online Bid Posting and Tracking Service

	2.2.1.	If yes,	, what	: must	t happ	pen f	for yo	our a	ageno	cy to	use a	not	ther	IT	serv	ice	provi	der?				
	A bu	siness c	case s	hown	with	incre	easec	d val	ue, a	nd a	chang	ge	maı	nage	emei	nt p	lan.					
	2.2.2.	If not,	, why	does	your a	agen	ncy n	eed	to m	aintai	n the	cu	ırreı	nt pı	rovio	der f	for th	is IT	serv	ice?		_
IT S	Service	e Levels	s Rec	mire	d to S	Supr	nort	Bus	ines	s Fur	nctio	ns										
		ne agen		-										IT S	ervio	ce?						
		_	Yes; f						•													
			Yes; i					_		()												
			No; s	pecific	requ	ıirem	nents	s hav	e no	t bee	n dete	ern	nine	ed ar	nd a	ppro	oved	by th	ne de	epartm	nent	
	If	you ans	wered	l "Yes	," ide	ntify	/ maj	jor (f	forma	al or i	nform	nal)) sei	rvice	lev	el re	equire	emer	nts:			
		SSRC SI utage r			SRC h	nas 2	24/7	oper	rator	cover	age f	for	sys	tem	s. H	lelp	Desk	is a	vailal	ole 24	/7	
3.2.	Timir	ng and s	Servic	e Deli	ivery l	Requ	uirem	nents	S													
	3.2.1.	Hours	/Days	that	servic	e is	requ	iired	(e.g	., 07	00-1	80	10 M	1-F,	24,	<i>(7)</i>	for:					
	3.2	2.1.1.	Use	er-faci	ng co	mpo	nent	s of	this !	IT ser	vice ((on	nline	2)					0700	0 – 18	00 M	<u>-F</u>
	3.2	2.1.2.	Bac	k-offi	ce-fac	cing (comp	pone	ents c	of this	iT se	erv	ice	(bat	ch a	ınd ı	maint	t.)	080	00-170)0 M-	F <mark>_</mark>
	3.2.2.	What manag																ne b	efore	1 da	У	
	3.2	2.2.1.		at are xceed		mpa	icts o	n th	e age	ency's	s busi	nes	ss if	this	do	wn-	time s	stand	dard			
	Ager	ncies wil	l not l	be ab	le to d	comp	plete	thei	ir bid	and _l	procu	rer	men	t pr	oces	S.						
	3.2.3.	Are th	ere a	ny age	ency-ı	uniqı	ue se	ervic	e req	uiren	nents?	?						[□ Y	es	X	No
		If yes,	, spec	ify <i>(in</i>	ıclude	e any	y app	plical	ble c	onsti	tution	nal,	, sta	atute	ory,	or r	ule re	equii	reme	nts)		
																						1
	3.2.4.	What	are se	curity	/ requ	ıirem	nents	s for	this :	IT ser	vice?	(1	Ind	icat	e al	l th	at ap	pply)			
	χu	Jser ID/	/Passv	vord	·							· /	Acce	ess t	hrou	uah	Inter	net o	or ex	ternal	netw	ork
		Access t			ernal r	netw	vork (only								_						yption
	X (Other - I	Public	an a	ccess	in th	ne cle	ear														
	3.2.5.	Are th		ny fed	leral,	state	e, or	agei	ncy p	orivac	y poli	cie	s or	res	trict	ions	appl	icabl	e to	this I7	Γ	
			Yes		X N	lo																
	3.2	2.5.1.	If y	es, pl	ease s	spec	ify ar	nd d	escri	be:												
																						1

4. User/customer satisfaction

3.

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FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements **IT Service Requirements Worksheet:**

IT Service Requirements Worksheet: Online Bid Posting and Tracking Service

4.1.	Are service leve	el metrics reported to business stakeholo	ders or agency	/ management	:					
	□ Yes X	K No								
4	4.1.1. If yes, briefly describe the frequency of reports and how they are provided:									
4.2.	4.2. Are currently defined IT service levels adequate to support the business needs?									
	X Yes No									
4	4.2.1. If no, what changes need to be made to the current IT service? (Briefly explain)									
	1211 If no, what changes need to be made to the carrene if service. (briefly explain)									
4	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					
Add	itional Informa	tion								
5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.).										
The State Purchasing Trust Fund										
	e State Purchasir	ng Trust Fund								
5.2.	e State Purchasing Other comments									

5.

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IT Service Requirements Worksheet: Florida Emergency Suppliers Network

Dept/Agency: (Department of Management Services)

Submitted by: (Joe Wright, CIO)
Phone: (850-413-9169)
Date submitted: October 15, 2009

Florida Emergency Suppliers Network

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Ide	Identify major commercial hardware/software that are included (in whole or part) in this IT Service:									
1	Filenet application (software)	5								
2	Three intel based servers (hardware)	6								
3	SQL Server database (software)	7								
4		8								

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service provides solicitation of suppliers of emergency commodities and services for membership in the FESN. Suppliers are provided a contract and are commit to an appropriate service level during declared emergencies. Certificates of membership are issued to these suppliers as members of the Florida Emergency Supplier Network.

1.2.	Who is	the	service	provider?	(Indicate al	ll that apply,)
------	--------	-----	---------	-----------	--------------	----------------	---

- X 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)
 - X Employees or contractors from one or more additional state agencies
 - External service providers
 - X Public
- 1.4. Please identify the number of users of this service.

300

1.5. How many locations currently host this service?

1- SSRC

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?

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3.

IT Service Requirements Worksheet: Florida Emergency Suppliers Network

A business case developed showing value and a change management plan. 2.2.2. If not, why does your agency need to maintain the current provider for this IT service? Service Levels Required to Support Business Functions 1. Has the agency specified the service level Agreements for this IT 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: The SSRC has 24/7 operator coverage for systems. Help Desk is available 24/7 to report outages. 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 maint) 0800-1700 M-F 3.2.2.1.2. 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)? Emergency situation 3.2.2.1.1. What are the impacts on the agency's business if this down-time standard is exceeded? This service provides contact information for vendors selling emergency supplies. No immediate impact on Agency. 3.2.3. Are there any agency-unique service requirements? 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 internet with secure encryper 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:	2.2.2. If not, why does your agency need to maintain the current provider for this IT service? Service Levels Required to Support Business Functions 1. Has the agency specified the service level requirements for this IT Service? X Yes; formal Service Level 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: The SSRC has 24/7 operator coverage for systems. Help Desk is available 24/7 to report outages. 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 maint) 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)? Emergency situation 3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded? This service provides contact information for vendors selling emergency supplies. No immediate impact on Agency. 3.2.3. Are there any agency-unique service requirements? Yes x 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 netword have a constitutional applicable to this IT Service? Access through Internet with secure encry of ther 3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service? Yes X No		If yes,	what must happen for your agency to use another IT service provide	r?		
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3.2.4. What are security requirements for this IT service? <i>(Indicate all that apply)</i> X User ID/Password	3.2.4. What are security requirements for this IT service? (Indicate all that apply) X User ID/Password	3.2.3.	Are the	re any agency-unique service requirements?	□ Ye	s x	N
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Other 3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service? Tyes X No	Other 3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service? Tyes X No	3.2.4.	What a	re security requirements for this IT service? (Indicate all that appl	ly)		
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. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service? ☐ Yes X No					ernal netv	vork
Service? ☐ Yes X No	Service? ☐ Yes X No	χι	User ID/F	Password	et or exte		
		X U	User ID/F Access th	Password	et or exte		
3.2.5.1. If yes, please specify and describe:	3.2.5.1. If yes, please specify and describe:	X U	User ID/F Access th Other Are the	Password	et or exte et with se	ecure enc	
		X U	User ID/F Access th Other Are the Service	Password	et or exte et with se	ecure enc	

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IT Service Requirements Worksheet: Florida Emergency Suppliers Network

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 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
Replace FileNet	A project is underway to replace FileNet with other in-house tools including SharePoint	Underway	By June 30, 2009	Within recurring funds and with inhouse resources.

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.).

The State Purchasing Trust Fund.	
5.2. Other comments	
7.2. Other comments	

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IT Service Requirements Worksheet: On-line e-Procurement Service

Dept/Agency: Department of Management Services

Submitted by: Joe Wright, Chief Information Officer

Phone: (850) 413-9169

Date submitted: October 15, 2009

On-line e-Procurement Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Refer to Section 5.3 for description of how the MyFloridaMarketPlace IT system works utilizing this equipment.

See companion document "2009-09-17 Environment Layout.pdf" for production environment infrastructure and diagram.

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service makes available electronic purchasing for the state of Florida. This includes the processes associated with registering and managing vendors, creating requisitions and purchase orders, making purchase orders viewable by the public on the Web, receiving orders, and posting invoices. This service integrates with FLAIR. The system is a source for centralized procurement activities, streamlining interactions between vendors and state government entities, and providing the tools to support world class procurement for the State of Florida.

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

- X 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)
 - X Employees or contractors from one or more additional state agencies
 - X External service providers
 - X Vendors
- 1.4. Please identify the number of users of this service.

14,600

plus 120,000 registered vendors

1.5. How many locations currently host this service?

2 plus DR site

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

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IT Service Requirements Worksheet: On-line e-Procurement Service

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?

We are currently under a contractual obligation through 12/8/2012.

3. IT Service Levels Required to Support Business Functions

- 3.1. Has the agency specified the service level requirements for this IT 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:

- 1. General availability.
- 2. Severity Level 1 System outage response time during business hours. Severity Level 1 System outage response time during non-business hours.
- 3. Severity Level 1 System outage resolution time.
- 4. Severity Level 2 System outage response time during business hours.
- 5. Severity Level 2 System outage resolution time.
- 6. Average response time during business hours
- 7. Purchase order issuance.
- 8. Invoices matched.
- 9. FLAIR encumbrance and payment transactions.
- 10. Payment posting from FLAIR.
- 11. Category 1 Critical system issue response time.
- 12. Category 1 High system issue response time.
- 13. Category 1 Medium system issue response time.
- 14. Category 1 Low system issue response time.
- 15. Operational data updates.
- 16. Call answer time on customer service desk (CSD).
- 17. Response time for customer e-mail messages.
- 18. Response time for customer voice-mail messages.
- 19. CSD ticket resolution.
- 20. Catalog enablement.
- 21. Catalog refresh.
- 22. Catalog enablement satisfaction survey.
- 23. Enhancement delivery.

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On-line e-Procurement Service

24. New report turnaround time.							
25. Performance metric summary report delivery.							
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) <u>24/7</u>							
3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 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., 15 min, 30 min, 60 min)? 6 min.							
3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?							
No executive state agency would be able to do its purchasing (with the exception of Agriculture). Additionally the Legislature would not be able to do its purchasing. The state would revert back to manual, paper based processes, invoice reconciliation, etc.							
3.2.3. Are there any agency-unique service requirements? X Yes D N							
If yes, specify (include any applicable constitutional, statutory, or rule requirements)							
number displayed on IR, and OLS). Some customizations are required by Florida statutes such as CMBE indicators and Service Disabled Veteran Business enterprise indicators. 3.2.4. What are security requirements for this IT service? (Indicate all that apply) X User ID/Password X Access through Internet or external network CACCESS through Internet with secure encryptic							
Other 3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?							
X Yes □ No							
3.2.5.1. If yes, please specify and describe:							
Confidential information is not supposed to be in the system and policies exist to help ensure confidential information is not entered into the system. When confidential information is entered into the system, the customer agency will request MFMP to remove the confidential information, which is usually in the form of an attachment.							
Hear/sustamor satisfaction							
User/customer satisfaction 4.1. Are service level metrics reported to business stakeholders or agency management							
4.1. Are service level metrics reported to business stakeholders or agency managementX Yes □ No							
4.1.1. If yes, briefly describe the frequency of reports and how they are provided:							
CSD report weekly, operational metrics report monthly, performance metric reports monthly, project status report weekly, statistics report weekly, external site check daily (only when there is an issue).							

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4.

IT Service Requirements Worksheet: On-line e-Procurement Service

4.2. Are currently defined IT service levels adequate to support the business needs?					
X Y	es 🗖 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				

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
None				

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.).

The contract is a unique private/public partnership whereby the vendor accepted the risks to build MyFloridaMarketPlace at its own cost and then is later paid from revenue generated by the contract. As such, MFMP is not supported out of General State Appropriations. Under the terms of the contract, the Service Provider must first satisfy the LBR that supports State Purchasing, Office of Supplier Diversity, Council of Efficient Government and other purchasing related activities and then the Service Provider is paid. The contract currently has an LBR cap of \$8.138 million. At the outset of the contract the revenue generated was only \$7 million annually so the vendor worked at a loss for the initial years of the contract.

The current contract is a fixed price contract at \$14.8 million. This price also includes the billing and collection system.

Finally, Modification 2 also created a contingency budget to provide for system enhancements. It is anticipated that the contingency budget will be exhausted by the end of FY09. Some adjustment or provision for the contingency budget must be made. As an example, the system enhancement to address system updates required for new Service Disabled Veteran Business Enterprises designations requires system enhancements (see comments in section 5.2 regarding contingency budget) would no longer be able to be funded. Additionally, system enhancements required for the CFO and for FLAIR would no longer be able to be supported.

5.2. Other comments

OPPAGA completed the next generation study of MyFloridaMarketPlace and recommended:

- 1. Renew the contract for 2 years, which we did, and
- 2. Recompete the operation after 2012

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IT Service Requirements Worksheet: On-line e-Procurement Service

5.3. Overview of the system's technology drivers: hardware, software, licensing

- The MFMP 2.0 system consists of numerous environments supporting development, testing, quality assurance, training, disaster recovery, performance testing, and Production. The production and several testing environments are hosted at the State Resource Center in Tallahassee. The disaster recovery and performance testing environments are hosted at a QTS data center in Suwannee, GA. The development and some testing environments are located at the MFMP project site in Tallahassee. These environments, which are reconfigured and refreshed as warranted, are currently comprised of the following number of devices:
- 68 server and storage devices
- 14 network devices
- The MFMP 2.0 system runs primarily on Sun devices with the Solaris operating system. The network devices are a combination of Cisco, F5 and Netscreen gear. A Legato system is used to provide tape backups for operational recovery needs. A separate Sun Solaris based backup system is used in the SRC to capture backups to be used in the event of a disaster recovery activation.
- The software environment includes the following Ariba software products: Ariba Buyer 8.2.2 (including Contracts and Invoicing add-ons), Sourcing 4.4, and Analysis 3.1.2
- Other primary Accenture or custom development application components are as follows: Vendor Registration, eQuote, FLAIR/financial system integration, SPURS/SPURSView Interface, Vendor Performance Tracking, and Billing & Collection System
- Oracle 10G is the primary database management system for the MFMP applications
- Veritas Cluster Server (VCS) and Volume Manager (VM) VCS is the software that manages the redundancy of the Oracle database and the hardware. VM manages the file systems that support the data storage for the applications
- HP's Business Availability Center (BAC) is used for performance monitoring, Load Runner is used for performance testing, and Sitescope is used for general monitoring.
- Wily Technologies monitoring software is used for more granular application behavior analysis.
- iWay messaging infrastructure is used to support asynchronous online communication between Ariba Buyer and the FLAIR financial system.
- BEA Weblogic is the application server supporting the majority of the MFMP applications
- Apache is the web server supporting the majority of the MFMP applications
- Perforce is used for all source control and archiving
- Eclipse development platform is leveraged as the software development tool for the various MFMP applications
- Pivotol is used across project support areas to coordinate and track customer inquiries, system issues, enhancements, report requests, operational data updates, etc.
- On Demand computer-based-training software is used for development and execution of online training of the MFMP application
- Aravo is used to manage version control and workflows for submission and approval of catalog content between vendors, MFMP support personnel and State Purchasing personnel
- MCI WebCenter provides phone acceptance and routing, as well as management tools, for all
 customer inquiries that come to the Customer Service Desk

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IT Service Requirements Worksheet: On-line e-Procurement Service

- Odyssey provides fax delivery and tracking services for purchase orders and notifications regarding fee collections
- All products are licensed by Accenture. The maintenance on all products is kept at levels appropriate for the application criticality (i.e. Production hardware and software is supported at the highest level available from the vendor)

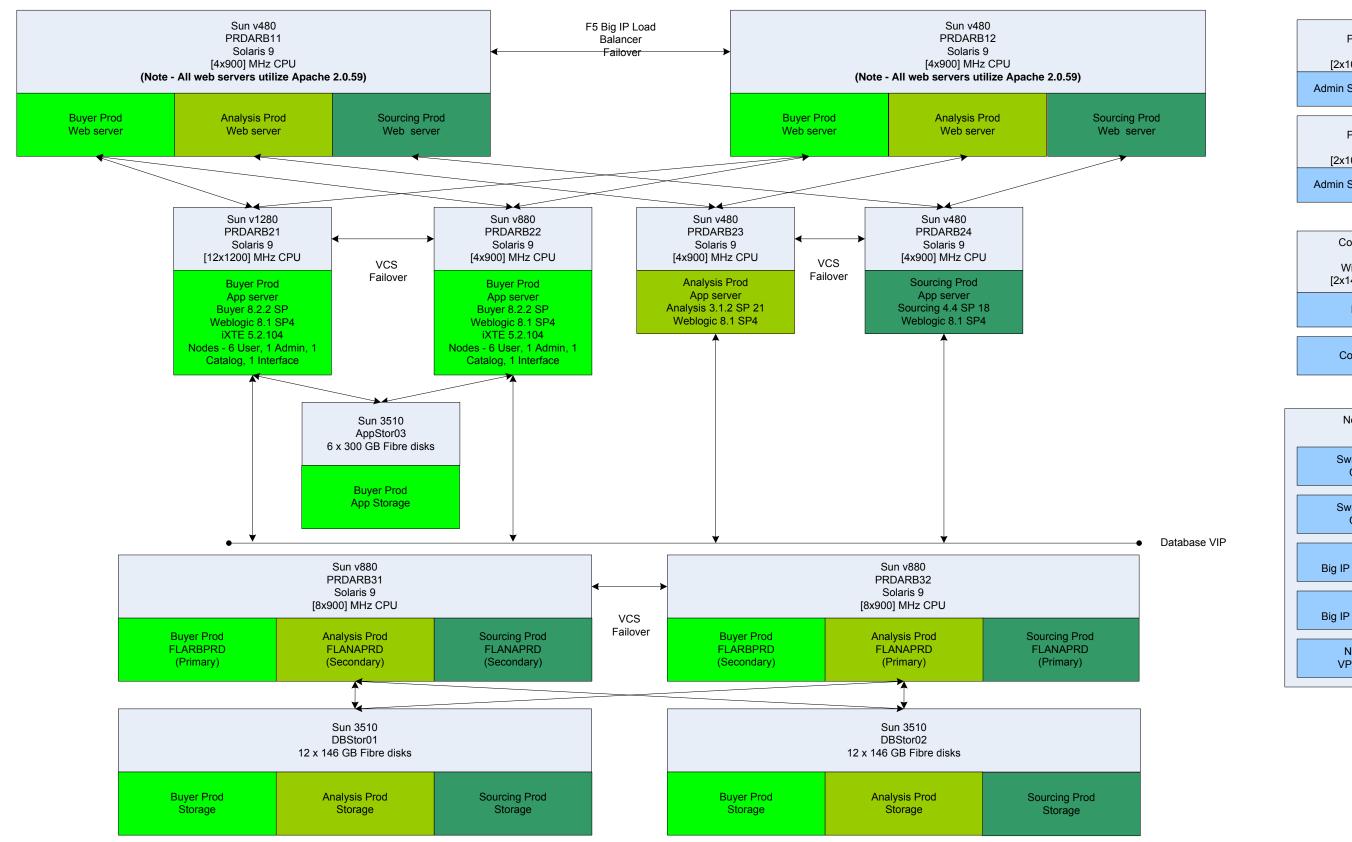
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Prod Buyer Prod Analysis Prod Sourcing Admin / Network

Final 8.2 Environment

Production Environments – Buyer, Analysis, Sourcing – Final State (All hardware hosted at the SSRC)



Sun v280 PRDADM01 Solaris 10 [2x1015] MHz CPU

Admin Server / Mail / DNS

Sun 280 PRDADM02 Solaris 8 [2x1015] MHz CPU

Admin Server / Mail / DNS

Compaq DL360 Sitescope Windows 2003 [2x1400] MHz CPU

Monitoring

Console Server

Network Gear

Switch – SWT01 Cisco 4506

Switch – SWT02 Cisco 4506

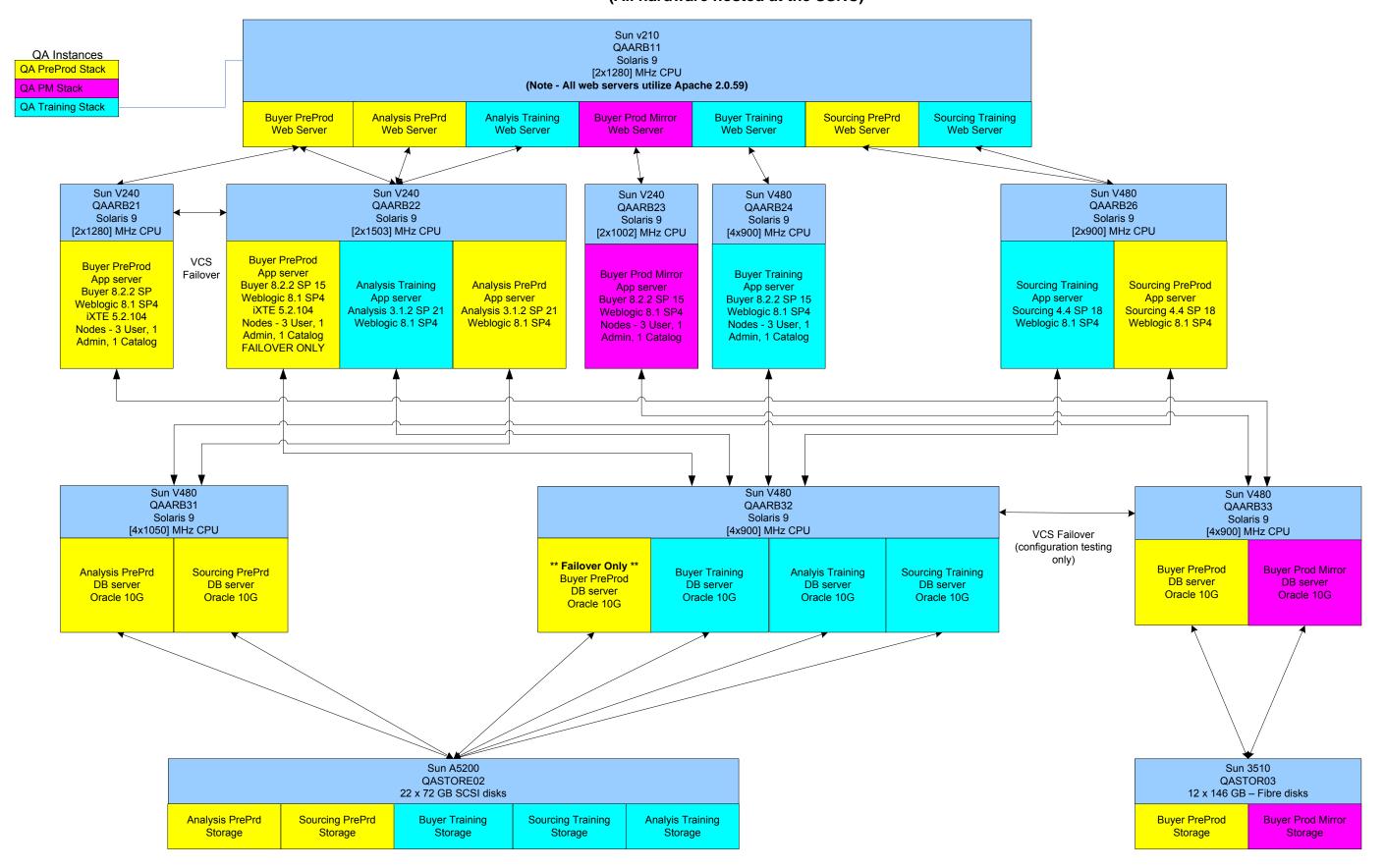
FLBP01 Big IP – Load Balancer

FLBP02 Big IP – Load Balancer

> Netscreen 50 VPN Terminator

Final 8.2 Environment

QA Environments – Buyer, Analysis, Sourcing – Final State (All hardware hosted at the SSRC)



IT Service Requirements Worksheet: On-line Human Resource Management Service

Dept/Agency: Department of Management Services

Submitted by: Joe Wright, CIO

Phone: 850-413-9169

Date submitted: October 15, 2009

On-line Human Resource Management Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Ide	Identify major commercial hardware/software that are included (in whole or part) in this IT Service:						
	SAP 4.6c runs on R/3 Platform, using						
1	Basis 4.6d	13	Cisco Content Services Switch (CSS) – CSS11501S-K9 B0				
	Oracle Database (front-end) – version						
2	10.2.0.2	14	Secure Sockets Layer Accelerator – Integrated with CSS				
	Oracle / Data Warehouse – version						
3	10.1.0.4.2	15	Storage Area Network – 6960 PSAN				
4	Authoria – version 3.5	16	Mercury Interactive (stress testing software)				
_	AMC Broker (integrates Interactive		Input Technologies (optical reader that scans in data				
5	Voice Response system with SAP)	17	directly into SAP)				
	IVR Conversant (routes calls evenly	40	Right Fax (facsimile server used to send and receive				
6	through call centers)	18	electronic images)				
	Computer Associates Workload						
,	Manager version 3.1 (used to schedule	10	Network Monitoring tool (used to capture alerts and				
7	and monitor batch processes)	19	monitor status of network devices)				
	Computer Telephony Integration (tool	20	SAP Application Servers (16) – Sun Solaris (includes				
8	used to validate callers)	20	production, test and disaster recovery servers)				
			De-Militarized Zone Servers (2) – Used for single sign-on				
	E-Case (used to track, route and	21	between People First application and Authoria Hiring				
9	monitor pending cases)	21	Manager site				
10	Web Application Servers (10) – Sun Solaris 10	22	SAP Business Connector Server (2) – Includes production and backup				
10	Sold is 10	22	Websites:				
			https://peoplefirst.myflorida.com (website for HR system)				
			https://jobs.myflorida.com (applicants website)				
			https://hiringcenter.myflorida.com (hiring manager				
			website)				
	Oracle Report Server (1) – Sun Solaris		https://hrosxml.cvgs.net (single sign-on between main				
	10 – Used for Standard External		HR website and hiring manager website)				
11	Reports	23					
	Firewall - Cisco PIX 525 software						
12	version 6.3						

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service makes available state-wide, on-line human resource management functions. This includes employee and manager self-service tools that streamline and standardize human resource transactional processes.

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

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IT Service Requirements Worksheet: On-line Human Resource Management Service

 □ 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 	;
1.4. Please identify the number of users of this service.	23 <mark>7</mark> ,000
1.5. How many locations currently host this service? (Tallahassee, Jacksonville, Orlando (Call Recording Database only), Cincinnati (Dis Recovery/Back-up Site) and Salt Lake City (FTP server only))	saster
Service Unique to Agency	
2.1. Is a similar or identical IT service provided by another agency or external service provided by a	orovider?
 The State Universities and the State Board of Administration maintain their own perform some human resource functions, but these systems also perform according functions. Universities use only the benefits module in People First. The Florida Legislature maintains their own Personnel System which performs of functions such as personnel actions. Florida Legislature use only the benefits remaintains their own Personnel System which performs of functions such as personnel actions. Florida Legislature use only the benefits remaintains their own Personnel System which performs of functions such as personnel actions. 	unting, budgeting, et some human resource
 Note: A request for information (or other form of procurement document) wou to determine whether any provider offers what the state receives under their c 	
 2.2. If the same level of service could be provided through another agency or source for current cost of the IT service, could your agency change to another service provided Yes □ No 2.2.1. If yes, what must happen for your agency to use another IT service provided 	ler?
Contract with the current service provider would have to either expire or be term the reasons contained in the contract and it's applicable amendments. Additional would be that the same level of service (system functionality, customer service, or would have to be thoroughly evaluated. Another consideration would be that we follow the State of Florida's procurement laws by issuing the appropriate Invitation Request for Bid, etc.	Il consideration data security, etc.) e would have to
2.2.2. If not, why does your agency need to maintain the current provider for this	s IT service?
IT Service Levels Required to Support Business Functions	
3.1. Has the agency specified the service level requirements for this IT Service?	

2.

3.

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Yes; formal Service Level Agreement(s)

Yes; informal agreement(s)

IT Service Requirements Worksheet: On-line Human Resource Management Service

No; specific requirements have not been determined and approved by the department If you answered "Yes," identify major (formal or informal) service level requirements:

- 1. Benefits Eligibility Accuracy 99.9%
- 2. First Call Resolution Percentage 95%
- 3. Annual LAS/PBS File Creation and Posting Percentage 100%
- 4. Number of Dropped Payroll Records with Fatal Errors Percentage 100%
- 5. Annual Open Enrollment Vendor File Creation and Posting Percentage 100%
- 6. Premium Remittance Distribution Accuracy 98.5%
- 7. Refund Processing and Accuracy Rate Percentage 95% within four business days and 100% within six business days
- 8. Loss of Eligibility COBRA Notification Percentage 95% within seven calendar days and 100% within ten calendar days
- Level I Appeals Processing Percentage Formally acknowledge and request all relevant information within five business days - 96%; Formally acknowledge and request all relevant information within seven business days - 100%; Issue formal determination in writing within ten business days
- 10. Retroactive Health Insurance Enrollment Reinstatement Processing Percentage 98% within one business day and 100% within two business days
- 11. Premium Remittance Distribution Timeliness 95% within three business days 100% within five business days
- 12. Financial Accuracy, Process Accuracy and Timeliness of Disability Claims Payments Percentage 95%
- 13. Financial Accuracy Vendor Payments 99%
- 14. Authorized Access Management Percentage 99%
- 15. Security Profiles Percentage 99%
- 16. Self-Service Availability Percentage 98%
- 17. Cycle Time of Fulfillment Percentage 98%
- 18. Abandon Rate Percentage 3%
- 19. Service Level Percentage 80%
- 20. Forced Disconnect Percentage −1%
- 21. Case Investigation Resolution Percentage 95% within two business days and 98% within five business days
- 22. Customer Satisfaction Score To be determined
- 23. Process Classification and Organizational Changes Percentage 97%
- 24. Post Approved Vacancies Percentage 97% within one business day
- 25. Process Request for Applicant Packages Percentage 97% within three business days
- 26. Imaging Percentage Effective July 1, 2008, this metric was discontinued as agreed upon by Amendment 10.

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IT Service Requirements Worksheet: On-line Human Resource Management Service

- 27. Transmission and Processing Interfaces Timeliness and Accuracy Percentage 98%
- 28. Disaster Recovery Percentage 99%
- 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)

24/7, except when payroll preparation and maintenance processes are running.

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

24/7; processed mainly at night and on weekends

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)?*

Tolerance is zero minutes.

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

State agencies and users are not able to meet their personnel and payroll deadlines, which can lead to employees not being properly compensated or insured.

3.2.3. Are there any agency-unique service requirements?

Yes

□ No

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

There are a series of Collective Bargaining Unit agreements between the State and the following collective bargaining units which drive certain time and attendance business rules within the system:

- American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME)
- Federation of Physicians and Dentists
- Florida Police Benevolent Association
- Florida Nurses Association
- Florida State Fire Service Association
- State Employees Attorney Guild
- Florida Teachers Association (Applies to the Florida School for Deaf and Blind)

In addition, there are six different sets of personnel system rules which drive certain business rules within the system. The personnel systems are:

- State Personnel (Governor's Agencies and the Cabinet)
- Florida Legislature
- Justice Administration Commission
- State Courts
- Florida Lottery

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IT Service Requirements Worksheet: On-line Human Resource Management Service

State Universities	
3.2.4. What are security requirements for this I	T service? (Indicate all that apply)
✓ User ID/Password	Access through Internet or external network
Access through internal network only	Access through Internet with secure encrypt
Other	
3.2.5. Are there any federal, state, or agency p Service?	rivacy policies or restrictions applicable to this IT
✓ Yes □ No	
3.2.5.1. If yes, please specify and describ	oe:
F.S. 119; HIPAA (Health Insurance Portability a	and Accountability Act)
User/customer satisfaction	
4.1. Are service level metrics reported to business s	stakeholders or agency management
✓ Yes ☐ No	
4.1.1. If yes, briefly describe the frequency of r	reports and how they are provided:
Service level metrics are reported on a monthly	v basis. The department reviews these metrics to

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

ensure the metrics have been met and for any apparent anomalies.

☐ Yes ☐ No

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

Although the current service levels are adequate to meet the needs to our customers, we are in the process of renegotiating the contract with Convergys and will be reviewing the performance metrics as part of this process to ensure they meet appropriate business needs.

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
SAP Upgrade	This upgrade is purely a technical upgrade to move the system from the current 4.6c based on R/3 to ECC 6.0 on the NetWeaver platform.	05/28/2008	07/2010	Included as part of existing contract cost, no additional cost to the State for this project.
Authoria Upgrade	This upgrade is to move the state's staffing solution to the latest product offered by Authoria. This will include modifications to the hiring manager and applicant interfaces.		07/2010	Included as part of existing contract cost, no additional cost to the State for this project.
External Reports Re- Write	This initiative is to move the external reporting module/tool to a supported tool that provides additional integration	05/28/2008	07/2010	Included as part of existing contract cost, no additional cost to the State for

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IT Service Requirements Worksheet: On-line Human Resource Management Service

1 11 1199		
and reporting capabilities.		this project.

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.).

Funding is based on the employee FTE and OPS count by agency and is included in the GAA for each agency. Funds are transferred from each agency to DMS who pays the monthly invoices to Convergys Corporation, Inc.

5.2. Other comments			

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On-Line Position Classification Web Hosting and Maintenance Service

Dept/Agency: Department of Management Services

Submitted by: Joe Wright, CIO

Phone: 850/413-9169

Date submitted: October 15, 2008

On-Line Position Classification Web Hosting and Maintenance Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Ide	Identify major commercial hardware/software that are included (in whole or part) in this IT Service:						
1	Server	5					
2	Oracle database and web application	6					
3		7					
4		8					

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service allows hosting and content management of pay and position classifications used by state agencies and other governmental entities, including listings of Career Service and Select Exempt Service class specifications. Information maintained by this service includes allocation factors, knowledge skills and abilities, examples of work and minimum classifications, class designations such as EEO job category, probationary period, collective bargaining unit, and schedule of salary ranges and pay range tables.

1.2.	Who is the	service	provider?	(Indicate al	l 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
- 1.4. Please identify the number of users of this service.

1.5. How many locations currently host this service?

<u>Unknown</u>

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?

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On-Line Position Classification Web Hosting and Maintenance Service

3.

□ 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?
This database is provided to customer agencies for historical purposes and for agencies to use when classifying positions. Therefore, elements of this system must remain available through the Division's internet site.
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., 0700-1800 M-F, 24/7) for.
3.2.1.1. User-facing components of this IT service (online) 8 - 5
3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 8 - 5
3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs <i>(e.g., 15 min, 30 min, 60 min)?</i> 5 days
3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?
Little
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:

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5.

On-Line Position Classification Web Hosting and Maintenance Service

User/cus	tomer sati	isfaction							
4.1. Are	service leve	l metrics reported to business stakeho	olders or agenc	y management	:				
	Yes 🗸	No							
4.1.1.	If yes, br	efly describe the frequency of reports	and how they	are provided:					
4.2. Are c		ined IT service levels adequate to sup	port the busine	ess needs?					
		at changes need to be made to the cu	rrent IT convice	? (Rriafly as	vnlain)				
7.2.1.	11 110, WIII	at changes need to be made to the ed	irchic II scivice	.: (Bilelly ex	(piairi)				
4.2.2.	,	ignificant projects that are underway of with this IT service.	or planned to u	pgrade or enh	ance any system				
Projec	t Name	Description	Start Date	End Date	Estimated Total Cost to Complete				
Additiona	al Informa	tion							
5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.).									
Trust Fu	Trust Funded								
5.2. Other	comments								
5.2. Other									

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IT Service Requirements Worksheet:

On-Line Statewide Phone Directory Service

Dept/Agency:	Department	of Mana	gement s	Services
Dept/Agency:	Department	OI I-Idild	gennent	JCI VICCS

Submitted by: Joe Wright, Chief Information Officer

Phone: 850.413.9169

Date submitted: October 15, 2009

On-Line Statewide Phone Directory Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Ide	Identify major commercial hardware/software that are included (in whole or part) in this IT Service:						
1	SUN Servers	5					
2	Oracle Database Software	6					
3	Oracle Application Server	7					
4	Oracle Identity Management	8					

1. IT Service Definition

2.

✓ Yes

□ No

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service provides development, maintenance, hosting and processing for making available the web-based statewide phone directory to the public.

available	the web-based statewide phone directory to the public.	
1.2. Who is the	service provider? (Indicate all that apply)	
lacksquare	Central IT staff	
	Program staff	
	Another State agency	
lacksquare	External service provider	
1.3. Who uses t	he service? (Indicate all that apply)	
lacksquare	Agency staff (state employees or contractors)	
	Employees or contractors from one or more additional state agencies	
	External service providers	
$\overline{\checkmark}$	Public	
1.4. Please iden	tify the number of users of this service.	100,000 +
1.5. How many	locations currently host this service?	
Service Unique	e to Agency	
2.1. Is a similar	or identical IT service provided by another agency or external service provider?	
(Identica	l, Very Similar, No)	N
	e level of service could be provided through another agency or source for less the tof the IT service, could your agency change to another service provider?	an the

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On-Line Statewide Phone Directory Service

3.

2.2.1. If yes, what must happen for your agency to use another IT service provider?
The current system requirements and statutory requirements would have to be met. Current staff would need to be reassigned.
2.2.2. If not, why does your agency need to maintain the current provider for this IT service?
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:
Based on the current SLA with the SSRC for maintain health and availability of the servers and infrastructure, and help desk operations with specific response times.
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) <u>0700-1800 M-F</u>
3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 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., 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?
Unable to provide 411 directory data via the web
3.2.3. Are there any agency-unique service requirements? ☐ Yes ☐ No
If yes, specify (include any applicable constitutional, statutory, or rule requirements)
Florida Statute: 282.102 - 282.107 ????
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:

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On-Line Statewide Phone Directory Service

4.

5.

	mployees class	Employees classified as "exempt" or "protected" are not included".							
•	Jser/customer satisfaction								
	1. Are service level metrics reported to business stakeholders or agency management								
	□ Yes ☑ No								
4.1	.1. If yes, bri	efly describe the frequency of re	eports and now they	are provided:					
4.2. Ar	e currently def	ined IT service levels adequate t	to support the busin	ess needs?					
v	ĭ Yes [<mark>⊐</mark> No							
4.2	.1. If no, who	at changes need to be made to t	the current IT servic	e? <i>(Briefly e</i>)	xplain)				
4.2	2 List any s	ignificant projects that are unde	rway or planned to I	ınarade or enh	ance any system				
7.2		d with this IT service.	i way or planned to t	apgrade or erin	ance any system				
Pro	ject Name	Description	Start Date	End Date	Estimated Total Cost to Complete				
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		30						
Additio	onal Informa	tion							
5.1. Ple us se FY	ease describe t ed to provide t rvice. Be sure ' 2009-10. If s	tion the funding source(s), i.e., gener this service. Identify whether this describe any anticipated adjustments are anticipated ng model (e.g., charge-back, cos	ere is a cost recover stments to the fundi , please describe an	y or cost allocang source(s) or y corresponding	tion plan for this funding level for g change needed in				
5.1. Ple us se FY the	ease describe t ed to provide t rvice. Be sure t 2009-10. If s e service fundi	he funding source(s), i.e., gener his service. Identify whether the to describe any anticipated adjus- uch adjustments are anticipated	ere is a cost recover stments to the fundi , please describe an st allocation, fee-per	y or cost allocang source(s) or y corresponding transaction, e	tion plan for this funding level for g change needed in tc.).				
5.1. Ple us se FY the Fundi overh	ease describe ted to provide trvice. Be sure 2009-10. If se service funding Source: Co	the funding source(s), i.e., gener this service. Identify whether the to describe any anticipated adjus- uch adjustments are anticipated ng model (e.g., charge-back, cos- mmunications Working Capital T	ere is a cost recover stments to the fundi , please describe an st allocation, fee-per	y or cost allocang source(s) or y corresponding transaction, e	tion plan for this funding level for g change needed in tc.).				

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Private Prison Contract Performance Monitoring Service

Department of Management Services Dept/Agency: Joe Wright, Chief Information Officer Submitted by: (850) 413-9169 Phone: October 15, 2009 Date submitted: Private Prison Contract Performance Monitoring Service Please consult the Guidelines for Schedule IV-C: IT Costs and Service Requirements for specific direction on how to complete this document. Identify major commercial hardware/software that are included (in whole or part) in this IT Service: 1 A Ruby/Rails and MySQL app. 5 2 6 3 7 4 8 1. IT Service Definition 1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog). This service provides development, maintenance, and hosting of the contract performance monitoring automated processes for the Specialized Service division within DMS. This service was created in-house with requirements specific to this business unit. 1.2. Who is the service provider? (Indicate all that apply) Central IT staff X Program staff Another State agency External service provider X 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** 1.4. Please identify the number of users of this service. 1.5. How many locations currently host this service? 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 No

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Private Prison Contract Performance Monitoring Service

2.2.1.	If yes,	what must hap	pen for your ager	ncy to use	anc	other IT service	provider?	
A bu	siness ca	se showing a g	greater value, and	d a change	e ma	nagement plan		
2.2.2.	If not,	why does your	agency need to r	maintain th	ne c	urrent provider	for this IT ser	vice?
Sorvice	a Lavals	Peguired to	Support Busine	ss Euncti	one	•		
		-	service level requ					
		<i>,</i> .	vice Level Agreem					
		'es; informal a	_	10.11(0)				
	□ N	lo; specific req	uirements have n	ot been de	eteri	mined and appr	oved by the d	epartment
If	you answ	vered "Yes," ide	entify major (form	nal or info	rmal) service level r	requirements:	
			C for health and a response times.	availability	of s	erver and infra	structure, and	a service
2. Timir	ng and S	ervice Delivery	Requirements					
3.2.1.	Hours/[Days that servi	ce is required <i>(e.</i>	g., 0700	-180	00 M-F, 24/7)	for.	
3.2	2.1.1.	User-facing co	omponents of this	IT service	e (o	nline)		0700-1700
3.2	2.1.2.	Back-office-fa	cing components	of this IT	serv	vice (batch and	maintenance)	
3.2.2.			colerance for down					e <u>1 day</u>
3.2	2.2.1.	What are the is exceeded?	impacts on the ag	gency's bu	ısine	ess if this down	-time standard	
Moni	itoring op	peration would	be limited.					
3.2.3.	Are the	ere any agency-	·unique service re	quiremen	ts?		□Ye	s <mark>⊠</mark> N
	If yes,	specify <i>(includ</i>	e any applicable	constituti	ona	l, statutory, or	rule requireme	ents)
3.2.4.	What a	re security req	uirements for this	IT service	e? <i>(</i> .	Indicate all th	hat apply)	
× l	User ID/P Access th	Password Password Parough internal	network only		X	Access through Access through	Internet or ex	
3.2.5.	Are the Service	•	state, or agency	privacy po	olicie	es or restriction	s applicable to	this IT
	Sei vice							
		'es <mark>□</mark> No						
3.2			specify and descr	ribe:				

4. User/customer satisfaction

3.

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Private Prison Contract Performance Monitoring Service

.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 def	fined IT service levels adequate to supp	ort the busine	ss needs?					
⊠Yes [□ No							
4.2.1. If no, wha	at changes need to be made to the curi	rent IT service	? (Briefly ex	(plain)				
4.2.2								
	ignificant projects that are underway or d with this IT service.	r planned to u	pgrade or enh	ance any system				
Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete				
Additional Informa	tion							
5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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								

5.

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Real Estate Property Asset Tracking and Management Service

Dept/Agency: Department of Management Services

Submitted by: Joe Wright, CIO

Phone: 850/413-9169

Date submitted: October 15, 2009

Real Estate Property Asset Tracking and Management Service

Ide	Identify major commercial hardware/software that are included (in whole or part) in this IT Service:							
1	Oracle-based – In-house developed	5						
2		6						
3		7						
4		8						

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service provides the development, maintenance and hosting of web-based and non-web-based applications for the management and tracking of real estate property assets for the state of Florida.

- 1.2. Who is the 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
- 1.4. Please identify the number of users of this service.

400+

1.5. How many locations currently host this service?

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?

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

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Real Estate Property Asset Tracking and Management Service

The expertise is in-house for this service application and cannot be performed by any other. Statutory and the budget process require a unique and adaptable system to the State of Florida.

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:	
SSRC SLAs are in place for ensuring the health and availability of the server, storage, and	
infrastructure. They must also have a help desk in place with specific turnaround times.	
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) normal 0730 – 1830	
3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) <u>0800-2100</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., 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?	
Real Estate Development unit would not be able to perform operational functions associated with leasing, paid parking, management reporting, etc.	
3.2.3. Are there any agency-unique service requirements? ✓ Yes ✓ N	lo
If yes, specify (include any applicable constitutional, statutory, or rule requirements)	
This service allows the Real Estate Development division to comply with Chapters 215, 255, 272, 281, 287 and 288 Florida Statutes.	
3.2.4. What are security requirements for this IT service? (Indicate all that apply)	
 User ID/Password Access through Internet or external networ 	k
 Access through internal network only Other Access through Internet with secure encryp	tion
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 requirement in s. 119.071 Florida Statutes (Public Records Law)	
The requirement in 3. 113.071 Horida Statutes (Fublic Necords Law)	

4. User/customer satisfaction

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements **IT Service Requirements Worksheet: Real Estate Property Asset Tracking and Management Service**

4.1. Are service									
☐ Yes 4.1.1 If ves	Yes × No4.1.1. If yes, briefly describe the frequency of reports and how they are provided:								
Work order customer sa	4.1.1. If yes, briefly describe the frequency of reports and how they are provided: Work order processing system tracks the performance and utilizes a survey function to check on customer satisfaction. Also, follow up calls are completed for a sample of completed work orders. FACT web-based reports provide client agency status of project and leasing activities.								
× Yes	4.2. Are currently defined IT service levels adequate to support the business needs? ✓ Yes □ No								
4.2.1. If no,	what changes ne	eed to be made to the cur	rent IT service	? (Briefly ex	(plain)				
	y significant pro ated with this IT	jects that are underway o service.	r planned to u	pgrade or enha	ance any system				
	Project Name Description Start Date End Date Cost to Complete								
Project Name		Description	Start Date	End Date	Cost to Complete				
Project Name		Description	Start Date	End Date	Cost to Complete				
Project Name		Description	Start Date	End Date	Cost to Complete				
Project Name	mation	Description	Start Date	End Date	Cost to Complete				
Additional Infor 5.1. Please descril used to provi service. Be su FY 2009-10.	ne the funding so de this service. I are to describe and If such adjustme	Description Durce(s), i.e., general revelopments are anticipated, pleas g., charge-back, cost alloc	enue, trust fund a cost recovery s to the fundin e describe any	d, federal gran or cost alloca g source(s) or corresponding	at, or other, that is tion plan for this funding level for g change needed in				
Additional Infor 5.1. Please descril used to provi service. Be sure FY 2009-10. the service fu	be the funding so de this service. It are to describe an If such adjustment anding model (e.go	ource(s), i.e., general reve Identify whether there is a ny anticipated adjustment ents are anticipated, pleas	enue, trust fund a cost recovery s to the fundin e describe any ation, fee-per-	d, federal gran or cost alloca g source(s) or corresponding transaction, et	at, or other, that is tion plan for this funding level for g change needed in tc.).				
Additional Infor 5.1. Please descril used to provi service. Be sure FY 2009-10. the service fu	be the funding so de this service. I ire to describe and If such adjustmending model (e.go ncidental Trust For within existing in	purce(s), i.e., general reve Identify whether there is a ny anticipated adjustment ents are anticipated, pleas g., charge-back, cost alloc und and the Supervision 1	enue, trust fund a cost recovery s to the fundin e describe any ation, fee-per-	d, federal gran or cost alloca g source(s) or corresponding transaction, et	at, or other, that is tion plan for this funding level for g change needed in tc.).				
5.1. Please descril used to provi service. Be su FY 2009-10. the service fu	be the funding so de this service. I ire to describe and If such adjustmending model (e.go ncidental Trust For within existing in	purce(s), i.e., general reve Identify whether there is a ny anticipated adjustment ents are anticipated, pleas g., charge-back, cost alloc und and the Supervision 1	enue, trust fund a cost recovery s to the fundin e describe any ation, fee-per-	d, federal gran or cost alloca g source(s) or corresponding transaction, et	at, or other, that is tion plan for this funding level for g change needed in tc.).				

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5.

IT Service Requirements Worksheet: Retirement Benefits Processing Service

Dept/Agency: Department of Management Services/Division of

Retirement

Submitted by: Joe Wright

Phone: 850-413-9169

Date submitted: October 15, 2009

Retirement Benefits Processing Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Ide	Identify major commercial hardware/software that are included (in whole or part) in this IT Service:						
	Dell Intel Server with Red Hat Linux						
1	operating system	7	Global360 ViewStar document management system				
	Oracle 10g database management						
2	system	8	Sybase PowerBuilder				
	Dell Intel Server with Microsoft						
	Windows 2000, 2003 Server operating						
3	systems	9	Microsoft Visual Studio .NET				
4	Microsoft SQL Server	10	Microsoft Visual SourceSafe				
5	Crystal Reports	11	Quest SQL Navigator				
6	Adobe Central Pro Output Server	12	MS-Access				

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service enables the Division of Retirement's functions of enrolling members, managing and auditing employer contributions, keeping detailed records on every member, calculating estimates and final retirement benefits, analyzing and supporting legislation, publishing materials, maintaining a sophisticated and fully automated electronic retirement system and effectively educating and communicating with thousands of participants and other interested parties every year, culminating in providing a monthly retirement benefit to more than 276,000 retired members or their beneficiaries. IT processing internal to DMS, and customers can access retirement information and perform functions using the Web-base interface.

- 1.2. Who is the service provider? (Indicate all that apply)
 - Central IT staff
 - □ Program staff
 - X Another State agency
 - X 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
 - X External service providers
 - X Public

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Retirement Benefits Processing Service

	 Please identify the number of users of this service. 206; external – hundreds of thousands 	<u>Internal –</u>
	1.5. How many locations currently host this service?	1
2.	Service Unique to Agency	
	2.1. Is a similar or identical IT service provided by another agency or external service provided by a	ider? <mark>No</mark>
	2.2. If the same level of service could be provided through another agency or source for le current cost of the IT service, could your agency change to another service provider?	ss than the
	X Yes □ No	
	2.2.1. If yes, what must happen for your agency to use another IT service provider?	
	Service level agreement already in place with current IT provider would transfer to no provider.	ew IT service
	2.2.2. If not, why does your agency need to maintain the current provider for this IT	service?
2	IT Service Levels Required to Support Business Functions	
Э.	3.1. Has the agency specified the service level requirements for this IT Service?	
	X Yes; formal Service Level Agreement(s)	
	Yes; informal agreement(s)	
	No; specific requirements have not been determined and approved by th	e department
	If you answered "Yes," identify major (formal or informal) service level requirement	ts:
	See attached service level agreement.	
	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)	24/7
	3.2.1.2. Back-office-facing components of this IT service (batch and maintenan M-F	ce) <u>1800-2000</u>
	3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time be management-level intervention occurs (e.g., 15 min, 30 min, 60 min)?	fore 15 min
	3.2.2.1. What are the impacts on the agency's business if this down-time stand is exceeded?	ard
	Customer service to 991,000 active FRS Members, more than 276,000 Retirees, 9 participating Employers, and 300 other vendors would be unavailable.	961
	3.2.3. Are there any agency-unique service requirements?	l Yes <mark>X</mark> No
	If yes, specify (include any applicable constitutional, statutory, or rule require	ements)

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IT Service Requirements Worksheet: Retirement Benefits Processing Service

3.2.4. What are se	ecurity requirements for this IT service	æ? ((Indicate	all that appl	(v)
X User ID/Passv Access throug X Other FTP Ser	nh internal network only	X		5	t or external network t with secure encryptior
3.2.5. Are there ar Service?	ny federal, state, or agency privacy p	olici	ies or restr	ictions applica	ble to this IT
X Yes	□ No				
3.2.5.1. If ye	es, please specify and describe:				
HIPPA and state s	statutes restricting personal sensitive,	/con	ıfidential ir	formation.	
User/customer satisf	action				
4.1. Are service level n	metrics reported to business stakehol	ders	or agency	/ management	:
X Yes 🗖	No				
4.1.1. If yes, briefl	ly describe the frequency of reports a	and	how they	are provided:	
Monthly Managem	nent Status Report from Deloitte to D	ivisi	ion Manag	ement	
4.2. Are currently define X Yes □	ed IT service levels adequate to supp No	ort	the busine	ss needs?	
4.2.1. If no, what	changes need to be made to the cur	rent	IT service	? (Briefly ex	(plain)
	nificant projects that are underway o	r pla	anned to u	pgrade or enha	ance any system
Project Name	Description	St	art Date	End Date	Estimated Total Cost to Complete
Case Study for IRIS C Redesign	Case Study for IRIS Redesign	07/	01/2009	06/30/2010	500,000

5. Additional Information

4.

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.).

FRS Operating Trust Fund and the Municipal Police and Firefighters Trust Fund are the funding sources. There are no cost recovery or cost allocation plans for this service.

5.2. Other comments

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Retirement Benefits Processing Service

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IT Service Requirements Worksheet: State Fleet Tracking and Management Service

Dept/Agency: Department of Management Services

Submitted by: Joe Wright, Chief Information Officer

Phone: (850) 413-9169

Date submitted: October 15, 2009

State Fleet Tracking and Management Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Ide	Identify major commercial hardware/software that are included (in whole or part) in this IT Service:						
1	VinPower (software)	Intel Server (hardware)					
	Unisys (Dorado 430) (hardware &						
2	software)	6	MS Visual Basic 6.0 (software)				
3	Experts Exchange (knowledge base)	7	PDF995 (software)				
4	MS Windows Server 2003 (software)	8	Unicon LOUIS II (Software)				

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

This service provides for the development, maintenance, hosting, and availability of the equipment fleet tracking and management function of the state of Florida. This service was created in-house with requirements specific to the state of Florida.

1.2. Who is the	service provider? (Indicate all that apply)				
X	Central IT staff				
	Program staff				
	Another State agency				
X	External service provider				
1.3. Who uses t	he 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				
1.4. Please iden	1.4. Please identify the number of users of this service. <u>1000+</u>				
1.5. How many	locations currently host 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)

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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?

	V	$\overline{}$	NI.
ഥ	Yes	ш	No

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements **IT Service Requirements Worksheet: State Fleet Tracking and Management Service**

	2.2.1.	If yes	, what r	must hap	pen to	r your a	agency to	use an	not	ther II service	providei	r?		
	A bus	siness (case mu	ıst be pr	ovided	that she	ows bette	r value	e a	and change ma	nageme	nt pl	an.	
	2.2.2.	If not	, why d	oes your	agenc	y need	to mainta	in the	cu	urrent provider	for this	IT se	rvice?	
S	ervice	Leve	ls Requ	iired to	Suppo	ort Bus	iness Fu	nction	าร					
			_							his IT Service?				
		×	Yes; fo	rmal Ser	vice Le	vel Agre	eement(s))						
			Yes; in	formal a	greeme	ent(s)								
			No; spe	ecific req	uireme	ents hav	e not bee	n dete	ern	mined and appr	oved by	the	departr	nent
	If y	ou ans	wered '	"Yes," id	entify r	major (f	ormal or i	informa	al)) service level re	equirem	ents		
				of healt d turnar			ity of serv	vers an	nd	infrastructure;	availabi	lity c	f a help)
	Timir	ng and	Service	Delivery	Requi	rements	5							
	3.2.1.	Hours	;/Days t	hat servi	ce is re	equired	(e.g., 07	700-18	80	00 M-F, 24/7)	for:			
	3.2	2.1.1.	User-	-facing co	ompon	ents of	this IT se	rvice (d	on	nline)			0600) - 1800
	3.2	2.1.2.	Back-	-office-fa	acing co	ompone	nts of this	s IT sei	erv	vice (batch and	mainten	ance	24/	7
	3.2.2.									peak periods, i. <i>30 min, 60 min</i>		befo	re <u>8 h</u>	ours
	3.2	2.2.1.		t are the ceeded?	impact	ts on the	e agency'	s busin	nes	ss if this down-	time sta	ındar	d	
	State	agenc	y custo	mers are	unable	e to acc	ess fleet i	mgmt i	inf	formation.				
	3.2.3.	Are th	nere any	agency	-unique	e service	e requiren	nents?)				Yes	× I
		If yes	, specif	y (includ	le any .	applical	ble consti	itution	al,	l, statutory, or i	rule requ	uiren	nents)	
	3.2.4.	What	are sec	uritv rea	uireme	ents for	this IT se	rvice?	(1	Indicate all th	at appl	(v)		
			/Passwo						_	Access through			evterna	l netwo
			•	internal	netwo	rk only		_		Access through				
			_			-		_	•					0 00. /
			nere any					cy polic	cie	es or restrictions	s applica	ıble t	o this I	T
			Voc											
			165	⊠No)									

4. User/customer satisfaction

3.

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IT Service Requirements Worksheet: State Fleet Tracking and Management Service

4.1.	Are s	ervice lev	el m	netrics reported to business stakehold	ders or agency	/ management				
		Yes	X	No						
4	4.1.1.	If yes, b	riefly	y describe the frequency of reports a	nd how they	are provided:				
4.2	Aro cu	rroptly d	fino	ed IT service levels adequate to suppo	ort the busine	cc noodc?				
7.2.	×Ye	-	П	No	ort the busine	ss riccus:				
					out II oon daa) (Briefly or	/a.i)			
2	+.∠.⊥.	ir no, w	nat c	changes need to be made to the curre	ent 11 service	er (Briefly ex	(piain)			
2	1.2.2.			ificant projects that are underway or with this IT service.	planned to u	pgrade or enha	ance any system			
	Project	: Name		Description	Start Date	Estimated Total Cost to Complete				
Addi	itiona	l Inform	atio	n						
	5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.).									
Tru	ust Fur	nd – Ager	cies	are invoiced \$1.75 per vehicle per m	nonth.					
5.2.	Other	comment	S							
	5.2. Other comments									

5.

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Telecommunications Ordering, Inventory, Billing & Collection, and Vendor Payment Svc

Dept/Agency: Department of Management Services

Submitted by: Joe Wright, Chief Information Officer

Phone: (850) 413-9169

Date submitted: October 15, 2009

Telecommunications Ordering, Inventory, Billing & Collection, and Vendor Payment Service

Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for specific direction on how to complete this document.

Ide	entify major commercial hardware/softw	are tl	nat are included (in whole or part) in this IT Service:				
1	SUN Servers	6	Windows Servers				
2	2 Oracle Database Software 7 Windows .NET Web Services						
3	Oracle Application Server	8	Sybase PowerBuilder				
4	Oracle Identity Management	9	GenTran Mentor				
5	Microsoft Access	10	Adobe Flex				

1. IT Service Definition

1.1.1. Provide the definition of this service as identified on Form SC2 (Strategic IT Service Catalog).

The core function for this IT Service is to provide efficient and cost effective data processing for the collection of orders, storage of inventory, creation of invoices, and tracking of vendor and customer payments.

1.2.	Who is the	service	provider?	(Indicate)	all that apply
1.2.	wno is the	service	provider?	(Inaicate a	aii tnat addi

- 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
- 1.4. Please identify the number of users of this service.

7000

1.5. How many locations currently host 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*)

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

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Telecommunications Ordering, Inventory, Billing & Collection, and Vendor Payment Svc

2.2.	1.	If ves.	what must	happen for	vour agency	to use	another IT	service provider?
~ . ~ .	- .	II y CJ,	Wildt IIIdst	Hupper Ioi	your agency	, to asc	unounci II	Sci vice provider.

Business process changes would be required incorporating all telecommunications vendors and all internal services; migration of data collection and data processing would also be required for all services; a lengthy transition period may be required to move to the new provider due to complexity and specialized telecommunications industry invoicing processes

	complexity and specialized telecommunications industry invoicing processes
	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:
	SSRC SLAs call for maintaining the health and availability of the servers and infrastructure, and a help desk that adheres to response time standards.
	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) <u>0800-1800 M - F</u>
	3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 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., 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?
	Inability to create invoices; inability for our customers to receive and view invoices; inability for our customers to order new service, review order status, and submit changes
	3.2.3. Are there any agency-unique service requirements? ✓ Yes □ No
	If yes, specify (include any applicable constitutional, statutory, or rule requirements)
	Florida Statute: 282.702 - 282.707, 282.709
	Florida Administrative Code: Chapter 60FF-1 and 60FF-2
	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 encrypti
	✓ Other Row level data access
	3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

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✓ Yes

■ No

Telecommunications Ordering, Inventory, Billing & Collection, and Vendor Payment Svc

3.2.5.1. If yes, please specify and describe:

View of law enforcement voice and data utilization related to ongoing investigative work restricted

4. User/customer satisfaction

4.1.	Are	service l	evel m	etrics reported to business stakeholders or agency management
	$\overline{\checkmark}$	Yes		No
4	.1.1.	If yes,	briefly	describe the frequency of reports and how they are provided:
	Cus	tomer sa	tisfacti	on surveys – produced annually
4.2.	Are c	currently Yes	defined	IT service levels adequate to support the business needs?

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
Inventory Migration	Migration of inventory data to new model	7/1/2010	9/1/2010	\$54,186.92
Long Distance Invoicing	Streamline data processing and incorporate additional functionality for long distance invoicing	1/1/2011	5/1/2011	\$108,373.84
Product Management	Build interface and configuration management for automated product deployment	7/1/2010	11/1/2010	\$108,373.84
Network Management System Replacement	Replace current order management and circuit processing system, due to changes in order processing and network management procedures	1/15/2011	4/15/2011	\$81,280.38
Vendor Completion	New automated vendor order completion system incorporating inventory detail population via web services	7/1/2010	10/15/2010	\$94,827.11

The above costs are reflected in the recurring costs in the Schedule IV-C Strategic spreadsheet.

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, that 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 2009-10. 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.).

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IT Service Requirements Worksheet:

Telecommunications Ordering, Inventory, Billing & Collection, and Vendor Payment Svc

Cost recovery plans are in place for the Communications Working Capital Trust Fund that fund the systems support provided for all services. No anticipated changes for fiscal year 10-11.

5.2. Other comments

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	Service: Portal/Web Management Service									
	Dept/Agency: Department of Management Services		Form: Schedule IV-C -Strategic; v.20090701							
	Prepared by: Joe Wright, Brenda Jackson			urces apportioned		Estimated IT Se	ervice Costs			
	Phone: 413-9169, 410-0803		to this IT Service	e in FY 2010-11	A	В	С	D		
s	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. Pers	onnel		1.05		\$74,766	\$59,039	\$59,039	\$0		
A-1.1 S	State FTE		1.05		\$74,766	\$59,039	\$59,039	\$0		
	OPS FTE		0.00			\$0	\$0			
A-3.1 C	Contractor Positions (Staff Augmentation)		0.00	**********	\$0	\$0	\$0	\$0		
B. Hard	lware				\$0	\$0	\$0			
	Servers		0	0	\$0	\$0	\$0			
	Server Maintenance & Support		0	0	\$0	\$0	\$0			
B-3 C	Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc)		0	0	\$0	\$0	\$0	\$0		
C. Soft	ware		***************************************		\$0	\$0	\$0	\$0		
D. Exte	rnal Service Provider(s)		1	1	\$58,920	\$46,646	\$46,646	\$0		
E. Plant	t & Facility		0	0	\$0	\$0	\$0	\$0		
F. Othe	r (Please describe in Footnotes Section below)		*******	*****	\$0	\$0	\$0	\$0		
G. Tota	al for IT Service				\$133,686	\$105,685	\$105,685	\$0		
F	Footnotes - Please be sure to indicate there is a footnote for the corresponding row abo	ve. Maximum	footnote length is 102	24 characters.						
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Tab: Portal

Strat	egic IT Service: 911 Financial Management Ser	vices						
	Dept/Agency: Department of Management Services						Form: Schedule I	V-C -Strategic; v.20090701
	Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Estimated	IT Service Costs	
	Phone: 413-9169, 410-0803	_		this IT Service	A	В	c 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. Per	rsonnel		0.14		\$42,501	\$12,501	\$12,501	\$0
A-1.1	State FTE		0.14		\$12,501	\$12,501	\$12,501	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$30,000	\$0	\$0	\$0
	rdware		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. Sof	tware				\$0	\$0	\$0	\$0
D. Ext	ternal Service Provider(s)	1	1	1	\$3,600	\$72,695	\$72,695	\$0
E. Pla	nt & 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	
	Office Space (e.g., lease & associated maintenance fees)		0	0	\$0	\$0	\$0	
E-4	Utilities and Other (please specify in Footnotes Section below)			******	\$0	\$0	\$0	\$0
F. Oth	ner (Please describe in Footnotes Section below)			***************************************	\$0	\$0	\$0	\$0
G. To	tal for IT Service				\$46,101	\$85,196	\$85,196	\$0
	Footnotes - Please be sure to indicate there is a footnote for the corresponding row	above. Maximu	ım footnote length is	1024 characters.				
1	Costs reflect perfoming additiional application development.							
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Strategic IT Service: Accessibility Compliance Assis	tance So	ervice							
Dept/Agency: Department of Management Services						Form: Schedule 1	V-C -Strategic; v.20090701		
Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Estimated IT Service Costs				
Phone: 413-9169, 410-0803		apportioned to	this IT Service	A	В	С	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		0.10		\$5,343	\$5,343	\$5,343	\$0		
A-1.1 State FTE		0.10		\$5,343	\$5,343	\$5,343	\$0		
A-2.1 OPS FTE		0.00		\$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	1			\$5,567	\$5,567	\$5,567	\$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		
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				\$10,910	\$10,910	\$10,910	\$0		
Footnotes - Please be sure to indicate there is a footnote for the corresponding ro	w above. Maxim	um footnote length is	1024 characters.						
ADA Compiance Checking software that is made available to agencies.									
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Strategic IT Service: Aircraft Flight Scheduling and	Billing S	Service						
Dept/Agency: Department of Management Services						Form: Schedule I	V-C -Strategic; v.20090701	
Prepared by: Joe Wright, Brenda Jackson	# of Assets & Resources			Estimated IT Service Costs				
Phone: 413-9169, 410-0803	_		this IT Service	A	B 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	
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		<u> </u>		\$1,900	\$1,900	\$2,000	\$100	
D. External Service Provider(s)		0	0	\$2,400	\$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				\$4,300	\$1,900	\$2,000	\$100	
Footnotes - Please be sure to indicate there is a footnote for the corresponding re	ow above. Maxim	um footnote length is	1024 characters.					
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Strategic IT Service: Claims and Payment Tracking	Service						
Dept/Agency: Department of Management Services						Form: Schedule 1	V-C -Strategic; v.20090701
Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Estimated 1	IT Service Costs	
Phone: 413-9169, 410-0803			this IT Service	A	В	<i>c</i>	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		0.12		\$10,715	\$10,715	\$10,715	\$0
A-1.1 State FTE		0.12	***********	\$10,715	\$10,715	\$10,715	\$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)		1	1	\$29,992	\$40,711	\$40,711	\$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
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				\$40,707	\$51,425	\$51,425	\$0
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Strategic IT Service: Customer Relationship Management & Performance Monitoring Service									
Dept/Agency: Department of Managemen	t Services					Form: Schedule 1	V-C -Strategic; v.20090701		
Prepared by: Joe Wright, Brenda Jackson		# of Assets & Resources			Estimated IT Service Costs				
Phone: 413-9169, 410-0803		apportioned to this IT Service		A	В	с	D		
Service Provisioning Assets & Resources (Co	ost 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		0.12		\$10,715	\$10,715	\$10,715	\$0		
A-1.1 State FTE		0.12		\$10,715	\$10,715	\$10,715	\$0		
A-2.1 OPS FTE		0.00		\$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		000000000000000000000000000000000000000		\$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)		1	1	\$11,409	\$10,303	\$10,303	\$0		
E. Plant & Facility		Total SF	Est SF Utilized	\$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				\$22,124	\$21,018	\$21,018	\$0		
Footnotes - Please be sure to indicate there is a footnote	for the corresponding row above. Maxin	num footnote length is	1024 characters.						
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Strategic IT Service: Federal Property Acquistion & Distribution Tracking Service									
	Dept/Agency: Department of Management Services						Form: Schedule I	V-C -Strategic; v.20090701	
	Prepared by: Joe Wright, Brenda Jackson	# of Assets & Resources			Estimated IT Service Costs				
	Phone: 413-9169, 410-0803	_	apportioned to this IT Service		A	В	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. Per	rsonnel		0.00		\$0	\$0	\$0	\$0	
A-1.1	State FTE		0.00	00000000	\$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	
	rdware		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. Sof	tware				\$0	\$0	\$0	\$0	
D. Ext	ternal Service Provider(s)	1	1	1	\$8,365	\$8,365	\$8,365	\$0	
E. Pla	nt & 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	
	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. Oth	er (Please describe in Footnotes Section below)				\$0	\$0	\$0	\$0	
G. To	tal for IT Service				\$8,365	\$8,365	\$8,365	\$0	
1	Footnotes - Please be sure to indicate there is a footnote for the corresponding ro	w above. Maximi	um footnote length is	1024 characters.					
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Strategic IT Service: Minority Vendor Certification	Manage	ment Serv	rice							
Dept/Agency: Department of Management Services						Form: Schedule I	V-C -Strategic; v.20090701			
Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Estimated 1	IT Service Costs				
Prepared by: Joe Wright, Brenda Jackson Phone: 413-9169, 410-0803			this IT Service	A	B Estillated		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		0.14		\$73,946	\$12,501	\$12,501	\$0			
A-1.1 State FTE		0.14)000000000	\$73,946	\$12,501	\$12,501	\$0			
A-2.1 OPS FTE		0.00		\$0	\$0		\$0			
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$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)		1	1	\$2,400	\$18,704	\$18,704	\$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)		<u></u>		\$0	\$0	\$0	\$0			
G. Total for IT Service				\$76,346	\$31,205	\$31,205	\$0			
Footnotes - Please be sure to indicate there is a footnote for the corresponding	row above. Maxim	num footnote length is	1024 characters.							
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Strategic IT Service: MyBenefits Web Maintenance	& Hosti	ng Service	9				
Dept/Agency: Department of Management Services		_				Form: Schedule I	V-C -Strategic; v.20090701
Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Estimated 1	IT Service Costs	
Phone: 413-9169, 410-0803			this IT Service	A	В	с	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		0.05		\$0	\$3,932	\$3,932	\$0
A-1.1 State FTE		0.05		\$0	\$3,932	\$3,932	\$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
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)		1	1	\$30,900	\$5,752	\$5,752	\$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
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				\$30,900	\$9,684	\$9,684	\$0
Footnotes - Please be sure to indicate there is a footnote for the corresponding rol	w above. Maxim	um footnote length is	1024 characters.				
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Strategic IT Service: MyFlorida Website Hosting & I	Mainten	ance Serv	rice				
Dept/Agency: Department of Management Services						Form: Schedule 1	V-C -Strategic; v.20090701
Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources	1	Estimated 1	IT Service Costs	
Phone: 413-9169, 410-0803			this IT Service	A	В	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		1.90		\$103,040	\$103,040	\$103,040	\$0
A-1.1 State FTE		1.90	,00000000	\$103,040	\$103,040	\$103,040	\$0
A-2.1 OPS FTE		0.00		\$0			\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	
B. Hardware		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)		1	1	\$103,345	\$106,599	\$106,599	\$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	
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				\$206,385	\$209,639	\$209,639	\$0
Footnotes - Please be sure to indicate there is a footnote for the corresponding re	ow above. Maxim	num footnote length is	1024 characters.				
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Dept/Agency: Department of Management Services						Form: Schedule I	V-C -Strategic; v.2009070.
Prepared by: Joe Wright, Brenda Jackson		# of Assats	& Resources		Estimated 1	IT Service Costs	
Phone: 413-9169, 410-0803			this IT Service	A	B ESUMATEU		D
Service Provisioning Assets & Resources (Cost Elements)		арролична н		Initial Estimate for Fiscal	Estimated FY 2009-10 Allocation of Recurring Base Budget	Estimated FY 2010-11 Allocation of Recurring Base Budget	Planned Increase/Decrease U
. , , ,	Footnote Number	Number used for this service	Number w/ costs in FY 2010-11	Year 2009-10	(based on Column G64 minus G65)	(based on Column G64 minus G65)	of Recurring Base Funding
. Personnel		0.64		\$44,904	\$44,904	\$44,904	
1.1 State FTE		0.64		\$44,904	\$44,904	\$44,904	
OPS FTE		0.00		\$0	\$0	\$0	
Contractor Positions (Staff Augmentation)		0.00		\$0	\$0	\$0	
Hardware		0	0	\$0	\$0	\$0	
Servers - Mainframe		0	0	\$0	\$0	\$0	
Servers - Other than mainframe		0	0	\$0	\$0	\$0	
Server Maintenance & Support		************		\$0	\$0	\$0	
Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	
Software		*******		\$0	\$0	\$0	
External Service Provider(s)		1	1	\$69,125	\$116,727	\$116,727	
Plant & Facility		Total SF	Est SF Utilized	\$0	\$0	\$0	
Data Center		0	0	\$0	\$0	\$0	
Computer/Server Room		0	0	\$0	\$0	\$0	
Office Space (e.g., lease & associated maintenance fees)		0	0	\$0	\$0	\$0	
Utilities and Other (please specify in Footnotes Section below) Other (Please describe in Footnotes Section below)				\$0 \$0	\$0 \$0	<u>\$0</u> \$0	
Total for IT Service				\$114,029	\$161,632	\$161,632	
Footnotes - Please be sure to indicate there is a footnote for the corresponding	row above. Maxim	num footnote length is	1024 characters.				
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Stra	tegic IT Service: On-Line Emergency Vendor Signature	ın-up &	Tracking	Web Hos	ting & Mair	ntenance S	ervice	
	Dept/Agency: Department of Management Services						Form: Schedule 1	V-C -Strategic; v.20090701
	Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Estimated 1	IT Service Costs	
	Phone: 413-9169, 410-0803			this IT Service	A	В	<i>c</i>	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. Pe	rsonnel		0.34		\$12,501	\$42,657	\$42,657	\$0
A-1.1	State FTE		0.34		\$12,501	\$42,657	\$42,657	\$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. Ha	ırdware		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. So	ftware				\$0	\$0	\$0	\$0
D. Ex	tternal Service Provider(s)		1	1	\$39,600	\$49,922	\$49,922	\$0
E. Pla	ant & 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. Ot	her (Please describe in Footnotes Section below)		<u> </u>		\$0	\$0	\$0	\$0
G. To	otal for IT Service				\$52,101	\$92,579	\$92,579	\$0
	Footnotes - Please be sure to indicate there is a footnote for the corresponding ro	w above. Maxim	um footnote length is	1024 characters.				
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Strategic IT Service: On-Line eProcurement Service							
Dept/Agency: Department of Management Services						Form: Schedule 1	V-C -Strategic; v.20090701
Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Estimated 1	IT Service Costs	
Phone: 413-9169, 410-0803		apportioned to	this IT Service	A	В	с	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		1.49		\$117,435	\$102,356	\$102,356	\$0
A-1.1 State FTE		1.49)00000000	\$117,435	\$102,356	\$102,356	\$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	2			\$0	\$0	\$0	\$0
B-4 Other Hardware Assets (e.g., system mgt workstation, printers, UPS)	2			\$0	\$0	\$0	\$0
C. Software	2			\$0	\$0	\$0	\$0
D. External Service Provider(s)	6	2	2	\$18,143,913	\$15,048,965	\$15,048,965	\$0
E. Plant & Facility		Total SF	Est SF Utilized	\$0	\$0	\$0	\$0
E-1 Data Center	1	0	0	\$0	\$0	\$0	\$0
E-2 Computer/Server Room	1	0	0	\$0	\$0	\$0	\$0
E-3 Office Space (e.g., lease & associated maintenance fees)	1	0	0	\$0	\$0	\$0	\$0
E-4 Utilities and Other (please specify in Footnotes Section below)	1			\$0	\$0	\$0	\$0
F. Other (Please describe in Footnotes Section below)				\$0	\$0	\$0	\$0
G. Total for IT Service				\$18,261,348	\$15,151,322	\$15,151,322	\$0
Footnotes - Please be sure to indicate there is a footnote for the corresponding re	ow above. Maxim	num footnote length is	1024 characters.				
1 This information is not available from the Service Provider. DMS has its own estimates of Service P	roviders costs based	d on market analysis of i	market rices of commerc	cial lease space in Tallahass	ee.		
2 This information is not available from the Service Provider. DMS has its own estimates of Service P	roviders costs based	d on market analysis of I	TEs, hardware and soft	tware. The attached (Attac	hment No. 1) spreadhseet	describes DMS' estimates.	
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6 This includes some SSRC costs. The Outsourcing costs are \$14,800,000. Vendor is Accenture - do	wn by 3 million.						
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Tab: On-line eProcure

Strategic IT Service: On-Line Human Resource Mai	nagemer	nt Service					
Dept/Agency: Department of Management Services						Form: Schedule 1	V-C -Strategic; v.20090701
Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Estimated 1	IT Service Costs	
Phone: 413-9169, 410-0803			this IT Service	A	B B		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	100000000	\$0	\$0	\$0	\$0
A-2.1 OPS FTE		0.00		\$0	\$0	\$0	\$0
A-3.1 Contractor Positions (Staff Augmentation)	1	0.00		\$0	\$0		\$0
B. Hardware		29	0	\$0	\$0	\$0	\$0
B-1 Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2 Servers - Other than mainframe	2	29	0	\$0	\$0	\$0	\$0
B-3 Server Maintenance & Support		************	***********	\$0	\$0	\$0	\$0
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)		1	0	\$44,153,424	\$44,153,424	\$44,153,424	\$0
E. Plant & Facility		Total SF	Est SF Utilized	\$0	\$0	\$0	\$0
E-1 Data Center	2	5	0	\$0	\$0	\$0	\$0
E-2 Computer/Server Room	3	1	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)	4			\$0	\$0	\$0	\$0
G. Total for IT Service				\$44,153,424	\$44,153,424	\$44,153,424	\$0
Footnotes - Please be sure to indicate there is a footnote for the corresponding	row above. Maxim	num footnote length is	1024 characters.				
1 This information is not available from the service provider. This number represents DMS's estimated	te of the vendors IT s	staff involved on the Peo	ple First project. This e	estimate only includes full-ti	me IT staff for the vendor a	and does not include share	d resources such as
2 Refer to the IT Services Requirements Worksheet for specifics.							
3 This is also inlcuded in the Data Center count.							
4 Allocation of cost per vendor employee, for hardware, software, etc. used for the State of Florida	project is not availabl	e under the current con	tract. This information i	is considered proprietary an	d confidential by the vendo	or.	
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Strategic IT Service: On-Line Position Classification	Web H	osting & I	Maintena	nce Service	}		
Dept/Agency: Department of Management Services						Form: Schedule 1	V-C -Strategic; v.20090701
Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Estimated I	T Service Costs	
Phone: 413-9169, 410-0803		apportioned to	this IT Service	A	В	С	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		0.12		\$10,715	\$10,715	\$10,715	\$0
A-1.1 State FTE		0.12		\$10,715	\$10,715	\$10,715	\$0
A-2.1 OPS FTE		0.00		\$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	
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)		1	1	\$3,803	\$3,434	\$3,434	\$0
E. Plant & Facility		Total SF	Est SF Utilized	\$0	·		
E-1 Data Center		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) E-4 Utilities and Other (please specify in Footnates Section below)		0	0	\$0	\$0	\$0	\$0 \$0
E-4 Utilities and Other (please specify in Footnotes Section below) F. Other (Please describe in Footnotes Section below)				\$0 \$0	<u>\$0</u> \$0	\$0 \$0	\$0 \$0
G. Total for IT Service				\$14,518	\$14,149	\$14,149	\$0
Footnotes - Please be sure to indicate there is a footnote for the corresponding ro	w above. Maximo	um footnote length is	1024 characters.				
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Strategic IT Service: On-Line Statewide Phone Dire	ctory Se	ervice					
Dept/Agency: Department of Management Services						Form: Schedule I	V-C -Strategic; v.20090701
Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Estimated 1	IT Service Costs	
Phone: 413-9169, 410-0803		apportioned to	this IT Service	A	В	С	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		0.12		\$10,715	\$10,715	\$10,715	\$0
A-1.1 State FTE		0.12	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$10,715	\$10,715	\$10,715	\$0
A-2.1 OPS FTE		0.00		\$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
Other Hardware Assets (e.g., system mgt workstation, printers, UPS)		800000000000000000000000000000000000000		\$0	\$0	\$0	\$0
C. Software			**********	\$0	\$0	\$0	\$0
D. External Service Provider(s)		1	1	\$35,233	\$36,678	\$36,678	\$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				\$45,948	\$47,393	\$47,393	\$0
Footnotes - Please be sure to indicate there is a footnote for the corresponding re	ow above. Maxim	num footnote length is	1024 characters.				
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Stra	Private Prison Contract Perfori	mance N	Monitorine	Service				
Sual	Dept/Agency: Department of Management Services			,			Form: Schedule I	V-C -Strategic; v.20090701
	Prepared by: Joe Wright, Brenda Jackson		# 06 4 00040	& Resources		Estimate d	IT Service Costs	
	Phone: 413-9169, 410-0803	_		this IT Service	A	Estimated I		D
	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	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. Pe	rsonnel		0.21		\$12,501	\$18,005	\$18,005	\$0
A-1.1	State FTE		0.21		\$12,501	\$18,005	\$18,005	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	· /	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0			\$0
	irdware		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		00000000		\$0	\$0	\$0	\$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	\$0
C. So	ftware				\$0	\$0	\$0	\$0
D. Ex	ternal Service Provider(s)		1	1	\$17,400	\$1,505	\$1,505	\$0
E. Pla	ant & 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. Ot	her (Please describe in Footnotes Section below)			**********	\$0	\$0	\$0	\$0
G. To	otal for IT Service				\$29,901	\$19,510	\$19,510	\$0
	Footnotes - Please be sure to indicate there is a footnote for the corresponding ro	w above. Maxim	um footnote length is	1024 characters.				
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Dept/Agency: Department of Management Services						Form: Schedule I	V-C -Strategic; v.20090701
Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Fetimated 1	IT Service Costs	
Phone: 413-9169, 410-0803			this IT Service	A	B 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 Us of Recurring Base Funding
. Personnel		1.09		\$109,408	\$105,476	\$105,476	\$
.1 State FTE		1.09		\$109,408	\$105,476	\$105,476	9
1 OPS FTE		0.00		\$0	\$0		
.1 Contractor Positions (Staff Augmentation)		0.00		\$0			
Hardware		0	0	\$0	\$0	\$0	ģ
Servers - Mainframe		0	0	\$0	\$0	\$0	9
Servers - Other than mainframe		0	0	\$0	\$0	\$0	9
Server Maintenance & Support				\$0	\$0	\$0	9
Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$0	\$0	
Software		*******		\$1,100	\$932	\$0	-\$93
External Service Provider(s)		1	1	\$295,501	\$349,852	\$354,772	\$4,92
Plant & Facility		Total SF	Est SF Utilized	\$0	\$0	\$0	\$
Data Center		0	0	\$0	\$0	\$0	
Computer/Server Room		0	0	\$0	\$0	\$0	9
Office Space (e.g., lease & associated maintenance fees)		0	0	\$0	\$0	\$0	9
Utilities and Other (please specify in Footnotes Section below)				\$0	\$0	\$0	
Other (Please describe in Footnotes Section below)		<u> </u>		\$0	\$0	\$0	\$
Total for IT Service				\$406,009	\$456,260	\$460,248	\$3,98
Footnotes - Please be sure to indicate there is a footnote for the corresponding	row above. Maxim	num footnote length is	1024 characters.				
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Strategic IT Service: Retirement Benefits Processin	ng Servic	æ					
Dept/Agency: Department of Management Services						Form: Schedule 1	V-C -Strategic; v.20090701
Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Estimated 1	IT Service Costs	
Phone: 413-9169, 410-0803		apportioned to	this IT Service	A	В	с	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	
A-2.1 OPS FTE		0.00		\$0	\$0	\$0	
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0 \$0	\$0	\$0	
B. Hardware		14	3	\$89,867	\$125,576	\$90,854	-\$34,722
B-1 Servers - Mainframe		0	0	\$0	\$0	\$0	\$0
B-2 Servers - Other than mainframe	1	14	3	\$57,609	\$44,548	\$56,000	\$11,452
B-3 Server Maintenance & Support		100000000000000000000000000000000000000		\$16,560	\$64,580	\$18,000	-\$46,580
B-4 Other Hardware Assets (e.g., system mgt workstation, printers, UPS)		 		\$15,698	\$16,448	\$16,854	\$406
C. Software				\$247,379	\$231,232	\$242,580	\$11,348
D. External Service Provider(s)		3	3	\$2,176,000	\$2,176,000	\$2,208,640	\$32,640
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	
E-3 Office Space (e.g., lease & associated maintenance fees)		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				\$2,513,246	\$2,532,808	\$2,542,074	\$9,266
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Strat	State Fleet Tracking & Manage	ment S	ervice					
	Dept/Agency: Department of Management Services						Form: Schedule 1	V-C -Strategic; v.20090701
	Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Estimated 1	IT Service Costs	
	Phone: 413-9169, 410-0803			this IT Service	A	В	С	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. Pe	rsonnel		1.07		\$110,109	\$104,604	\$104,604	\$0
A-1.1	State FTE		1.07	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$110,109	\$104,604	\$104,604	\$0
A-2.1	OPS FTE		0.00		\$0	\$0	' '	\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0		\$0	
B. Ha	rdware		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. So	ftware				\$0	\$0	\$0	\$0
D. Ex	ternal Service Provider(s)		2	2	\$342,104	\$310,316	\$310,316	\$0
E. Pla	nt & 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	
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. Oth	ner (Please describe in Footnotes Section below)		,xxxxxxx	***********	\$0	\$0	\$0	\$0
G. To	otal for IT Service				\$452,213	\$414,920	\$414,920	\$0
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Dept/Agency: Department of Management Services						Form: Schedule I	V-C -Strategic; v.2009070
Prepared by: Joe Wright, Brenda Jackson		# of Assets	& Resources		Fstimated 1	IT Service Costs	
Phone: 413-9169, 410-0803			this IT Service	A	B B	$\frac{1}{c}$	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 Us of Recurring Base Funding
. Personnel		1.70		\$1,060,000	\$1,370,155	\$1,446,293	\$76,1
1.1 State FTE	1	1.70	1000000000	\$0	\$154,447	\$154,447	
2.1 OPS FTE		0.00		\$0	\$0	\$0	
3.1 Contractor Positions (Staff Augmentation)		0.00		\$1,060,000	\$1,215,709	\$1,291,846	\$76,1
3. Hardware		0	0	\$0		\$0	-\$4,2
1 Servers - Mainframe		0	0	\$0	\$0	\$0	
2 Servers - Other than mainframe		0	0	\$0	\$0	\$0	
Server Maintenance & Support				\$0	\$0	\$0	!
4 Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				\$0	\$4,244	\$0	-\$4,2
. Software				\$13,825	\$4,272	\$4,097	-\$1
External Service Provider(s)		1	1	\$624,651	\$607,425	\$607,425	
. Plant & Facility		Total SF	Est SF Utilized	\$0	\$0	\$0	
Data Center		0	0	\$0	\$0	\$0	
Computer/Server Room		0	0	\$0	\$0	\$0	
Office Space (e.g., lease & associated maintenance fees)		0	0	\$0	\$0	\$0	
4 Utilities and Other (please specify in Footnotes Section below)		***************************************		\$0	\$0	\$0	
Other (Please describe in Footnotes Section below)		***************************************		\$0	\$0	\$0	
. Total for IT Service				\$1,698,476	\$1,986,096	\$2,057,815	\$71,7
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Page 1 of 1

						Strategic Se	rvices																		
	Strategic; v.20090701	Agency:	Department of Managemen	_	Portal/Web Management Service	911 Financial Management Services	Accessibility Compliance Assistance Service	Aircraft Flight Scheduling and Billing Service	Claims and Payment Tracking Service	Customer Relationship Management & Performance Monitoring Service	Federal Property Acquistion & Distribution Tracking Service	Minority Vendor Certification Management Service	MyBeneffs Web Maintenance & Hosting Service	MyFlorida Website Hosting & Maintenance Service	On-Line Bid Posting & Tracking Web Hosting & Maintenance Service	On-Line Emergency Vendor Sign-up & Tracking Web Hosting & Maintenance Service	On-Line eProcurement Service	On-Line Human Resource Management Service	On-Line Position Classification Web Hosting & Maintenance Service	On-Line Statewide Phone Directory Service	Private Prison Contract Performance Monitoring Service	Real Estate Property Asset Tracking & Management Service	Retirement Benefits Processing Service	State Fleet Tracking & Management Service	Telecommunications Ordering, Inventory, Billing & Collection, and Vendor Payment Service
Budget Entity Name	BE Code	Program Component Code	Program Component Name	Identified Funding as % o Total Cost of Service Costs Funding Identified within BE for IT Service	100.0%	100.0%	100.0%	100.0%	100.0%		100.0%	100.0%		100.0%			100.0%	100.0%	100.0%	100.0%		100.0%	100.0%	100.0%	100.0%
Executive Direction & Support Svcs	72010100	1602000000	Executive Leadership & Support Svcs	within BE for IT Service \$530,341	\$105,685	\$85,196	\$10,910	\$2,000	\$51,425	\$21,018	\$8,365	\$31,205	\$9,684	\$209,639	\$161,632		\$15,151,322	\$44,153,424	\$14,149	\$47,393		\$460,248	\$2,542,074	\$414,920	\$2,057,815
Facilities Management	72400100	1601000000	Governmental Operations	\$453,012	\$89,688	\$12,501	\$10,910		\$10,715	\$10,715		\$12,501	\$3,932	\$209,639	\$37,365	\$27,579	\$49,797		\$10,715	\$10,715	\$18,005	\$8,569		\$6,996	
Building Construction	72400200	1601000000	Governmental Operations	\$1,333	\$1,333 \$1,333																	\$451,679			
Aircraft Management	72600100	1601000000	Governmental Operations	\$2,000	\$1,333			\$2,000																	
Federal Property Assistance	72600200	1601000000	Governmental Operations	\$8,365	\$0			\$2,000			\$8,365														
Motor Vehicle & Watercraft Mgt	72600300	1601000000	Governmental Operations	\$411,924	\$4,000						\$6,0\$													\$407.924	
Purchasing Oversight	72600400	1601000000	Governmental Operations	\$15,292,124											\$124,266	\$65,000	\$15,101,524							\$107,524	
Private Prison Monitoring	72600400	1601000000	Governmental Operations	\$2,838											\$127,200	\$03,000	42,101,324				\$1,505				
Office of Supplier Diversity	72600500	1601000000	Governmental Operations	\$20,037								\$18,704									\$1,305				
Human Resource Management	72750100	1601000000	Governmental Operations	\$44,168,494						\$10,303		\$10,704						\$44,153,424	\$3,434						
Insurance Benefits Administration	72750200	1601000000	Governmental Operations	\$47,796					\$40,711	\$10,303			\$5,752					\$11,133,121	\$3,737						
Retirement Benefits Administration	72750300	1601000000	Governmental Operations	\$2,542,074					\$40,711				\$3,732										\$2,542,074		
Telecommunications Services	72900100	1603000000	Technology Program	\$2,169,854	\$2,666	\$72,695														\$36,678			\$2,342,074		\$2,057,815
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	7	Personnel	State FTE (#)	10.40	1.05	0.14	0.10	0.00	0.12	0.12	0.00	0.14	0.05	1.90	0.64	0.34	1.49	0.00	0.12	0.12	0.21	1.09	0.00	1.07	1.70
	tere		State FTE (Costs)	\$811,664 0.00	\$59,039 0.00	\$12,501 0.00	\$5,343 0.00	0.00	\$10,715 0.00	\$10,715 0.00	0.00	\$12,501 0.00	\$3,932 0.00	\$103,040 0.00	\$44,904 0.00	\$42,657 0.00	\$102,356 0.00	0.00	\$10,715 0.00	\$10,715 0.00	\$18,005 0.00	\$105,476 0.00	0.00	\$104,604 0.00	\$154,447 0.00
	sheer	Personnel	OPS FTE (Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	~ *	Personnel	Vendor/Staff Augmentation (# Positions) Vendor/Staff Augmentation (Costs)	0.00 \$1,291,846	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	0.00 \$0	0.00	0.00 \$0	0.00 \$1,291,846
	f Data	Hardware	, out ruginentation (0000)	\$90,854	\$0	\$0		\$0	\$0	-		\$0		\$0			\$0	\$0		\$0		\$0	\$90,854	\$0	\$0
	men	Software External Se	nnicos	\$254,244 \$63,201,585	\$0 \$46,646	\$0 \$72,695	4-1		\$0 \$40.711		7*	\$0 \$18,704			7.		\$0 \$15,048,965	\$0 \$44,153,424	-	-		\$0 \$354,772	\$242,580 \$2,208,640	\$0 \$310,316	\$4,097 \$607,425
	Eler T Se	Plant & Fac		\$03,201,585	\$46,646	\$72,695			\$40,711 \$0			\$18,704					\$15,048,965	\$44,153,424			\$1,505	\$337,772	\$2,200,640	\$310,316	\$007,425
	Sost on I	Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Ĕ		Totals of Costs	\$65,650,194	\$105,685	\$85,196	\$10,910	\$2,000	\$51,425	\$21,018	\$8,365	\$31,205	\$9,684	\$209,639	\$161,632	\$92,579	\$15,151,322	\$44,153,424	\$14,149	\$47,393	\$19,510	\$460,248	\$2,542,074	\$414,920	\$2,057,815

FY 2010-11

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.

the Governor's website.									
Agency:	Departme	ment of Management Services							
Contact Person:	Matthew	F. Minno	Phone Number:	(850) 922-6617					
Names of the Case: no case name, list the names of the plaintial and defendant.)	ne Inc	Tallahassee Corporate Center, LLC, as successor to CRT Properties, Inc., a Florida corporation v. State of Florida, Department of Management Services							
Court with Jurisdict	ion: Sec	cond Judicial Circuit	in and for Leon Co	ounty Florida					
Case Number:	09	CA 2649							
Summary of the Complaint:	for (winder allowance) and If the whole into election and If the whole example and If the whole into election and If the whole example and If the	the Koger Center. To the related expenses) enses to the claims. It wance. The issues in the wance. The issues in the wance wance was exceeded the state of they have exceeded the they have exceeded the they include? The expretations. By way extric meter with privilesion of the charges was charges should resting equipment. The payment of separativated (according to KWH per sq. ft.	The issues involve per and sub metering of the lease allows for any olve the details in a formation of Florida tenants has the allowance, how affine is the subject of example, some attenants. Accord would not exceed that include wear and the defense) once the sub metering and the defense once the sub metering and	pretation of the master lease otential excess utility charges osts. There are meritorious r 18 KWH per sq. foot as an a how total usage is measured we exceeded the allowance. are expenses calculated and f multiple and different of the buildings share an ing to the defense, equitable he allowance. Similarly, d tear and depreciation of the other expenses are only he utility usage has exceeded					
Amount of the Clair	m·	Complaint seeks over tering)	\$4,600,000.00 for	expenses (including sub					
Specific Statutes or Laws (including GA Challenged:	AA)								
Status of the Case:	Mo	Motion to Dismiss and discovery pending. No trial date set.							
Who is representing record) the state in t	• •	X Agency Counsel Matthew F. Minno, Esq. Cliff A. Taylor, Esq.							
lawsuit? Check all		Office of the Atto	rney General or Div	vision of Risk Management					

apply.	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).		

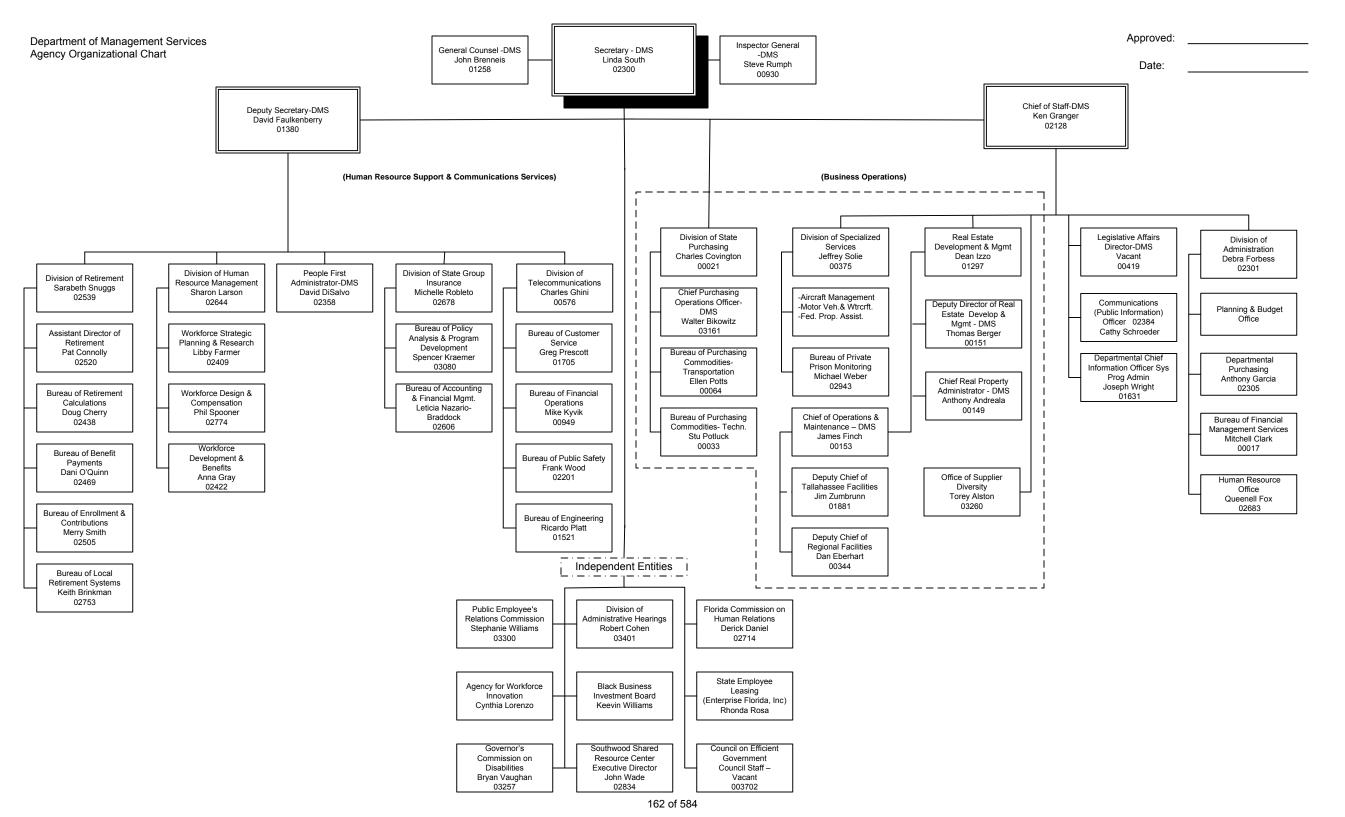
Office of Policy and Budget – July 2009

Schedule VII: Agency Litigation Inventory

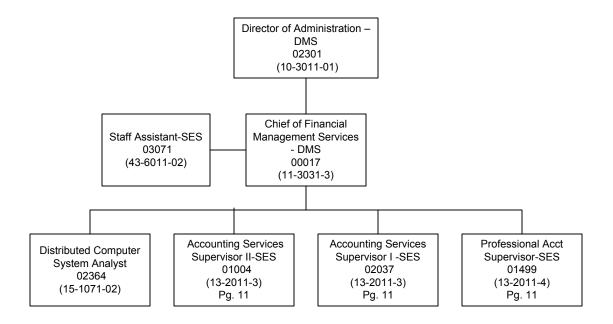
For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

the Governor's website.									
Agency:	Florid	da Coi	a Commission on Human Relations						
Contact Person:	Lawre	ence F	. Kranert, Jr, Esq	Phone Number:	850-488-7082				
Names of the Case: no case name, list the names of the plaintial and defendant.)	ne	State of Florida Department of Legal Affairs on behalf of Joanne Mueller, Plaintiff vs Park Pointe, Inc., Defendant							
Court with Jurisdict	ion:	Circu: Florid		n Judicial Circuit, i	n and for Charlotte County,				
Case Number:		08-00	4917-CA						
Summary of the Complaint:		Disabled Plaintiff brought a complaint before the Florida Commission on Human Rights (FCHR) on a claim of handicapped discrimination. A "Cause" determination was rendered by FCHR. The Complainant chose the Attorney General to represent her in the action, The Attorney General requested FCHR to intervene in the action on their behalf							
Amount of the Clair	m:	Undetermined- no damages to be paid by the state							
Specific Statutes or Laws (including GAA) Challenged:		Section 760.35, Florida Statutes (Florida Fair Housing Act) would be adversely affected by a ruling in favor of the Defendant as it applies to fair housing and filing limitations for suits where "cause" is determined to exist for the alleged violation.							
Status of the Case:		Motion to Dismiss filed by Defendant awaiting decision Plaintiff's Motion to Amend Complaint awaiting hearing							
Who is representing record) the state in t	,		Agency Counsel						
lawsuit? Check all			Office of the Attor	ney General					
apply.			Outside Private Co	ounsel (contract)					
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).		Not a	pplicable						

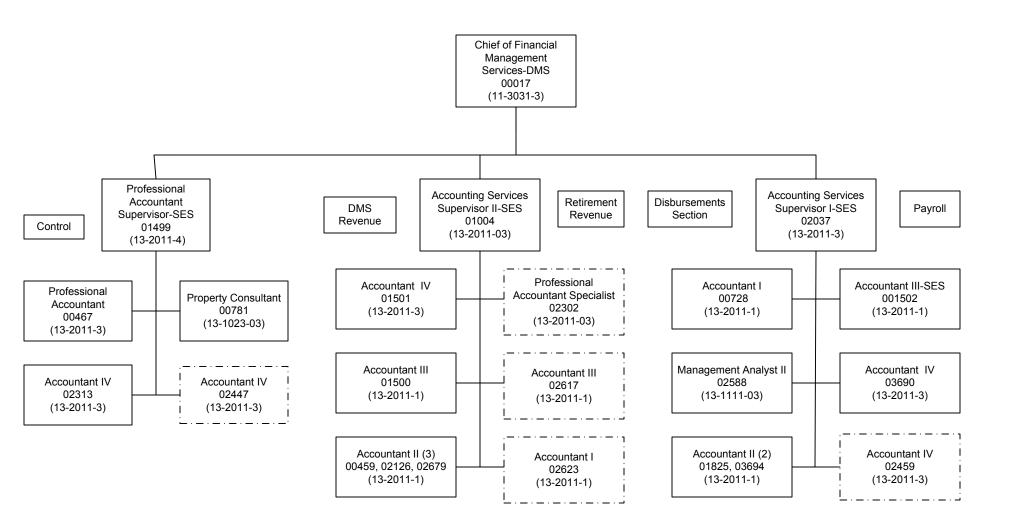
Office of Policy and Budget - July 2009



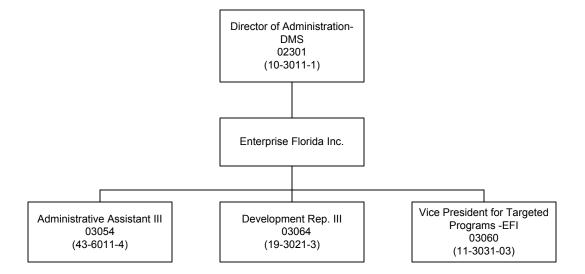
Approved:	
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Approved:	
• •	

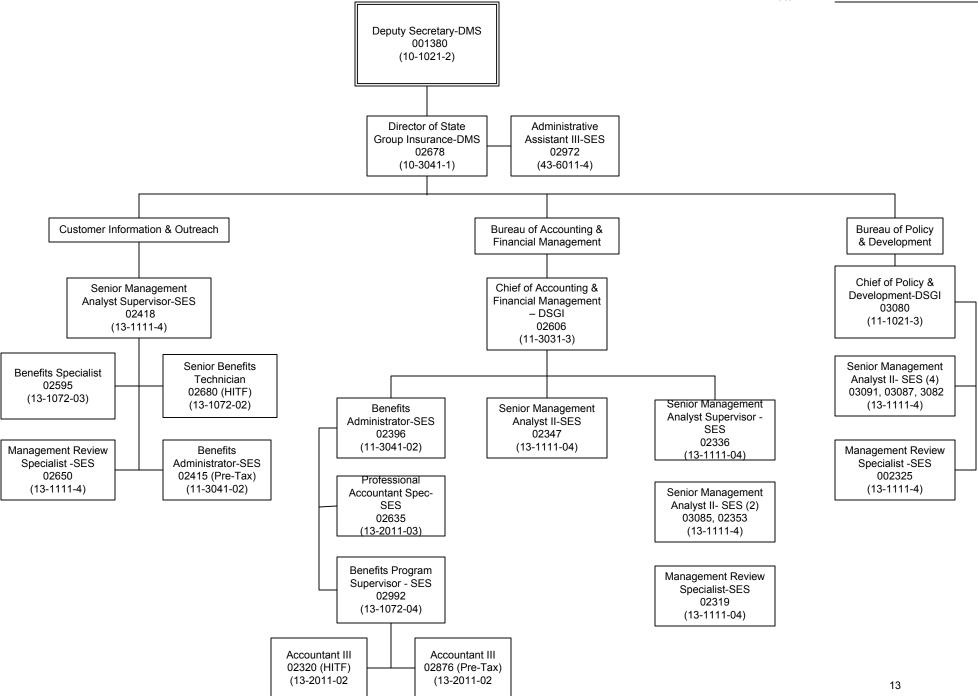


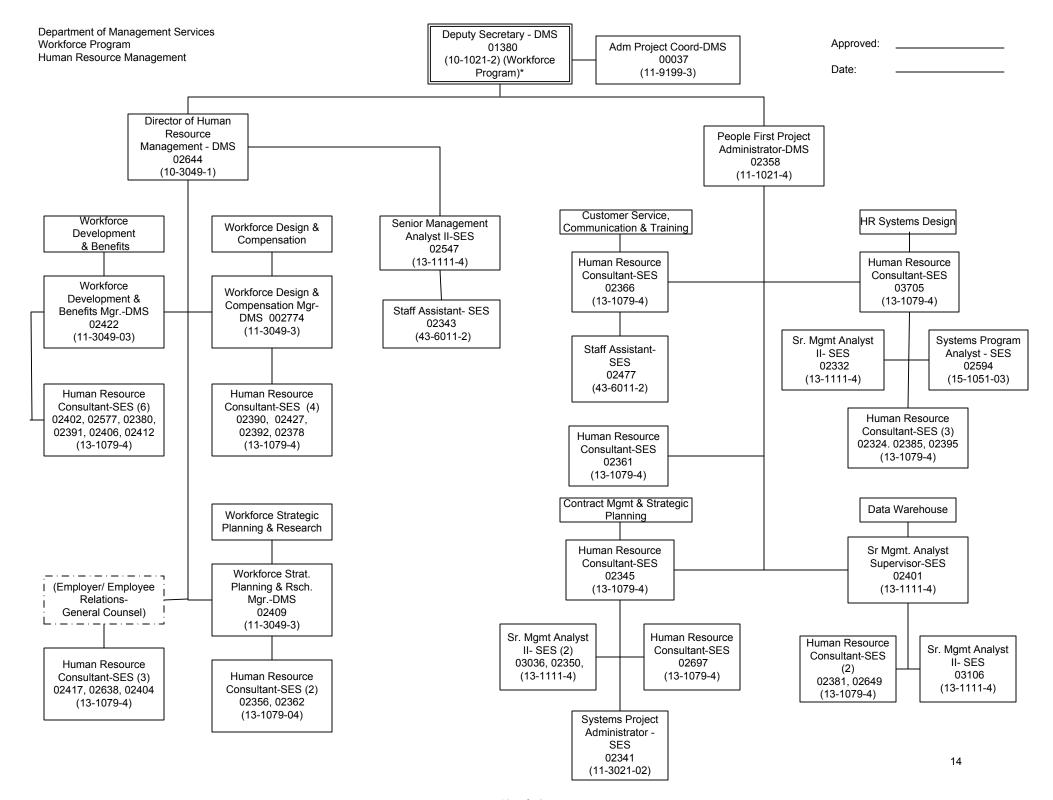
Approved:	
Date:	

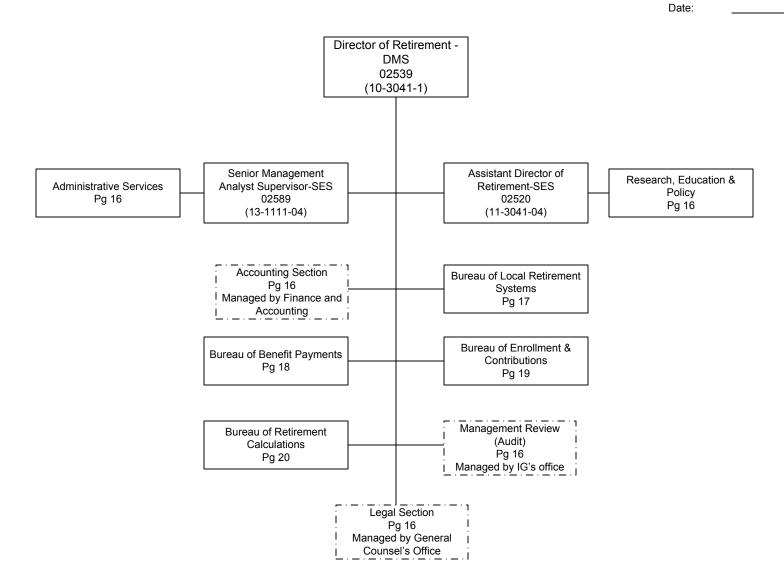


Department of Management Services Division of State Group Insurance Director's Office

Approved:







02685

(23-2011-1)

Specialist

02302

(13-2011-03)

02515

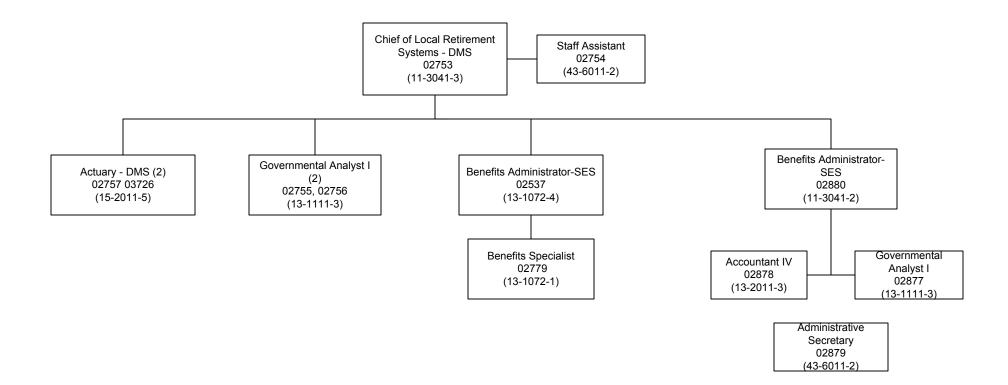
(43-6011-2)

02543

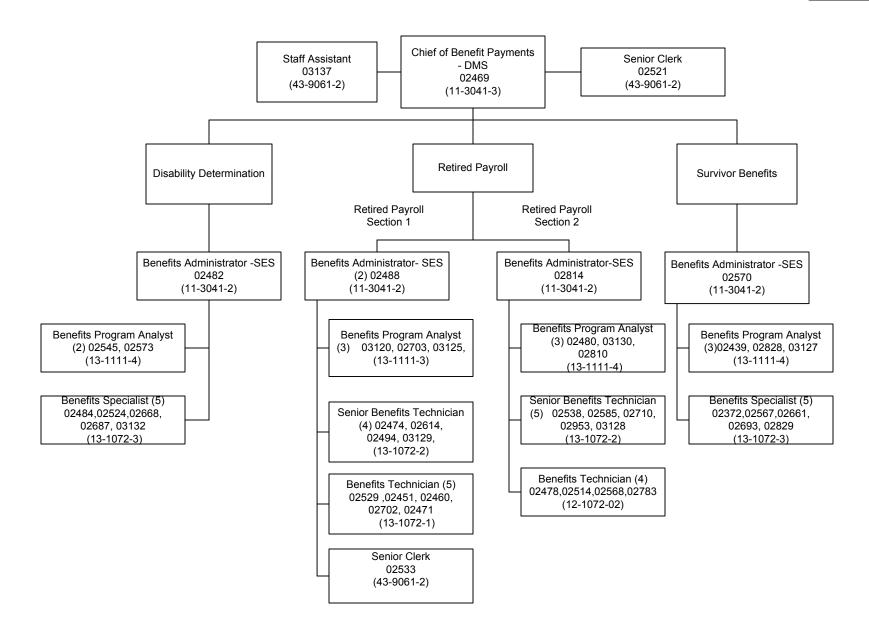
(13-1023-1)

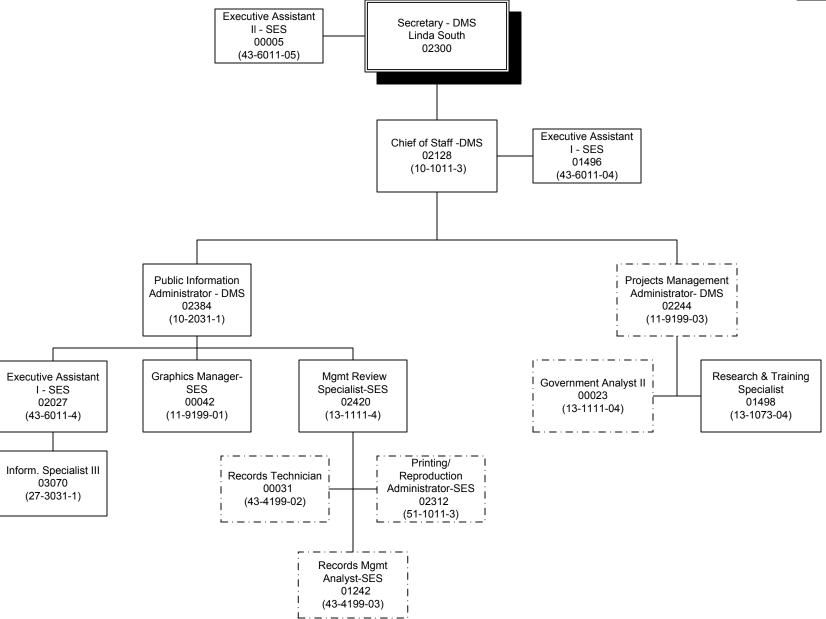
Department of Management Services Division of Retirement Bureau of Local Retirement Systems Optional Retirement Program

Approved:		
Date:		



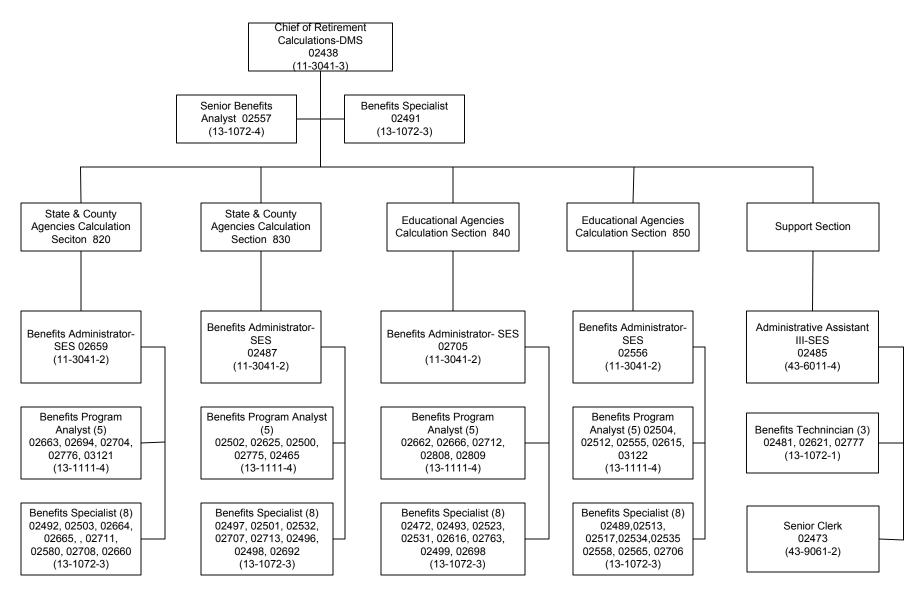
Approved:			
Date:			





Department of Management Services Division of Retirement Bureau of Retirement Calculations

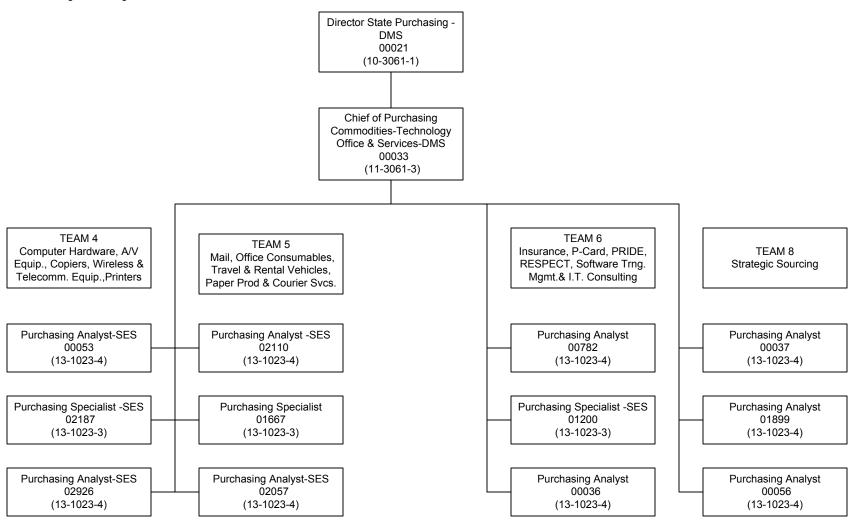
Approved:



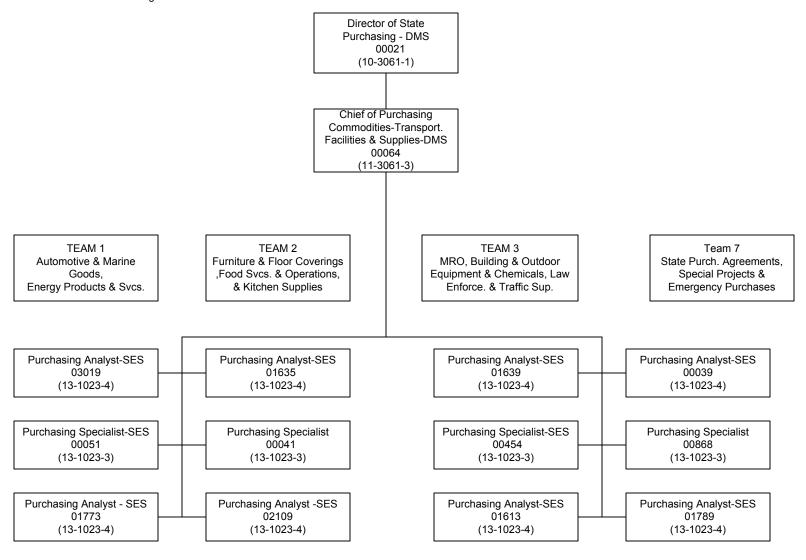
Pg 24

Department of Management Services Support Program/State Purchasing Bureau of Purchasing Commodities-Technology Bureau of Standards & Program Management

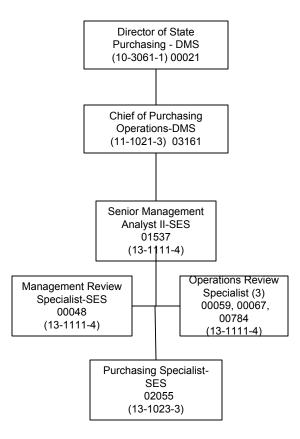




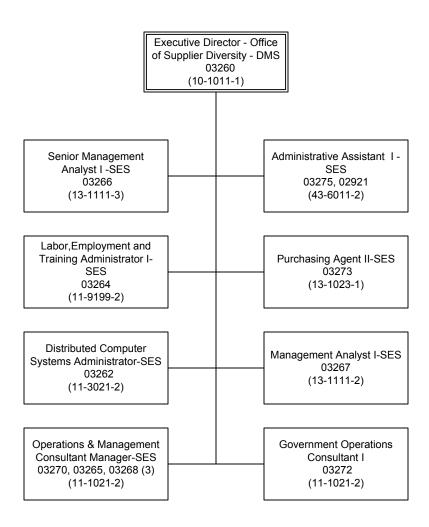
Department of Management Services Support Program/State Purchasing Bureau of Purchasing Commodities-Transportation, Facilities, Supplies Bureau of Procurement & Contracts Management Approved: ______



Approved:	
Date:	



Approved:	
Date:	



Department of Management Services Division of Support Services Division of State Fleet Management Director's Office

State Transport

Operations Mgr.-SES

00380

(11-9199-03)

Pg 29

Approved: Date: Chief of Staff-DMS Ken Granger 02128 Director of Specialized Services - DMS 00375 (10-1037-1) Aircraft Federal Surplus Motor Vehicles Private Prison Management Property & Watercraft Monitoring Management

Management Analyst II

-SES

(43-6011-02)

Systems Project Administrator -SES

00849

Pg 28

(11-3021-2)

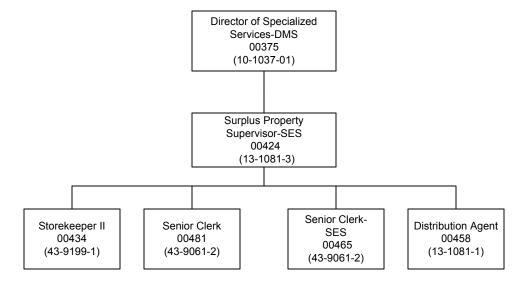
00424 00377 (13-1081-3) (13-1111-2) Pg 27 Administrative Assistant I -SES 00381

Surplus Property Supervisor - SES

Chief Private Prison Monitoring Adm-DMS 02943 (11-1021-03) PG 30

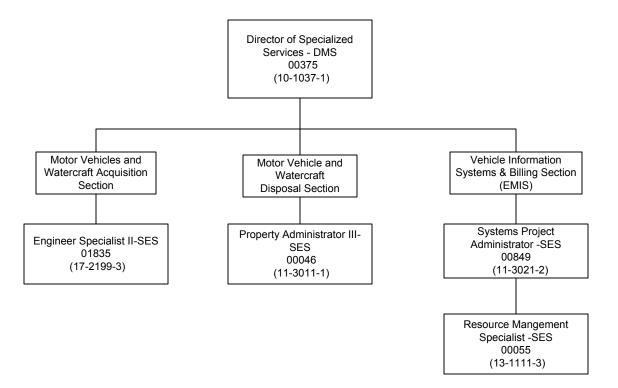
Department of Management Services Division of Support Services Division of State Fleet Management Bureau of Federal Property Assistance Federal Surplus Property Starke Field Warehouse

Approved: _____
Date:

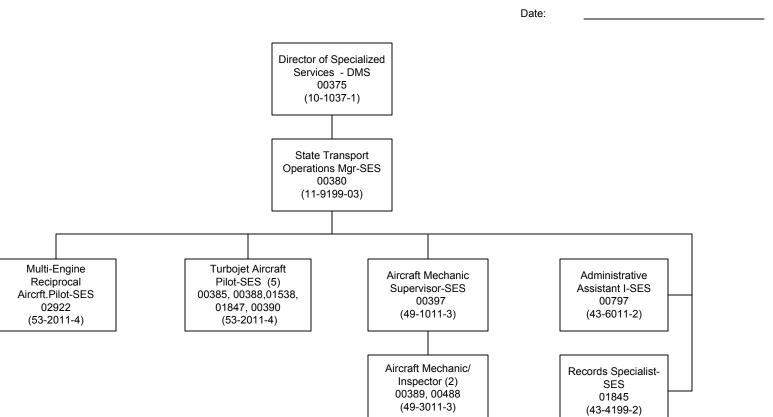


Department of Management Services
Division of Support Services
Division of State Fleet Management
Bureau of Motor Vehicles & Watercraft Management

Approved:	 	 	
Date:			

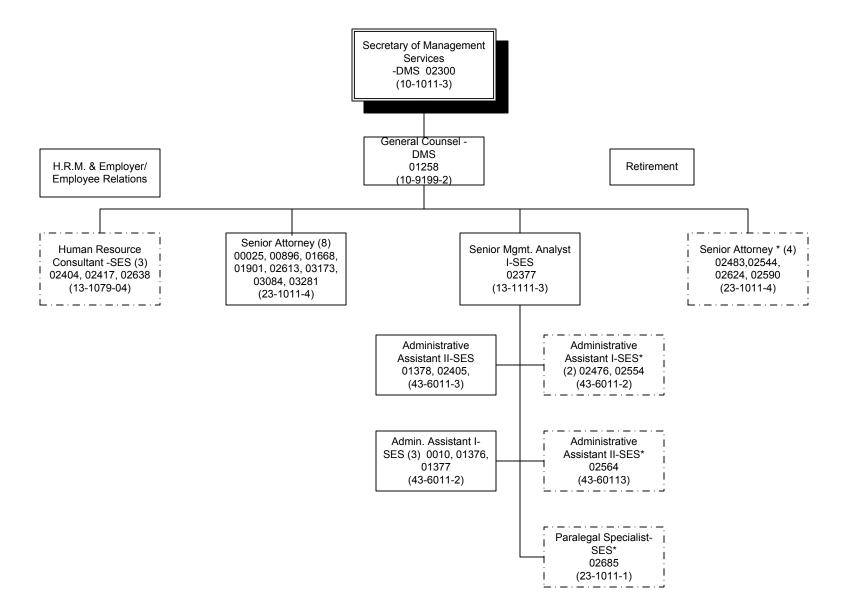


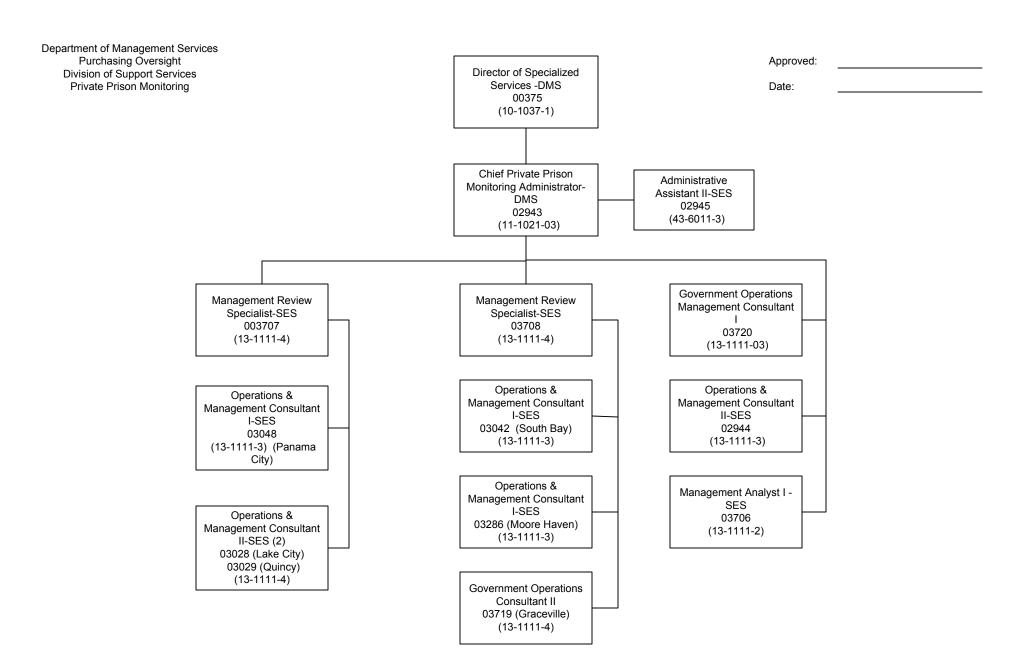
Department of Management Services Division of Support Services Division of State Fleet Management Bureau of Aircraft Management

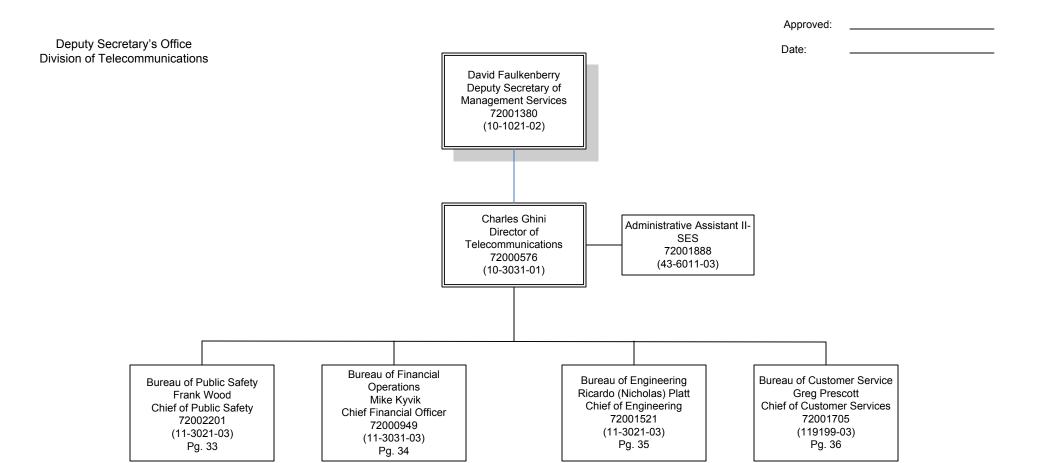


Approved:

Approved:	
Date:	



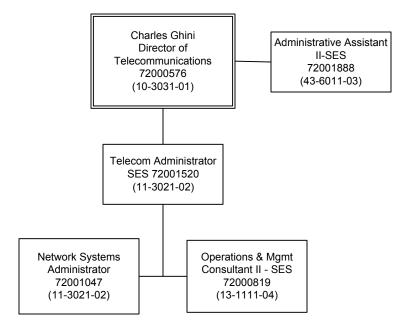




^{*}In process of reorganization

Division of Telecommunications Contract & Project Management Office

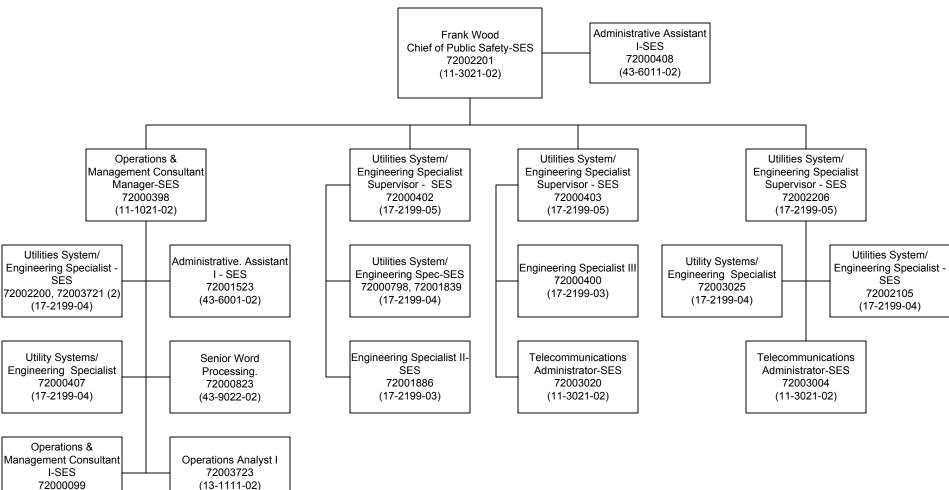
Approved:	
Date:	

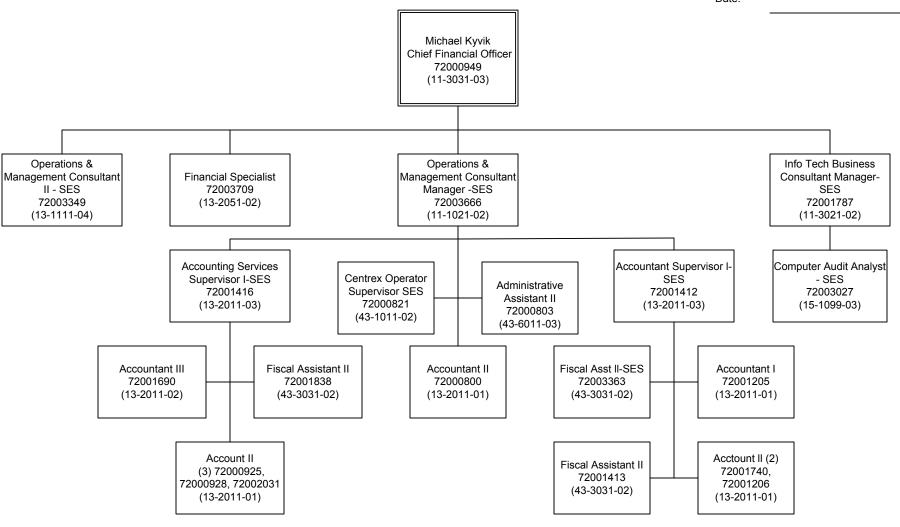


^{*}In process of reorganization

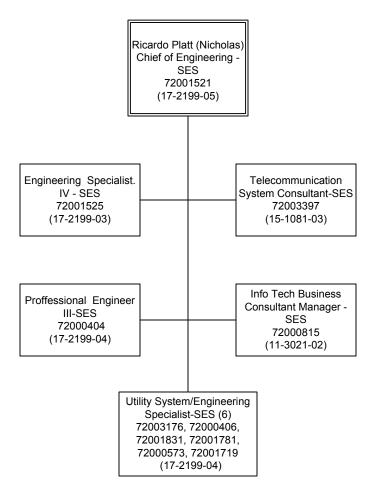
(13-1111-03)

Date:

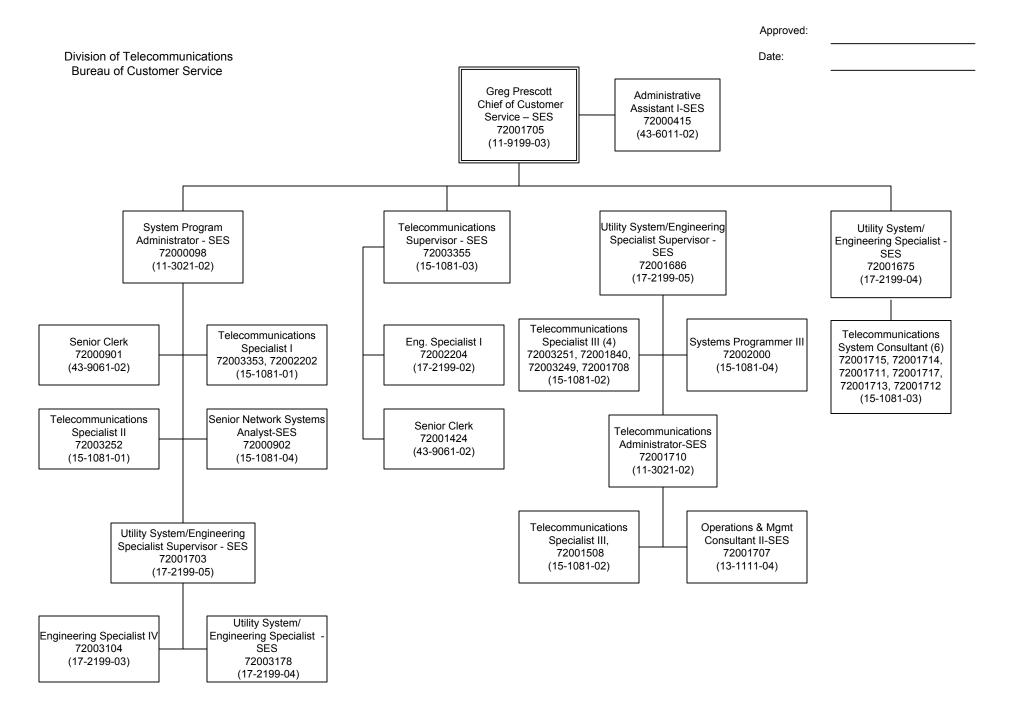




^{*}In process of reorganization

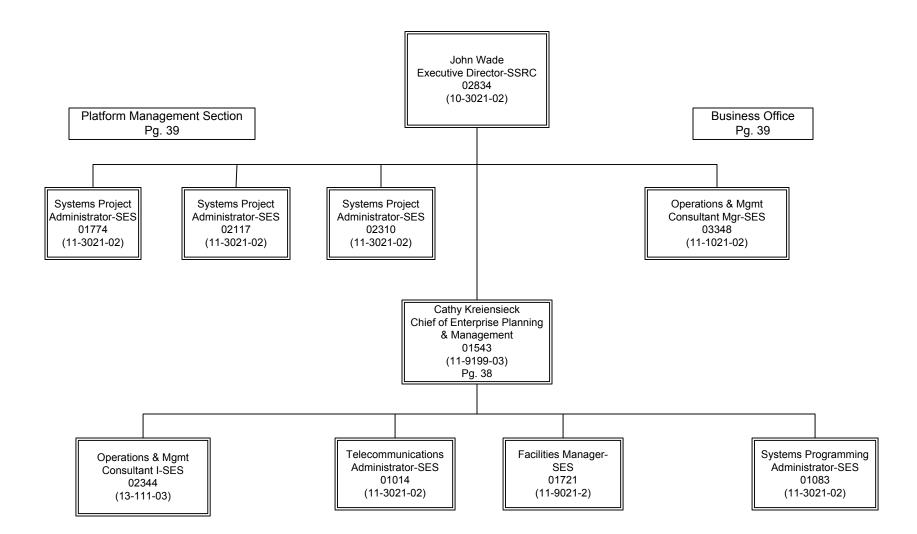


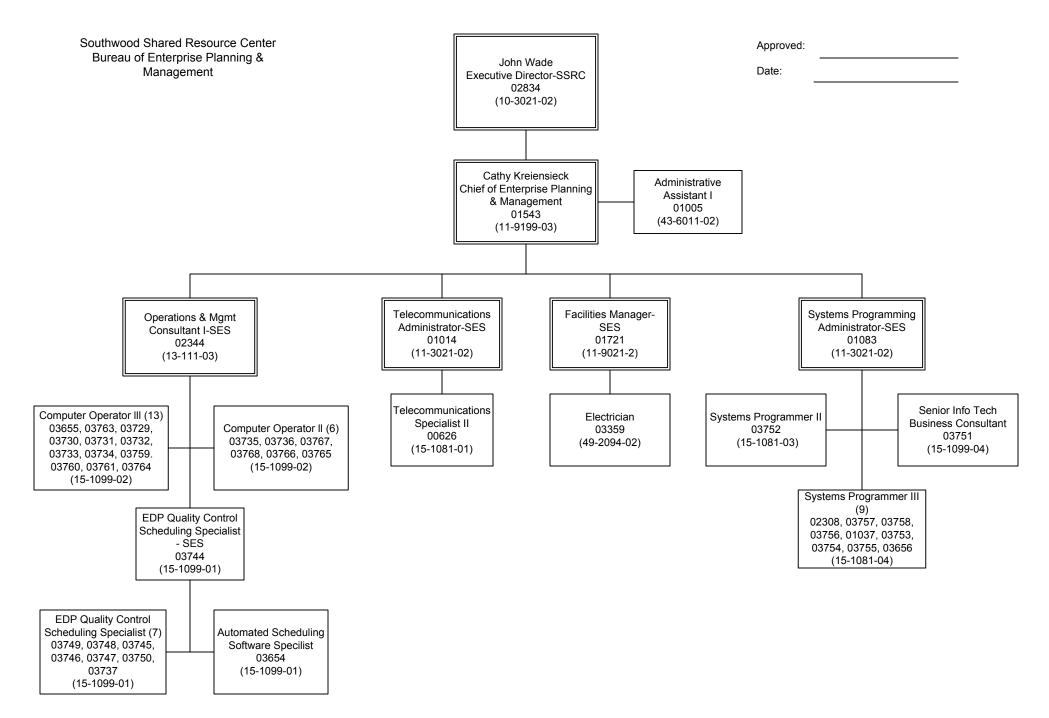
^{*}In process of reorganization

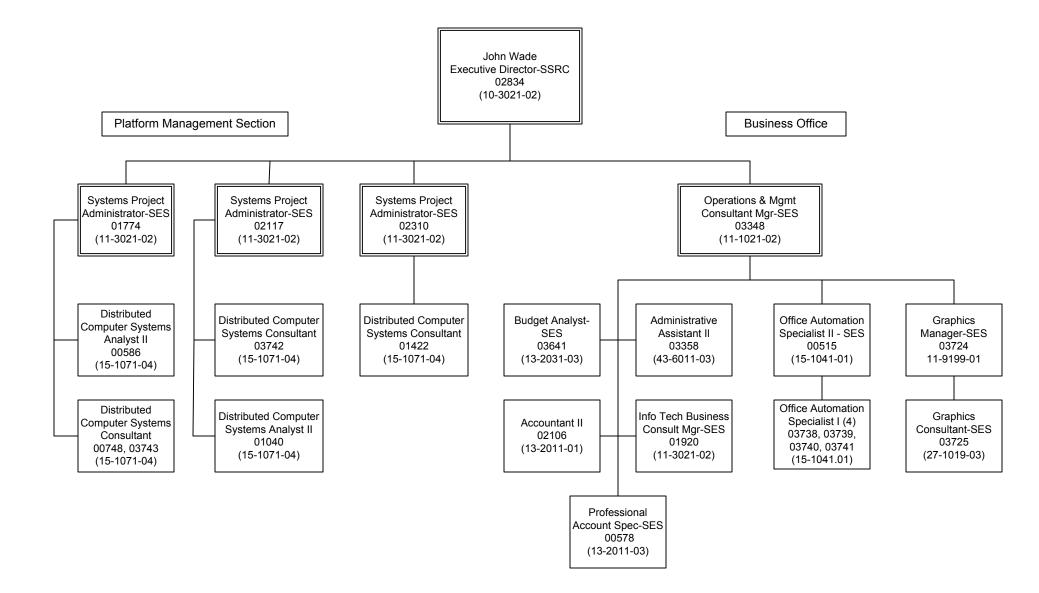


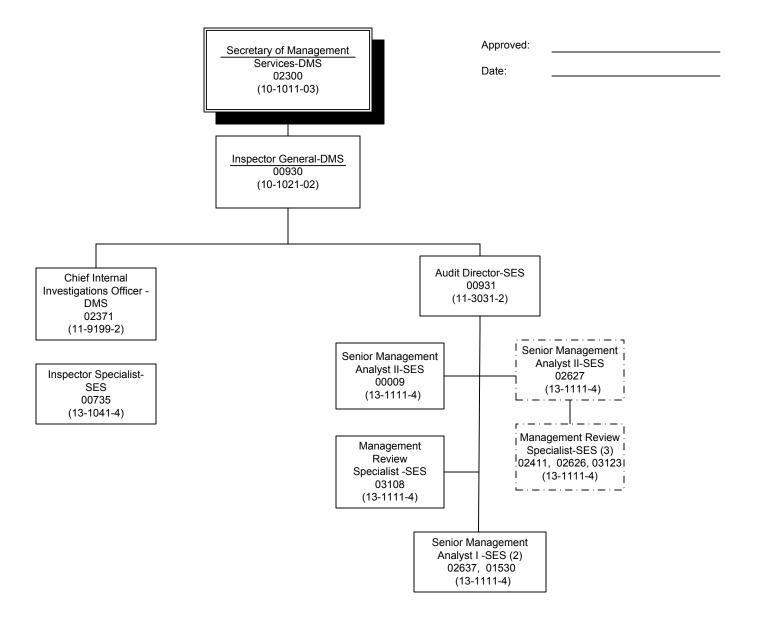
*In process of reorganization 36

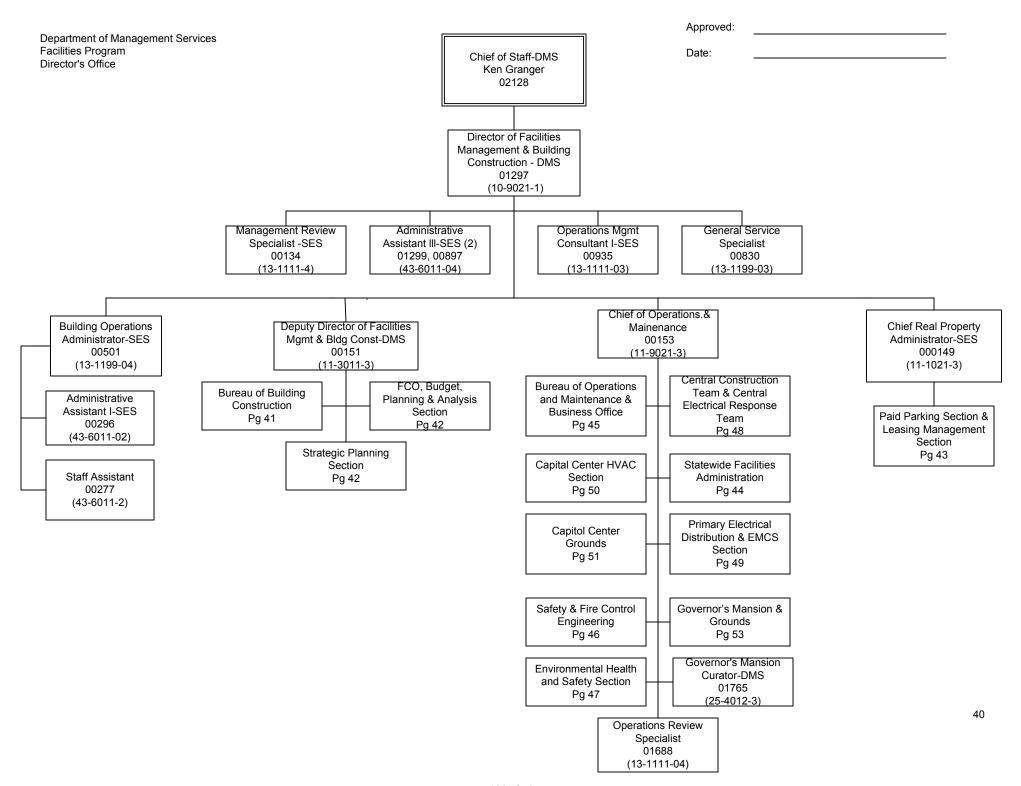
Approved:			
Date:			



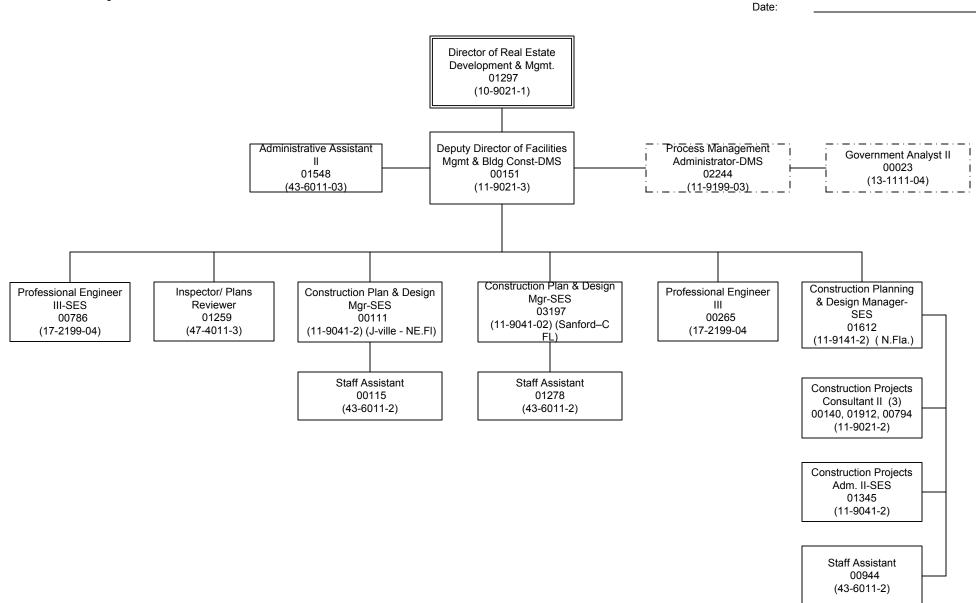








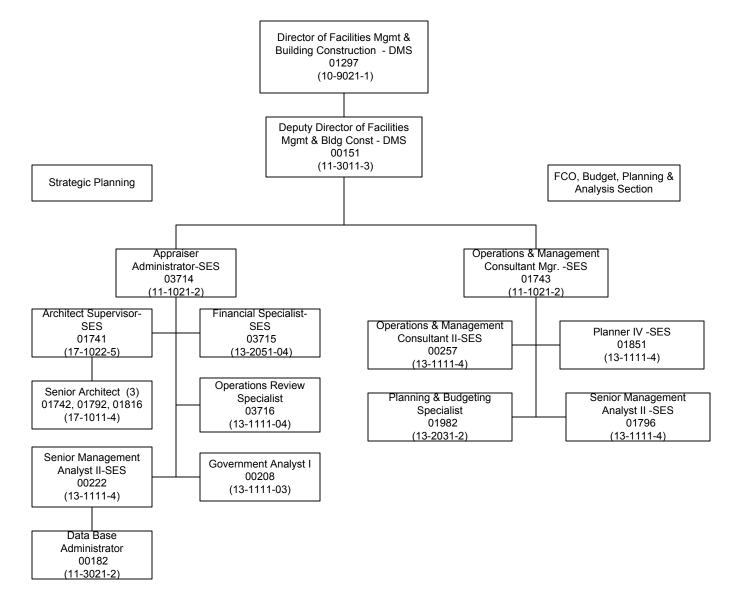
Department of Management Services
Division of Real Estate Development & Management
Division of Facilities Management & Building Construction
Bureau of Building Construction



Department of Management Services
Division of Real Estate Development & Management
Division of Facilities Management & Building Construction
FCO, Budget, Planning, & Analysis Section
Strategic Planning Section

Approved: ______

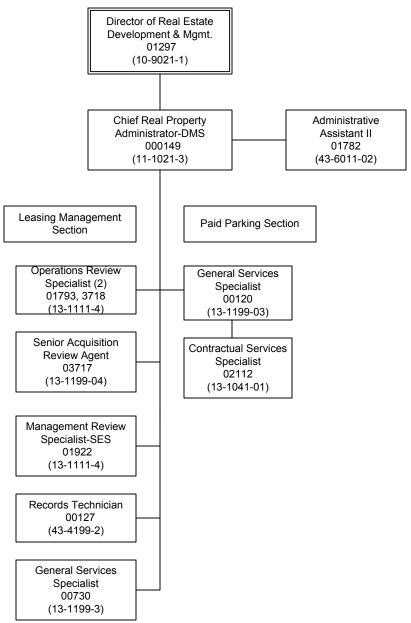
Date: _____

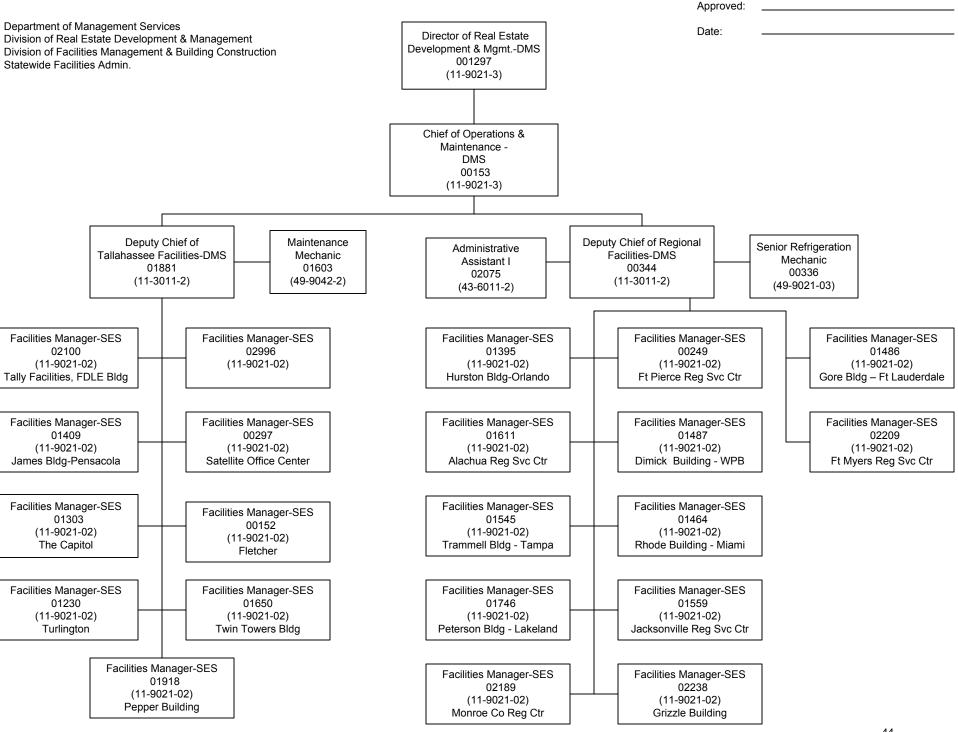


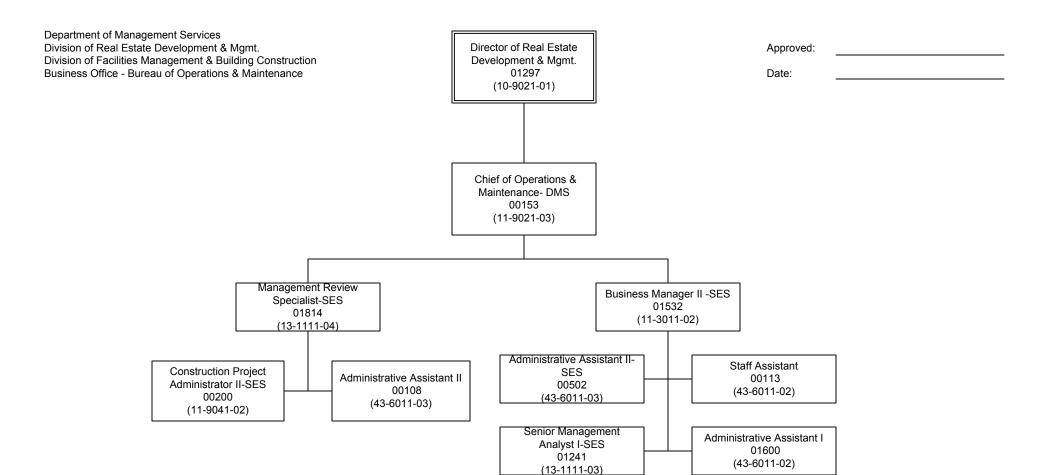
Department of Management Services
Real Estate Development & Management
Division of Facilities Management & Building Construction
Leasing Management Section
Paid Parking Section

Approved:

Date:







Department of Management Services Real Estate Development & Management Bureau of Operations & Maintenance Safety & Fire Control Engineering

Approved:	
Date:	

		Real Estate ent & Mgmt. 297 021-1)	
·			
		ations & M	otor & Chief of aintenance-DMS 1153 021-3)
		Const Superinter	nance & ruction ndent -SES 0169 021-2)
		Supervise 01	g Specialist or III -SES 736 199-3)
01	neer II 1689 2199-3	-	Engineer Specialist III 02281 (17-2199-03)
		Techn 01	L leering ician III 828 029-02)

Department of Management Services
Division of Real Estate Development & Mgmt.
Division of Facilities Management & Building Construction
Environmental Health & Safety

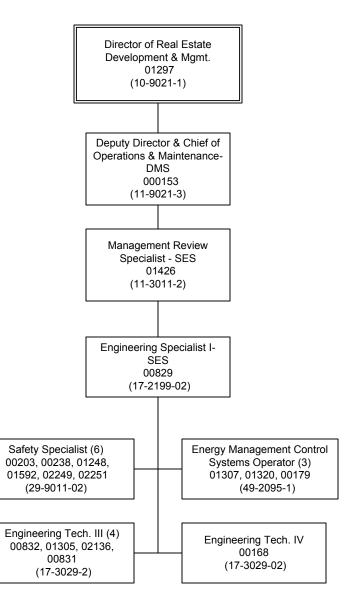
Approved:	
Date:	

Director of Real Estate Development & Mgmt. 01297 (10-9021-1)
Deputy Director & Chief of Operations & Maintenance- DMS 00153 (11-9021-03)
Environmental Supervisor II- SES 00156 (19-2041-03
Administrative Assistant I 01860 (43-6011-02)

(49-2094-02)

Department of Management Services
Facilities Program/ Real Estate Development & Management
Deputy Director & Chief of Operations & Maintenance
Primary Electrical Distribution & EMCS Section

Approved:			
Date:			

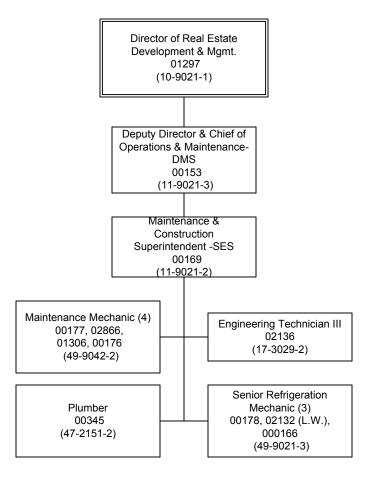


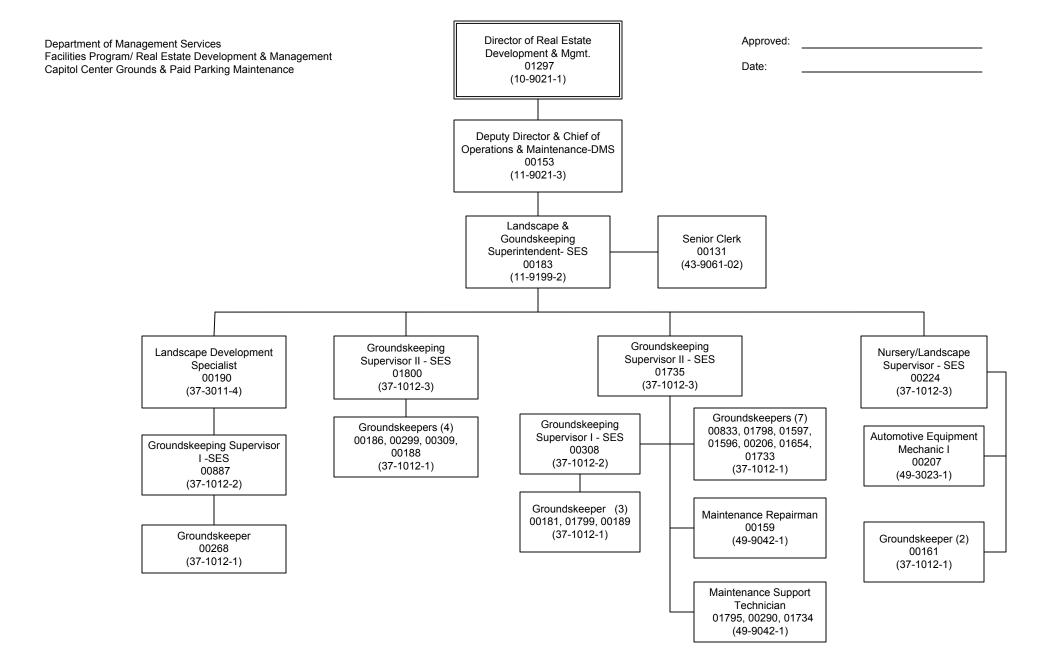
Approved: Date: Secretary of Management Services - DMS 02300 (10-1011-3) Systems Program Administrator-SES (DMS CIO) 01631 11-303-02 Systems Project Network Systems **Data Processing** Analyst-SES 03351 Manager-SES Analyst-SES 01542 00579 (15-1071-02) 11-3021-02 (15-1051-03) Distributed Computer Office Automation Systems Programming Computer Programmer Systems Adm - SES Specialist I-SES Analyst I 03208 Administrator -SES 03262 00026 02787 (11-3021-02)(15-1041-01) (15-1021-02) (11-3021-02) Distributed Computer Systems Project Analyst-SES Systems Analyst 02185 02364 (15-1051-03) (15-1071-02) Systems Project Analyst-System Project Administrator-SES SES 02104 03657 (11-3021-02) (15-1051-03)

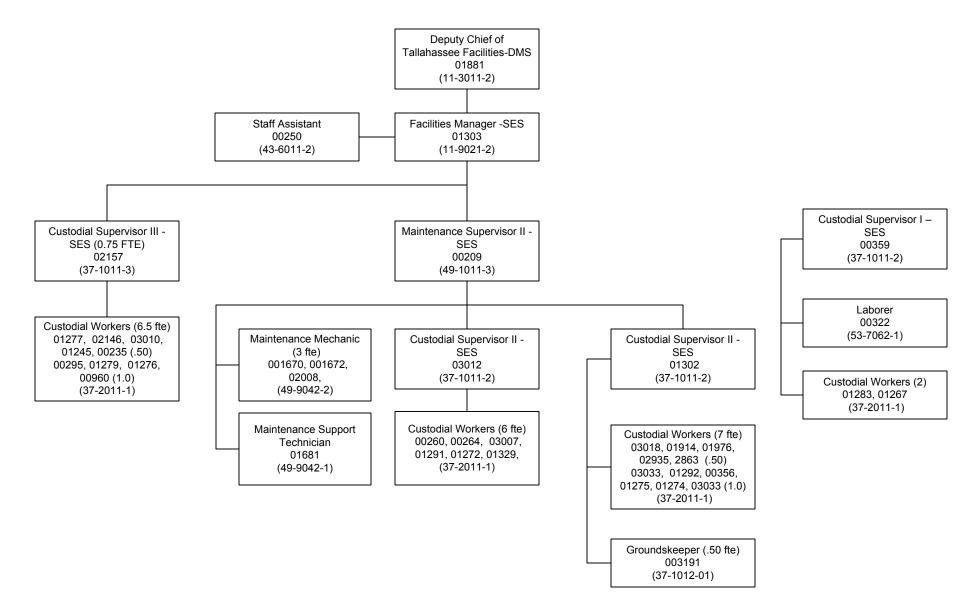
Department of Management Services
Facilities Program/ Real Estate Development & Management
Deputy Director and Chief of Operations & Maintenance
Capitol Center H.V.A.C. Section

Aproved:

Date:



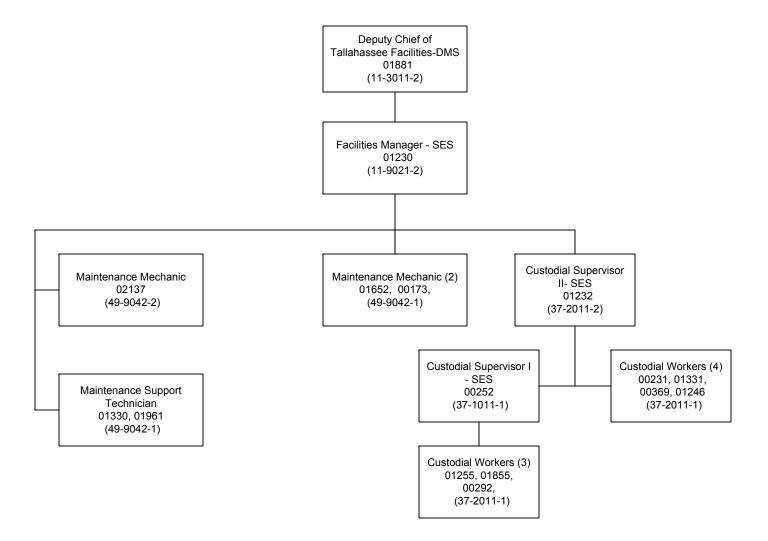




Department of Management Services Facilities Program/ Real Estate Development & Managementt Bureau of Operations & Maintenance Governor's Mansion & Grounds

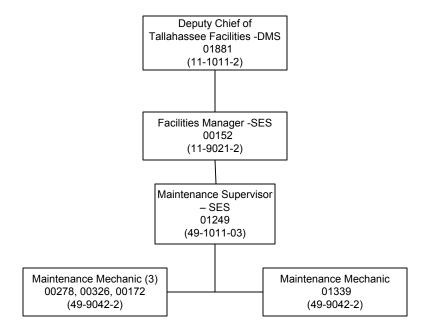
	Director of Real Estate Development & Mgmt. 01297 (10-9021-1)				
	Deputy Director & Chief of Operations & Maintenance- DMS 00153 (11-9021-1)				
	Landscape & Groundskeeping SuptSES 00183 (11-9199-2)				
	Groundskeeping Supervisor III- SES 00184 (37-1012-4)				
,					
	Groundskeepers (2.75) 00160, 00187, 02010 (.75) (37-1012-1)				

Approved:	
Date:	

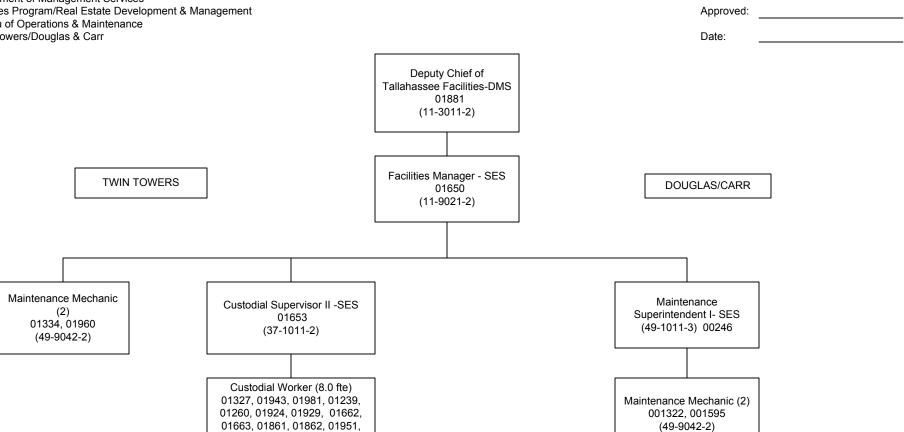


Department of Management Services Facilities Program/Real Estate Development & Management Bureau of Operations & Maintenance Fletcher, Larson & Collins Buildings

Approved:		
Date:		



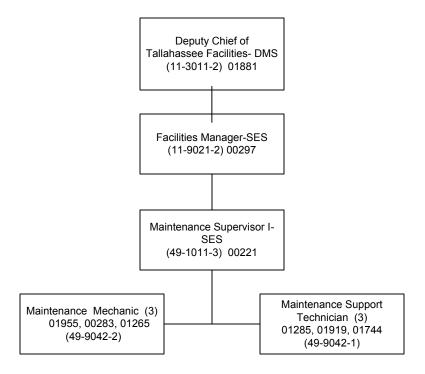
Department of Management Services Facilities Program/Real Estate Development & Management Bureau of Operations & Maintenance Twin Towers/Douglas & Carr



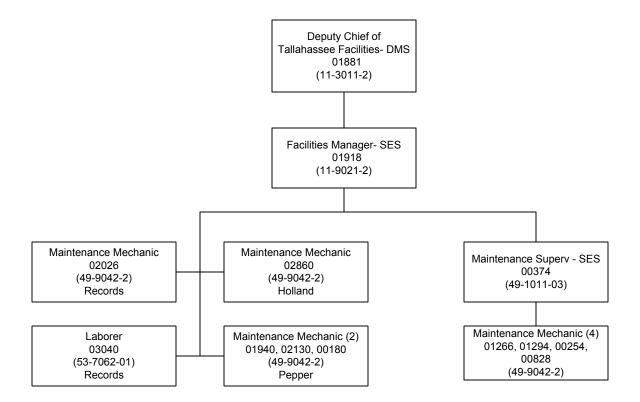
01655, 01967 (.50) (37-2011-1) (49-9042-2)

Department of Management Services
Facilities Program/ Real Estate Development & Management
Capital Circle Office Complex

Approved:			
Date:			

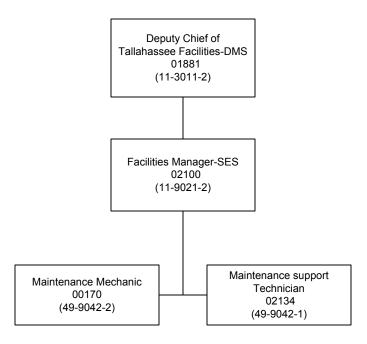


Approved:			
Date:			



Department of Management Services Facilities Program/ Real Estate Development & Management Bureau of Operations & Maintenance FDLE Building

Approved:		
Date:		



Department of Management Services Administration Program Center on Efficient Government

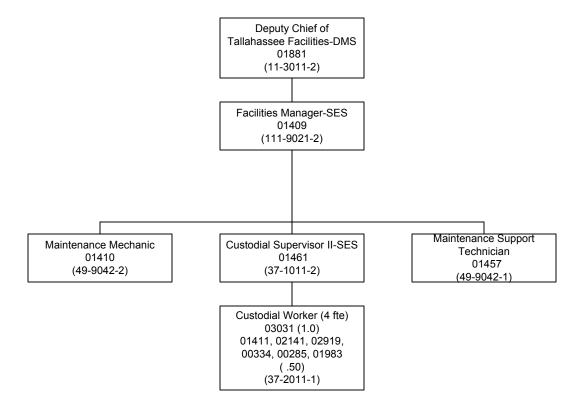
Approved:		
Date:		

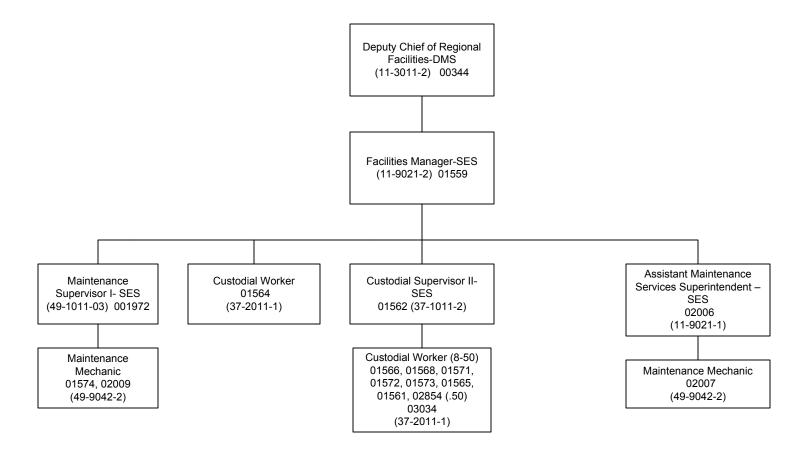
	Services 02300 (10-1011-03) (Chair of the Council)			
			_	
	Gover 03	Director- n Efficient nment 702 99-02)		
Senior Management Analyst II-SES 03704 (13-1111-04)		ive Director 701 11-04)		Operations & Management Consultant II-SES 03703 (13-1111-04)

Secretary of Management

Department of Management Services
Facilities Program/Facilities Management
Bureau of Operations & Maintenance
Escambia Regional Service Center/James Building

Approved:	
Date:	

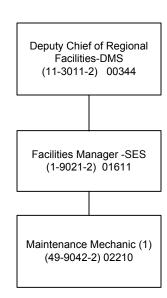




Department of Management Services Facilities Program/Facilities Management Bureau of Operations & Maintenance Alachua Regional Service Center

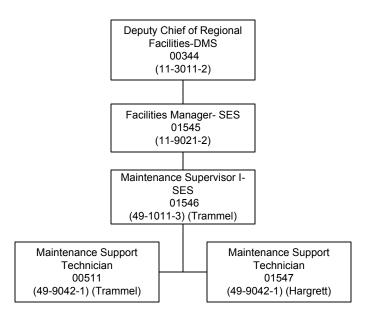
Approved:

Date:



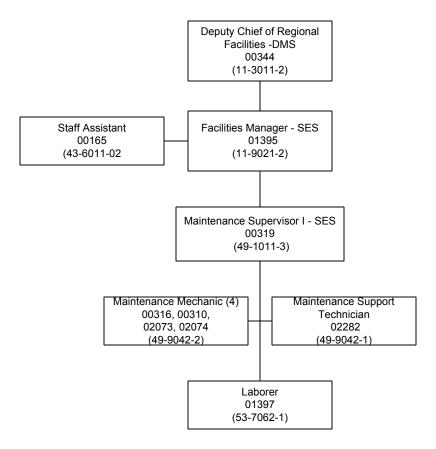
Department of Management Services Facilities Program Bureau of Operations & Maintenance Hillsborough Regional Service Center Trammell and Hargrett Buildings

Approved:	-	
Date:		



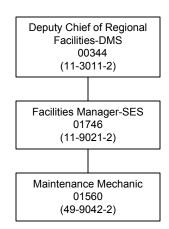
Department of Management Services Facilities Program/Facilities Management Bureau of Maintenance Hurston Building

Approved:			
Date:			



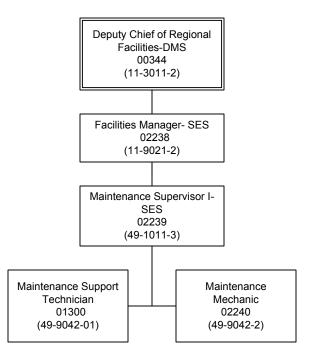
Department of Management Services Facilities Program/Facilities Management Bureau of Operations & Maintenance Petersen Building (Lakeland)

Approved:		
Date:		



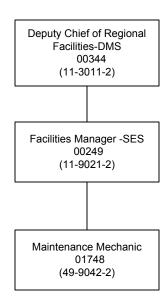
Department of Management Services Facilities Program/Facilities Management Bureau of Maintenance Grizzel Building

Approved:		
Date:		
Date.		



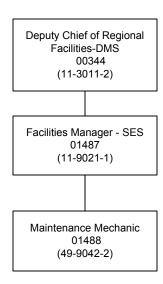
Department of Management Services Facilities Program/Facilities Management Bureau of Operations & Maintenance Benton Building





Department of Management Services Facilities Program Bureau of Operations & Maintenance Dimick Building

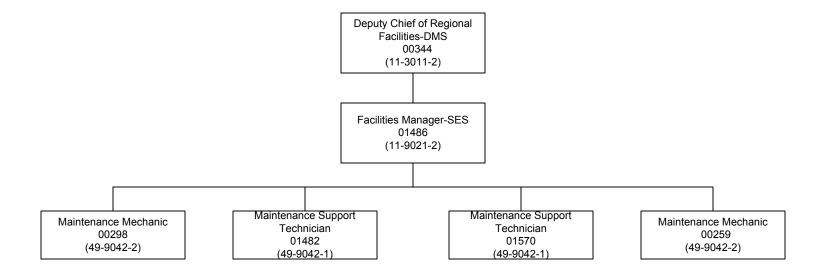


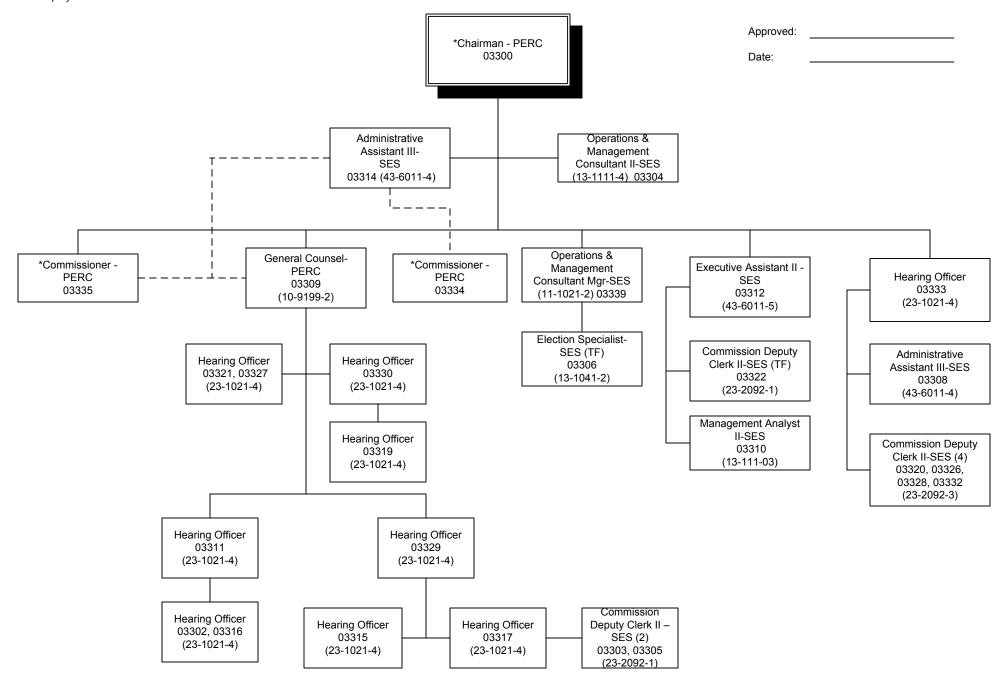


Department of Management Services Facilities Program Bureau of Operations and Maintenance Broward Regional Service Center Gore Building/North Broward

Approved:

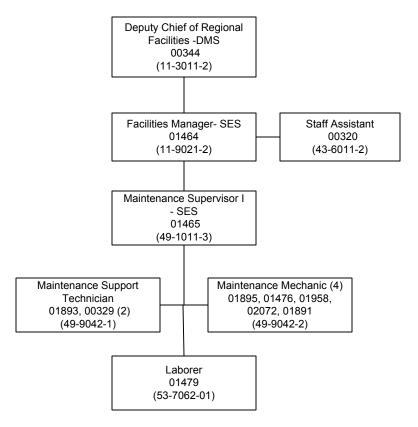
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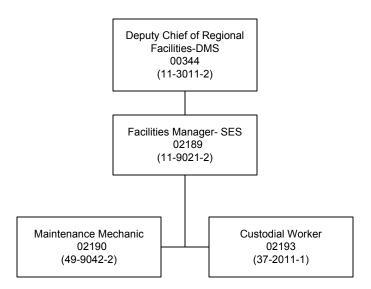
Department of Management Services Facilities Program Bureau of Operations & Maintenance Dade County Regional Service Center Rohde Building

Approved:			
Date:			



Department of Management Services Facilities Program/Facilities Management Bureau of Operations & Maintenance Monroe County Regional Service Center

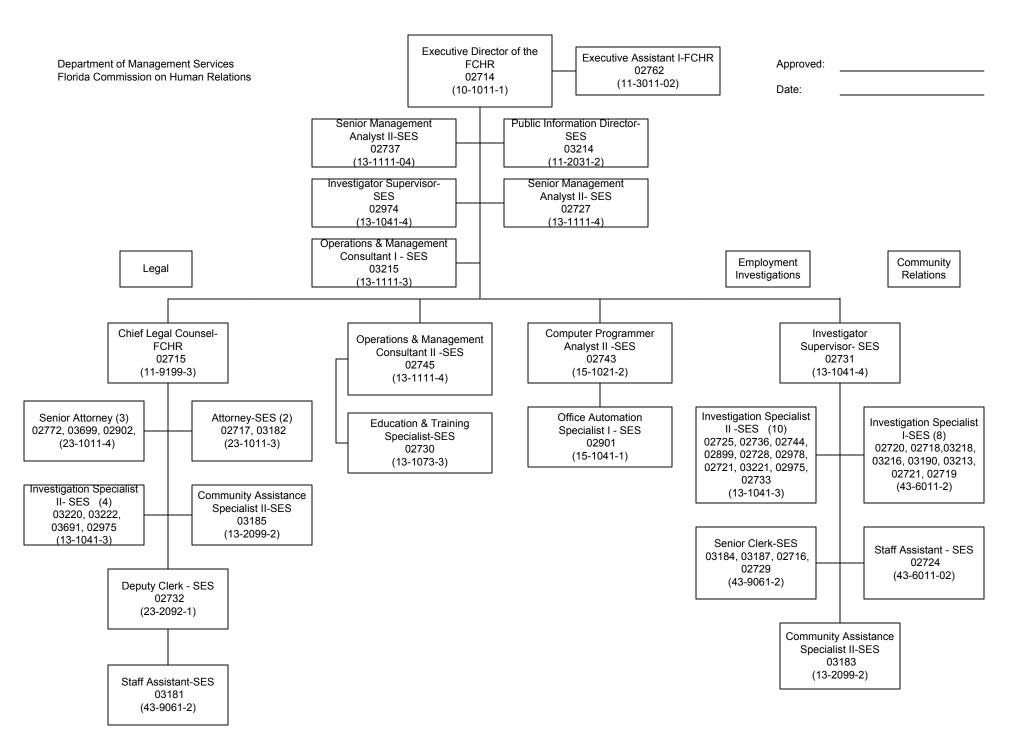
Approved: _____



Department of Management Services Facilities Program Bureau of Operations & Maintenance Fort Myers Regional Service Center

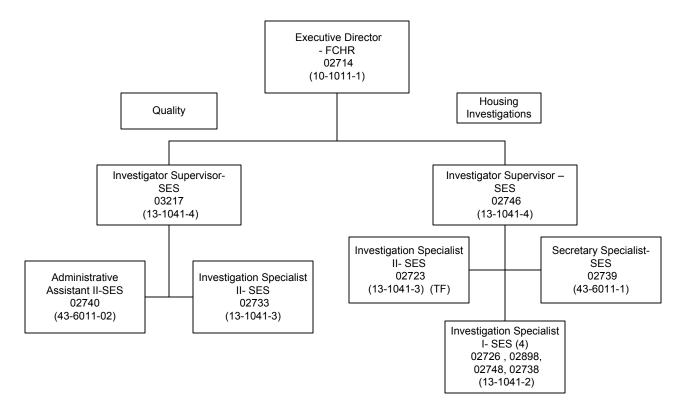


Deputy Chief of Regional Service Centers & Facilities -DMS 00344 (11-3011-2)				
02	Facilities Manager -SES 02209 (11-9021-2)			
Techni 02211,	ce Support cian (2) , 02212 042-1)			

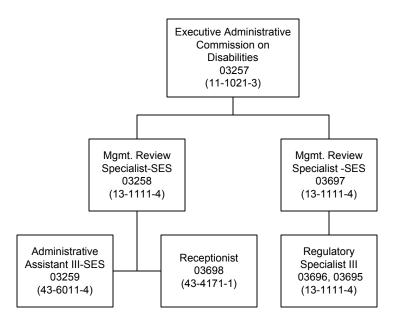


Department of Management Services Florida Commission on Human Relations Intake & Housing Investigations Sections

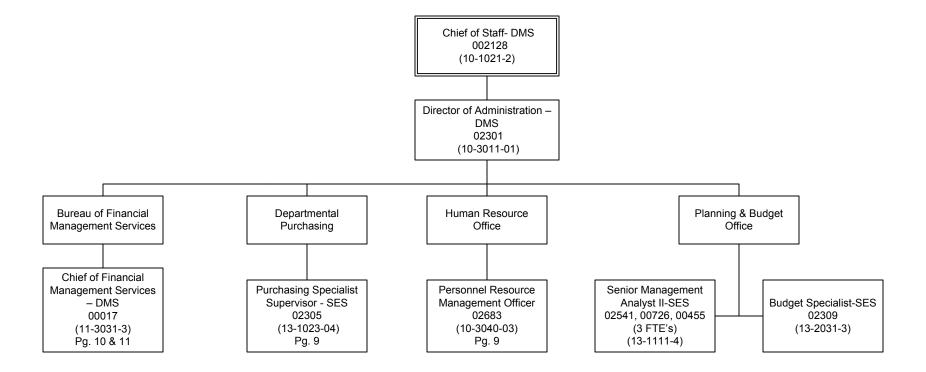
Approved:			
Date:			



Approved:		
Date:		

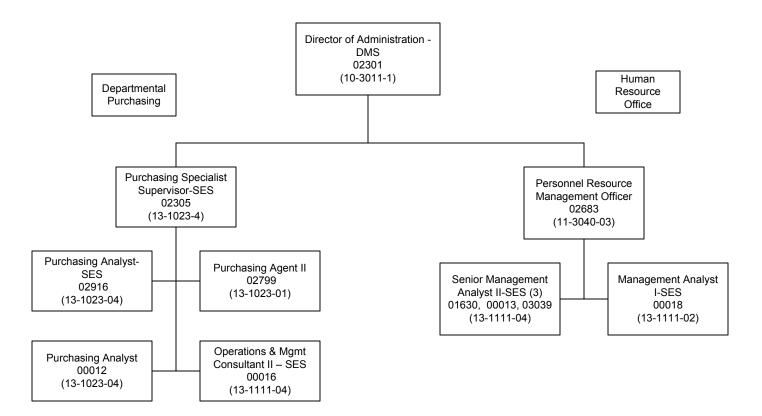


Approved:	
Date:	



Department of Management Services Administration Program Departmental Purchasing & Human Resource Office Approved:

Date:



MANAGEMENT SERVICES, DEPARTMENT OF			FISCAL YEAR 2008-09	
SECTION I: BUDGET		OPERATI	NG	FIXED CAPITAL
OTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			590,667,992	OUTLAY 47,385,
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)			5,963,461	
NAL BUDGET FOR AGENCY			596,631,453	47,385,
SECTION II: ACTIVITIES * MEASURES	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
ecutive Direction, Administrative Support and Information Technology (2)	6.307	1 776 51	11 204 422	46,838
Conduct Administrative Hearings And Proceedings * Number of cases closed Process Payroll And Benefits For Leased State Employees * Number of employees in state leasing services.	0,307	1,776.51 241,899.25	11,204,432 967,597	
Adjudicate And Hear Workers' Compensation Disputes * Number of petitions closed	82,394	299.66	24,689,967	
Facilitate Mediation Of Workers' Compensation Disputes * Number of mediations held	20,812	260.11	5,413,330	
Operate And Maintain Department Of Management Services' Pool Facilities * Number of maintained square feet (private contract and agency)	7,377,543	8.13	59,993,666	
Operate And Maintain Non-pool Facilities * Number of maintained square feet (private contract and agency) Administer Bonding Program And Plan For State Office Space Requirements * Number of net square feet of pool facilities	7,377,543 5,880,175	0.10 0.18	719,458 1,045,517	
Manage Private Sector And State Leases For State Agencies * Number of leases managed	1,325		3,416,732	
Manage Pool Facility Parking Lots * Number of parking spaces	22,813	10.10	230,448	
Provide Facilities Security * Number of facilities secured	18	_	1,030,042	
Manage Construction Projects * Dollar volume of Fixed Capital Outlay project starts	34,711,002		1,520,243	
Adjudicate And Facilitate Mediation Of Labor And Employment Disputes Through The Public Employees Relations Commission * Number of labor and employment dispositions Operate And Maintain The Executive Aircraft Pool * Number of flight hours	1,141		4,456,591 3,375,494	
Specials and maniant in the Execution in Health and the Special Surplus Property *Dollar value of donated property	8,193,833	0,307.24	440,015	
Acquire And Redistribute Military Excess Property * Dollar value of donated property	8,193,833	0.04	303,827	
Provide New Vehicle And Watercraft Acquisition Support * Number of vehicles and watercraft acquired	822		242,224	
Operate And Maintain The Equipment Management Information System (emis) * Number of state vehicles tracked	29,321	27.27	799,575	
Manage State Vehicle And Watercraft Disposal * Number of vehicles and watercraft disposed of Establish And Administer State Term (master) Contracts And Negotiated Agreements * Dollars expended by State Agencies using the State Term Contracts and Negotiated	1,990 881,851,406		852,863 26,910,404	
Agreements Provide Minority Agreem To Controlling Connectivities & Number of hydrogen and filed and registered	4,997		664,651	
Provide Minority Access To Contracting Opportunities * Number of businesses certified and registered Manage And Oversee Minority Business Compliance * Number of businesses reviewed and audited	4,997		664,651	
Provide Human Resource Management Experise/Consulting * Number of authorized FTE and OPS employees in the State Personnel System	136,385		5,375,619	
Maintain The Human Resources Automated System * Number of users supported by the automated human resources system	236,579	187.78	44,425,431	
Administer The Health Insurance Program * Number of enrollees	175,747	141.91	24,939,438	
Administer The Life Insurance Program * Number of enrollees	157,652		1,589	
Administer The Flexible Spending Account Program * Number of enrollees Administer The Supplemental Insurance Program * Number of enrollees	13,529 149,207	6.53 5.89	88,358 878,476	
Administer The Disability Benefits Program * Number of enrollees	24,485		786	
Provide Local Government Pension Plan Oversight * Number of Local Pension Plans Reviewed	379	5,777.44	2,189,648	
Administer The Florida Retirement System * Number of FRS members	990,939	26.75	26,507,290	
Administer The Retiree Health Insurance Subsidy Program * Number of Recipients of the Health Insurance Subsidy	256,452	0.57	145,321	
Administer The State University System Optional Retirement Program * Number of participants in the SUS Optional Retirement Program Contract For The Construction, Operation And Oversight Of Private Prisons * Number of beds	16,091 7,731	17.04 282.50	274,156 2,184,024	
Investigate Complaints Of Civil Rights Violations * Number of inquiries/investigations	15,185		7,546,327	
			000 100 100	
SECTION III: RECONCILIATION TO BUDGET			263,498,190	46,83
SS THROUGHS			000 000 000	
TRANSFER - STATE AGENCIES AID TO LOCAL GOVERNMENTS			269,309,099	
AID TO LOCAL GOVERNMENTS PAYMENT OF PENSIONS, BENEFITS AND CLAIMS			1,439,978 13,219,527	
OTHER			518,036	
VERSIONS			47,358,997	54
TAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)			595,343,827	47,38

⁽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.

IUCSSP03 LAS/PBS SYSTEM SP 09/25/2009 09:56

BUDGET PERIOD: 2000-2011

SCHED XI: AGENCY-LEVEL UNIT COST SUMMARY STATE OF FLORIDA AUDIT REPORT MANAGEMENT SRVCS, DEPT OF

ACTIVITY ISSUE CODES SELECTED.

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8: ACT0680 ACT0700 ACT8010 ACT8020 ACT8030 ACT8040

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8: ACT0655

THE FOLLOWING STATEWIDE ACTIVITIES (ACTO010 THROUGH ACT0490) HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND SHOULD NOT:

*** NO ACTIVITIES FOUND ***

THE FCO ACTIVITY (ACT0210) CONTAINS EXPENDITURES IN AN OPERATING CATEGORY AND SHOULD NOT: (NOTE: THIS ACTIVITY IS ROLLED INTO EXECUTIVE DIRECTION, ADMINISTRATIVE SUPPORT AND INFORMATION TECHNOLOGY)

*** NO OPERATING CATEGORIES FOUND ***

THE FOLLOWING ACTIVITIES DO NOT HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND ARE REPORTED AS 'OTHER' IN SECTION III: (NOTE: 'OTHER' ACTIVITIES ARE NOT 'TRANSFER-STATE AGENCY' ACTIVITIES OR 'AID TO LOCAL GOVERNMENTS' ACTIVITIES. ALL ACTIVITIES WITH AN OUTPUT STANDARD (RECORD TYPE 5) SHOULD BE REPORTED IN SECTION II.)

BE	PC	CODE	TITLE	EXPENDITURES	FCO
72400200	1601000000	ACT0760	PROVIDE STATE CONSTRUCTION PROJECT	54,397	Footnote (1)
72750100	1601000000	ACT1410	PROVIDE AMERICANS WITH DISABILITIES	252,196	Footnote (2)
72750100	1601000000	ACT1440	PROVIDE A STATEWIDE SYSTEM OF	211,443	Footnote (2)

TOTALS FROM SECTION I AND SECTIONS II + III:

EXPENDITURES FCO DEPARTMENT: 72 FINAL BUDGET FOR AGENCY (SECTION I): 596,631,453 47,385,360 TOTAL BUDGET FOR AGENCY (SECTION III): 595,343,827 47,385,360

DIFFERENCE: 1,287,626

Re-appropriated in Senate Bill 2600

Section 50: Fla. Interoperability Network

Re-appropriated in Senate Bill 2600

Section 51: Merchants Row Rd Paving -1,199,997

(MAY NOT EQUAL DUE TO ROUNDING) 14

Footnote (1) Activity deleted by the Department of Management Services and approved in budget amendment EOG-2008-0061.

Footnote (2) Executive Order 08-193 transferred the responsibility of the Governor's Commission on Disabilities

(former Americans with Disabilities Work Group) from DMS to the Office of the Governor.

SCHEDULE XIIB: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES UNDERTAKEN IN THE LAST FIVE YEARS

Schedule XII-B Cover Sheet and Agency Pro	ject Approval
Agency:	Schedule XII-B Submission Date:
Department of Management Services	October 15, 2009
Project Name: Private Prison Monitoring – "Graceville Correctional Facility"	Is this project included in the Agency's LRPP? Yes X No
FY 2010-2011 LBR Issue Code:	FY 2010-2011 LBR Issue Title:
Agency Contact for Schedule XII-B (Name, Phon Debra Forbess, 487-9911; debra.forbess@dms.m	· · ·
AGENCY APPROV	
I am submitting the attached Schedule XII-B in supply I have reviewed and agree with the information in the	
Agency Head:	Date: 10/8/0 9
Printed Name: Linda South	
Agency Chief Information Officer: Printed Name: Joe Wright	Date: / U / U ?
Budgef Officer:	Date:
Printed Name: Debra Forbess	9/30/09
Chief of Staff:	Date:
Printed Name: Ken Granger	10/2/09
Project Sponsor:	Date: 10-1-09
Printed Name: /IIV Solia	

SCHEDULE XIIB-1: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES UNDERTAKEN IN THE LAST FIVE YEARS – BACKGROUND INFORMATION

Background Information

1. Provide a narrative summary describing the agency's decision to outsource or privatize the service or activity.

Attach to Schedule XII-B copies of the original business case and cost benefit analysis. If these documents are unavailable, attach any documents which state the original intention of the outsourcing or privatization initiative that will detail its goals, objectives, and expected outcomes. Such documents may include (a) original legislative budget requests, (b) original budget amendments, (c) legislative presentations, or (d) agency planning documents.

The Florida Legislature authorized the construction and operation of privately operated institutions in 1989. The privatization purpose was to reduce the costs associated with the state's rising inmate population and to identify innovative and effective approaches to corrections. In 1993, the Florida Legislature created the Correctional Privatization Commission for the purpose of entering into contracts for the construction and operation of private correctional facilities. In July 2004, the Correctional Privatization Commission was transferred to the Department of Management Services (DMS) for contractual oversight of five private correctional facilities. The Correctional Privatization Commission was abolished in July 2005.

2. Have the anticipated cost savings and benefits of the initiative realized? Explain.

Chapter 957.07, Florida Statute, requires the contract or series of contracts for a facility result in a cost savings of 7-percent over the public provision of a similar facility. However, due to difference in educational and substance abuse programs offered and the size of private facilities compared to public facilities, the actual cost savings varies. In 2001, the Legislature created the Prison Per Diem Workgroup to develop consensus per diem rates to determine the level of funding provided to privately operated prisons, which must reflect at least a 7-percent saving when compared to the Department of Corrections. In 2005, DMS re-bid the operations and management contracts for the Lake City and South Bay Correctional Facilities. The contracts were executed effective July 1, 2006 and will end June 30, 2009. The cost savings achieved over the Department of Corrections' per diem for Lake City over three (3) years was \$4,014,001. The cost savings achieved over the Department of Corrections' per diem for South Bay over three (3) years was \$13,846,212.45. In 2006, DMS re-bid the operations and management contract for the Bay, Gadsden, and Moore Haven Correctional Facility. The contract period began July 10, 2007 (Bay and Gadsden) and July 1, 2009 (Moore Haven), the contracts will end June 30, 2010. The cost savings achieved over the Department of Corrections per diem over three (3) years was \$1,987,480 at the Bay Correctional Facility, the savings over three (3) years at the Moore Haven Facility was \$2,877,999, and the three (3) year savings at the Gadsden Facility was \$5,273,733. In 2009, DMS re-bid the operations and management contracts for the Lake City and South Bay Correctional Facilities. The contracts became effective in July 2009 for three year term. The cost savings achieved over the Department of Corrections' per diem was \$6,551,493 for the three (3) year term on the Lake City contract and \$23,638,422 for the three (3) year term on the South Bay contract.

3. Provide a narrative description of the type of procurement method used to outsource or privatize the service or activity.

Attach a copy of any solicitation documents, requests for quote, or similar document issued by the agency for this procurement.

The Correctional Privatization Commission (CPC) issued a Request for Proposal (RFP) for 6 correctional facilities. The RFP for the designing, financing, acquiring, leasing, constructing, and operating 3 adult male and 3 youthful offender facilities were issued. One adult female facility was transferred from the Department of Corrections to the CPC in July 1999. Two of the youthful offender facilities, once constructed, were transferred to the Department of Juvenile Justice for oversight of operation. Since the transfer of the private correctional facilities to the DMS, the following procurements have been completed:

- 1) An ITN was issued in 2005 for the design-build and operations and management of a new facility in Graceville, Florida. Contracts for both were executed in February 2006. The Graceville Correctional Facility became operational in September 2007;
- 2) An ITN was issued and a contract was executed in 2005 for a project manager to oversee the design and construction of the new facility in Graceville, Florida. This contract was extended in 2007 to include services for the 384-bed expansion project authorized in the 2007 Legislative Session;
- 3) ITNs were issued in 2005 for the expansion of three facilities (Bay, Gadsden, and Moore Haven), with both the design-build and operations and management contracts executed in February 2006. The expansions were completed in July 2007;
- 4) An ITN was issued and a contract was executed in 2005 for a project manager to oversee the design and construction of the expansion of Bay, Gadsden, and Moore Correctional Facilities;
- 5) An ITN was issued and a contract was executed in 2006 for a study to be completed which would compare the costs to operate a private correctional facility against the costs to operate a similar state operated facility;
- 6) ITNs were issued in 2005 for the re-bid of the operations and management contracts at the Lake City and South Bay Correctional Facilities. The contracts were executed in June 2006, for a three-year period beginning July 1, 2006 June 30, 2009;
- 7) ITNS were issued in November 2006 for the re-bid of the operations and management contracts for the Bay, Gadsden, and Moore Haven Correctional facilities. The contracts were effective in July 2007 and will end June 30, 2010;
- 8) An RFP was issued for project management services to include oversight of all authorized design build contracts. The contract was executed in July 2008 for a five year term;
- 9) An ITN was issued in August 2007 for a 384-bed expansion at the Graceville Correctional Facility. The expansion was completed in February 2009 and inmates began to be transferred to the additional beds in July 2009;
- 10) An ITN was issued in September 2008 for the design, build and operations of a new 2,000 bed correctional facility. The design build contract was executed on March 18, 2009. The operations and management contract has not been finalized. The facility is scheduled to become operational in July 2010; and
- 11) In 2009, ITNs were issued for the re-bid of the operations and management contracts for the Lake City and South Bay Correctional Facilities. The contracts were effective July 31, 2009 and July 1, 2009 respectively.
- 12) During the 2009-2010 Fiscal Year, an RFP will be issued to re-bid the Bay, Gadsden, Moore Haven and Graceville Correctional Facilities.
- 4. Section 287.057(14), Florida Statutes, allows contracts for commodities and contractual services to be

renewed for a period that may not exceed 3 years or the term of the original contract, whichever period is longer. Such renewals are contingent upon satisfactory performance evaluations by the agency and subject to the availability of funds.

For the outsourced or privatized service or activity, identify the number of times the contract has been renewed and specify the renewal period of each. Attach a copy of the documentation verifying the contractor's satisfactory performance compliance required prior to each renewal.

Bay Correctional Facility's operations and management contract effective July 1, 2000 contract terminated on June 30, 2002. The contract was renewed for one year periods as follows: July 1, 2002 – June 30, 2003 / July 1, 2003 – June 30, 2004 / July 1, 2004 – June 30, 2005. Currently due to expansion at the facility, the contract has been renewed July 1, 2005 – June 30, 2007. The contract was extended from July 1, 2007 – July 9, 2007 for the final completion of contract negotiations. Gadsden Correctional Facility's operation and management contract effective July 1, 1999 terminating June 30, 2001. The contact was then renewed for a two year period effective July 1, 2001 – June 30, 2003. The contract was then renewed for one year periods as follows: July 1, 2003 – June 30, 2004 / July 1, 2004 – June 30, 2005. The contract has been renewed July 1, 2005 – June 30, 2007, due to an expansion project. A new operations and management was effective July 10, 2007 and will terminate on June 30, 2010.

Gadsden Correctional Facility's operation and management contract effective July 1, 1999 contract terminated June 30, 2001. The contact was then renewed for a two year period effective July 1, 2001 – June 30, 2003. The contract was then renewed for one year periods as follows: July 1, 2003 – June 30, 2004 / July 1, 2004 – June 30, 2005. The contract was renewed July 1, 2005 – June 30, 2007, due to expansion at the facility. The July 1, 2005 – June 30, 2007 contract was extended until July 9, 2007 to complete negotiations. A new operations and management was effective July 10, 2007 and will terminate on June 30, 2010.

Lake City Correctional Facility's operations and management contract effective February 14, 2000 terminating on June 30, 2001. The contract was then renewed for a two year period effective July 1, 2001 – June 30, 2003. The contact was then renewed for one year periods as follows: July 1, 2003 – June 30, 2004 / July 1, 2004 – June 30, 2005 / July 1, 2005 – June 30, 2006. An ITN was issued in 2005 for the re-bid of the contract. The contract was executed in June 2006, for a three-year period beginning July 1, 2006 – June 30, 2009. Two Two-week renewals were executed in July 2009 to finalize the new contract. An ITN was issued in 2009 for the re-bid of the contract. The contract was executed July 31, 2009 for a three-year term effective July 31, 2009 – June 30, 2012.

Moore Haven Correctional Facility's operations and management contract effective July 1, 2000 and terminated on June 30, 2002. The contract was renewed for a two year period effective July 1, 2002 – June 30, 2004. The contract was then renewed July 1, 2004 – June 30, 2005. Currently due to expansion at the facility, the contract has been renewed July 1, 2005 – June 30, 2007. A new contract was effective July 1, 2007 and will terminate on June 30, 2010.

South Bay Correctional Facility's operations and management contract dated February 3, 2000 terminating on June 30, 2001. The contract was then renewed for a two year period effective July 1, 2001 – June 30, 2003. The contract was renewed for one year periods July 1, 2003 – June 30, 2004 / July 1, 2004 – June 30, 2005 / July 1, 2005 – June 30, 2006. An ITN was issued in 2005 for the re-bid of the contract. The contract was executed in June 2006, for a three-year period beginning July 1, 2006 – June 30, 2009. An ITN was

issued in 2009 for the re-bid of the contract. The contract was executed July 1, 2009 for a three-year term effective July 1, 2009 – June 30, 2012.

Graceville Correctional Facility's operations and management contract became effective in September 2007 and will terminate on June 30, 2010.

5. For the outsourced or privatized service or activity, has the contractor satisfactorily complied with all service level requirements? Provide a narrative summary describing service level requirements compliance or noncompliance.

Chapter 957.04 requires the vendor providing operations must seek, obtain and maintain accreditation by the American Correctional Association (ACA) for each facility. Each facility has achieved ACA accreditation and has maintained re-accreditation every three years. The privately operated facilities have had no inmate escapes ensuring public safety. The vendors continue to implement innovative programs at the facilities to aid inmate transition into society after release.

6. Describe any unexpected benefits from outsourcing or privatization of the service or activity.

The privately operated facilities have been able to maintain educational and substance abuse programs, whereas the Department of Corrections has had to cut programs offered to inmates in the public facilities. The programs are beneficial in ensuring inmates have a GED, training for job placement and an understanding that substance abuse must be managed to prevent recidivism once released from custody.

7. Describe any unexpected problems or issues with the outsourcing or privatization of the service or activity.

Subsequent to the transfer and as a result of the IG Audit, DMS (Bureau of Private Prison Monitoring) has:

- 1) Developed a reporting method comparing vacancies against program numbers which has been consistent since implementation. Calculation of deductions has also been consistent since implementation of the new process in January 2005.
- 2) Provided to the vendors and its Contract Managers written instructions and enhancements to methods of reporting information to ensure consistency in their reporting methods and response time.
- 3) Received three (3) additional FTEs. One position is responsible for screening/reviewing criminal background information once completed for each potential new hire at the correctional facilities, interpreting the criminal history, and notifying the vendor whether the potential new hire is clear or not clear to be employed at the correctional facility. The other two (2) positions are Management Review Specialists who are routinely traveling to the correctional facilities to conduct quality reviews, assist the Contract Managers, developing reports and recommendations, and developing policies and procedures.
- 4) The two (2) Management Review Specialists have met with all respective Department of Corrections' Regional Directors to convey the Bureau's interest in being as reciprocal as possible on information and cooperation.
- 5) All private prison wardens will be attending monthly regional warden meetings.
- 6) All facilities will now forward their draft response to these routine audits to us prior to them being sent outside of the private prison system. In 2009, the Bureau sent notices that included the assessment of liquidated damages if the private prisons didn't resolve audit findings in a timely fashion.
- 7) Mandated weekly meetings between the Wardens and the Contract Monitors. The one-on-one meetings include discussion relating to pending incidents/investigations and their status, policy issues, vacancy issues, follow-up to pending issues, etc. The Contract Managers are providing weekly to the Bureau an update/status of issues discussed.
- 8) Provided substantive training in April 2006 for central office staff and the Contract Managers. Training was provided by the Department of Children and Families; Department of Corrections; the Florida

Department of Law Enforcement; and the Department of Financial Services. Training sessions included investigations; MINS reports; procedures; contract monitoring; proper content of personnel files; and officer discipline.

9) In May 2009, sixteen hours of training was provided to the six on-site contract managers in coordination with the Department of Corrections that is also provided to their staff that interact with inmates within correctional facilities.

As a result of the training many new practices have been developed or are in the process of being developed to further enhance oversight as follows:

- A complete revamping of the Contract Monitoring Manual utilizing the instrument/contract monitoring tools. In 2007, the new monitoring instrument was launched in a web-based database. The database generates approximately 74-77 indicators that are reviewed on a monthly basis by the contract managers. The indicators are reviewed and a score is assessed on the vendor's performance;
- Bureau staff have been added to mailing lists at the Department of Corrections and FDLE to ensure
 the Bureau is kept abreast of industry changes and to maintain working relationships between the
 various agencies;
- Receive daily updates from the Department of Corrections in real time through the computer system which reflect any incidents statewide, through the Emergency Action Center and Management Information Notification System (MINS).
- Bureau staff have been given access to FDLE's Automated Training Management System (ATMS) which will allow staff to view correctional officers' files; access will ensure appropriate monitoring of issues within the facilities:
- Coordinating with FDLE for the Contract Managers to attend FDLE quarterly meetings;
- Implemented the use of a standard inmate grievance report as a statewide form for the private facilities;
- Mandated weekly meetings between the Bureau's on site Contract Managers and the facilities' wardens to improve communications;
- Developed a reporting mechanism for the Contract Managers to report incidents/investigations to the Bureau in the web-based database in real time;
- Will conduct annual training/retreat;
- Coordinate with the DC's IG's office on conducting regular quarterly or semi-annually audits (canine unit) at each facility;
- Additional tours/visits will be made to the facilities by central office staff;
- Added Contract Managers as participants in the Bureau's weekly staff meetings; and
- Implemented an Inmate Welfare Trust Fund (IWTF) Committee to review and approve proposed expenditure requests for each correctional facility.
- 8. Briefly describe your agency's overall level of satisfaction with the results of outsourcing or privatization of the service or activity.

Privatization of correctional facilities has resulted in innovative programs in the facilities which benefit the inmate population. The educational and substance abuse classes will enable the inmates, upon release, to find gainful employment and make life choices that will prevent re-offending and the return to prison. Competitively bidding operations and management contracts have resulted in cost savings to the state.

9. What lessons learned should be shared with other agencies considering the outsourcing or privatization of a similar service or activity?

Implementation of policy and procedures to ensure that guidelines are established would be beneficial for both the state and vendor. Appointing commission members that are not paid employees of the state and volunteer their time to make decisions on contractual issues that impact the state was not effective. The appropriation for the administration of the contracts is within the Department of Management Services budget and the appropriations for the operation of the facilities within the Department of Corrections budget results in a division of the responsibility and challenges.

Office of Policy and Budget - July, 2008

SCHEDULE XIIB-2: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES UNDERTAKEN IN THE LAST FIVE YEARS - COST AND DELIVERABLES DATA

Section I: Cost Data

Graceville Correctional Facility

Fiscal Year	Planned Costs	Actual/Revised Costs	Planned Savings	Actual/Revised Savings
FY 2007 - 2008	\$17,616,420	\$16,117,709	\$	\$
FY 2008 - 2009	\$21,221,100	\$20,639,932	\$	\$
FY 2009 - 2010	\$24,159,146	\$	\$	\$
FY 2010 - 2011	\$24,159,146	\$	\$	\$
FY 2011 - 2012	\$	\$	\$	\$
FY 2012 - 2013	\$	\$	\$	\$
FY 2013 - 2014	\$	\$	\$	\$
FY 2014 - 2015	\$	\$	\$	\$
FY 2015 - 2016	\$	\$	\$	\$
FY 2016 - 2017	\$	\$	\$	\$

Variance	Reasons		
Cost			
Savings			

Section II: Deliverables and Milestones Schedule

For each outsourced or privatized service or activity, complete the deliverables and milestones schedule below:

Deliverables and Milestones	Original	Actual Date/ Revised Date
Daily operations of 1,884 bed adult male correctional facility housing medium and close custody inmates		
The contract for the operations of the 1,884 bed facility will be re-bid during the 2009-2010 Fiscal Year. The 2010-2011 estimate is based upon the current contract rates.		
_		

Variance	Reasons		
Schedule			

Office of Policy and Budget - July, 2008

AMENDMENT #3 TO THE OPERATIONS AND MANAGEMENT SERVICES CONTRACT

BETWEEN

THE STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

AND

THE GEO GROUP, INC.

FOR THE

GRACEVILLE CORRECTIONAL FACILITY, 1,500 BED MEDIUM AND CLOSE CUSTODY SECURE CORRECTIONAL FACILITY

WHEREAS, on February 21, 2006, the STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES and THE GEO GROUP, INC. ("CONTRACTOR") entered into an OPERATIONS AND MANAGEMENT SERVICES CONTRACT ("CONTRACT") relating to Graceville Correctional Facility, and

WHEREAS, Article Twelve, Amendments, expressly provides for amendments to the CONTRACT; and,

WHEREAS, the parties now desire to amend the CONTRACT in order to provide certain modification to the terms and conditions thereof.

WHEREAS, a Security Addendum required by Title 28, Code of Federal Regulations Part 2, is appended hereto and incorporated into the CONTRACT by reference herein.

Now, Therefore, the parties agree to amend the CONTRACT as set out above.

All other terms and conditions of the CONTRACT shall remain unchanged.

In witness whereof, the undersigned authorized persons have executed this Amendment on behalf of their respective parties effective the 22nd day of January 2008.

THE GEO GROUP, INC.

AMBER D. MARTIN
Vice President, Contracts Administration
The GEO Group, Inc.

Amber Martin, Vice President, Contracts Administration

1-23-08

DATE

THE GEO GROUP, INC.

APPROVED AS TO FORM AND LEGALITY

NAME

1/28/06

STATE OF FLORIDA, DEPARTMENT

Amendment No. 4 to the
OPERATION AND MANAGEMENT SERVICES CONTRACT
BETWEEN
THE STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
AND
THE GEO GROUP, INC.
FOR THE
GRACEVILLE CORRECTIONAL FACILITY,

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GRACEVILLE CORRECTIONAL FACILITY, 1,500-BED MEDIUM AND CLOSE CUSTODY SECURE CORRECTIONAL FACILITY

WHEREAS, as a result of a reduction in the funding for private prison contracts for Fiscal Year 2008-2009, the CONFERENCE REPORT ON HOUSE BILL 5001, GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2008-2009 (page 113) directed the Department of Management Services ("the BUREAU") to "execute private prison contract amendments to each operations and management contract for each correctional facility currently under its supervision in order to assist private prison contractors achieve the reduction. Such contract amendments shall expire June 30, 2009. The Department of Management Services and the private prison operators may amend the provision of the private prison operating contracts limiting correctional officer overtime and part-time hours to be consistent with the overtime and part-time use as permitted by the Department of Corrections and the American Correctional Association standards, and eliminating deductions for vacant positions as long as the services associated with the position are being provided through the use of overtime or part-time staff. The Department of Management Services shall amend the private prison operating contracts to provide for the payment of costs associated with all inmate academic, vocational, and behavioral programs from funds in the Privately Operated Institutions Inmate Welfare Trust Fund. Such contract amendments may not negatively affect the Department of Corrections."; and

WHEREAS, the CONTRACTOR and the BUREAU wish to temporarily amend certain provisions of the OPERATION AND MANAGEMENT SERVICES CONTRACT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES AND THE GEO GROUP, INC. FOR THE GRACEVILLE CORRECTIONAL FACILITY, 1,500-BED MEDIUM AND CLOSE CUSTODY SECURE-CORRECTIONAL-FACILITY—(the "CONTRACT")—pursuant-to-the-authority—and-direction—of the aforedescribed Conference Report language in order to assist the CONTRACTOR in achieving the reduction in funding for the operation and management of the Graceville Correctional Facility through the remainder of Fiscal Year 2008-2009;

NOW, THEREFORE, in consideration of mutual benefits exchanged and received, the parties agree as follows:

1. <u>Article 5.5 Operation of the Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)</u> is hereby amended to read as follows:

Article 5.5 Operation of the Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF). The CONTRACTOR shall maintain the Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF) accounts in accordance with all applicable standards and DC rules and regulations. Funds in the POIIWTF may be appropriated annually by the Legislature for the benefit and welfare of inmates incarcerated in privately operated correctional facilities. By July 1 of each year, the CONTRACTOR must submit a list of expenditures to be made from the trust fund for the next fiscal year to the BUREAU to be reviewed by the Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF) Committee. The POIIWTF Committee will make its recommendation to the Secretary of DMS to be considered by the Legislature in the allocation of funds. In accordance with 60AA-203.101, Florida Administrative Code, planned expenditures must cover expenses for unique and innovative programs, items or activities for the inmates at the

Graceville Correctional Facility - Amendment to Operations and Management Services Contract

Facility. Proposed expenditures from the POIIWTF for contractually required programs will not be authorized. Also, the CONTRACTOR must compile a report that documents the actual receipts and expenditures from the POIIWTF for the previous fiscal year and the projected receipts and expenditures for the next fiscal year, beginning July 1 and ending June 30, and provide such to the BUREAU.

Expenditures for operational cost and fixed capital outlay made from the POIIWTF must meet the guidelines of Section 945.215, Florida Statutes, and applicable terms of this Contract. The vendor is responsible for contracting and overseeing the construction of fixed capital outlay projects authorized by the Legislature. All operations and fixed capital outlay projects and expenditures must be approved by the BUREAU. Expenditures made from the POIIWTF may not include items included in the CONTRACTOR's response to the ITN.

Notwithstanding any contrary provision contained in this Contract, and pursuant to the authority set forth in the CONFERENCE REPORT ON HOUSE BILL 5001, GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2008-2009, it is agreed that for the period beginning January 1, 2009 and ending June 30, 2009 only: 1) CONTRACTOR may utilize any remaining available POIIWTF moneys for the funding of any or all inmate academic, vocational, and behavioral programs at the Facility, without the need for any further processing or approval of requests or forms, to the levels outlined, and up to the amount set forth, in Attachment A; and 2) Any liquidated damages, penalties or deductions assessed or taken for CONTRACTOR's failure to achieve or maintain requisite inmate program participation levels shall be based upon CONTRACTOR's failure to achieve the inmate program participation levels set forth in CONTRACT Exhibit 1, except that CONTRACTOR's inmate participation obligation under Exhibit 1 with respect to the Facility's Behavioral and Substance Abuse programs shall be reduced from each program's current level of 225 inmates, or 15% of the total Facility population, to 125 inmates, or 8% of the total Facility inmate population.

2. Article 6.3 Personnel is hereby amended to read as follows:

<u>Article 6.3 Personnel.</u> The CONTRACTOR shall at all times provide sufficient trained staff to provide for and maintain the security, control, custody, and supervision of inmates of the Facility in compliance with applicable court orders, the Standards, and this Contract.

Positions will be staffed with qualified employees in accordance with the revised staffing pattern attached hereto as Exhibit 2.

Sufficient staff shall be employed at all times to assure that all positions identified as critical complement on the approved staffing pattern, are manned for each shift, unless a departure from the staffing pattern has been approved in writing by the BUREAU Chief. The CONTRACTOR shall be required to fill critical complement positions by using overtime or other staff members to ensure that the staffing levels do not decrease below the established critical complement. The approved staffing pattern is attached as Exhibit 2 and herein incorporated by reference.

Part-time correctional officers may be used as long as they are fully trained and licensed. The use of part-time correctional officers shall be limited to a maximum of 32 hours per officer per week, for a total not to exceed 1,440 hours per week for the Facility. The use of part-time staff in supervisory positions is forbidden. Full-time correctional officers shall each be limited to no more than 32 hours of overtime in any two-week period. The BUREAU reserves the right to authorize exceptions to this section.

The CONTRACTOR shall conduct a drug testing to include random anabolic steroid testing of 5% of all certified staff, subject to DC guidelines with which the CONTRACTOR shall reasonably comply. The proposal must indicate how this will be implemented. Monthly reports must be submitted to the BUREAU regarding the testing results.

- 3. All other terms and conditions of the CONTRACT shall remain unchanged.
- 4. This Amendment, including attachments, shall expire and all previously effective terms in the CONTRACT, including any Exhibits thereto, shall be effective as set forth prior to the above amendments, as of midnight on June 30, 2009, without further action or agreement by or between the parties.

IN WITNESS WHEREOF, the undersigned authorized persons have executed this Amendment on behalf of their respective party effective the _____ day of March 2009.

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Execu	ited By:	•	
		AMDED D BAADON	
L_	M/	AMBER D. MARTIN	
The G	EO Group,	, Inc. Vice President, Contracts Administration	n
	Name:_	The GEO Group, inc.	1
	Title:		
	Date:	3-30-09	
Execu	ted By:	•	
	11	124	
	Kennet	tit (/ lum)	
Linda		retary, Department of Management Services	
	Name:		
	Title:		
	Date:	U/a/pa	
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	Mf	~~~~	
Depart	ment of M	anagement Services, Legal Review	
3y -	Name:		
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ATTACHMENT A Graceville Correctional Facility

The following modifications to the use of POIIWTF moneys for the funding of inmate academic, vocational, and behavioral programs at the Facility are hereby authorized for the period April 1, 2009 through June 30, 2009:

Description of Item	To Be Returned to POHWTF
Previously Approved Purchases of Supplies/ Equipment	
AutoCAD	\$2,671.12
Parenting	\$6,966.14
General Expenditures	\$5,362.74
Previously Approved Positions Funded from POHWTF	
None ,	
TOTAL PREVIOUSLY APPROVED POHWTF EXPENSES	\$15,000.00
Description of Item Newly Approved Positions to be Funded from POIIWTF	To be Paid from POHWTF
Chaplain	\$9,375.00
Librarian	\$9,375.00
Academic Instructor (6 positions)	\$60,000.00
Vocational Instructor (5 positions)	\$50,000.00
Recreation Specialist (2 positions)	\$15,625.00
Library Aid	\$5,781.25
Chaplain Clerk	\$5,781.25
LifeSkills/PreRelease Instructor (2 positions)	\$15,625.00
Academic/Counselor	\$10,937.50
Education Director	\$12,500.00
TOTAL NEWLY APPROVED POHWTF EXPENSES	\$195,000.00

Graceville Correctional Facility								
	Positio	ns Conve	rted to IWTF	:	•			
Name	Position	Position Control #	Annual Salary	Burden	Salary w/Burden	Q4 Salary w/ Burden		
			00.000.00	<u> </u>		2 275 22		
David Hendricks	Chaplin	1800078	30,000.00	7,500.00	37,500.00	9,375.00		
Trina Blackshear	Librarian	1800080	30,000.00	7,500.00	37,500.00	9,375.00		
Robert Bloomer	Academic Instructor	1800083	32,000.00	8,000.00	40,000.00	10,000.00		
Marcey Watson	Academic Instructor	1800084	32,000.00	8,000.00	40,000.00	10,000.00		
Illana Freeman	Academic Instructor	1800086	32,000.00	8,000.00	40,000.00	10,000.00		
Gina Cainion	Academic Instructor	1800087	32,000.00	8,000.00	40,000.00	10,000.00		
Tarik Olds	Academic Instructor	1800088	32,000.00	8,000.00	40,000.00	10,000.00		
Danicca Herring	Academic Instructor	1800092	32,000.00	8,000.00	40,000.00	10,000.00		
Gregory Davis	Vocational Instructor	1800085	32,000.00	8,000.00	40,000.00	10,000.00		
Elizabeth Nalls	Vocational Instructor	1800090	32,000.00	8,000.00	40,000.00	10,000.00		
Tamara Hampton	Vocational Instructor	1800091	32,000.00	8,000.00	40,000.00	10,000.00		
Torron Gibson	Vocational Instructor	1800089	32,000.00	8,000.00	40,000.00	10,000.00		
Freddy Wimes	Vocational Instructor	1800093	32,000.00	8,000.00	40,000.00	10,000.00		
Anthony Howell II	Recreation Specialist	1800095	25,000.00	6,250.00	31,250.00	7,812.50		
Qualie Roulhac	Recreation Specialist	1800094	25,000.00	6,250.00	31,250.00	7,812.50		
Michael Russ	Library Aid	1800081	18,500.00	4,625.00	23,125.00	5,781.25		
Jill Parker	Chaplin Clerk	1800079	18,500.00	4,625.00	23,125.00	5,781.25		
Tammy Mohrmann	LifeSkills/PreRelease Instructor	1800102	25,000.00	6,250.00	31,250.00	7,812.50		
Sonja West	LifeSkills/PreRelease Instructor	1800104	25,000.00	6,250.00	31,250.00	7,812.50		
Dale Bolling	Academic Counselor	1800082	35,000.00	8,750.00	43,750.00	10,937.50		
Barbara Williams	Education Director	1800096	40,000.00	10,000.00	50,000.00	12,500.00		
Totals			-624,000.00	156,000.00	780,000.00	\$195,000.00		

Grace	ceville C	orrec	eville Correctional Facility			
IWTF E&S Fund Ret	eturn					
Program	Budget	Spent		Available	Hold Back	Savings
AutoCAD	29,434.00		26,762.88	2,671.12		2.671.12
Parenting	10,700.00		3,733.86	6,966.14		6.966.14
General Expenditures	25,500.00		15,139.73	10,360.27	4,997.53	5,362.74
g.						
				Total Retr	Total Return IWTF E&S Funds	15,000.00
Graceville CF		n Rec	Program Requirements			
Behavior Program			225		Population	
Academic Program			375		1500	
Vocational Program			300			
Substance Abuse			225			
	Total		1125			
				Percentage	75%	
	,					
Propose reducing be	shavior progra	ims and	Propose reducing behavior programs and substance abuse each by 100 inmates	by 100 inmates		
Proposed New Contract Program Requirements	ract Program	Requiren	nents			
Behavior Program			125			
Academic Program			375			
Vocational Program			300			
Substance Abuse			125			
			925	-		
				Percentage	62%	

Page 3 of 3

Effective January 1, 2009 to June 30, 2009 Only.

Graceville Correctional Facility – Amendment to Operations and Management Services Contract

AMENDMENT 5 TO THE CONTRACT BETWEEN THE DEPARTMENT OF MANAGEMENT SERVICES AND THE GEO CROUB INC

THE GEO GROUP, INC.
CONTRACT NUMBER: DMS 04/05-070

This Amendment 5 to the above-mentioned contract ("Contract") is made effective as of the last date signed below ("Effective Date"), by Department of Management Services ("DMS") and The GEO Group, Inc., ("Contractor"), collectively the "Parties."

WHEREAS, DMS, pursuant to Specific Appropriations 741, Conference Report on Senate Bill 2800, and Section 957.16, Florida Statutes and through the Florida Correctional Finance Corporation ("FCFC"), issued Certificates of Participation to finance the design and construction of a 384-bed expansion of a 1,500 bed Medium and Close Custody Adult Male prison facility in Graceville, Florida (hereinafter referred to as the "Project");

WHEREAS, DMS entered into a Design Build Agreement with GEO dated October, 25, 2007, pursuant to which DMS agreed to pay GEO a firm, fixed priced in the amount of \$23,215,034 in accordance with the Schedule of Values set forth in Exhibits B and C of the Agreement to design, construct and equip the Project;

WHEREAS, the Project is now completed and is ready to begin accepting inmates on July 1, 2009;

WHEREAS, the Facility will now house 1,884 Medium and Close Custody Adult Male inmates;

WHEREAS, those additional inmates will be assigned to the Facility pursuant to a phase-in schedule of no less than 75 inmates per week as agreed to by DMS, the Contractor, and the Department of Corrections, and will continue to be assigned as vacancies exist;

WHEREAS, DMS and GEO desire to adjust the management payment accordingly; and

WHEREAS, Article 12.15 of Graceville's Operations and Management Services Contract expressly provides for amendments to the Contract.

NOW, THEREFORE, the Parties hereby agree that the Contract shall be amended as follows:

Graceville's Operations and Management Services Contract Article 7.1 Management Payment is hereby amended to read as follows:

This payment reflects operating costs and does not include debt service numbers. Compensation will be based on two (2) per diem rates: the first rate is based on 90% occupancy and the second rate is based on the number of inmates exceeding the 90% occupancy level.

The DMS will compensate the Contractor at the following per diem rates (per inmate, per day):

- \$40.99 times the minimum occupancy of 90%;
- \$ 7.49 for each inmate over the minimum occupancy rate of 90% (for a blended per diem rate of \$37.64 at 100% occupancy); less
- Monthly deductions for:
 - The Major Maintenance and Repair Reserve Fund set forth in Article 4.9, in the monthly amount of \$15,796.78; and
 - o The Contract Monitor cost set forth in Article 5.44, in the monthly amount of \$4.514.21; and
 - Any property taxes and payments in lieu of taxes (PILOT) that may become due on the Facility pursuant to judicial determination or legislative mandate.
- Regardless of the number of inmates incarcerated at the Facility, the Contractor is guaranteed an amount equal to 90% occupancy (1,696 inmates) times the 90% per diem rate subject to legislative appropriations. The Contractor guarantee may be subject to the following:
 - o liquidated damages as set forth in Article 10.11;
 - o deduction due to position vacancies as set forth in Article 5.40;
 - o deductions for reimbursement of contract monitor costs as set forth above;
 - o deductions for the maintenance reserve as set forth in Article 4.9;
 - o ad valorem taxes and/or PILOT payments required to be paid by Contractor by judicial determination or legislative mandate, as set forth in Article 12.7; and any other deductions or charges permitted in this Contract.

IN WITNESS WHEREOF, the undersigned authorized persons have executed this Amendment on behalf of their respective parties on the Effective Date indicated as the last date signed below.

STATE OF FLORIDA, DEPARTMENT OF	MANAGEMENT SERVICES
March	· · · · · · · · · · · · · · · · · · ·
Signature	
Linda H. South	
Print Name	
Secretary	
Title 6/25/09	APPROVED AS TO FORM AND LEGALITY OFFICE OF THE GENERAL COUNSEL DEPARTMENT OF MANAGEMENT SERVICES
Date	BY Was 6b5log

APPROVED AS TO FORM AND LEGALITY

Name	·
Date	
THE GEO GROUP, INC.	
M	
Signature	
AMBER D. MARTIN	1
Print Name Vice President, Contracts Adminis The GEO Group, Inc.	tration
Title	
6-22-09	
Date	

Amendment No. 6 to the
OPERATION AND MANAGEMENT SERVICES CONTRACT
BETWEEN
THE STATE OF ELORIDA

THE STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

AND
THE GEO GROUP, INC.
FOR THE

GRACEVILLE CORRECTIONAL FACILITY, 1,884-BED MEDIUM AND CLOSE CUSTODY SECURE CORRECTIONAL FACILITY CONTRACT NUMBER: DMS04/05-070

WHEREAS, as a result of a reduction in the funding for private prison contracts for Fiscal Year 2009-2010, the CONFERENCE REPORT ON SENATE BILL 2600, GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2009-2010 (page 113) directed the Department of Management Services ("the BUREAUT) to rexecute private prison contract amendments to each operations and management. contract for each correctional facility currently under its supervision in order to provide the contractors the maximum flexibility to address recurring reductions in contract amounts. Such contract amendments shall expire June 30, 2010. The Department of Management Services and the private prison operators may amend the provisions of the private prison operating contracts limiting correctional officer overtime and part-time hours to be consistent with the overtime and part-time use as permitted by the Department of Corrections and the American Correctional Association standards: The contract amendments may also eliminate deductions for vacant positions as long as the services associated with the position are being provided through the use of overtime or part-time staff. The Department of Management Services may amend the private prison operating contracts to provide for the payment of costs associated with all inmate academic, vocational, behavioral and substance abuse programs from funds in the Privately Operated Institutions Inmate Welfare Trust Fund. Such contract. amendments may not negatively affect the Department of Corrections: and

WHEREAS, the CONTRACTOR and the BUREAU wish to temporarily amend certain provisions of the OPERATION AND MANAGEMENT SERVICES CONTRACT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES AND THE GEO GROUP, INC. FOR THE GRACEVILLE CORRECTIONAL FACILITY, 1,884-BED MEDIUM AND CLOSE CUSTODY SECURE CORRECTIONAL FACILITY (the "CONTRACT") pursuant to the authority and direction of the aforedescribed Conference Report language in order to assist the CONTRACTOR in meeting the appropriated level of funding for the operation and management of the Graceville Correctional Facility for Fiscal Year 2009-2010; and

WHEREAS, Article 12.15 of Graceville's Operations and Management Services Contract expressly provides for amendments to the Contract.

NOW, THEREFORE, in consideration of mutual benefits exchanged and received, the parties agree as follow:

- 1. Article 5.5 Operation of the Privately Operated Institutions Immate Welfare Trust Fund (POHWTF) is hereby amended to read as follows:
 - Article 5.5 Operation of the Privately Operated Institutions Inmate Welfare Trust Fund (POILWTF). The CONTRACTOR shall maintain the Privately Operated Institutions Inmate Welfare Trust Fund (POILWTF) accounts in accordance with all applicable standards and DC rules and regulations. Funds in the POILWTF may be appropriated annually by the Legislature for the benefit and welfare of immates incarcerated in privately operated correctional facilities. By July 1 of each year, the CONTRACTOR must submit a list of expenditures to be made from the trust fund

for the next fiscal year to the BUREAU to be reviewed by the Privately Operated Institutions Inmate Welfare Trust Fund (POHWTF) Committee. The POHWTF Committee will make its recommendation to the Secretary of DMS to be considered by the Legislature in the allocation of funds. In accordance with 60AA-203.101, Florida Administrative Code, planned expenditures must cover expenses for unique and innovative programs, items or activities for the inmates at the Facility. Proposed expenditures from the POHWTF for contractually required programs will not be authorized. Also, the CONTRACTOR must compile a report that documents the actual receipts and expenditures from the POHWTF for the previous fiscal year and the projected receipts and expenditures for the next fiscal year, beginning July 1 and ending June 30, and provide such to the BUREAU.

Expenditures for operational cost and fixed capital outlay made from the POIIWTF must meet the guidelines of Section 945.215, Florida Statutes, and applicable terms of this Contract. The vendor is responsible for contracting and overseeing the construction of fixed capital outlay projects authorized by the Legislature. All operations and fixed capital outlay projects and expenditures must be approved by the BUREAU. Expenditures made from the POIIWTF may not include items included in the CONTRACTOR's response to the ITN:

Notwithstanding any contrary provision contained in this Contract, and pursuant to the authority set forth in the CONFERENCE REPORT ON SENATE BILL 2600, GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2009-2010, it is agreed that for the period beginning July 1, 2009 and ending June 30, 2010 only: 1) CONTRACTOR may utilize any remaining available POHWTF moneys for the funding of any or all immate academic, vocational, behavioral and substance abuse programs at the Facility, without the need for any further processing or approval of requests or forms, to the levels outlined, and up to the amount set forth, in Attachment A.

2. Article 5:24 Security is hereby amended to add language as follows:

Article 5.24 Security, Section F Body Alarms: Pursuant to the DC's Security procedures, the CONTRACTOR will be required to issue a body alarm to each employee, approved citizen volunteer and private contract staff to be worn or otherwised carried on their person in a manner where it is easily accessible for emergency activation while inside the secure perimeter. The system should consist primarily of a transmitter (worn by the individual), receivers (located in various building/areas) and an annunciator/alarm unit (located in the facility control area). The system should be "self reporting/monitoring" in that if a transmitter battery fails or a receiver is compromised, the system should notify control of the specific problem.

3. Article 5:40 CONTRACTOR Staffing Requirements, Section C Vacancies is hereby amended to read as follows:

Article 5.40 CONTRACTOR Staffing Requirements, Section C Vacancies: It is understood and agreed that from time to time a vacancy may occur in staff positions required by the staffing pattern. For purposes of this CONTRACT, a vacant position is defined to occur when the employee assigned to that position has resigned, been terminated, or is reassigned to another position. A vacancy does not occur when an employee is temporarily absent due to vacation, sick leave, or other temporary leave condition. A vacant position also includes a staff position that is filled with a person who does not possess the training, licensure or credentials required to perform the function. A vacant position does not include a vacancy in a position on the CONTRACTOR'S table of organization if the CONTRACTOR arranges for the service to be provided by another appropriately qualified individual, so long as the service is actually provided on the shift or during the hours and in the manner contemplated by the agreement. This adjustment shall not be considered a form of liquidated or actual damages, but is a withholding of payment for a service not provided. After sixty (60) days, a position that is actually vacant may also be subject to an

assessment of liquidated damages without the necessity of written notice. Any vacant position shall be filled as soon as possible by the CONTRACTOR. The CONTRACTOR shall provide to the BUREAU'S Contract Monitor each month, a list of vacant positions along with position control documentation. The CONTRACTOR agrees to exercise due diligence to attempt to fill any vacant positions within sixty (60) days after the date upon which the position becomes vacant. If the CONTRACTOR anticipates a problem in filling a vacant positon within the sixty (60) day allowance, the CONTRACTOR must request a waiver from the BUREAU on a case-by-case basis to fill a position with contracted staff. Positions not filled with permanent employees or contracted staff will incur vacancy deductions. If the CONTRACTOR fills a position with contracted staff after a waiver has been approved, documentation must be provided to that effect to the BUREAU'S Contract Monitor to be included on the monthly vacancy report submitted to the BUREAU. A vacancy deduction will continue to be made for a vacant position until the CONTRACTOR receives final approval for a waiver from the BUREAU. As long as the CONTRACTOR has exercised and continues to exercise due deligence to fill a position, the fact that the position remains vacant shall not constitute an Event of Default, but if the CONTRACTOR has less than the required number of employees for more that the specified time, deductions for vacancies will be made from the monthly per diem paid by the BUREAU using the 365-day method inclusive of benefits, until such time as the position is filled permanently or with contracted staff. The CONTRACTOR shall maintain a file containing job descriptions for each position contained within the staffing pattern, All security posts will have a post order with sufficient detail to insure the security person filling the position can accomplish the tasks.

4. Article 6.3 Personnel is hereby amended to read as follows:

Article 6.3 Personnel. The CONTRACTOR shall at all times provide sufficient trained staff to provide for and maintain the security, control, custody, and supervision of immates of the Facility in compliance with applicable court orders, the Standards, and this Contract.

Positions will be staffed with qualified employees in accordance with the revised staffing pattern attached hereto as Exhibit 2.

Sufficient staff shall be employed at all times to assure that all positions identified as critical complement on the approved staffing pattern, are manned for each shift, unless a departure from the staffing pattern has been approved in writing by the BUREAU Chief. The CONTRACTOR shall be required to fill critical complement positions by using overtime or other staff members to ensure that the staffing levels do not decrease below the established critical complement. The approved staffing pattern including the identified critical compliment positions is attached as Exhibit 2 and herein incorporated by reference.

Part-time correctional officers may be used as long as they are fully trained and licensed. The use of part-time correctional officers shall be limited to a maximum of 32 hours per officer per week, for a total not to exceed 1,440 hours per week for the Facility. The use of part-time staff in supervisory positions is forbidden. Full-time correctional officers shall each be limited to no more than 32 hours of overtime in any two-week period. The BUREAU reserves the right to authorize exceptions to this section.

The CONTRACTOR shall conduct a drug testing to include random anabolic steroid testing of 5% of all certified staff, subject to DC guidelines with which the CONTRACTOR shall reasonably comply. The proposal must indicate how this will be implemented. Monthly reports must be submitted to the BUREAU regarding the testing results.

5. Article 7.1 Management Payment is hereby amended to read as follows:

Article 7.1 Management Payment. This payment reflects operating costs and does not include debt service numbers. Compensation will be based on two (2) per diem rates; the first rate is based on 90% occupancy (1.696 inmates) and the second rate is based on the number of inmates exceeding the 90% occupancy.

The BUREAU will compensate the CONTRACTOR at the following per diem rates (inmate, per day):

- \$38.14 times the minimum occupancy of 90%
- \$8.00 for each inmate over the minimum occupancy rate of 90%; less
- · Monthly deductions for:
 - o The Major Maintenance and Repair Reserve Fund set forth in Article 4:9, in the monthly amount of \$12,577.06.
 - o. The Contract Monitor set forth in Article 5.44, in the monthly amount of \$4,514.21
 - o Any property taxes or payments in lieu of taxes (PILOT) that may become due on the Facility pursuant to judicial determination or legislative mandate.

Regardless of the number of inmates incarcerated at the facility, the CONTRACTOR is guaranteed an amount equal to 90% occupancy (1,696 inmates) times the 90% per diem rate subject to legislative appropriations. The CONTRACTOR guarantee may be subject to the following: liquidated damages as set forth in Article 10.11; deductions due to position vacancies as set forth in Article 5.40; deductions for reimbursement of contract monitor as set forth above; deductions for the maintenance reserve as set forth in Article 4.9; ad valorem taxes and/or PILOT payments required to be paid by CONTRACTOR by judicial determination or legislative mandate, as set forth in Article 12.7; and any other deduction or charge permitted in this Contract.

6. Exhibit I Inmate Assignment to Education Programs is hereby amended to read as follows:

Exhibit 1 Inmate Assignment to Education Programs. Education programs in compliance with the American Correctional Association Standards shall be as follows:

- · "Participating" shall mean "the inmate is actively attending the specified program"
- Behavior/Life Skill Program: minimum of 225 (12%) part-time participating per day.
- · Academic Program: minimum of 378 (20%) part-time participating per day.
- Vocational Program: minimum of 324 (17%) part-time participating per day.
- Substance Abuse: minimum of 120 (6%) part-time participating per day.

The Contractor agrees to maintain inmate participation in behavioral/life skills, academic, vocational and substance abuse programs at the Facility at the participation numbers identified above

. Deliverables

- a. Percentage of Individual Program Plans completed on newly arriving inmates.
- h Academic (ABE, Pre-GED, and GED classes)
 - Percentage of inmates enrolled in GED class obtaining a GED certificate
 within six months. The number of inmates obtaining GED certificates within
 six months of enrolling in a Pre-GED and/or GED course divided by all
 immates who have enrolled in Pre-GED and GED classes.
 - Percent of immates who successfully complete GED programs. The number of immates completing GED courses divided by all immates who have enrolled in GED classes

- 3. Percentage of immates passing the GED test. The number of immates obtaining GED certificates divided by all inmates who have attempted to obtain a GED certificates.
- 4. Percent of inmates participating in educational programs obtaining a .5 increase in grade level for three months of instruction. The number of immates increasing his grade level by at least .5 through pre-test and post-test measures divided by the total number of students enrolled in academic classes for three months.
- 5. Percent of inmates completing mandatory literacy programs (MLP) who score at or above 6th grade level on their next Test of Adult Basic Education (TABE). The MLP is a 150-hour program that is a legislative mandate for applicable offenders as outlined in F.S. 944.801(i). The highest priority for immate participation is focused on youthful offenders and immates nearing release. Immates who completed the literacy program with at least a 6th grade level on TABE test divided by all immates completing the literacy program during the time period.
- 6. Percent of immates who successfully complete mandatory literacy programs.

 Number of immates successfully completing literacy programs divided by all immates enrolled in the literacy program during the time period.
- 7. Percent of inmales enrolled in academic programs that have an expected release date within five years. Number of inmates who are currently enrolled in academic programs and have an expected release date within five years divided by the total number of inmates enrolled in academic programs. This percentage should be at least 92%.
- Vocational (Commercial Class B Driving, Commercial Foods and Culinary Arts, Environmental Services, Horticulture/Nursery Management, PC Support Services/Business Applications, Cabinetry/Carpentry, Diversified Cooperative Training, Pipe System Technology, and Turf/Sports and Recreation Field Management)
 - Percent of inmates who successfully complete vocational education programs at the highest level of certification available at the facility. Number of inmates successfully completing vocational programs divided by all immates exiting vocational programming.
 - 2. Average number of occupational completion points (or equivalent) for inmales enrolled in vocational programming. Completion points are established by the Department of Education for vocational programs. They are the generally accepted measures of a set of knowledge that student should have obtained during the class. This measure is the number of completion points obtained divided by the number of inmates enrolled in vocational programming.
 - Percentage of immates completing the Commercial Class B Driving class successfully receiving driving endorsements. This measure is the number of driving endorsements obtained divided by the number of immates completing the programming.
 - 4. Percentage of immates mastering stated curriculum objectives for modules at 80% or higher. This measure is the number of immates mastering stated curriculum objects at 80% or higher divided by the number of immates participating in the programming.
 - 5. Percent of inmates enrolled in vocational programs that have an expected release date within three years. Number of inmates who are currently enrolled in vocational programs and have an expected release date within three years

divided by all inmates envolled in vocational programs. This percentage should be at least 92%.

- d. Substance Abuse (Psycho-Educational Classes, Reactive and Preventive Counseling, Cognitive-Behavior Treatment, and a Therapeutic Community)
 - 1. At least 90% of inmates enrolled in substance abuse treatment programs will be assigned in accordance with the Priority Ranking Report and deemed to be most in need of treatment. Number of inmates assigned to substance abuse treatment and who were designated to be most in need of substance abuse treatment according to the Priority Ranking Reported divided by the total number of immates assigned to the substance abuse treatment.
 - 2. At least 60% of inmates enrolled in substance abuse treatment programs will successfully complete Drug Abuse Education/Treatment programs. Number of immates assigned to drug abuse education/treatment who successfully complete the program divided by the number of all immates exiting drug abuse education/treatment programs.
 - 3. Percentage of random/immate drug tests that are negative for immates in Drug
 Abuse Education/Treatment programs. Number of negative tests for immates
 enrolled in substance abuse treatment programs divided by total number of
 tests for immates enrolled in substance abuse treatment programs.
 - 4. Percentage of random inmate drug tests that are negative for inmates not participating in Drug Abuse Education /Treatment programs. Number of negative tests for immates not enrolled in substance abuse treatment programs divided by total number of tests for inmates not enrolled in substance abuse treatment programs.
- e. Behavioral (Transition, Life Skills, and Cognitive-Behavioral Programming)
 - 1. Percentage of immates receiving major disciplinary reports who have completed behavioral modification/intervention courses. Number of major disciplinary reports for immates who have not completed behavioral programming divided by total number of major disciplinary reports.
 - Percentage of inmates with employment documents (social security card, birth certificate, state identification, etc.) prior to release. Number of released inmates who have employment documents divided by total number of released inmates.
 - 3. Percentage of transition plans completed for inmates released from prison.

 Number of released inmates who have completed transition plans divided by

 total number of released inmates.
 - 4. Percentage of release plans completed for inmates released from prison.

 Number of released inmates who have release plans divided by total number of released inmates.
- 8. All other terms and conditions of the CONTRACT shall remain unchanged.
- 9. This Amendment shall expire as of midnight on June 30, 2010, and all previously effective terms in the CONTRACT, including any Exhibits thereto, shall be effective as set forth prior to Amendment 6, without further action or agreement by or between the parties.

IN WITNESS WHEREOF, the undersigned author of their respective party effective the day of	rized persons June 2009.	have execute	d this Amend	ment on behalf
STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES				
Name Mane	,			• .
Linda H. South Printed Name				•
Secretary Title		-		·
6/25/09 Date				
APPROVED AS TO FORM AND LEGALITY			٠	
Name Name				
Date 6 25 109				
THE GEO GROUP, INC.				. ;
Adl				
Name .	gap gaba sa si dan salam dan			plagg alaman agas a de Planardo e a como de Mandala de Salvado de
Amber Martin Printed Name				
Vice President, Contracts Administration Title				
<u>06/25/09</u> Date				

ATTACHMENT A Graceville Correctional Facility

The following modifications to the use of POIIWTF moneys for the funding of inmate academic, vocational, and behavioral programs at the Facility are hereby authorized for the period July 1, 2009 through June 30, 2010:

Description of Item	To be Paid from POIIWTF
Expenses to be Funded from POHWTF	
Substance Abuse Instructors (2)	\$77,347.00
Recreation Specialists (2)	\$65,739.00
Librarian	\$37,659.00
Assistant Chaplain	\$31,750.00
Chaplain Clerk	\$25,324.00
Programs / IWTF Clerk	\$25,324.00
Academic Instructors (4)	\$163,980.00
Academic Counselor	\$44,479.00
Vocational Instructors (5)	\$204,975.00
IWTF Equipment & Supplies	\$16,367.00
TOTAL APPROVED POHWTF EXPENSES	\$692,943.00

The GEO Group, Inc Florida DOC / DMS Graceville Correctional Facility Proposed Staffing for 2009-2010 EXHIBIT 2 Executive Office

	Executive				1	
	NonShift	Shift 1	Shift-2	Shift 3	Relief	FTE
Facility Administrator	1.00				1.00	1.00
Executive Secretary	1.00				1.00	1.00
Human Resources Manager	, 1,00				1.00	1.00
ACA/QGP Manager	1,00				1.00	1.00
Human Resources Clerk	1.00				1.00	1.00
Training Director	1.00				1.00	1.00
Risk Management Coordinator	1.00			*	1.00	1.00
Investigator	1.00				1.00	1.00
Grievance Coordinator	1.00				1.00	1.00
Investigator Clerk	1.00				1.00	1,:00
Sub Total	10.00	0.00	0.00	0,00		10.00
	<u> </u>					
	Business /	Suppo				
	•					
	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Business Manager		Shift 1	Shift 2	Shift 3	Relief	1.00
Business Manager M.I.S. Manager	NonShift 1.00 1.00	Shift 1	Shift 2	Shiff 3	1.00 1.00	1.00 1.00
M.I.S. Manager	1.00	Shift 1	Shift 2	Shiff 3	1.00 1.00 1.00	1.00 1.00 1.00
	100 1.00	Shift 1	Shift 2	Shiff 3	1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00
M.I.S. Manager Assistant Business Manager Payroll Clerk	100 1.00 1.00		Shift 2	Shiff 3	1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00
M.I.S. Manager Assistant Business Manager	100 1.00 1.00 1.00	1.00.		Shift 3	1.00 1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00
M.I.S. Manager Assistant Business Manager Payroll Clerk Accounting Clerk	100 1.00 1.00 1.00 1.00		1.00	Shift 3	1.00 1.00 1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00 1.00
M.I.S. Manager Assistant Business Manager Payroll Clerk Accounting Clerk Inmate Accounts Clerk Inmate Property Clerk Bookkeeper	1.00 1.00 1.00 1.00 1.00	1.00.		Shift 3	1.00 1.00 1.00 1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00 1.00 2.00
M.I.S. Manager Assistant Business Manager Payroll Clerk Accounting Clerk Inmate Accounts Clerk Inmate Property Clerk Bookkeeper Mallroom Clerk	100 1.00 1.00 1.00 1.00	1.00.		Shift 3	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00 1.00 2.00 1.00
M.I.S. Manager Assistant Business Manager Payroll Clerk Accounting Clerk Inmate Accounts Clerk Inmate Property Clerk Bookkeeper Mallroom Clerk Commissary Manager	1.00 1.00 1.00 1.00 1.00	1.00. 1.00	1.00	Shift 3	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00 1.00 2.00 1.00 2.00
M.I.S. Manager Assistant Business Manager Payroll Clerk Accounting Clerk Inmate Accounts Clerk Inmate Property Clerk Bookkeeper Mailroom Clerk Commissary Manager Commissary Clerk	1.00 1.00 1.00 1.00 1.00 1.00 2.00	1.00.		Shift 3	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00 1.00 2.00 1.00 2.00 1.00 3.00
M.I.S. Manager Assistant Business Manager Payroll Clerk Accounting Clerk Inmate Accounts Clerk Inmate Property Clerk Bookkeeper Mailroom Clerk Commissary Manager Commissary Clerk Warehouse Supervisor	1.00 1.00 1.00 1.00 1.00 1.00 2.00 1.00	1.00. 1.00	1.00	Shiff 3	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00 2.00 1.00 2.00 1.00 3.00 1.00
M.I.S. Manager Assistant Business Manager Payroll Clerk Accounting Clerk Inmate Accounts Clerk Inmate Property Clerk Bookkeeper Mailroom Clerk Commissary Manager Commissary Clerk Warehouse Supervisor Laundry Supervisor	1.00 1.00 1.00 1.00 1.00 1.00 2.00 1.00	1.00. 1.00	1.00	Shiff 3	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00 1.00 2.00 1.00 2.00 1.00 3.00 1.00
M.I.S. Manager Assistant Business Manager Payroll Clerk Accounting Clerk Inmate Accounts Clerk Inmate Property Clerk Bookkeeper Mailroom Clerk Commissary Manager Commissary Clerk Warehouse Supervisor	1.00 1.00 1.00 1.00 1.00 1.00 2.00 1.00	1.00. 1.00	1.00	Shiff 3	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00 2.00 1.00 2.00 1.00 3.00 1.00
M.I.S. Manager Assistant Business Manager Payroll Clerk Accounting Clerk Inmate Accounts Clerk Inmate Property Clerk Bookkeeper Mailroom Clerk Commissary Manager Commissary Clerk Warehouse Supervisor Laundry Supervisor	1.00 1.00 1.00 1.00 1.00 1.00 2.00 1.00	1.00. 1.00	1.00	0.00	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00 1.00 2.00 1.00 2.00 1.00 3.00 1.00

	Mainten	ance				. •
•	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE.
Maintenance Manager		1.00			1.00	1,00
Maintenance Technician			a nni	1.00	1.00	1.00
Maintenance Technician (added 1 on 2	(nd shift)	1.00	1.00		1.00 1.00	1.00
Plumbing Technician		1.00			1.00	1.00
HVAC Technician Tool Room Glerk		1.00			1:00.	1,00
Powerhouse Engineer		1.00			1:00	1.00
Sub Total	0.00 Food Sea	5.00 Vice	1.00	1.00		7,00
<u> </u>		VI.OC.				
			•			
	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Sood Service Manager		Shift 1	Shift 2	Shift 3		FTE 1.00
Food Service Manager Production Manager	1.00'	Shift 1	Shift 2	Shift 3	Relief 1.00 1.00	
Production Manager		Shift 1	Shift 2	Shift 3	1.00	1.00
	1.00'			Shift 3	1.00 1:00	1.00 1.00

	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Health Care Administrator	1,00				1.00	1.00
Medical Records Clerk	,,,,,,	1.00	1,00		1.00	2.00
Physician (MD)	1.00	,	,,		1.00	1:00
Psychologist (PhD)	1.00.				1.00	1.00
Registered Nurse Practitioner	1.00				1.00	1.00
Registered Nurse (Mental Health)	1.00		•		1.00	1.00
Registered Nurse	711545	1.00	1.00	1.00	1.67	5,00
Licensed Practical Nurse (added 1 on 2nd	i shifti	3.00	3.00	1.00	1.71	12.00
Licensed Practical Nurse (added 1)	2.00				1.00	2:00
Dentist (DDS)	1.00				1.00	1.00
Dental Technician	1.00				1.00	1.00
Psychological Spec.	3.20				1.00	3.20
Data Entry Clerk	2.00				1.00.	2.00
RN Supervisor	1.00				1:00	1.00
Contract Staff						
Dentist	16.00	hrs/wk				
Physician	20.00	hrs/wk				
Nurse Practitioner / Physician's Assistant	0:00	hrs/wk				
Psychiatrist	16.00	hrs/wk				
Psychologist	20.00	hrs/wk				
Radiology Technician	8.00	hrs/wk				

Sub Total 95.20 5.00 5.00 2.00 34:20

	Progra	ms				
	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
AFA Programs	1.00				1.00	1.00
Classification Supervisor	1.00				1.00	1:00
Classification Counselor	10:00				1.00	10,00
Chaplain/Volunteer Coodinator	1.00				1.00	1.00
Assistant Chaplain	1.00				1.00	1.00
Chaplain Clerk	1.00				1.00	1.00
Librarlan [†]	1.00				1.00	1,00
Law Library Clerk	1.00				1.00	1.00
Academic Counselor	1.00				1.00	1,00
Academic Instructor	3.00				1.00	3.00
Academic instructor ¹	4.00				1.00	4.00
Vocational Instructor	1.00				1.00	1.00
Vocational Instructor ¹	5.00				1:00	5.00
Recreation Specialist	2.00				1.00	2.00
Education / Program Director	1.00	•			1.00	1,00
Programs Clerk	1.00				1.00	1,00
Programs / IWTF Clerk ¹	1,00				1.00	1.00
Inmate Records Clerk	3.00				1.00	3.00
Inmate Records Supervisor	1.00				1.00	1.00
Life Skills/Pre-Release Instructor	3,00				_1.00	3.00-
Substance Abuse Instructor ¹	2:00			•	1.00	2.00
Sub Total	45.00	0,00	0.00	0.00		45,00

Sub Total

1 -40100 .	4154	W 1 W W	4.44	
L				

Security Supervisors

NonShift Shift 1 Shift 2 Shift 3 Relief FTE

AFA Security
Chief of Security
Administrative Captain
Shift Supervisors - Captain
Assistant Shift Supervisor - Lieutenant
Segregation Lieutenant
Housing Supervisors - Sgt.
New Housing Supervisors - Sgt.
Disciplinary Sgt.

Sub-Total

Correctional Officers

NonShift Shift 1 Shift 2 Shift 3 Relief FTE

Arsenal/Locksmith Officer Transport Officers Outside Grounds Officer Inside Grounds Officer Vehicle Gate Oficer Programs Officers Front Entry Officers Recreation Officers Food Service Officers Interior Compound Officers Interior Compound Officers Central Control Officer Segregation Control Segregation Officers Housing Unit 1 Control Housing Unit 1 Officers Housing Unit 2 Control Housing Unit 2 Officers Housing Unit 3 Control Housing Unit 3 Officers Housing Unit 4 Control. Housing Unit 4 Officers Housing Unit 5 Control Housing Unit 5 Officers Transport / Hospital Officers Perimeter Officers Escort/Utility Officer Medical Officer rounding

Sub-Total

SUMMARY	NonShift	Shift 1	Shift 2	Shift 3	Relief	FTE
Executive Office	10.00	0:00	0:00	0.00		10.00
Business / Support	12.00	3.00	3:00	0.00		18.00
Maintenance	0.00	5.00	1.00	1.00		7.00
Health Care	95.20	5.00	5.00	2.00		34.20
Programs	45.00	0.00	0.00	0.00.	•	45.00
Food Service	3.00	3.00	2:00	0.00.		11.00
Security Supervisors	0.00		•			
Correctional Officers	<u></u> ,			· "		

TOTAL STAFF

The GEO Group, Inc. Florida DOC/DMS

Graceville Correctional Facility Critical and Non-Critical Security Posts for 2009-2010

C=Critical
NC= Non-Critical

Security Supervisors										
,	Non S	Shift NC	Shi C	ft 1 NC	Sh C	ift 2 NC	Shi C	ift 3 NC	Relief	FTE
AFA Security Chief of Security Administrative Captain Shift Supervisor/Captain Asst. Shift Supervisor / Lieutenant Segregation Lieutenant Housing Supervisor / Sergeant Disciplinary Sergeant		7 1 1	1 - 24		eran e e		• . • . • . • . • . • . • . • . • . • .		•	

Sub Total

Sub Total

Correctional Officers										
•		on-Shif	_	Shift 1		hift 2		hift 3	Relief	FTE
	Ľ	NC	; C	NC NC	С	NC	С	NC	!	
Arsenal Locksmith Officer		ÿ				_				
Transport Officers		,							/5 - T/	**
Outside Grounds Officer	- 1				_		-		• 1.	
Inside Grounds Officer	l i		i				R		I :	
Vehicle Gate Officer	- 1									
Programs Officer					1				i .	
Front Entry Officers									ř.	
Recreation Officers	.			1						
Food Service Officers					L	*. ii				
Interior Compound Officers							1			
Central Control Officer				4	1	1.	1		4,	3
Segregation Control			ľ		1				1 1	
Segregation Officers			1	÷						
Housing Unit 1 Control				1.0						
Housing Unit 1 Officers	- 1			i'						
Housing Unit 2 Control	1								4 7	
Housing Unit 2 Officers				. !	1					
Housing Unit 3 Control	- 1			1		<i>f</i>				
Housing Unit 3 Officers	1				1				i	
Housing Unit 4 Control	1	-					1		1	
Housing Unit 4 Officers					ľ					
Housing Unit 5 Control					ľ					
Housing Unit 5 Officers	- 1				1	٠			1	
Transport/Hospital Officers		٠			1			Ž.		
Perimeter Officers								ì		i
Escort Utility Officers					1		~ .			
Medical Officer							<u> </u>		Ţ	
Rounding										·.,

GRACEVILLE CORRECTIONAL FACILITY

Security Master Roster First Shift (11pm - 7am)

Officer GS Days off M T W R F S S Revised 6/22/09 Post Correctional Officer Post LvI

** Trainee

in school
LEVEL I = Critical Post
LEVEL 2 = Essential Post
LEVEL 3 = Non-Essential

Effective Dates: June 8, 2009

NO CHANGES WILL BE MADE TO THIS ROSTER WITHOUT THE WRITTEN APPROVAL OF THE CHIEF OF SECURITY AND ASSISTANT WARDEN OF OPERATIONS.

inischool LEVEL I = Critical Post

LEVEL 2 = Essential Post

LEVEL 3 = Non-Essential Post

Effective Dates: June 8, 2009, 2009

GRACEVILLE CORRECTIONAL FACILITY

Master Security Roster Third Shift ((3pm - 11pm)

Revised 6/22/09

LEVEL 1 - Critical Post
LEVEL 2 - Essential Post
LEVEL 3 - Non-Essential Post

Effective Dates: June 8, 2009

NO CHANGES WILL BE MADE TO THIS ROSTER WITHOUT THE WRITTEN APPROVAL OF THE CHIEF OF SECURITY AND ASSISTANT WARDEN OF OPERATIONS.

REVIEWED BY:

CHIEF OF SECURITY

ASSISTANT WARDEN OF OPERATIONS

APPROVED BY:

MALADINE

GRACEVILLE CORRECTIONAL FACILITY Security Master Roster

Amendment No. 7 to the

OPERATION AND MANAGEMENT SERVICES CONTRACT

BETWEEN

THE STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES

AND

THE GEO GROUP, INC.

FOR THE

GRACEVILLE CORRECTIONAL FACILITY, 1,884-BED MEDIUM AND CLOSE CUSTODY SECURE CORRECTIONAL FACILITY

(CONTRACT NO. DMS 04/05-057)

WHEREAS, as a result of a reduction in the funding for private prison contracts for Fiscal Year 2009-2010. the CONFERENCE REPORT ON SENATE BILL 2600, GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2009-2010 (page 113) directed the Department of Management Services ("the BUREAU") to "execute private prison contract amendments to each operations and management contract for each correctional facility currently under its supervision in order to provide the contractors the maximum flexibility to address recurring reductions in contract amounts. Such contract amendments shall expire June 30, 2010. The Department of Management Services and the private prison operators may amend the provisions of the private prison operating contracts limiting correctional officer overtime and part-time hours to be consistent with the overtime and part-time use as permitted by the Department of Corrections and the American Correctional Association standards. The contract amendments may also eliminate deductions for vacant positions as long as the services associated with the position are being provided through the use of overtime or part-time staff. The Department of Management Services may amend the private prison operating contracts to provide for the payment of costs associated with all inmate academic, vocational, behavioral and substance abuse-programs-from-funds-in-the-Privately-Operated-Institutions-Inmate-Welfare-Trust-Fund. Such contract amendments may not negatively affect the Department of Corrections."; and

WHEREAS, the CONTRACTOR and the BUREAU wish to temporarily amend certain provisions of the OPERATION AND MANAGEMENT SERVICES CONTRACT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES AND THE GEO GROUP, INC. FOR THE GRACEVILLE CORRECTIONAL FACILITY, 1,884-BED MEDIUM AND CLOSE CUSTODY SECURE CORRECTIONAL FACILITY (the "CONTRACT") pursuant to the authority and direction of the aforedescribed Conference Report language in order to assist the CONTRACTOR in meeting the appropriated level of funding for the operation and management of the Graceville Correctional Facility for Fiscal Year 2009-2010; and

WHEREAS, Article 12.15 of Graceville's Operations and Management Services Contract expressly provides for amendments to the Contract.

NOW, THEREFORE, in consideration of mutual benefits exchanged and received, the parties agree a follow:

1. Article 7.1 Management Payment is hereby amended to read as follows:

Article 7.1 Management Payment. This payment reflects operating costs and does not include debt service numbers. Compensation will be based on two (2) per diem rates: the first rate is based on 90% occupancy (1,696 inmates) and the second rate is based on the number of inmates exceeding the 90% occupancy.

The BUREAU will compensate the CONTRACTOR at the following per diem rates (inmate, per day):

- \$38.14 times the minimum occupancy of 90%
- \$8.00 for each immate over the minimum occupancy rate of 90%; less
- Monthly deductions for:
 - o The Major Maintenance and Repair Reserve Fund set forth in Article 4.9, in the monthly amount of \$15,796.78.
 - o The Contract Monitor set forth in Article 5.44, in the monthly amount of \$4,514.21
 - O Any property taxes or payments in lieu of taxes (PILOT) that may become due on the Facility pursuant to judicial determination or legislative mandate.

Regardless of the number of immates incarcerated at the facility, the CONTRACTOR is guaranteed an amount equal to 90% occupancy (1,696 inmates) times the 90% per diem rate subject to legislative appropriations. The CONTRACTOR guarantee may be subject to the following: liquidated damages as set forth in Article 10.11; deductions due to position vacancies as set forth in Article 5.40; deductions for reimbursement of contract monitor as set forth above; deductions for the maintenance reserve as set forth in Article 4.9; ad valorem taxes and/or PILOT payments required to be paid by CONTRACTOR by judicial determination or legislative mandate, as set forth in Article 12.7; and any other deduction or charge permitted in this Contract.

- 2. All other terms and conditions of the CONTRACT shall remain unchanged.
- 3. This Amendment shall expire as of midnight on June 30, 2010, and all previously effective terms in the CONTRACT, including any Exhibits thereto, shall be effective as set forth prior to Amendment 7, without further action or agreement by or between the parties.

IN WITNESS WHEREOF, the undersigned authorized persons have executed this Amendment on behalf of their respective party effective the 23 day of July 2009.

STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES

Kennath Kraym	7/23/09
Name Variable	Date
Kenneth E. Granger Printed Name	
	•
Chief of Staff	
Title	
APPROVED AS TO FORM AND LEGA	ALITY
Sarbara M. Croscier	
Mame	
July 14, 2009	
Date	
THE GEO GROUP, INC.	
Adl	7/14/2009
Amber Martin, Vice President - Contracts	Date
Printed Name D. MARTIN Vice President, Contracts Administration The GEO Group, Inc.	
Title	

SCHEDULE XIIB: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES UNDERTAKEN IN THE LAST FIVE YEARS

Schedule XII-B Cover Sheet and Agency Pro	<u>oject/Ajprovali</u>
Agency:	Schedule XII-B Submission Date:
Department of Management Services	10/15/09
During Names NavillanidaNet	Is this project included in the Agency's LRPP?
Project Name: MyFloridaNet	Yes No
FY 2010-2011 LBR Issue Code:	FY 2010-2011 LBR Issue Title:
N/A	N/A
Agency Contact for Schedule XII-B (Name, Phon Mike Kyvik, (850) 413-9535 <u>Michael.Kyvik@d</u>	
AGENCY APPROX	VAL SIGNATURES
I am submitting the attached Schedule XII-B in supply I have reviewed and agree with the information in the	
Agency Head:	Date:
Printed Name: Linda H. South	10/8/09
Agency Chief Information Officer:	Date:
Printed Name: Joe Wright	Date: 10/1/2009
Budget Officer:	Date:
Printed Name: Debra Forbess	9/30/09
Deputy Secretary:	Date:
W Jarox	10/5/2000
Printed Name: David Faulkenberry	73/207
Project Sponsor	Date:
	9/2/09
Printed Name: Mike Kyvik	1/2701

SCHEDULE XIIB-1: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES UNDERTAKEN IN THE LAST FIVE YEARS – BACKGROUND INFORMATION

Background Information

1. Provide a narrative summary describing the agency's decision to outsource or privatize the function.

Attach to Schedule XII-B copies of the original business case and cost benefit analysis. If these documents are unavailable, attach any documents which state the original intention of the outsourcing or privatization initiative that will detail its goals, objectives, and expected outcomes. Such documents may include (a) original legislative budget requests, (b) original budget amendments, (c) legislative presentations, or (d) agency planning documents.

In 2005 DMS issued ITN-014 for the same service. This contract was signed in September 2006 with an expiration date of September 2011 (with possible renewals). The MFN contract replaced the current frame relay, RTS, SOFIA, and ATM networks. It consolidated network services and contract administration.

2. Have the anticipated cost savings and benefits of the initiative realized? Explain.

DMS has realized an estimated savings of 30% compared to the previous contracts. Due to negotiations, reengineering and new technologies the state was able to build a lower costing and more robust network.

3. Provide a narrative description of the type of procurement method used to outsource or privatize the function.

Attach a copy of any solicitation documents, requests for quote, or similar document issued by the agency for this procurement.

An Invitation to Negotiate (ITN No. 14-973-800-R) was released on 9/2/05, "MyFloridaNet, an IP Routed Core Network." After going through many evaluation phases, the negotiation team recommended an award to Bellsouth, now part of AT&T. DMS signed the MFN contract with Bellsouth on Sept. 18, 2006.

See the MyFloridaNet Services ITN No. 14-973-800-R

4. Section 287.057(14), Florida Statutes, allows contracts for commodities and contractual services to be renewed for a period that may not exceed 3 years or the term of the original contract, whichever period is longer. Such renewals are contingent upon satisfactory performance evaluations by the agency and subject to the availability of funds.

For the outsourced or privatized function, identify the number of times the contract has been renewed and specify the renewal period of each. Attach a copy of the documentation verifying the contractor's satisfactory performance compliance required prior to each renewal.

The MFN contract is still within the original term. No renewals up to this point have been exercised.
5. For the outsourced or privatized function, has the contractor satisfactorily complied with all service level requirements? Provide a narrative summary describing service level requirements compliance or noncompliance.
Due to the stringent performance target of the SLA's, it is not uncommon for the contractor to credit DMS monthly for service penalties. The SLA's will govern all MFN services.
See MFN SLA: http://dms.myflorida.com/suncom/suncom/products and pricing/data transport services/myfloridanet/mfn resources/service levels
6. Describe any unexpected benefits from outsourcing or privatization of the function.
None.
7. Describe any unexpected problems or issues with the outsourcing or privatization of the function.
No major issues.
8. Briefly describe your agency's overall level of satisfaction with the results of outsourcing or privatization of the function.
Currently, DMS is satisfied with the performance of the contractor.
9. What lessons learned should be shared with other agencies considering the outsourcing or privatization of a similar function?
Consolidate networks and contracts. All outsourcing or privatized functions must include very stringent service level agreements.
Office of Policy and Rudget - July 2007

Office of Policy and Budget – July, 2007

SCHEDULE XIIB-2: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES UNDERTAKEN IN THE LAST FIVE YEARS - COST AND DELIVERABLES DATA

Section I: Cost Data

For each oursourced or privatized service or activity, complete the cost analysis below:

Fiscal Year	Planned Costs	Actual/Revised Costs	Planned Savings	Actual/Revised Savings
FY 2006 - 2007	\$	\$	N/A	N/A
FY 2007 - 2008	\$	\$ 46,780,910	N/A	N/A
FY 2008 - 2009	\$ 39,288,874.27	\$ 31,789,076	\$ 7,492,035.73	\$ 14,991,833.87
FY 2009 - 2010	\$ 34,944,600.00	\$		TBD
FY 2010 - 2011	\$	\$	\$	\$
FY 2011 - 2012	\$	\$	\$	\$
FY 2012 - 2013	\$	\$	\$	\$
FY 2013 - 2014	\$	\$	\$	\$
FY 2014 - 2015	\$	\$	\$	\$
FY 2015 - 2016	\$	\$	\$	\$

	Variance	Reasons		
Ś	7,499,798,14	Migration more complete than anticipated		
Ľ	7,100,700.21	anticipated		

Section II: Deliverables and Milestones Schedule

For each outsourced or privatized service or activity, complete the deliverables and milestones schedule below:

Deliverables and Milestones	Original	Actual Date/ Revised Date
N/A		
I		

Variance	Reasons		
N/A			

Office of Policy and Budget - July, 2008

AMENDMENT 3 TO THE

MyFloridaNet (ITN No.: 14-973-800-R) CONTRACT DATED 9/18/2006 (THE "CONTRACT")

This Amendment 3 ("Amendment 3") is made effective as of the last date signed below ("Effective Date"), by and between the State of Florida acting through the Department of Management Services ("DMS") and BellSouth Telecommunications Inc., ("Contractor") individually a "Party" and collectively the "Parties".

WHEREAS, the Parties entered into the Contract to set forth the duties and obligations of Contractor and DMS in relation to Contractor's performance of its duties in connection with the Contract; and

WHEREAS, pursuant to Section 5.42 of the Contract, the Parties wish to amend the Contract, to further define existing services to be provided by Contractor;

NOW, THEREFORE, in connection with the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree that the Contract shall be amended as follows:

1. Pricing for Local Only Services as set out in Amendment 2 to the Contract shall be deleted and in lieu thereof, the following chart reflects the pricing for Local Only Services:

Local MyFloridaNet - 128KB Management Port + Metro Ethernet as Local Loop Access (offered where available)							
Bandwidth	Access Type	Core Port	Access Mileage Type	Local Loop Access	CPE Configuration Management		
2 Mbps	ME	\$151.14	Flat Rate	\$255.37	Included w/core		
4 Mbps	ME	\$151.14	Flat Rate	\$375.18	Included w/core		
8 Mbps	ME	\$151.14	Flat Rate	\$480.00	Included w/core		
10 Mbps	ME	\$151.14	Flat Rate	\$540.00	Included w/core		
20 Mbps	ME	\$151.14	0-25 Miles	\$678.00	Included w/core		
50 Mbps	ME	\$151.14	ICB	ICB	Included w/core		
100 Mbps	ME	\$151.14	ICB	ICB	Included w/core		
250 Mbps	ME	\$151.14	ICB	ICB	Included w/core		
500 Mbps	ME	\$151.14	ICB	ICB	Included w/core		
1000 Mbps	ME	\$151.14	ICB	ICB	Included w/core		

Note: Mileage measured from nearest serving MetroE switch in same LATA

2. The following additional backbone bandwidths at the rates indicated shall be added as part of the portfolio of Services provided in the Contract:

Bandwidth	Access Type	Core Port	Access Mileage Type	Local Loop Access	CPE Configuration Management
300 Mbps	ME	\$5995 . 72	ICB	ICB	Included w/core
400 Mbps	ME	7455.37	ICB	ICB	Included w/core
500 Mbps	ME	8915.02	ICB	ICB	Included w/core
700 Mbps	ME	11,285.07	ICB	ICB	Included w/core
800 Mbps	ME	12,195.47	ICB	ICB	Included w/core
900 Mbps	ME	13,105.87	ICB	ICB	Included w/core

Note: Mileage measured from nearest MyFloridaNet Node in same LATA

- 3. Pursuant to the options set forth in Section 4.5.10 and further subject to the Co-Location Service Attachment attached hereto as Exhibit A and incorporated herein by reference, which Co-Location Service Attachment is subject to amendment from time to time as shall be mutually agreed between the parties, the following additional services shall be available under the Contract. These additional services will be in addition to and shall utilize the standard core port connection combined with the Co-Location Access. Co-Location and Co-Location Access rates are as follows:
 - Co-Location Ethernet MFN Access at various speeds (the following flat monthly rate replaces the standard MFN Access rate):

2-10M \$10012-100M \$250200-1000M \$500

- Co-Location Area Fee (flat monthly rate to cover basic service) = \$350.00
- Per Rack Fee (flat monthly rate per rack to accommodate racked Equipment) = \$110.00
- 4. The Parties acknowledge and agree that the Contract is being used for the transport of 911 and E911 service. The transport of such 911 or E911 service under this Contract shall constitute 911 or E911 service within the meaning of and subject to the provisions of s. 365.172(11), Florida Statutes.
- 5. All other terms and conditions of the Contract shall remain in full force and effect.

The Parties hereto acknowledge that they have read this Amendment 3, understand it, and agree to be bound by its terms and conditions. They further agree that the Contract, together with Amendments 1 and 2 and this Amendment 3, and any appendices thereto, constitute the entire agreement between the Parties hereto with respect to the subject matter hereof.

IN WITNESS WHEREOF, the Parties have executed this Amendment 3 by their duly authorized representatives on the Effective Date indicated as the last date signed below:

STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES	7/13/07
By: Linda South, Secretary	Date 1
Approved as to form and legality by the Department's Gen	eral Counsel's Office:
Guard yr	7/2/09
Bý: Ġerry York	Date '
BellSouth Telecommunications, Inc. d/b/a AT&T Florida	
By: Wetel Blok kulahal	01/09/09
Sandra K. Sheehan	Date
Apportue Directer Customer Contracts	
L STATE CONTINUE CONTINUE	,
Title:	•

EXHIBIT A

CO-LOCATION SERVICE DESCRIPTION ATTACHMENT

Co-Location Service provides end user space in a secure and robust facility. The colocation facility features air conditioning and conditioned UPS power backed up by generator power. The facility is protected by security mechanisms and provides secured physical access to the customer's equipment 24x7x365. For every unit of Co-Location Service obtained, one rack unit of space will be provided in a standard lockable cabinet. Equipment of different form factors or space requirements will be handled on a case-bycase basis. Quantity discounts are available.

Due to safety and liability concerns, Vendor cannot ship, receive, move, unpack or uncrate any DMS or User-owned equipment (racks, cabinets, racks of equipment, etc.). DMS or User is responsible for unpacking, uncrating, and movement of heavy equipment including associated costs. DMS or User must implement appropriate protection plans to prevent damage to infrastructure (plywood on raised floors, overhead clearance, etc.). Vendor staff will not pack and ship any DMS or User-owned equipment.

Schedule XIV Variance from Long Range Financial Outlook

Agency: DEPARTMENT OF MANAGEMENT SERVICES

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.

Contact: DEBRA FORBESS

requ	and list the amount projected in the long range financial outlook and est.		· · · · · ·	mate/Request Amount
	Issue (Revenue or Budget Driver)	R/B*	Long Range Financial Outlook	Legislative Budget Request
а	Debt Service Payments for First Dist. Court of Appeals and Dept of Revenue	В	\$8.3 million	\$8.3 million
b	Utility Payments	В	\$1.4 million	\$3.0 million
С	Pensions and Benefits	В	\$1.4 million	\$1.0 million
d e	Executive Aircraft	В	\$2.0 million	\$2.0 million
f				
estin	ur agency's Legislative Budget Request does not conform to the long ranates (from your Schedule I) or budget drivers, please explain the variability Payment increase for FY 2010-2011 is based on a 10% estimated increase incial Outlook.	ance(s)	below.	•

Office of Policy and Budget - July 2009

^{*} R/B = Revenue or Budget Driver



EXECUTIVE DIRECTION

EXHIBITS OR SCHEDULES



FISCAL YEAR 2010-11 EXECUTIVE DIRECTION SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2010 - 2011

Program: 72010100 Executive Direction & Administration

Fund: 2021 Administrative Trust

Specific Authority: Section 20.22, Florida Statutes

Purpose of Fees Collected: Assessment fees are charged to operating divisions/programs within the

Department to recover costs for departmental administrative services.

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

	71 6 1
	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.)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete
Х	Sections I, II, and III only.)

(1) SECTION I - FEE COLLECTION	(2) ACTUAL FY 2008-09	(3) ESTIMATED FY 2009-10	(4) REQUEST FY 2010-11
Receipts:			
SEE ATTACHED LISTING			
	_		
Total Fee Collection to Line (1) - Section	8,750,721	7,651,888	8,404,976
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	6,174,955	6,253,371	6,286,126
Other Personal Services	72,296	38,329	38,329
Expenses	795,257	913,268	902,547
Operating Capital Outlay	231	24,688	24,688
Sp.Cat.: TR to Administrative Hearing	ngs 22,519	26,338	26,338
Sp.Cat.: Contracted Services	132,401	102,700	102,700
Sp.Cat.: Mail Services	200,016	150,016	113,424
Sp.Cat.: Risk Mgmt Insurance	33,914	36,185	36,185
Sp.Cat.: Deferred-Pay Com Contrac	cts 45,470	45,470	15,380
Sp.Cat.: Exec Aircraft Pool Subscri	ption		
HR Statewide Contract	36,375	36,696	36,696
Data Processing Services - STO	619,027		
Data Processing Services - SSRC		701,961	707,779
Indirect Costs Charged to Trust Fun Comp Leave Liability in Beg Bal			
, , ,	(71,985)	1 260	1,360
TR to GR-7.3% & 8% Svc Chrg A/P Not CF	1,259	1,360	1,360
CF B Paid	(9,768)	-	
Certified Forward Reversions	(1,674)	-	
Refunds	548		
Reserve for Pay Package	040		
Total Full Costs to Line (2) - Section	III 8,050,842	8,330,382	8,291,552
Basis Used: Accrua		.,,	2, 2, 72
SECTION III - SUMMARY			
TOTAL SECTION I (A)	8,750,721	7,651,888	8,404,976
TOTAL SECTION II (B)	8,050,842	8,330,382	8,291,552
TOTAL - Surplus/Deficit (C)	699,879	(678,494)	113,424
EXPLANATION:			
Negative balances are offset by cash ba	lance carried forward (See	Schedule I)	

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SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Department: Management Services Budget Period: 20<u>09</u>-1<u>0</u>

Program: Executive Direction & Administration (72010100)

Fund: Administrative Trust (2021)

(1) ECTION I - FEE COLLECTION	(2) ACTUAL FY 2008-09	(3) ESTIMATED FY 2009-10	(4) REQUEST FY 2010-11
eceipts:			_
Admin. Assessment - 720101-1000			
Admin. Assessment - 720103-2021	4,016	4,016	4,016
Admin. Assessment - 724001-2696	2,388,646	2,165,454	2,381,999
Admin. Assessment - 724002-2033	88,777	71,266	78,39
Admin. Assessment - 726001-1000		106,899	117,589
Admin. Assessment - 726001-2066	138,472		
Admin. Assessment - 726002-2699	37,740	31,062	34,16
Admin. Assessment - 726003-2510	99,822	100,192	110,21
Admin. Assessment - 726004-2510	686,391	472,280	519,50
Admin. Assessment - 726004-1000	174,107	109,907	120,89
Admin. Assessment - 726005-2510	109,027	77,484	85,23
Admin. Assessment - 727501-2678	1,162,565	911,113	1,002,22
Admin. Assessment - 727501-1000	18,709	16,310	17,94
Admin. Assessment - 727502-2570	113,225	120,884	132,97
Admin. Assessment - 727502-2667	16,285	19,157	21,07
Admin. Assessment - 727502-2668	518,486	372,172	409,38
Admin. Assessment - 727502-2671	2,360	2,525	2,77
Admin. Assessment - 727503-2309	1,035,769	1,162,568	1,278,82
Admin. Assessment - 729001-2105	1,319,902	1,225,046	1,347,55
Admin. Assessment - 729001-2344	66,850	76,548	84,20
Admin. Assessment - 729002-2432	90,796	81,690	89,85
Admin. Assessment - 729003-2792	298,717	285,499	314,04
Admin. Assessment - 729201-1000	31,154	25,498	28,04
Admin. Assessment - 729201-2558	31,154	25,498	28,04
Admin. Assessment - 729501-2510	135,181	71,820	79,00
Printing Services	112,211	100,000	100,00
Miscellaneous Receipts	53,138		
Interest Earnings	17,221	17,000	17,00
otal Fee Collection to Line (1) - Section III	8,750,721	7.651,888	8,404,97

Office of Policy and Budget - July 2009

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services **Budget Entity:** 72010100 Executive Direction & Administration Fund: 2021 Administrative Trust (1) (2) (3) **(4)** ACTUAL **ESTIMATED REQUEST FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 -10 FY 2010 - 11 1,005,106 326,612 440,036 Administrative Assessment Fee **FUNDING SOURCE-NON-STATE TOTALS*** 1,005,106 326,612 440,036 *Must agree to amounts on Schedule I, Section IV, Line I.

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title: Trust Fund Title:	MANAGEMENT SERVICE ADMINISTRATIVE TRUST		
Budget Entity:	ADMINISTRATION (72010		
LAS/PBS Fund Number:	2021		
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	17,275 (A)		17,275
ADD: Other Cash (See Instructions)	300 (B)		300
ADD: Investments	1,019,348 (C)		1,019,348
ADD: Outstanding Accounts Receivable	187,596 (D)	0	187,596
ADD: Due from Leased Employees in July	(E)		0
Total Cash plus Accounts Receivable	1,224,519 (F)	0	1,224,519
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	199,872 (H)		199,872
Approved "B" Certified Forwards	18,931 (H)		18,931
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable (Nonoperating)	610 (I)		610
LESS: <u>Unearn Revenue</u>	(J)		0
Unreserved Fund Balance, 07/01/09	1,005,106 (K)		1,005,106

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year and Line A for the following year.

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

Trust Fund Title: LAS/PBS Fund Number: BEGINNING TRIAL BALANCE: Unreserved Fund Balance Per Trial Balance, 07-01-09 Add/Subtract: Compensated Absences Liability recorded In FLAIR As A Liability/ Not Recorded On Schedule 1C Accounts Payable not Certified Forward in Trial Balance, but not on Schedule 1C. 1,530.00 Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009 Increase Accounts Accounts Balance ADJUSTED BEGINNING TRIAL BALANCE: 1,005,106	Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICE	S
BEGINNING TRIAL BALANCE: Unreserved Fund Balance Per Trial Balance, 07-01-09 Add/Subtract: Compensated Absences Liability recorded In FLAIR As A Liability/ Not Recorded On Schedule 1C 72,723.19 Accounts Payable not Certified Forward in Trial Balance, but not on Schedule 1C. 1,530.00 Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009 Increase Accounts Accounts Balance ADJUSTED BEGINNING TRIAL BALANCE: 1,005,106	-		
Unreserved Fund Balance Per Trial Balance, 07-01-09 Add/Subtract: Compensated Absences Liability recorded In FLAIR As A Liability/ Not Recorded On Schedule 1C 72,723.19 Accounts Payable not Certified Forward in Trial Balance, but not on Schedule 1C. 1,530.00 Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009 Increase Accounts Accounts Balance ADJUSTED BEGINNING TRIAL BALANCE: 1,005,106	LAS/PBS Fund Number:	2021	
Add/Subtract: Compensated Absences Liability recorded In FLAIR As A Liability/ Not Recorded On Schedule 1C 72,723.19 Accounts Payable not Certified Forward in Trial Balance, but not on Schedule 1C. 1,530.00 Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009 Increase Accounts Accounts Balance ADJUSTED BEGINNING TRIAL BALANCE: 1,005,106	BEGINNING TRIAL BALA	NCE:	
Compensated Absences Liability recorded In FLAIR As A Liability/ Not Recorded On Schedule 1C 72,723.19 Accounts Payable not Certified Forward in Trial Balance, but not on Schedule 1C. 1,530.00 Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009 Increase Accounts Accounts Balance ADJUSTED BEGINNING TRIAL BALANCE: 1,005,106	Unreserved Fund	Balance Per Trial Balance, 07-01-09	930,853.05
Not Recorded On Schedule 1C Accounts Payable not Certified Forward in Trial Balance, but not on Schedule 1C. Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009 Increase Accounts Accounts Balance ADJUSTED BEGINNING TRIAL BALANCE: 1,005,106	Add/Subtract:		
Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009 Increase Accounts Accounts Balance ADJUSTED BEGINNING TRIAL BALANCE: 1,530.00 1,530.00 1,530.00 1,005,106	•	•	Liability/ 72,723.19
Statewide Post Closing Adjustment @ June 30, 2009 Increase Accounts Accounts Balance ADJUSTED BEGINNING TRIAL BALANCE: 1,005,106	•		1,530.00
Increase Accounts Accounts Balance ADJUSTED BEGINNING TRIAL BALANCE: 1,005,106	Other Adjust	ment(s):	
UNRESERVED FUND BALANCE, SCHEDULE IC 1,005,106	ADJUSTED BEGINNING T	RIAL BALANCE:	1,005,106
	UNRESERVED FUND BAL	ANCE, SCHEDULE IC	1,005,106
DIFFERENCE:	DIFFERENCE:		0

Office of Policy and Budget - July, 2008

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2010-2011 Chief Internal Auditor: John W. Davis Department: Management Services Budget Entity: Administration Phone Number: (850) 487-9476 (1) (2) (3) (4) (6) REPORT PERIOD UNIT/AREA SUMMARY OF FINDINGS AND SUMMARY OF ISSUE **CODE** NUMBER **ENDING** RECOMMENDATIONS CORRECTIVE ACTION TAKEN Bureau of Financial **Auditor** 6/30/2007 **Compliance and Internal Controls over Financial Reporting and Federal Awards** General Management Report No. 2008-141 **Finding:** FDMS procedures over financial reporting did not ensure that investment balances, by type, were properly reported in the financial statements of the Dated: Pension and Other Employee Benefits Trust Funds. 3/24/2008 **Recommendation:** We recommend that FDMS Concur: FDMS will revise its current implement procedures to ensure that investment type procedures to ensure that investment type classifications are independently reviewed for classifications are independently reviewed for accuracy. The procedures are being revised to accuracy. require that (1) the Chief of FMS input all entries related to Fiduciary Investments and (2) the Professional Accountant Supervisor review all entries against the Fiduciary Fund General Ledger Matrix to ensure proper classification. Update/Closed 11/14/2008: The policies and procedures were revised to include the requirements that (1) the Chief of FMS input all entries related to Fiduciary Investments and (2) the Professional Accountant Supervisor review all entries to ensure proper classification. This was accomplished on February 6, 2008. **Finding:** FDMS did not properly classify net assets Bureau of Financial in accordance with generally accepted accounting Management principles (GAAP). **Recommendation:** FDMS should revise its **Concur:** FDMS will revise its procedures to procedures to ensure that the calculation of Invested ensure that the calculation of "Invested in

			in capital assets, net of related debt, includes the impact of significant unspent related debt proceeds.	capital assets, net of related debt: includes the impact of significant unspent related debt proceeds. Update/Closed 11/14/2008: On February 6, 2008, policies and procedures were updated to include a process for accounting for the unspent related debt proceeds in the calculation of investment in capital assets, net of related debt.	
Auditor	2/28/2008	Departmental	The Department of Management Services		
General Report No. 2009-052		Purchasing	Operational Audit Contract Monitoring and Follow-Up on Selected Prior Audit Findings		
Dated: 12/02/2008			Finding 1: Contract Listing: The Department did not have a mechanism in place that could readily produce a reliable list of Department contracts.		
			Recommendation: To provide current and relevant information to Department decision makers, Departmental Purchasing should establish a contract management system, database, or other mechanism to track financial and performance data for all Department contracts.	CONCUR: The department is working to improve its contract management and administration processes to ensure better monitoring of performance of contract terms and conditions. Further, as to both contract administration and management, the department is establishing standardized practices and developing tools (forms and flow charts) that will ensure contract files and financial information relating to all contracts are properly maintained. All tools and processes are expected to be in place by March 2009. Until that time, the department will continue to maintain and update its electronic contract listing spreadsheet.	
				Update/Open 6/1/2009: The department has established standardized practices and forms to ensure contract files and financial information relating to all contracts are properly maintained. Newly developed policies and procedures are in the process of being reviewed and are expected to be in place by July 1, 2009. The department continues to	

		maintain an electronic spreadsheet containing current contracts along with the name of the contract manager. OIG Position: Our review of the contract spreadsheet showed that the spreadsheet contained the names of contract managers that were no longer employed by the department. Therefore, the OIG will continue to monitor this recommendation until such time as all currently existing contracts and currently assigned contract managers are correctly listed on the spreadsheet.	
Departmental Purchasing	Finding 2: Departmental Purchasing Policies and Procedures: Certain aspects of contract management could be improved through enhancements to Departmental Purchasing Policies and Procedures. Recommendation: Department management should review and revise the Departmental Purchasing	CONCUR: The department is in the process of reviewing and revising its current	
	Policies and Procedures to ensure that all aspects of contract management are clearly addressed.	purchasing policies and procedures. It is anticipated that the complete re-write of the policies and procedures will be completed by March 2009. As part of this process the items listed in the finding will be incorporated into the purchasing policies and procedures.	
		Update/Open 6/1/2009: The department is in the final process of revising its current purchasing policies and procedures and incorporating the items listed in the finding. It is anticipated that the policies and procedures will be approved by July 2009. The department is currently using these draft policies and procedures while awaiting approval.	
Departmental Purchasing	Finding 3: Contract Manager Training: Department contract managers generally did not participate in contract management training.		
	Recommendation: The Department should ensure that all staff assigned contract management responsibilities receive appropriate training the various aspects of contract management.	CONCUR: The department has been working on developing a three part contract management training class for all contract management staff. The training consists of (1) an overview of Chapter 287, Florida Statute,	

	and Rule 60A-1, Florida Administrative Code (2) improving our sourcing abilities, and (3) management of contracts. The training modules will be completely developed by January 2009. In addition, the department is looking at making the training available electronically on the DMS Learning Place.	
	Update/Open 6/1/2009: The department has completed the four training modules for contract management staff to include (1) an overview of purchasing and its requirements (2) an overview of Chapter 287, Florida Statute, and Rule 60A-1, Florida Administrative Code (3) improving our sourcing abilities, and (4) management of contracts. However, not all contract managers have received or been informed of the training.	
	OIG Position: The OIG queried the 29 current contract managers to determine whether they had received the appropriate training. Of the 29 managers queried, 23 responded. Of the 23 contract managers responding to our request, 8 had received the designated training. We recommend that the training modules be posted on the DMS Learning Place and the contract managers be notified of this action. We also recommend that attendance logs be maintained to serve as a record of training. We will continue to monitor this recommendation until all currently assigned managers have received the training.	
Departmenta Purchasing	Finding 4: Monitoring Contract Managers: Contrary to established Department procedures, the contract administrator did not review contract manager files. Recommendation: The Department should take steps to ensure that contract administrator reviews of Purchasing Policies and Procedures, the	
	all contract manager files are periodically conducted and documented. department is adding additional tools (forms and flow charts) that will facilitate contract administrator review of contract files. These should be in place when the policies and procedures are completed in March 2009.	

				Update/Open 6/1/2009: The department updated the policies and procedures to include an annual review of the contract manager's file. This review is scheduled annually in June.	
		Bureau of Financial Management	Finding 5: FLAIR Access Controls: The Department did not timely remove Florida Accounting Information Resource Subsystem (FLAIR) access for terminated employees.		
			Recommendation: To reduce the risks associated with unauthorized access and to protect the integrity of Department accounting records, we recommend that the Department ensure that effective procedures governing the timely cancellation of employee FLAIR access upon employee termination be implemented.	CONCUR: In October 2008, Human Resources implemented an Employee Exit Checklist. This checklist will be routed to Financial Management Services for any employee who has access to FLAIR. This will assist management in ensuring that all terminated employees are deleted from FLAIR in a timely manner. Update/Closed 6/1/2009: The department uses the Employee Exit Checklist to ensure that access to systems are being timely removed of terminated employees. Also, Financial Management Services compares a list of terminated employees provided by Departmental Human Resources to FLAIR biweekly to ensure that these employees' FLAIR access is removed.	
				TEI ME GOODS IS TOMO FOUR	
Auditor General Report No. 2009-078 Dated:	2/28/2008	Administration	Department of Management Services and Related Entities: Nonpublic Information Safeguards and Revenue and Cash Receipts Finding 1: SSN Reporting Requirements: The Department and related entities did not timely issue		
12/23/2008			each provider of social security numbers (SSNs) with a written statement stating the purpose for the SSN collection. Additionally, contrary to governing laws, certifications and reports regarding the collection and provision of SSNs were not timely provided to designated government officials.		
			Recommendation: The Department and related entities should develop written procedures for	CONCUR: As noted in the report, effective April 2008, the department provides written	

	safeguarding access to SSNs including, as applicable, provisions for providing written notifications to individuals when SSNs are collected and for obtaining written explanations from commercial entities explaining how the entities will use any SSNs provided.	notification to individuals about the purpose for collecting their SSN. In addition, the department will revise Administration Policy 94-102 - Public Records Request to require written explanations from commercial entities of how they will use any SSNs provided. The revision is expected to be completed by March 31, 2009.	
		Updated/Closed 6/23/09: The department completed the revision of Administration Policy 94-102 – Public Records Request on June 11, 2009 to include provisions for providing written notifications to individuals when SSNs are collected and for providing SSNs to commercial entities.	
Administration	Finding 2: Communication of Department Policies: Key management personnel were not always cognizant of the Department's established policies regarding the protection of nonpublic information. Additionally, the Department did not maintain and make available to management and staff a listing of applicable State and Federal laws and rules relevant to the nonpublic information held by the Department. Recommendation: The Department should take steps to ensure its staff is aware of policies regarding nonpublic information safeguards. Such steps may include consolidating the individual policies, and providing ready access to and sufficient training on such policies. Additionally, the Department should identify and maintain a listing of applicable State and Federal statutes and rules relevant to nonpublic information collected or maintained by the Department.	Administration and Human Resource Policies regarding "nonpublic" information to the department's website and intranet site. Relevant Information Technology Administrative Policies will be posted to the department's intranet site by June 30, 2009. Information concerning the handling of "nonpublic" information will be featured in future articles of the department's newsletter, the DMS Difference. In addition, the Office of the General Counsel (OGC) will compile a list of the more frequently encountered laws and rules for inclusion in the OGC's Public Records Manual. However, the OGC still maintains that the Government in the Sunshine Manual is the best resource for comprehensive information on public records law. These actions should be completed by March 31, 2009.	
		Updated/Open 6/23/09: The department featured articles in the December 2008 newsletter concerning the handling of "nonpublic information. The OGC compiled a list of the more frequently encountered laws and rules and included them in the OGC's Public Records Manual completed March 31,	

Ι			2009.	
			It is anticipated that the Information Technology Administrative Policies will be completed and posted on the intranet site by June 30, 2009.	
	Administration	Finding 3: Procedures and Standard Documents: Department and related entity operating procedures and standard documents could be enhanced to better safeguard nonpublic information.		
		Recommendation: To appropriately safeguard SSNs and other nonpublic information:	To appropriately safeguard SSNs and other "nonpublic" information:	
		The Department should periodically review all operating procedures to ensure that nonpublic information is only collected and used to the extent necessary for the performance of Department duties and responsibilities.	CONCUR: The department annually certifies to the Senate President and Speaker of the House of Representatives its compliance with statutory requirements regarding the collection of SSNs. In addition, the Division of Administration performs an annual review of department policies and procedures. Such review helps ensure that the department collects only that "nonpublic" information which is necessary to carry out department duties and responsibilities. Update/Closed 6/23/2009: The department provided the certification of	
			the collection of SSNs to the Senate President and Speaker of the House of Representatives on January 29, 2009.	
		The Department should enhance its procedures to ensure that clear and unambiguous security clauses prohibiting disclosure of nonpublic information by vendors is included in all Department standard documents and templates used for procuring goods and services.	CONCUR: State Purchasing Agreement and Alternate Contract Source vendors are required to comply with all applicable state laws, including those prohibiting disclosure of "nonpublic" information. Thus, vendor compliance with state information security requirements for State Purchasing Agreements is addressed generally in Purchasing Form 7722, which is incorporated by Rule 60A-1.025,	

		Florida Administrative Code. These requirements are also addressed generally in the Alternate Contract Source Terms and Conditions rider (Purchasing Form 7102 incorporated by Rule 60A-1.047, Florida Administrative Code) which is executed by the department and the vendor. However, the Division of State Purchasing will strengthen the security provisions of these forms. As any substantive changes must proceed through the rulemaking process it is anticipated that the revisions will be completed by January 1, 2010.	
		Updated/Open 6/23/2009: The Division of State Purchasing is in the process of strengthening the security provision of the Purchasing Form 7722 and Purchasing Form 7102. These changes will be completed by January 1, 2010.	
Administration	Finding 4: Physical Security: Physical security over documents containing nonpublic information was not always sufficient.		
	Recommendation: To prevent unauthorized access to documents containing nonpublic information, the Department should enhance its procedures to ensure such information is secured behind locked doors or in locked cabinets when not in use.	CONCUR: Department offices are located in secure facilities. In addition, the department's Administration Policy 94-102 - Public Records Request and Human Resource Policy 06-110 - Misuse of Information and Data both require that each program area establish procedures for keeping exempt records from disclosure. Human Resource Policy 06-110 further requires that employees comply with established protection and control procedures and protect information and data being used. As a condition of employment, staff are required to sign an acknowledgement form that they are aware of, and agree to the requirements of the policy. The department will feature reminders about the safeguarding of "nonpublic" information in future issues of the DMS Difference and in email communications to all employees. The department will also enhance existing policies	

J				to include a requirement that employees	
				secure "nonpublic" documents behind locked	
				doors or in locked cabinets after work hours or	
				when not in use for extended periods of time	
				during the work day.	
				g · · · · · · j ·	
				Updated/Open 6/23/2009: The department	
				has updated and published Administration	
				Policy 94-102 – Public Records Request. The	
				department has also included a reminder in the	
				December 2008 issue of the DMS Difference	
				and an email regarding training on the	
				policies. Each program area is currently	
				working to complete procedures for their area.	
	Chief	Information	Finding 5: Access Controls: The Department and		
	Officer		related entities had not established written procedures		
			for requesting, approving, monitoring, and removing		
			user access privileges for selected information		
			technology systems. Also, user access privileges were		
			not routinely reviewed for continued applicability, and		
			access authorizations were not retained. Additionally,		
			certain logical access controls relating to the		
			management of access privileges needed		
			improvement.	CONCLID. The Leavest and the state of the st	
			Recommendation: To minimize the risk of	CONCUR: The department recognizes that	
				a more formal process for requesting user	
			compromising data and system resources, the Department, DOAH, FCHR, and PERC should	access is consistent with good security practices. Therefore, the department will	
			establish and implement written procedures that	implement an automated process to request	
			address requesting, approving, assigning, reviewing,	and remove user access to systems under the	
			and removing user access privileges for the selected	direct control of the department's divisions.	
			systems. Further, the Department, DOAH, and FCHR	This process will log all user access requests	
			should strengthen IT logical access controls related to	(access and removal) authorized by the	
			the management of access privileges.	division's system owner. In addition, the	
			the management of access privileges.	department will establish a schedule for	
				reviewing user access rights. These new	
				procedures are scheduled for implementation	
				by June 30, 2009.	
				Updated/Open 6/23/2009: The department is	
				in the process of creating and implementing	
				new automated procedures. These procedures	
				will be completed by August 31, 2009.	

			-		
		Bureau of Financial Management	Finding 7: Cash Collection Controls: Cash collection and processing procedures needed improvement. Recommendation: To adequately safeguard State moneys, the Department and related entities should enhance control procedures by addressing the deficiencies noted. Bureau of Financial Management Services (BFMS) The accounting codes established for DSGI did not include adequate information for recording cash received from open enrollment benefit fair participants.	CONCUR: During the course of the Auditor General's review, the Bureau of Financial Management Services established a separate object code specifically for recording reimbursements from open enrollment benefit fair participants. Updated/Closed 6/23/2009: On December 18, 2008, the Bureau of Financial Management Services established a separate object code specifically for recording reimbursements from open enrollment benefit fair	
				participants.	
Auditor General Report No. 2009-144 Dated: 3/05/2009	6/30/2009	Bureau of Financial Management	State of Florida - Compliance and Internal Controls Over Financial Reporting and Federal Awards Finding: As previously reported, FDMS did not properly classify net assets in accordance with generally accepted principles (GAAP). Recommendation: We again recommend that FDMS ensure that the calculation of Invested in capital assets, net of related debt, includes the impact of significant unspent related debt proceeds.	CONCUR: We agree with the Auditor General's Office that the Net Assets Invested in Capital Assets, Net of Related Debt (536XX general ledger code) was misstated. However the classification error does not misstate the total fund equity. Policies and	
				procedures have been developed to ensure that the funds are correctly reported in next year's financial statements.	

					Updated/Open 8/28/09: Policies and procedures reflect the correct calculation for classifying net assets. The calculation is performed by the Professional Accountant Supervisor and reviewed by the Chief of Financial Management Services.	
Internal Audit Report No. 2008-320 Dated: 6/30/2009	March 2009	Chief Officer	Information	Audit of Department Software Management (This report was considered confidential pursuant to Section 282.318, Florida Statutes and therefore limited information is provided in this report.) The overall objective of this audit was to evaluate the effectiveness of department policies, procedures and controls for managing its computer software resources. Recommendation: In general, our review showed that the department needed to formalize and disseminate policies and procedures regarding software management. The department also needed to supplement its written policies and procedures with an on-going information security awareness program.	CONCUR: The Chief Information Office agreed with all the recommendations in the report and hopes to have all efforts completed by December 2009. The OIG is scheduled to conduct a follow-up review of the status of implementation of this recommendation in Fiscal Year 2009-10.	



STATE EMPLOYEE LEASING & BBIB

EXHIBITS
OR
SCHEDULES



STATE EMPLOYEE LEASING & BBIB

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services 72010300 State Employee Leasing Program **Program: Fund:** 2021 Administrative Trust **Specific Authority:** Ch. 288.901(2), F.S. **Purpose of Fees Collected:** Provides a lease agreement program that allows Enterprise Florida, Inc., to hire persons who, as of June 30, 1996, are employed by Department of Commerce or who, as of January 1, 1997, are employed by the Executive Office of the Governor (specifically the Workforce Development Board). Also provides a lease agreement program with FL BBIB, Inc., to hire persons who, as of June 30, 2002, are employed by BBIB. 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 Land IL.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete X Sections I. II. and III only.) (1) (2)(3)(4) **SECTION I - FEE COLLECTION** ACTUAL **ESTIMATED REQUEST** FY 2008-09 FY 2009-10 FY 2010-11 **Receipts:** Reimbursement from Enterprise 311.117 358.883 362.068 Reimbursement from BBIB 68.658 74.550 75,212 **Total Fee Collection to Line (1) - Section III** 379,775 433,433 437,280 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 373,840 427,510 429,450 **HR Statewide Contract** 1,919 1,907 1,907 **Indirect Costs Charged to Trust Fund:** Transfer to 2021-Admin. Assess. Fee 4,016 4,016 4,016 Reserve for Pay Package **Total Full Costs to Line (2) - Section III** 379,774 433,433 435,373 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) 379,775 433,433 437,280 TOTAL SECTION II (B) 379,774 433.433 435,373 **TOTAL - Surplus/Deficit** (C) 0 0 1,907 **EXPLANATION:** Negative balances are offset by cash balance carried forward (See Schedule I)

Department 72 Management Services				Budget Perio	od: 2010 - 11
Color					
(1) (2) (3) (4) ACTUAL ESTIMATED REQUEST FUNDING SOURCE -STATE FY 2008 - 09 FY 2009 - 10 FY 2010 - 1 Reimbursements from EFI & BBIB 1,5					
ACTUAL ESTIMATED REQUEST FY 2008 - 09 FY 2009 - 10 FY 2010 - 10 FY	runu.				
FUNDING SOURCE -STATE FY 2008 - 09 FY 2009 - 10 FY 2010 - 1 Reimbursements from EFI & BBIB - - - 1,5 —<	(1)		(2)	(3)	(4)
FUNDING SOURCE -STATE FY 2008 - 09			ACTUAL	ESTIMATED	REQUEST
Reimbursements from EFI & BBIB 1,9	FUNDING SOUI	RCE -STATE	FY 2008 - 09	FY 2009 - 10	
		STITE	112000 0	112005 10	11 2010 11
FUNDING SOURCE -NON-STATE	Reimbursement	s from EFI & BBIB		-	1,90
FUNDING SOURCE -NON-STATE					
FUNDING SOURCE -NON-STATE					
FUNDING SOURCE -NON-STATE					
FUNDING SOURCE -NON-STATE					
FUNDING SOURCE -NON-STATE					
FUNDING SOURCE -NON-STATE					
FUNDING SOURCE -NON-STATE					
	FUNDING SOUI	RCE -NON-STATE			
ΓΟΤALS* - 1,9	FUNDING SOUI	RCE -NON-STATE			

Office of Policy and Budget - July, 2009

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	MANAGEMENT SERVICES ADMINISTRATIVE TRUST STATE EMPLOYEE LEASING (72010300) 2021				
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	0 (A)		0		
ADD: Other Cash (See Instructions)	(B)		0		
ADD: Investments	(C)		0		
ADD: Outstanding Accounts Receivable	4,865 (D)		4,865		
ADD:	(E)		0		
Total Cash plus Accounts Receivable	4,865 (F)		4,865		
LESS Allowances for Uncollectibles	(G)		0		
LESS Approved "A" Certified Forwards	4,865 (H)		4,865		
Approved "B" Certified Forwards	(H)		0		
Approved "FCO" Certified Forwards	(H)		0		
LESS: Other Accounts Payable (Nonoperating)	(I)		0		
LESS: Other Accounts Payable	(J)		0		
Unreserved Fund Balance, 07/01/09	0 (K)		0 **		

Office of Policy and Budget - July 2009

year and Line A for the following year.



FACILITIES MANAGEMENT

EXHIBITS
OR
SCHEDULES



FACILITIES MANAGEMENT

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS **Department:** 72 Management Services **Budget Period: 2010-11 Program:** 72400100 Facilities Management 2225 Fl. Facilities Pool WCTF **Fund: Specific Authority:** 255.503, F.S. Used for Florida Facilities Pool Capital Projects not funded by a specific **Purpose of Fees Collected:** bond issue. 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete X Sections I, II, and III only.) **SECTION I - FEE COLLECTION ACTUAL ESTIMATED** REQUEST FY 2008-09 FY 2009-10 FY 2010-11 **Receipts: Interest Earnings** 166,057 175,000 175,000 Transfers from Debt Svc (313001) 205.000 62.000 200.000 5,500,000 Transfer in from other Agency **Total Fee Collection to Line (A) - Section III** 5,871,057 237.000 375,000 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits Other Personal Services **Expenses** Operating Capital Outlay Fixed Capital Outlay - CCOC - DCA 5,500,000 Capitol Complex Security **Indirect Costs Charged to Trust Fund:** SWFS Post Closing Adj 14,000 TR to GR-7.3% & 8% Srv Chrg 14,000 12,482 Transfer from Fac Pool Clrg TF (2313) Total Full Costs to Line (B) - Section III 5,512,482 14,000 14,000 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) 5,871,057 237,000 375,000 TOTAL SECTION II 5,512,482 14,000 14,000 (B) 358.574 223,000 **TOTAL - Surplus/Deficit** (C) 361.000 **EXPLANATION:** Negative balances are offset by cash balance carried forward (See Schedule I)

epartment: rogram:		ment Services Facilities Manageme	Budget Perio	d: 201 <u>0</u> -11
und:		la Facilities Pool Cl		
pecific Authority:	255.251, F.S	S		
urpose of Fees Collected:			uirements, capital dep	
	to transfer to		mt. to cover cost of o	perations
Toma of Economic Portion (C)	-		oo indicar-d \	
Type of Fee or Program: (Ch Regulatory services or oversig				III and attach
Examination of Regulatory	Fees Form - Pa	rt I and II.)	•	
Non-regulatory fees authorize Sections I, II, and III only.)	d to cover full	cost of conducting a s	pecific program or servi	ice. (Complete
(1)		(2)	(3)	(4)
ECTION I - FEE COLLEG	TION	ACTUAL	ESTIMATED	REQUEST
	<u> </u>	FY 2008-09	FY 2009-10	FY 2010-11
<u>eceipts:</u> Office Space-State		89,643,569	91,820,366	95,854,542
Interest Earnings		271,572	100,000	100,000
Projected Rental Rate Inci	rease		100,000	3,200,000
Transfer in from DCA			2,494,088	2,=30,000
otal Fee Collection to Line (1)	- Section III	89,915,141	94,414,454	99,154,542
ECTION II - FULL COST		00,010,141	04,414,404	33,134,042
	<u>5</u>			
virect Costs: Salaries and Benefits				
Other Personal Services				
Expenses				
Operating Capital Outlay				
	Consiss)	20,000,007	20 444 004	20.005.005
Fixed Capital Outlay (Debt	Service)	29,880,237	32,444,031	32,805,335
direct Costs Charged to T	rust Fund:			
Payments to SBA-Capital [2,800,000	4,213,227	7,713,227
Payments to SBA-Operation	•	57,306,942	57,657,196	58,668,488
Pymts to SBA-Admin Fee			. ,	
TransferFacilities Wkg Ca	apital TF (222	205,000	62,000	200,000
FCO Expenditure not on So				
Adjustment to CFO Beg Ba		38,512,675		
otal Full Costs to Line (2) -	Section III	128,704,854	94,376,454	99,387,050
asis Used:				
ECTION III - SUMMARY				
TOTAL SECTION I	(A)	89,915,141	94,414,454	99,154,542
TOTAL SECTION II	(B)	128,704,854	94,376,454	99,387,050
TOTAL - Surplus/Deficit		(38,789,713)	38,000	(232,508)
	(-)	(==,: ==,: :=)	33,333	(===,500
XPLANATION:				

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services **Program:** 72400100 Facilities Management 2495 Public Facilities Fin TF **Fund: Specific Authority:** 255.518, F.S. **Purpose of Fees Collected:** Receives bond proceeds from sale of bond issues. Used for construction of DMS facilities. 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.) 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 2008-09 FY 2009-10 FY 2010-11 **Receipts:** Interest Earnings 2,714,803 1,300,000 500,000 **Bond Proceeds** 33,291,678 **Total Fee Collection to Line (A) - Sect** 36,006,482 1,300,000 500,000 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits Other Personal Services **Expenses Operating Capital Outlay** Fixed Capital Outlay 1,200,000 2,471,529 **Indirect Costs Charged to Trust Fund:** FCO Budget Amount on Schedule 1 (1,200,000)FCO Expenditures not on Schedule 1 52,872,033 FCO Appropriation Certified Forward 85,672,012 Payment to SBA - 310229 225,000 225,000 224,412 FCO Accounts Payable/495014 (25,508)CPC Activity in Fund Per SWFS 19,264,326 225,000 **Total Full Costs to Line (B) - Section 1** 158,007,275 2.696.529 Basis Used: Accrual **SECTION III - SUMMARY** 500,000 TOTAL SECTION I (A) 36,006,482 1,300,000 TOTAL SECTION II 158,007,275 225,000 (B) 2,696,529 TOTAL - Surplus/Defici (122,000,794)275,000 (C) (1,396,529)**EXPLANATION:** Negative balance is offset by cash balance brought forward (See Schedule I)

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services 72400100 Facilities Management Program: **Fund:** 2510 Operating Trust **Specific Authority:** 2006-79 Laws of Florida **Purpose of Fees Collected:** Various 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 IL.) 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 2008-09 FY 2009-10 FY 2010-11 **Receipts:** Transfer In for Tenant Improvements 1,000,000 188,247 150,000 130,000 Interest Earnings **Tenant Improvements Revenues** 423,585 150,000 **Total Fee Collection to Line (A) - Section III** 611,832 1,130,000 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits Other Personal Services **Expenses Operating Capital Outlay** S.C.:Master Lease Space Tenant Imprv. 929,357 1,929,367 479,367 S.C.:Tenant Broker Commissions 423,587 **Indirect Costs Charged to Trust Fund:** 2.000.000 Legislative Cash Sweep TR to GR-7.3% & 8% Service Charge 14,017 12.000 10.400 Total Full Costs to Line (B) - Section III 3,366,961 1,941,367 489,767 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I 611,832 150,000 1,130,000 (A) TOTAL SECTION II (B) 3,366,961 1,941,367 489,767 **TOTAL - Surplus/Deficit** (2,755,129)(1,791,367)640,233 (C) **EXPLANATION:** Negative balances are offset by cash balance carried forward (See Schedule I) See 2339 for Actual FY 2005-06 and Estimated FY 2006-07 Information

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS Budget Period: 2010-11 **Department:** 72 Management Services 72400100 Facilities Management **Program:** Fund: 2696 Supervision Trust **Specific Authority:** 255, F.S. **Purpose of Fees Collected:** To provide funds for the operation, maintenance, parking, security, and administration of state-owned facilities controlled by the Department of Management Services. 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 Land IL.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I. II. and III only.) (2)(3)(4) (1)**SECTION I - FEE COLLECTION ACTUAL ESTIMATED** REQUEST FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 Receipts: SEE ATTACHED LISTING Total Fee Collection to Line (1) - Section III 72,298,589 66,552,725 67,431,510 **SECTION II - FULL COSTS Direct Costs:** 13,696,690 13,678,359 13,787,724 Salaries and Benefits Other Personal Services 10,199 17,000 17,000 4,795,664 4,779,271 Expenses 4,913,060 Operating Capital Outlay 71,099 73,727 73,727 Transfer to FDLE-Capitol Police 5,435,603 5,976,011 6,005,291 Contracted Services 7,669,147 8,082,662 8,107,310 1,148,387 DMS/Facilities Security 1,030,042 1,148,387 Interior Reburishment / Lease 1,346,845 1,344,170 234,011 173,313 173,313 Risk Management Insurance 20,784,781 20,410,805 18,623,443 State Utility Payments Capitol Repairs 50,000 50,000 50,000 684,878 1,034,206 Deferred-Pay Com Contracts 78,614 HR Statewide Contract 119,401 115,458 115,458 219,261 Data Processing-STO Data Processing-SSRC 169,243 169,243 2,800,000 **Fixed Capital Outlay** 7,713,227 7,713,227 **Indirect Costs Charged to Trust Fund:** TR/DMS Administrative Trust Fund 2,388,646 2,165,454 2,381,999 TR to GR-7.3% & 8% Srvc Chrg 75,546 68,133 68,133 Refunds 17,632 Refund-State Hurricane Payback DCA (429,203) Comp Leave Liability in Beg Bal Cert. Forward Reversions (127,240)CF B paid 91,881 FCO Expenditures in Trial Balance 8,024,949 3,366,344 FCO Certified Forward FCO A/P In Trial Balance not on Schedule (136,394)FCO Budget Amount on Schedule 1 (2,800,000)Prior Year FCO Accounts Payables Deleted (479,270)Reserve for Pay Package **Total Full Costs to Line (2) - Section III** 66,290,306 67,040,467 66,035,094 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) 72,298,589 66,552,725 67,431,510 TOTAL SECTION II 66,035,094 (B) 66,290,306 67,040,467 **TOTAL - Surplus/Deficit** 6,008,283 (487,742)1,396,416 (C) **EXPLANATION:**

Negative balances are offset by cash balance carried forward (See Schedule I)

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Budget Period: 2010-11 **Department:**

72 Management Services 72400100 Facilities Management **Program:** 2696 Supervision Trust **Fund:**

Specific Authority: 255, F.S.

Purpose of Fees Collected: To provide funds for the operation, maintenance, parking, security, and

administration of state-owned facilities controlled by the Department of

Managemen		<u>*</u>	
(1)	(2)	(3)	(4)
SECTION I - FEE COLLECTION	ACTUAL	ESTIMATED	REQUEST
	FY 2008 - 09	FY 2009 - 10	FY 2010 - 11
Receipts:			
Transfer from SBA - O&M	59,368,933	57,657,196	55,085,338
Transfer from SBA-Cap. Dep.	11,393,596	4,213,227	7,963,870
Transfer from SBA-Cap. Dep. for Backlo	og		
Projected Rental Rate Increase			3,200,000
Central Maintenance Facility	11,121	3,400	3,400
Interest Earnings-Oper & Maint	329,843	350,000	350,000
Utility Collections & Landscaping	1,824	1,824	1,824
Misc.Services-Build.Tenants	4,444	4,500	4,500
Rental Receipts	31,370	31,370	31,370
Transfer from SBA to use Cash Balance	•	3,500,000	
Reimbursements & Refunds	366,250		
Projected Rental Rate Increase			
Paid Parking Fees-State Agencies	182,878	182,878	182,878
Paid Parking Fees-Employees	608,330	608,330	608,330
Total Fee Collection to Line (1) - Section III	72,298,589	66,552,725	67,431,510

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72400100 Facilities Management Fund: 2313 Florida Facilities Pool Clearing Trust (1) (2) (3) **(4) ACTUAL ESTIMATED REQUEST FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 200,497 238,497 138,496 Rental-Office Space-State **FUNDING SOURCE-NON-STATE TOTALS*** 200,497 238,497 138,496 *Must agree to amounts on Schedule I, Section IV, Line I.

Office of Policy and Budget - July, 2009

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SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72400100 Facilities Management 2225 Fl. Facilities Pool WCTF Fund: (1) (2) (3) **(4) ACTUAL REQUEST ESTIMATED FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 6,322,546 6,099,546 6,683,546 **Bond Insurance Premiums FUNDING SOURCE-NON-STATE TOTALS*** 6,099,546 6,322,546 6,683,546 *Must agree to amounts on Schedule I, Section IV, Line I.

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SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72400100 Facilities Management Fund: 2495 Public Facilities Fin Trust (1) (2) (3) **(4) ACTUAL ESTIMATED REQUEST FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 4,746,245 3,349,716 3,624,716 Bond Proceeds & Interest Earnings **FUNDING SOURCE-NON-STATE TOTALS*** 4,746,245 3,349,716 3,624,716 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010-11 Department:** 72 Management Services Budget Entity: 72400100 Facilities Management **Fund:** 2510 Operating Trust (1) (2) (3) **(4)** ACTUAL **ESTIMATED** REQUEST **FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 5,865,153 4,073,786 5,185,886 Transfer from Monroe County **FUNDING SOURCE-NON-STATE TOTALS*** 5,865,153 4,073,786 5,185,886

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72400100 Facilities Management Fund: 2696 Supervision Trust (1) (2) (3) **(4) ACTUAL REQUEST ESTIMATED FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 6,231,515 6,889,546 5,743,773 Rental Fees **FUNDING SOURCE-NON-STATE TOTALS*** 6,231,515 5,743,773 6,889,546 *Must agree to amounts on Schedule I, Section IV, Line I.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2010 - 2011 MANAGEMENT SERVICE SUPERVISION TRUST FACILITIES MANAGEMEN 2696		
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	305,281 (A)		305,281
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	9,560,721 (C)		9,560,721
ADD: Outstanding Accounts Receivable	2,540,256 (D)	0	2,540,256
ADD: Restricted Investments at Cost, SBA	3,366,344 (E)		3,366,344
Total Cash plus Accounts Receivable	15,772,601 (F)	0	15,772,601
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	3,111,394 (H)		3,111,394
Approved "B" Certified Forwards	865,876 (H)		865,876
Approved "FCO" Certified Forwards	3,366,344 (H)		3,366,344
LESS: Other Accounts Payable (Non Operating)	1,209,743 (I)		1,209,743
LESS: Other Accounts Payable		0	0
LESS: <u>Deferred Revenue</u>	987,729 (J)		987,729
Unreserved Fund Balance, 07/01/09	6,231,515 (K)	0	6,231,515 **

^{*}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.

	Budget Period: 2010-2011			
Department Title:	ES			
Trust Fund Title:	FL FAC POOL WCTF			
Budget Entity:	FACILITIES MANAGEME	ENT (72400100)		
LAS/PBS Fund Number:	2225			
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	20,652 (A)		20,652	
ADD: Other Cash (See Instructions)	(B)		0	
ADD: Investments	9,665,995 (C)		9,665,995	
ADD: Outstanding Accounts Receivable	22,192 (D)		22,192	
ADD:	(E)		0	
Total Cash plus Accounts Receivable	9,708,840 (F)		9,708,840	
LESS Allowances for Uncollectibles	(G)		0	
LESS Approved "A" Certified Forwards	(H)		0	
Approved "B" Certified Forwards	(H)		0	
Approved "FCO" Certified Forwards	3,604,218 (H)		3,604,218	
LESS: Other Accounts Payable (Nonoperating)	5,077 (I)		5,077	
LESS: Other Accounts Payable	0 (J)		0	
Unreserved Fund Balance, 07/01/09	6,099,546 (K)		6,099,546 **	
Notes: *SWFS = Statewide Financial Statemen ** This amount should agree with Line		e I for the most recent	t completed fiscal	

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year and Line A for the following year.

	Budget Period: 2010 - 2011				
Department Title:	MANAGEMENT SERVICES				
Trust Fund Title:	FL FAC POOL CLEARING				
Budget Entity: LAS/PBS Fund Number:	FACILITIES MANAGEMEN 2313	NT (72400100)			
LAS/PBS Fund Number:	2313		_		
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	1,935,708 (A)		1,935,708		
ADD: Other Cash (See Instructions)	12,204 (B)		12,204		
ADD: Investments	27,768,484 (C)		27,768,484		
ADD: Outstanding Accounts Receivable	206,369 (D)	-	206,369		
ADD:	(E)		0		
Total Cash plus Accounts Receivable	29,922,765 (F)	0	29,922,765		
LESS Unearned Revenue	1,935,708 (G)		1,935,708		
LESS Approved "A" Certified Forwards	(H)		0		
Approved "B" Certified Forwards	(H)		0		
Capital Depreciation-Restricted Asset	(H)		0		
LESS: Other Accounts Payable (Debt Service)	27,786,560 (I)		27,786,560		
LESS: Other Accounts Payable	0 (J)		0		
	200,497 (K)	0	200,497		

Office of Policy and Budget - July 2009

year and Line A for the following year.

Department Title:	Budget Period: 2010 - 2011 MANAGEMENT SERVICE	ES			
Trust Fund Title:	PUBLIC FACILITIES FINANCING TRUST				
Budget Entity:	FACILITIES MANAGEMENT (72400100)				
LAS/PBS Fund Number:	2495				
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	0 (A)		0		
ADD: Other Cash (See Instructions)	(B)		0		
ADD: Investments	90,211,130 (C)		90,211,130		
ADD: Outstanding Accounts Receivable	216,476.92 (D)		216,477		
ADD:	(E)		0		
Total Cash plus Accounts Receivable	90,427,607 (F)		90,427,607		
LESS Allowances for Uncollectibles	(G)		0		
LESS Approved "A" Certified Forwards	(H)		0		
Approved "B" Certified Forwards	(H)		0		
Approved "FCO" Certified Forwards	85,672,012 (H)		85,672,012		
LESS: Other Accounts Payable (Non Operating)	9,350 (I)		9,350		
LESS: Other Accounts Payable	(J)		0		
Unreserved Fund Balance, 07/01/09	4,746,245 (K)		4,746,245 **		
Notes:					
*SWFS = Statewide Financial Statemen		T.O. (1)	1 4 16 1		
** This amount should agree with Line year and Line A for the following ye		e 1 for the most recent	completed fiscal		

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2010 - 2011 MANAGEMENT SERVICE OPERATING TRUST FACILITIES MANAGEMEN 2510		
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0		0
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	6,208,383 (C)		6,208,383
ADD: Outstanding Accounts Receivable	14,457 (D)		14,457
ADD:	(E)		0
Total Cash plus Accounts Receivable	6,222,839 (F)		6,222,839
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	31,767 (H)		31,767
Approved "B" Certified Forwards	322,180 (H)		322,180
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable (Non Operating)	3,738 (I)		3,738
LESS: Other Accounts Payable	(J)		0
Unreserved Fund Balance, 07/01/09	5,865,153 (K)		5,865,153
Notes: *SWFS = Statewide Financial Statemen* ** This amount should agree with Line year and Line A for the following year	I, Section IV of the Schedule	I for the most recent	t completed fiscal

Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICES		
Trust Fund Title:	Florida Facilities Pool Working Capital Trust Fund		
LAS/PBS Fund Number:	2225		
BEGINNING TRIAL BAL	ANCE:		
Unreserved Fun	d Balance Per Trial Balance, 07-01-09	9,703,764	
Add/Subtract:			
Compensated Le	eave Liability in FLAIR		
Not on Schedule 1C		0.00	
FCO Certified F	Forward recored on Schedule 1C		
Not Recorded in	FLAIR	(3,604,218)	
Other Adjus	stment(s):		
Statewide Post (Closing adjustment to Accounts Receivable		
ADJUSTED BEGINNING	TRIAL BALANCE:	6,099,546	
UNRESERVED FUND BAI	LANCE, SCHEDULE IC	6,099,546	
DIFFERENCE:		(0)	

		Budget Period: 2010 - 2011	
		720000 MANAGEMENT SERVIC	Department Title:
<u>.d</u>	st Fund	Florida Facilities Pool Clearing Tru	Frust Fund Title:
		2313	LAS/PBS Fund Number:
		ANCE:	BEGINNING TRIAL BALA
(46,505,215.06)	(4	d Balance Per Trial Balance, 07-01-09	Unreserved Fund
			Add/Subtract:
(ties Pool Trust Fund	The Florida Facilit
		sh balance will not	unencumbered ca
		l earnings unreserved	equal the retained
		bond liabilities are	in FLAIR because
		and but the assets	recorded in this fu
		e Supervision Trust Fund	are recorded in the
		ays have a deficit	This fund will alwa
		lue the outstanding	retained earning d
		nd other liabilities	bonds payables ar
		ilities Pool.	of the Florida Faci
		ties Pool Trust Funds	The Florida Facilit
		or Statewide Financial Purposes.	are consolidated for
		und is considered	All assets in this fu
		asset per the	to be a restricted a
46,705,712.00	4		Bond Covenants.
		stment(s):	Other Adjus
(Closing Adjustment @ June 30, 2009	Statewide Post C
200,497		ΓRIAL BALANCE:	ADJUSTED BEGINNING
200,497		LANCE, SCHEDULE IC	UNRESERVED FUND BAI
(0)			DIFFERENCE:

RECONCILIATION:	BEGINNING TRIAL BALANCE TO SC	HEDULE I and IC
	Budget Period: 2010 - 2011	
Department Title:	720000 MANAGEMENT SERVICES	
Trust Fund Title:	Public Facilities Financing Trust Fund	
LAS/PBS Fund Number:	2495	
BEGINNING TRIAL BALA	NCE:	
495XXX Unreser	ved Fund Balance Per Trial Balance, 07-01-	0.00 (A)
495016 Unreserve	ed Fund Balance Per Trial Balance, 07-01-0	2,577,001.68
495017 Unreserve	ed Fund Balance Per Trial Balance, 07-01-0	506,191.56
495018 Unreserve	ed Fund Balance Per Trial Balance, 07-01-0	56,297,588.79
495019 Unreserve	ed Fund Balance Per Trial Balance, 07-01-0	30,638,684.10
495001 Unreserve	ed Fund Balance Per Trial Balance, 07-01-0	26,091,761.01
Add/Subtract:		
Accounts Payable	in FLAIR	
Not on Schedule	IC	398,790.87
FCO Certified Fo	rward on Schedule 1C	
Not in FLAIR		(85,672,012.00)
Bureau of Private	Prisons Facilitiles Financing	
Provided by Depa	at. Of Corrections	(26,091,761.01)
Other Adjust	ment(s):	
Statewide Post Cl	osing Adjustment @ June 30, 2009	(C)
ADJUSTED BEGINNING T	RIAL BALANCE:	4,746,245 (D)
UNRESERVED FUND BALA	ANCE, SCHEDULE IC	4,746,245 (E)
DIFFERENCE:		0 (F)*
*SHOULD EQUAL ZERO.		

Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICES	
Trust Fund Title:	Facilities Grants & Donations Capital T	rust Fund
LAS/PBS Fund Number:	2510	
BEGINNING TRIAL BALA	ANCE:	
Unreserved Fund	d Balance Per Trial Balance, 07-01-09	5,865,153
Add/Subtract:		
Compensated Le	eave Liability in FLAIR	
Not on Schedule 1C		0.00
Certified Forwar	rd B recored on Schedule 1C	
Not Recorded in	FLAIR	0
Other Adjus	etment(s):	
Statewide Post C	Closing adjustment to Accounts Receivable	
ADJUSTED BEGINNING	ΓRIAL BALANCE:	5,865,153
UNRESERVED FUND BAI	LANCE, SCHEDULE IC	5,865,153
DIFFERENCE:		0

Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICES	
Trust Fund Title:	Supervision Trust Fund	
LAS/PBS Fund Number:	2696	
BEGINNING TRIAL BAL	ANCE:	
Unreserved Fur	nd Balance Per Trial Balance, 07-01-09	(731,481.63)
Add/Subtract:		
Property Value	Recorded In FLAIR As Assets/Not Recorded C	On (1
Schedule 1C		(66,556.02)
Certified Forwa	ard Bs Included On Schedule 1C/	
Not Included In	FLAIR Retained Earnings Unreserved	(865,876.00)
Compensated A	Absences Liability Recorded In FLAIR/	
Not Recorded (On Schedule 1C	1,950,516.96
Accounts Payab	ble Not Certified Forward in FLAIR	
Not Recorded (On Schedule 1C	5,808,605.00
FCO Accounts	Payables Recorded In FLAIR And Also Record	ded
On The Schedu	le 1C-FCO Certified Forward Balances Amou	136,393.55
Other Adju	stment(s):	
Statewide Post	Closing Adjustment @ June 30, 2009	(86.96)
ADJUSTED BEGINNING	TRIAL BALANCE:	6,231,515 (I
UNRESERVED FUND BA	LANCE, SCHEDULE IC	6,231,515 (I
DIFFERENCE:	Г	(0) (1

SCHEDULE VI: DETAIL OF DEBT SERVICE				
Department: Budget Entity:	MANAGEMEN FACILITIES MA	T SERVICES ANAGEMENT/724 (2)	_	iod 2010 -2011 SERIES 1998 (4)
(1)		ACTUAL	ESTIMATED	REQUEST
SECTION I		FY 2008-2009	FY 2009-2010	FY 2010-2011
Interest on Debt	(A)	2,117,059	2,055,819	1,989,174
Principal	(B)	1,515,000	1,575,000	1,640,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	(F)	3,632,059	3,630,819	3,629,174
Explanation:	construction of f	acilities to be leased d by a pledge of the	ssued to provide funds I to State agencies. To revenues, derived from	
SECTION II ISSUE: (1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
(6)		(7) ACTUAL FY 20	(8) ESTIMATED FY 20	(9) REQUEST FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fee	1 1			
Other	(J)			
Total Debt Service	(K)			
ISSUE:	, ,			
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
INTEREST RATE	WATERITI DATI	ISSUE AWOUNT	JUNE 30, 20	JUNE 30, 20
		ACTUAL FY 20	ESTIMATED FY 20	REQUEST FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	s (I)			
Other	(J)			
Total Debt Service	(K)			

SCHEDULE VI: DETAIL OF DEBT SERVICE				
Department: Budget Entity:	MANAGEMEN FACILITIES MA	T SERVICES ANAGEMENT/724 (2)	_	od 2010 -2011 SERIES 1999 (4)
(1)		ACTUAL	ESTIMATED	REQUEST
SECTION I		FY 2008-2009	FY 2009-2010	FY 2010-2011
Interest on Debt	(A)	884,053	818,123	784,983
Principal	(B)	1,490,000	770,000	805,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	(F)	2,374,053	1,588,123	1,589,983
Explanation:	construction of f	acilities to be leased d by a pledge of the	ssued to provide funds I to State agencies. The revenues, derived from	
SECTION II ISSUE: (1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
(6)		(7) ACTUAL FY 20	(8) ESTIMATED FY 20	(9) REQUEST FY 20
Interest on Debt	(G)			
Principal Principal	(H)			
Fiscal Agent or Other Fee	1 1			
Other	(J)			
Total Debt Service	(K)			
ISSUE:	(/			
		TOOLIN A MOUNT	HDT 20 20	TINE 20 20
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
		ACTUAL FY 20	ESTIMATED FY 20	REQUEST FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	s (I)			
Other	(J)	_		
Total Debt Service	(K)			

	SCHEDULE '	VI: DETAIL OF D	EBT SERVICE	
Department: Budget Entity:	MANAGEMEN FACILITIES MA	T SERVICES ANAGEMENT/72 (2)		od 2010 -2011 ERIES 2000 (4)
(1)		ACTUAL	ESTIMATED	REQUEST
SECTION I		FY 2008-2009	FY 2009-2010	FY 2010-2011
Interest on Debt	(A)	33,638	17,306	-
Principal	(B)	335,000	355,000	-
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	(F)	368,638	372,306	-
Explanation:	construction of f	acilities to be leased d by a pledge of the	ssued to provide funds to State agencies. The revenues, derived from	
SECTION II ISSUE: (1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
(6)		(7) ACTUAL	(8) ESTIMATED	(9) REQUEST
		FY 20	FY 20	FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)			
ISSUE:				
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
		ACTUAL FY 20	ESTIMATED FY 20	REQUEST FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)			

	SCHEDULE '	VI: DETAIL OF D	EBT SERVICE	
Department: Budget Entity:	MANAGEMEN FACILITIES MA	T SERVICES ANAGEMENT/724 (2)	_	od 2010 -2011 ERIES 2002 (4)
(1)		ACTUAL	ESTIMATED	REQUEST
SECTION I		FY 2008-2009	FY 2009-2010	FY 2010-2011
Interest on Debt	(A)	1,544,706	1,490,406	1,422,856
Principal	(B)	1,810,000	1,930,000	1,960,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	(F)	3,354,706	3,420,406	3,382,856
Explanation:	construction of f	acilities to be leased d by a pledge of the	ssued to provide funds I to State agencies. Th revenues, derived from	
SECTION II ISSUE: (1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
(6)		(7) ACTUAL FY 20	(8) ESTIMATED FY 20	(9) REQUEST FY 20
Interest on Debt	(G)			
Principal Principal	(H)			
Fiscal Agent or Other Fee	1 1			
Other	(J)			
Total Debt Service	(K)			
ISSUE:	(/			
			W.N.E. 20. 20	
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
		ACTUAL FY 20	ESTIMATED FY 20	REQUEST FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	s (I)			
Other	(J)	_		
Total Debt Service	(K)			

	SCHEDULE '	VI: DETAIL OF DE	EBT SERVICE	
Department: Budget Entity:	MANAGEMEN FACILITIES MA	T SERVICES ANAGEMENT/7240 (2)	Budget Perio 0100 Sl	od 2010 -2011 ERIES 2003 (4)
(1)		ACTUAL	ESTIMATED	REQUEST
SECTION I		FY 2008-2009	FY 2009-2010	FY 2010-2011
Interest on Debt	(A)	3,989,738	3,594,675	3,179,138
Principal	(B)	7,525,000	7,915,000	8,330,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	(F)	11,514,738	11,509,675	11,509,138
Explanation:	Florida Facilities	s Pool Bonds were iss	sued to provide funds t	for the acquisition and
			to State agencies. The	
	term, are secured operations of the		evenues, derived from	the leasing and
GT-GTT-0.1. T	operations of the	ese facilities.		
SECTION II ISSUE:				
(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 20	FY 20	FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	` ′ !			
Other	(J)			
Total Debt Service	(K)			
ISSUE:				_
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
		ACTUAL FY 20	ESTIMATED FY 20	REQUEST FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)			

	SCHEDULE '	VI: DETAIL OF D	EBT SERVICE	
Department: Budget Entity:	MANAGEMEN FACILITIES MA	T SERVICES ANAGEMENT/724((2)		od 2010 -2011 SERIES 2005 (4)
(1)		ACTUAL	ESTIMATED	REQUEST
SECTION I		FY 2008-2009	FY 2009-2010	FY 2010-2011
Interest on Debt	(A)	5,056,044	4,948,644	4,724,644
Principal	(B)	3,580,000	4,480,000	5,070,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fee	s (D)			
Other Debt Service	(E)			
Total Debt Service	(F)	8,636,044	9,428,644	9,794,644
Explanation:	construction of f	acilities to be leased d by a pledge of the	to State agencies. The revenues, derived from	
SECTION II ISSUE: (1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
(6)		(7) ACTUAL FY 20	(8) ESTIMATED FY 20	(9) REQUEST FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fee	· · · · ·			
Other	(J)			
Total Debt Service	(K)			
ISSUE:	, ,			
INTEREST RATE	MATIDITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
INTERESTRATE	WATCRITT DATE	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
		ACTUAL FY 20	ESTIMATED FY 20	REQUEST FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fee	s (I)			
Other	(J)			
Total Debt Service	(K)			

	SCHEDULE '	VI: DETAIL OF D	EBT SERVICE	
Department: Budget Entity:	MANAGEMEN FACILITIES MA	T SERVICES ANAGEMENT/724 (2)		od 2010 -2011 SERIES 2007 (4)
(1)		ACTUAL	ESTIMATED	REQUEST
SECTION I		FY 2008-2009	FY 2009-2010	FY 2010-2011
Interest on Debt	(A)	4,008,781	3,919,281	3,844,081
Principal	(B)	1,790,000	1,880,000	1,955,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fee	(D)			
Other Debt Service	(E)			
Total Debt Service	(F)	5,798,781	5,799,281	5,799,081
Explanation:	construction of f	acilities to be leased d by a pledge of the	ssued to provide funds I to State agencies. Th revenues, derived fron	
SECTION II ISSUE: (1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
(6)		(7) ACTUAL FY 20	(8) ESTIMATED FY 20	(9) REQUEST FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fee	` ' '			
Other	(J)			
Total Debt Service	(K)			
ISSUE:				
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
		ACTUAL FY 20	ESTIMATED FY 20	REQUEST FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fee	s (I)			
Other	(J)			
Total Debt Service	(K)			

	SCHEDULE '	VI: DETAIL OF D	EBT SERVICE	
Department: Budget Entity:	MANAGEMEN FACILITIES MA	T SERVICES ANAGEMENT/7240 (2)	_	iod 2010 -2011 SERIES 2008 (4)
(1)		ACTUAL	ESTIMATED	REQUEST
SECTION I		FY 2008-2009	FY 2009-2010	FY 2010-2011
Interest on Debt	(A)	1,540,914	1,849,088	1,826,513
Principal	(B)	-	645,000	665,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	(F)	1,540,914	2,494,088	2,491,513
Explanation:	construction of f	acilities to be leased d by a pledge of the 1	to State agencies. Trevenues, derived from	
SECTION II ISSUE: (1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
(6)		(7)	(8)	(9)
		ACTUAL FY 20	ESTIMATED FY 20	REQUEST FY 20
Interest on Debt	(G)			
Principal Principal	(H)			
Fiscal Agent or Other Fees	` ' '			
Other	(J)			
Total Debt Service	(K)			
ISSUE:				
INTEREST RATE	MATURITY DATI	ISSUE AMOUNT	JUNE 30, 20	JUNE 30, 20
		ACTUAL FY 20	ESTIMATED FY 20	REQUEST FY 20
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(1)			
Other	(J)			
Total Debt Service	(K)			

SCHEDULE I	X: MAJOR A	AUDIT FINDINGS AN	ND RECOMMENDA	ATIONS	Budget Period: 2010-2011	
Departme	ent: Manage	ment Services		Chief Internal Auditor:	John W. Davis	
Budget Enti	ty: Real Est	ate Development and I	Management	Phone Number:	(850) 487-9476	
(1)	(2)	(3)		(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA		OF FINDINGS AND MMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
				issues or findings to		
			-	eal Estate Development		
			and Managem	ient.		



FISCAL YEAR 2010-11

BUILDING CONSTRUCTION

EXHIBITS
OR
SCHEDULES



FISCAL YEAR 2010-11

BUILDING CONSTRUCTION

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services **Program:** 72400200 Building Construction **Fund:** 2033 Architects' Incidental Trust **Specific Authority:** 255, F.S. **Purpose of Fees Collected:** To provide funds for the administration and supervision of planning, design and construction of state-owned facilities. 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections X I, II, and III only.) (1) (2)(3)(4)**SECTION I - FEE COLLECTION ACTUAL ESTIMATED** REQUEST FY 2008 - 09 FY 2009-10 FY 2010-11 **Receipts:** SEE ATTACHED LISTING 1,973,302 1,683,367 1,312,617 Total Fee Collection to Line (1) - Section III **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 773,243 725,950 730,150 Other Personal Services 123.467 222.943 222.943 **Expenses Operating Capital Outlay** S.C.: Contracted Services 10,083 46.341 46.341 S.C.: Risk Management Insurance 19,194 19,449 19.449 Data Processing Services - STO 28.090 Data Processing Services - SSRC 21,150 21,150 **HR Statewide Contract** 4,254 4,228 4,228 700.000 700.000 700,000 FCO - Supplemental Contracts **Indirect Costs Charged to Trust Fund:** TR to GR-7.3% & 8% Service Charge 9.040 6,400 6,400 TR to 2021-Admin. Assess. Fee 88,777 71,266 78,393 Refunds Certified Forward Reversions (459)(914)A/P not Certified Forward Adj. to Line A for Comp Leave Liability (24,666)Legislative Cash Sweep 1,000,000 FCO Expenditures in Trial Balance 83,366 FCO Certified Forward 133,724 FCO A/P in Trial Balance not on Schedule 1C (64,386)FCO Budget Amount on Schedule 1 (700,000) 5% Trust Fund Reserve Reserve for Pay Package **Total Full Costs to Line (2) - Section III** 2,182,814 1,817,727 1,829,054 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) 1,973,302 1,683,367 1,312,617 TOTAL SECTION II (B) 2,182,814 1,817,727 1,829,054 **TOTAL - Surplus/Deficit** (C) (209,512) (134,360)(516,437 **EXPLANATION:** Negative balances are offset by cash balance brought forward (See Schedule I) 10.72400200-Schedule IA-Detail of Fees and Related Program Costs-Building Construction-2033.xlsx\SCHI

epartment:	72 Manageme	ent Services	Budget Peri	od: 201 <u>0</u> -11
Program:		ilding Construction		
Fund:	2033 Architec	cts' Incidental Trust		
Specific Authority:	255, F.S.			
Purpose of Fees Collected:	To provide fur	nds for the administra	tion and supervision	of planning, design
	and constructi	on of state-owned fac	ilities.	
(1)		(2)	(3)	(4)
SECTION I - FEE COLLEG	CTION	ACTUAL	ESTIMATED	REQUEST
		FY 2008 - 09	FY 2009-10	FY 2010 -11
Receipts:				
Construction Services		1,732,631	903,367	542,617
Property Transfer In				
Supplemental Contracts		153,536	700,000	700,000
Computer Charges (FLEE	Γ)			
Interest Earnings		86,045	80,000	70,000
Miscellaneous		1,090		
Total Fee Collection to Line (1)	- Section III	1,973,302	1,683,367	1,312,617

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period: 201<u>0</u>-11**

Program:72600200 Federal Property AssistanceFund:2699 Surplus Property Revolving Trust

Specific Authority: Chapter 217, F.S.

Purpose of Fees Collected: The agency administers the Federal Surplus Property Utilization Program

for the State of Florida. Service charges are placed on federal property and are passed on to certified donees whereby funds are generated.

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.)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete
Х	Sections I, II, and III only.)

(1) SECTION I - FEE COLLECTION	(2) ACTUAL FY 2008 - 09	(3) ESTIMATED FY 2009 - 10	(4) REQUEST FY 2010 - 11
Receipts:	200 700	200 700	200 722
Service Charges - Fed. Surp. Propert		260,723	260,723
U.S.Govt.Public Sale Reimbursement	ts 40,325	40,325	40,325
Motor Vehicle Sales			
Interest Earnings	9,390	9,400	9,400
Refunds and Reimbursements			
Projected Fee Increase			
Property Transfer In			
Total Fee Collection to Line (1) - Section I	II 310,438	310,448	310,448
SECTION II - FULL COSTS			
Direct Costs: Salaries and Benefits	211,149	239,843	241,503
Other Personal Services	211,110	200,010	211,000
Expenses	66,838	63,679	63,679
Operating Capital Outlay	,	·	· · · · · · · · · · · · · · · · · · ·
S.C.:Transfer to Fixed Capital Outlay	141,789		
S.C.:Contracted Services	1,794	6,379	6,379
S.C.:Risk Management Insurance	1,157	1,139	1,139
HR Statewide Contract	1,933	1,921	1,921
Data Processing Services/STO	1,431		
Data Processing Services/SSRC		4,804	4,804
Fixed Capital Outlay			
Indirect Costs Charged to Trust Fund			
TR to 2021-Admin.Assess.Fee Refunds/Reissues	37,740	31,062	34,168
B/A EOG B0209 Decrease DP-STO	-		
Certified Forward Reversions		-	
PY AP Not CF Deleted	(885)		
Comp Leave Liability in Beg Bal	(6,075)		
Supply Inventory in Beg Bal Reserve for Pay Package	6,173		_
Total Full Costs to Line (2) - Section I	II 463,044	348,827	353,593
Basis Used: Accrual			
SECTION III - SUMMARY TOTAL SECTION I (A)	310,438	310,448	310,448
TOTAL SECTION II (B)	463,044	348,827	353,593
TOTAL - Surplus/Deficit (C)	(152,606)	(38,379)	(43,145
EXPLANATION: Negative Balances are offset by Cash Balances	ance carried forward (see	e Schedule I)	

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72400200 Building Construction Fund: 2033 Architect's Incidental Trust (1) (2) (3) **(4) ACTUAL ESTIMATED** REQUEST **FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 2,237,607 2,103,247 1,587,610 **Construction Services FUNDING SOURCE-NON-STATE TOTALS*** 2,237,607 2,103,247 1,587,610 *Must agree to amounts on Schedule I, Section IV, Line I.

Department Title:	Budget Period: 2010-2011 MANAGEMENT SERVICE	S	
Trust Fund Title:	ARCHITECT'S INCIDENTA		
Budget Entity:	BUILDING CONSTRUCTION	ON	
LAS/PBS Fund Number:	2033		
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	19,875 (A)		19,875
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	2,741,646 (C)		2,741,646
ADD: Outstanding Accounts Receivable	241,247 (D)		241,247
ADD:	(E)		0
Total Cash plus Accounts Receivable	3,002,769	0	3,002,769
LESS Deferred Revenues	617,235 (G)		617,235
LESS Approved "A" Certified Forwards	12,531 (H)		12,531
Approved "B" Certified Forwards	(H)		0
Approved "FCO" Certified Forwards	133,724 (H)		133,724
LESS: Other Accounts Payable (Non Operating)	1,672 (I)		1,672
LESS: Other Accounts Payable	(J)		0
	2,237,607 (K)	0	2,237,607

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year and Line A for the following year.

Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICE	E S			
Frust Fund Title:	Architects Incidental Trust Fund				
LAS/PBS Fund Number:	2033				
BEGINNING TRIAL BALANCE:					
Unreserved Fund	d Balance Per Trial Balance, 07-01-09	2,180,227 (A			
Add/Subtract:					
Compensated Al Not Recorded On	osences Liabilityrecorded In FLAIR As An Schedule 1C	Liability/ 126,719			
	orward Balances ON Schedule 1C/ etained Earnings Unreserved	(133,724.00)			
FCO Accounts F	Payable in FLAIR				
Not Recorded O	n Schedule 1C	64,386			
Other Adjus	tment(s):				
Statewide Post C	Closing Adjustment @ June 30, 2009	(0			
		(0			
ADJUSTED BEGINNING	TRIAL BALANCE:	2,237,607 (D			
UNRESERVED FUND BAI	LANCE, SCHEDULE IC	2,237,607 (E			
		0 (F			



FISCAL YEAR 2010-11

AIRCRAFT MANAGEMENT

EXHIBITS OR SCHEDULES



FISCAL YEAR 2010-11 AIRCRAFT MANAGEMENT SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Department:** 72 Management Services Budget Period: 2010-11 **Program:** 72600100 Aircraft Management **Fund:** 2066 Bureau of Aircraft Trust **Specific Authority:** 287.161, F.S. To recover the normal direct costs of operating aircraft assigned to the **Purpose of Fees Collected:** Executive Aircraft Pool, and the total operational costs of the special purpose aircraft. 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, X and III only.) (2)(3)(4)**SECTION I - FEE COLLECTION** ACTUAL **ESTIMATED** REOUEST FY 2008 - 09 FY 2009 -10 FY 2010 - 11 Sale of Aircraft 1,351,009 630,625 650,000 Revenues from Oper.-Executive Air Pool 1,003,165 Reimbursements 34,866 7,920 7,920 Hanger Rental 7,920 Transfer in from General Revenue 430,000 4,000 Interest Earnings 4,000 13,236 **Total Fee Collection to Line (1) - Section III** 2,840,196 642,545 661,920 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 903,974 Other Personal Services 650,000 Expenses 488,370 630,625 Operating Capital Outlay 133,875 S.C.:Contracted Services S.C.:Risk Management Insurance 1,963 531,751 S.C.:Deferred-Pay Commodity Contracts S.C.:Aircraft Maintenance & Repairs 110,632 5,801 HR Statewide Contract **Data Processing Services-STO** 6,524 Data Processing Services-SSRC **Indirect Costs Charged to Trust Fund:** Refunds TR to GR-7.3% & 8% Srvc Chrg 100,213 320 TR to 2021-Admin.Assess.Fee 138,472 Legislative Cash Sweep 500,000 Property Transfer In Prior Year Payable not CF (1,260)Supply Inventory in Beginning Balalce 148,222 Comp Leave Liability in Beg Bal (30,538)Cur Cap Lease Liability- in Beg Bal (304,806)B/A EOG B0209 Decrease DP-STO Certified Forward Reversions (150)Uncollectble Receivables 52.914 5% Trust Fund Reserve 32,111 Reserve for Pay Package **Total Full Costs to Line (2) - Section III** 2,785,956 630,945 682,431 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I 2,840,196 642,545 661,920 (A) TOTAL SECTION II (B) 2,785,956 630,945 682,431 **TOTAL - Surplus/Deficit** 54,240 11,600 (20.511)(C) **EXPLANATION:** Negative balances are offset by cash balance carried forward (See Schedule I)

72600100 2056.xlsx\SCHIA

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72600100 Aircraft Management Fund: 2066 Bureau of Aircraft Trust (1) (2) (3) **(4) ACTUAL REQUEST ESTIMATED FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010-11 Aircraft Subscription Fees/Sale of KingAir 316,098 304,773 316,373 **FUNDING SOURCE-NON-STATE TOTALS*** 304,773 316,373 316,098 *Must agree to amounts on Schedule I, Section IV, Line I.

Donoutmont Title.	Budget Period: 2010 - 2011 MANAGEMENT SERVICES BUREAU OF AIRCRAFT TRUST AIRCRAFT (72600100)		
Department Title: Trust Fund Title:			
Budget Entity:			
LAS/PBS Fund Number:	2066		
•			
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	28,148 (A)		28,148
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	341,253 (C)		341,253
ADD: Outstanding Accounts Receivable	67,873 (D)		67,873
ADD:	(E)		0
Total Cash plus Accounts Receivable	437,274 (F)	0	437,274
LESS Allowances for Uncollectibles	52,914 (G)		52,914
LESS Approved "A" Certified Forwards	79,314 (H)		79,314
Approved "B" Certified Forwards	0 (H)		0
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable (Non Operating)	274 (I)		274
LESS: Other Accounts Payable	(J)		0
Unreserved Fund Balance, 07/01/09	304,773 (K)	0	304,773 **
Notes: *SWFS = Statewide Financial Statemen ** This amount should agree with Line		I for the most recen	t completed fiscal

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year and Line A for the following year.

RECONCILIAT	TION: BEGINNING TRIAL BALANC	CE TO SCHEDULE I and IC
	Budget Period: 2010 - 2011	
Department Title:	720000 MANAGEMENT SERVIC	CES
Frust Fund Title:	Aircraft Trust Fund	
LAS/PBS Fund Number:	2066	
BEGINNING TRIAL BAL	ANCE:	
Unreserved Fu	nd Balance Per Trial Balance, 07-01-09	41,463 (A)
Add/Subtract:		
= :	Recorded In FLAIR As Assets/Not Record	
	General Ledger Code 53600 Overstated ar	
Ledger Code 53	3900 Understated	323,161.01
Advances From	n Other Funds Recorded in FLAIR As A I	iability/
	On Schedule 1C	25,000.00
		, , , , , , , , , , , , , , , , , , ,
Compensated A	Absences Liabilityrecorded In FLAIR As A	A Liability/
Not Recorded (On Schedule 1C	131,535
Allowances for	Uncollectibles recorded on Schedule 1C	
Not Recorded i	n FLAIR	(52,914)
Supply Invento	ry Not Recorded On Schedule 1C/	
Included In FL.	AIR Retained Earnings Unreserved	(163,473)
Other Adju	stment(s):	
Statewide Post	Closing Adjustment @ June 30, 2009	(C)
ADJUSTED BEGINNING	TRIAL BALANCE:	304,773 (D)
UNRESERVED FUND BA	LANCE, SCHEDULE IC	304,773 (E)
DIFFERENCE:		(0) (F)*
MANAGEMENT OF THE STATE OF THE		
*SHOULD EQUAL ZERO).	



FEDERAL PROPERTY ASSISTANCE

EXHIBITS
OR
SCHEDULES



FEDERAL PROPERTY ASSISTANCE

SCHEDULE 1 SERIES

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72600200 Federal Property Assistance Fund: 2699 Surplus Property Revolving Trust (1) (2) (3) **(4) ACTUAL ESTIMATED REQUEST FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 437,277 398,898 355,753 Service Charges - Fed. Surp. Property **FUNDING SOURCE-NON-STATE TOTALS*** 437,277 398,898 355,753 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title: Trust Fund Title:	Budget Period: 2010 - 2011 MANAGEMENT SERVICES SURPLUS PROPERTY REVOLVING TRUST EDDER AL PROPERTY ASSISTANCE (72600200)				
Budget Entity: LAS/PBS Fund Number:	FEDERAL PROPERTY ASSISTANCE (72600200) 2699				
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	14,885.3 (A)		14,885		
ADD: Other Cash (See Instructions)	150 (B)		150		
ADD: Investments	348,144 (C)		348,144		
ADD: Outstanding Accounts Receivable	79,579 (D)	0	79,579		
ADD:	(E)		-		
Total Cash plus Accounts Receivable	442,759 (F)	0	442,759		
LESS Allowances for Uncollectibles	(G)		-		
LESS Approved "A" Certified Forwards	5,451 (H)		5,451		
Approved "B" Certified Forwards	0 (H)		-		
Approved "FCO" Certified Forwards	(H)		-		
LESS: Other Accounts Payable (Non Operating)	31 (I)		31		
LESS: Other Accounts Payable	(J)		-		
Unreserved Fund Balance, 07/01/09	437,277 (K)	0	437,277 **		
Notes: *SWFS = Statewide Financial Statemen* ** This amount should agree with Line		e I for the most recen	t completed fiscal		

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year and Line A for the following year.

	Budget Period: 2010 - 2011	
Department Title:	720000 MANAGEMENT SERVICE	ES
Trust Fund Title:	Surplus Property Revolving Trust Fu	ınd
LAS/PBS Fund Number:	2699	
BEGINNING TRIAL BALA	NCE:	
Unreserved Fund	Balance Per Trial Balance, 07-01-09	398,117 (A)
Add/Subtract:		
Accounts Payable	Not Certified Forward in FLAIR	(B)
Not Recorded On	Schedule 1C	0
Certified Forward	Bs Included On Schedule 1C/	
Not Included In F	LAIR Retained Earnings Unreserved	
Compensated Ab	sences Liability recorded In FLAIR As A	Liability/
Not Recorded On	Schedule 1C	39,160
Other Adjust	ment(s):	
Statewide Post Cl	osing Adjustment @ June 30, 2008	(C)
ADJUSTED BEGINNING T	RIAL BALANCE:	437,277 (D)
UNRESERVED FUND BAL	ANCE, SCHEDULE IC	437,277 (E)
DIFFERENCE:		(0) (F)
SHOULD EQUAL ZERO.		

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2010-2011 Department: Management Services Chief Internal Auditor: John W. Davis Budget Entity: Federal Property Assistance Phone Number: (850) 487-9476 (1) (2) (3) (4) (6)REPORT **PERIOD** UNIT/AREA SUMMARY OF FINDINGS AND SUMMARY OF **ISSUE CODE NUMBER ENDING** RECOMMENDATIONS CORRECTIVE ACTION TAKEN **Internal Audit** Federal **Property** Federal Property Assistance Review August 2008 Report no. Assistance 2008-1 Finding: Inventory is not current; results of the OIG physical inventory could not be matched to system records as current identification numbers on most inventory items Dated: have not been updated to correspond to numbers 9/23/2008 maintained in the system; many items shown as on hand in the system had been receipted out; missing items could not be reconciled to the reported inventory, therefore we could not conclude the items were missing; no inventory has been conducted since the new system was installed; staff did not conduct a physical inventory at the time the new system was installed and entered all inventory data by hand; consequently, inventory listed on old records and clerk's hard copy records do not reconcile with the new system's records. **Recommendation:** Conduct a 100% physical inventory of The Department was not required to all federal property at the distribution center; research and respond to this briefing report. reconcile differences between physical inventory to current system records and update system as necessary; update current identification numbers on inventory items to correspond to numbers in the system; conduct inventories on an established basis per agreement with GSA. Finding: Perimeter fencing in state of general disrepair; warehouse roof and two of the three bay doors need repair. **Recommendation:** Monitor and maintain perimeter fence on a regular basis; include funds for grounds and perimeter The Department was not required to fence maintenance in the regular operating budget; amend respond to this briefing report. current fiscal year budget to ensure timely completion of repairs for fencing and warehouse



MOTOR VEHICLE AND WATERCRAFT MANAGEMENT

EXHIBITS
OR
SCHEDULES



MOTOR VEHICLE AND WATERCRAFT MANAGEMENT

SCHEDULE 1 SERIES

SCHEDULE 1A:DETAIL OF FEE COLLECTION & RELATED PROGRAM COSTS 72 Management Services **Budget Period: 2010-11 Department: Program:** 72600300 Motor Vehicle/Watercraft Management Fund: 2510 Operating Trust **Specific Authority:** 2006-79, Laws of Florida **Purpose of Fees Collected:** For maintenance of EMIS 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. Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I. II. and III only.) (1)(2) **SECTION I - FEE COLLECTION ACTUAL ESTIMATED** REQUEST FY 2008-09 FY 2009-10 FY 2010-11 **Receipts: Equipment Mgmt.Report Fees** 542,529 542,529 542,529 Security/Escrow Deposits 4,846,911 4,900,000 4,900,000 46.745 2,500 Interest Earnings 2,500 Refunds 73 **Total Fee Collection to Line (1) - Section III** 5,436,258 5,445,029 5,445,029 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 609,476 679,972 684,172 Other Personal Services 74,314 141.419 141.148 Expenses **Operating Capital Outlay** S.C.:Pay/Exp/Sale Agency Vehicles 715,000 650,000 650,000 S.C.:Contracted Services 9,076 232 232 832 S.C.:Risk Management Insurance 1,028 832 HR Statewide Contract 3,460 3,460 3,481 **Data Processing Svcs-STO** 305,346 Data Processing Svcs-SSRC 296,861 296,861 **Indirect Costs Charged to Trust Fund:** Transfer to GR-7.3% - 8% Srvc Charge 3,428 200 200 3.856.738 4.103.000 4.103.000 Transfer Vehicle Auction Sales Proceed Transfer to 2021-Admin.Assess.Fee 99,822 100,192 110,211 TR from 72600400-2510 (375,000)(375,000)(375,000)**Current Compensated Leave Liability** (11,807)5,750 5% Trust Fund Reserve A/P not Certified Forward (5,878) Legislative Cash Sweep 2,000,000 7,285,024 5,601,168 5,620,866 **Total Full Costs to Line (2) - Section III** Basis Used **SECTION III - SUMMARY** TOTAL SECTION I 5,436,258 5,445,029 5,445,029 (A) TOTAL SECTION II 7,285,024 5,601,168 5,620,866 (B) **TOTAL - Surplus/Deficit** (1,848,766)(156, 139)(175,837)(C) **EXPLANATION:** Negative balances are offset by cash balance carried forward (See Schedule I) See 2339 for Actual FY 2005-06 and Estimated FY 2006-07 Information 72600300 2510 xls

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72600300 Motor Vehicle/Watercraft Managem Fund: 2510 Operating Trust Fund (1) (2) (3) **(4)** ACTUAL REQUEST **ESTIMATED FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 441,865 285,726 115,514 Security/Escrow Deposits **FUNDING SOURCE-NON-STATE TOTALS*** 441,865 285,726 115,514 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2010 - 2011 MANAGEMENT SERVICES OPERATING TRUST FUND MOTOR VEHICLE & WATERCRAFT MANAGEMENT (72600300) 2510			
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	38,472 (A)		38,472	
ADD: Other Cash (See Instructions)	(B)		0	
ADD: Investments	125,000 (C)		125,000	
ADD: Outstanding Accounts Receivable	317,204 (D)		317,204	
ADD:	(E)		0	
Total Cash plus Accounts Receivable	480,676 (F)		480,676	
LESS Allowances for Uncollectibles	(G)		0	
LESS Approved "A" Certified Forwards	16,561 (H)		16,561	
Approved "B" Certified Forwards	0 (H)		0	
Approved "FCO" Certified Forwards	(H)		0	
LESS: Other Accounts Payable (Non Operating)	22,250 (I)		22,250	
LESS: Other Accounts Payable	(J)		0	
Unreserved Fund Balance, 07/01/09	441,865 (K)		441,865 **	

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year and Line A for the following year.

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

Department Title:	Budget Period: 2009 - 2010 720000 MANAGEMENT SERVICES	
Trust Fund Title:	Motor Vehicle & Watercraft Management G	rants & Donations
LAS/PBS Fund Number:	2510	
BEGINNING TRIAL BAL	ANCE:	
Unreserved Fun	d Balance Per Trial Balance, 07-01-08	2,198,775.07 (A
Add/Subtract:		
Compensated Le	eave Liability in FLAIR	
Not on Schedule	e 1C	104,037.12 (E
Certified Forwar	rd B recored on Schedule 1C	
Not Recorded in	FLAIR	(200)
Accounts Payab	le Not Certified Forward in FLAIR	
Not Recorded O	n Schedule 1C	5,879
Other Adjus	stment(s):	
Statewide Post C	Closing adjustment to Accounts Receivable	(C
		(0
ADJUSTED BEGINNING	ΓRIAL BALANCE:	2,308,491 (D
UNRESERVED FUND BA	LANCE, SCHEDULE IC	2,308,491 (H
DIFFERENCE:		0 (F



PURCHASING OVERSIGHT

EXHIBITS
OR
SCHEDULES



PURCHASING OVERSIGHT

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Department:** Budget Period: 2010 - 11 72 Management Services 72600400 Purchasing Oversight **Program: Fund:** 2510 Operating Trust **Specific Authority:** 2006-79, Laws of Florida **Purpose of Fees Collected:** To cover the projected administrative and project service costs of the on-line procurement systems. 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) (2) (3) (4) (1) **SECTION I - FEE COLLECTION ACTUAL ESTIMATED** REQUEST FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** Transfer from Legislature State Term Contract Vendor User Fees 19,444,917 19,500,000 19,500,000 Pride 43,500 43,500 43,500 Refunds 8,348 State Purchasing Card Transaction Fee 4,041,334 4,100,000 4,100,000 56,000 Interest Earnings - Purchasing 126,585 56,000 Interest Earnings - PPM 98,887 110,000 120,000 Restitution - PPM 1,611 1,125,000 TR From DOC for Major Repairs - PPM 1,029,630 1,125,000 **Total Fee Collection to Line (1) - Section** 24,794,812 24,934,500 24,944,500 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 3,203,716 3,427,984 3,397,931 53,720 Other Personal Services 9,257 53,720 464,656 492,185 484,604 **Expenses** 29,859 **Operating Capital Outlay** 7,765 29,859 Sp.Cat.:3rd Party Monitoring 6,787 Sp.Cat.:Risk Management Insurance 6,101 6,787 Sp. Cat.: Web-Based E-Proc System 19,311,010 15,457,000 14,800,000 **HR Statewide Contract** 18,956 18,440 18,839 432,229 959,588 Private Prison-Maint/Repair 959,588 **Contracted Services** 383,864 91,267 91,267 Legal Services 14,443 120,000 120,000 Billing & Collections 500,625 228,583 250,000 250,000 Project Mgmt Prog Training Data Processing Services - STO 788.040 1,069,473 Data Processing Services - SSRC 1,069,473

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS Budget Period: 2010 - 11 **Department:** 72 Management Services 72600400 Purchasing Oversight **Program: Fund:** 2510 Operating Trust **Specific Authority:** 2006-79, Laws of Florida **Purpose of Fees Collected:** To cover the projected administrative and project service costs of the on-line procurement systems. (2) (3)(4) ACTUAL **ESTIMATED** REQUEST FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Indirect Costs Charged to Trust Fund** TR to GR-7.3% - 8% Srvc Chrg (PO) 8,447 4,480 4,480 TR to GR-7.3% - 8% Srvc Chrg (PPM) 8,800 9,600 7,394 Transfer to 2021-Admin. Assess. Fee 472,280 519,508 686,391 Refunds - State Revenues 186,603 Refunds- Non-State Revenues. Certified Forward Reversions (37,424)TR to 72600300-2510 375,000 375,000 375,000 TR from 72600500-2339 (OSD) TR from 72600400-2339 (PO) TR from 72600400-2339 (PPM) 891,219 899,354 TR to 72600500-2510 910,852 Legislative Cash Sweep 4,000,000 Prior Year Accounts Payable not CF (3,094,422)Leave Liability in CFO Beg Bal (132,220)5% Trust Fund Reserve 1,155,747 5% Trust Fund Reserve - PPM 61,270 Reserve for Pay Package Total Full Costs to Line (2) - Section III 28,260,233 23,736,616 24,318,126 **Basis Used: Accrual SECTION III - SUMMARY** TOTAL SECTION I (A) 24,794,812 24,934,500 24.944.500 TOTAL SECTION II 28,260,233 23,736,616 24,318,126 (B) 626,374 TOTAL - Surplus/Deficit (C) (3,465,421)1,197,884 **EXPLANATION:** Special Cat: Private Prison - Maint & Repairs in PC 1206. All other amounts in PC 1601.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72600400 Purchasing Oversight **Fund:** 2510 Operating Trust Fund (1) (2) (3) **(4) ACTUAL ESTIMATED REQUEST FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 4,934,789 6,132,673 6,759,047 Vendor User Fees **FUNDING SOURCE-NON-STATE TOTALS*** 4,934,789 6,132,673 6,759,047 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

2510	Budget Period: 2010 - 2011 MANAGEMENT SERVICES OPERATING TRUST FUND PURCHASING OVERSIGHT/PRIVATE PRISONS MONITORING (726004)			
2310				
	SWFS* Adjustments	Adjusted Balance		
269,664 (A)		269,664		
(B)		0		
5,780,563 (C)		5,780,563		
200,027 (D)		200,027		
(E)		0		
6,250,254 (F)		6,250,254		
(G)		0		
1,312,040 (H)		1,312,040		
0 (H)		0		
(H)		0		
3,425 (I)		3,425		
0 (J)		0		
4,934,789 (K)		4,934,789 **		
	(B) [5,780,563 (C) [200,027 (D) [(E) [6,250,254 (F) [(G) [1,312,040 (H) [(H) [(H) [3,425 (I) [6/30/2009 Adjustments 269,664 (A)		

Office of Policy and Budget - July 2009

year and Line A for the following year.

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

	Budget Period: 2010 - 2011	
Department Title:	720000 MANAGEMENT SERVICES	
Frust Fund Title:	Purchasing Oversight Operating Trust F	Tund
LAS/PBS Fund Number:	2510	
BEGINNING TRIAL BAI	LANCE:	
510069 Unrese	erved Fund Balance Per Trial Balance, 07-01-0	393,757.59
510111 Unrese	erved Fund Balance Per Trial Balance, 07-01-0	4,408,754.07
Add/Subtract	:	
Compensated A	Absences Liabilityrecorded In FLAIR As A Lia	h:1: 4/
*	On Schedule 1C	
Not Recorded	On Schedule 1C	132,277.80
Not Recorded Accounts Paya	On Schedule 1C	
Not Recorded Accounts Paya	On Schedule 1C	
Not Recorded Accounts Paya	On Schedule 1C able Not Certified Forward in FLAIR On Schedule 1C	
Not Recorded Accounts Paya Not Recorded Other Adju	On Schedule 1C able Not Certified Forward in FLAIR On Schedule 1C astment(s):	
Not Recorded Accounts Paya Not Recorded Other Adju	On Schedule 1C able Not Certified Forward in FLAIR On Schedule 1C	
Not Recorded Accounts Paya Not Recorded Other Adju Statewide Post Increase Accounts	On Schedule 1C able Not Certified Forward in FLAIR On Schedule 1C astment(s): Closing Adjustment @ June 30, 2009 ants Receivables Balance	
Not Recorded Accounts Paya Not Recorded Other Adju Statewide Post Increase Accounts ADJUSTED BEGINNING	On Schedule 1C able Not Certified Forward in FLAIR On Schedule 1C astment(s): Closing Adjustment @ June 30, 2009 ants Receivables Balance	132,277.80

SCHEDULE I	X: MAJOR A	AUDIT FINDINGS A	ND RECOMMENDATIONS	Budget Period: 2010-2011	
Departme	ent: Manage	ment Services	Chief Internal Auditor:	John W. Davis	
Budget Enti	ity: Private	Prison Monitoring	Phone Number:	(850) 487-9476	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD	UNIT/AREA	SUMMARY OF FINDINGS AND	SUMMARY OF	ISSUE
NUMBER	ENDING		RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			There are no issues or findings to report		
			for Private Prison Monitoring.		

SCHEDULE I	X: MAJOR	AUDIT FINDINGS A	Budget Period: 2010-2011		
Department: Management Services Chief Internal Auditor: John W. Davis					
Budget Entity: State Purchasing			Phone Number:	(850) 487-9476	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			There are no issues or findings to report for State Purchasing.		



OFFICE OF SUPPLIER DIVERSITY

EXHIBITS
OR
SCHEDULES



OFFICE OF SUPPLIER DIVERSITY

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS **Department:** 72 MANAGEMENT SERVICE **Budget Period: 2010-11 Program:** 72600500 OFFICE OF SUPPLIER DIVERSITY **Fund:** 2510 Operating Trust **Specific Authority:** 2006-79, Laws of Florida **Purpose of Fees Collected:** To cover the projected administrative and project service costs of the on-line procurement systems. Provides for entering into contracts with contractors for the designing, financing, acquiring, leasing, constructing and operating of private correctional facilities. 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 Land IL) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete X Sections I, II, and III only.) (1)(4) (2) (3) **SECTION I - FEE COLLECTION** ACTUAL **ESTIMATED REQUEST** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** Reimbursements **Total Fee Collection to Line (A) - Section III SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 554,906 625,282 629,032 Other Personal Services 4,000 4,000 177,282 107,155 107,155 **Expenses** Operating Capital Outlay Sp.Cat.:Contracted Services 15,244 54,170 54,170 Sp.Cat.:Risk Management Insurance 4,117 2,726 2,726 4,151 HR Statewide Contract 4,125 4,125 **Data Processing Services-TRC** 26,492 **Data Processing Services-SSRC** 24,412 24,412 **Indirect Costs Charged to Trust Fund:** TR to 2021-Admin.Assess.Fee 109,027 77,484 85,232 TR from 72600400-2510 (891,219) (899,354)(910,852)Certified Forward Reversions Reserve for Pay Package B/A EOG B0209 Decrease DP-STO Total Full Costs to Line (B) - Section III Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) TOTAL SECTION II (B) TOTAL - Surplus/Deficit (C) **EXPLANATION:**

SCHI	EDULE 1B: DETAIL	OF UNRESERV	ED FUND BALA	NCES
Budget Entity:	72 Management Service 72600500 Office of Supp 2510 Operating Trust Fu	olier Diversity	Budget Period: 2010 - 1	
(1)		(2)	(3)	(4)
		ACTUAL	ESTIMATED	REQUEST
FUNDING SOUR	CE-STATE	FY 2008 - 09	FY 2009 - 10	FY 2010 - 11
Reimbursements		0		
FUNDING SOUR	CE-NON-STATE			
TOTALS*				_

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

E OF SUPPLIER DIV 2510 lance as of 5/30/2009 13,805 (A)	SWFS* Adjustments	Adjusted Balance
13,805 (A) (B) (B)		Balance
(B)		13,805
(C)		0
		0
(D)		0
(E)		0
13,805 (F)		13,805
(G)		0
13,805 (H)		13,805
(H)		0
(H)		0
(I)		0
(J)		0
0 (K)		0 **
	(E) [13,805 (F) [(G) [13,805 (H) [(H) [(J) [(J) [(E) 13,805 (F) (G) 13,805 (H) (H) (H) (J)

Office of Policy and Budget - July 2009

year and Line A for the following year.

SCHEDULE I	X: MAJOR	AUDIT FINDINGS A	ND RECOMMEND	DATIONS	Budget Period: 2010-2011	
Department: Management Services Chief Internal Audito					John W. Davis	
Budget Entity: Office of Supplier Diversity (OSD)			OSD)	Phone Number	(850) 487-9476	
(1)	(2)	(3)		(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	· · ·	RY OF FINDINGS AND DMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			There are no is for OSD.	sues or findings to report		



HUMAN RESOURCE MANAGEMENT

EXHIBITS
OR
SCHEDULES



HUMAN RESOURCE MANAGEMENT

SCHEDULE 1 SERIES

Department:		ement Services	_	iod: 201 <u>0</u> -11	
Program: Fund:	72750100 Human Resource Management				
		510 Operating Trust			
Specific Authority: Purpose of Fees Collected:	2006-79, Laws of Florida				
rurpose of rees Conecteu:	For training purposes and to record deposit of federal grant dollars.				
Type of Fee or Program: (Ch	eck ONE Box :	and answer questions	s as indicated)	_	
Regulatory services or oversig				and III and attach	
Examination of Regulatory Non-regulatory fees authorize	Fees Form - Pa	art I and II.)	an a : C: a mua amama an as	amica (Complete	
X Sections I, II, and III only.)	d to cover full	cost of conducting a	specific program or se	rvice. (Complete	
(1)		(2)	(3)	(4)	
SECTION I - FEE COLLEC	CTION	ACTUAL	ESTIMATED 10	REQUEST	
Receipts:		FY 2008 - 09	FY 2009 - 10	FY 2010 - 11	
Federal Grant					
Goods and Services			107,426	107,426	
Interest Earnings			,120	-	
Reimbursements		2,108			
	nc	2,100			
Certified Forward Reversio	ns				
	İ			,	
		2,108	107,426	107,426	
		2,108	107,426	107,426	
SECTION II - FULL COST Direct Costs:		2,108	107,426	107,426	
SECTION II - FULL COST		2,108	107,426	107,426	
SECTION II - FULL COST Direct Costs:		2,108	107,426	107,426	
SECTION II - FULL COST Direct Costs: Salaries and Benefits		2,108	107,426		
Direct Costs: Salaries and Benefits Other Personal Services					
SECTION II - FULL COST Direct Costs: Salaries and Benefits Other Personal Services Expenses	<u>s</u>				
Direct Costs: Salaries and Benefits Other Personal Services Expenses Operating Capital Outlay Real Choice Systems Char	<u>s</u>				
Direct Costs: Salaries and Benefits Other Personal Services Expenses Operating Capital Outlay Real Choice Systems Char Adoption Program	<u>S</u>			107,426	
Direct Costs: Salaries and Benefits Other Personal Services Expenses Operating Capital Outlay Real Choice Systems Char Adoption Program	<u>S</u>				
Direct Costs: Salaries and Benefits Other Personal Services Expenses Operating Capital Outlay Real Choice Systems Chan Adoption Program	<u>S</u>				
Direct Costs: Salaries and Benefits Other Personal Services Expenses Operating Capital Outlay Real Choice Systems Char Adoption Program Indirect Costs Charged to T Service Charge to GR	nge rust Fund:				
Direct Costs: Salaries and Benefits Other Personal Services Expenses Operating Capital Outlay Real Choice Systems Char Adoption Program Indirect Costs Charged to T Service Charge to GR Cert Forward Reversions	nge rust Fund:			107,426	
Direct Costs: Salaries and Benefits Other Personal Services Expenses Operating Capital Outlay Real Choice Systems Char Adoption Program Indirect Costs Charged to T Service Charge to GR Cert Forward Reversions Transfer from 727501-2338 5% Trust Fund Reserve	nge rust Fund:				
Direct Costs: Salaries and Benefits Other Personal Services Expenses Operating Capital Outlay Real Choice Systems Char Adoption Program Indirect Costs Charged to T Service Charge to GR Cert Forward Reversions Transfer from 727501-2339 5% Trust Fund Reserve Total Full Costs to Line (2)	nge rust Fund:	367	107,426	107,426 - 5,371	
Direct Costs: Salaries and Benefits Other Personal Services Expenses Operating Capital Outlay Real Choice Systems Char Adoption Program Indirect Costs Charged to T Service Charge to GR Cert Forward Reversions Transfer from 727501-2335 5% Trust Fund Reserve Total Full Costs to Line (2) - Basis Used: Accrual	nge rust Fund:	367	107,426	107,426	
Direct Costs: Salaries and Benefits Other Personal Services Expenses Operating Capital Outlay Real Choice Systems Char Adoption Program Indirect Costs Charged to T Service Charge to GR Cert Forward Reversions Transfer from 727501-2333 5% Trust Fund Reserve Total Full Costs to Line (2) - Basis Used: Accrual	nge rust Fund:	367	107,426 107,426	- 5,371 112,797	
Direct Costs: Salaries and Benefits Other Personal Services Expenses Operating Capital Outlay Real Choice Systems Char Adoption Program Indirect Costs Charged to T Service Charge to GR Cert Forward Reversions Transfer from 727501-2339 5% Trust Fund Reserve Total Full Costs to Line (2) - Basis Used: Accrual SECTION III - SUMMARY TOTAL SECTION I	rust Fund: Section III	367 - - 367	107,426	- 5,371 112,797	
Other Personal Services Expenses Operating Capital Outlay Real Choice Systems Char Adoption Program Indirect Costs Charged to T Service Charge to GR Cert Forward Reversions Transfer from 727501-2339 5% Trust Fund Reserve Total Full Costs to Line (2) - Basis Used: Accrual	rust Fund: Section III (A) (B)	367	107,426 107,426	107,426 - 5,371	

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services 72750100 Human Resource Management **Program: Fund:** 2678 State Personnel System Trust **Specific Authority:** Section 110.125, F.S. **Purpose of Fees Collected:** To maintain and administer the Personnel Program 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I. II. and III only.) (1)(2)(3)(4) SECTION I - FEE COLLECTION **ACTUAL ESTIMATED REQUEST** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** SEE ATTACHED LISTING **Total Fee Collection to Line (1) - Section III** 48,732,700 49,184,242 49,184,242 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 2,994,362 3,292,886 3,309,066 Other Personal Services 1,463 10,000 10,000 Expenses 260,257 357,418 356,193 **Operating Capital Outlay** 5,000 5,000 Sp.Cat.:Contracted Services 259,494 45,151 45,151 **HR Outsourcing Project** Sp.Cat.:Risk Management Insurance 26,987 16,619 16,619 St. Emp. Charitable Campaign 50,000 TR DMS/Human Res SVC 14,886 16,799 16,799 People First Systems Enhancement **HR Statewide Contract** 44,153,424 44,153,424 44,153,424 Legal Services 95,067 190,000 190,000 **Deferred Payments Contract** 6,282 6,283 **Data Processing Services-STO** 44,890 43,657 61,407 Data Processing Services-SSRC **Indirect Costs Charged to Trust Fund:** TR to GR-7.3% - 8% Srvc Chrg 7,739 8,320 8,320 TR to 2021 - Admin. Assess. Fee 1,162,565 911,113 1,002,224 Refunds Cert.Forward Reversions (4,256)B/A EOG B0209 Decrease DP-STO Reserve for Pay Package 49,023,161 49,106,670 49,174,203 **Total Full Costs to Line (2) - Section III** Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) 48,732,700 49,184,242 49,184,242 TOTAL SECTION II (B) 49.023.161 49.106.670 49.174.203 TOTAL - Surplus/Deficit (C) (290.460) 77,572 10.039 **EXPLANATION:**

Department: Program: Fund:	Management Services Budget Period: 2010-11 Human Resource Management (72750100) State Personnel System Trust (2678) Section 110.125, F.S. To maintain and administer the Personnel Program				
Specific Authority: Purpose of Fees Collected:					
(1) SECTION I - FEE COLLEC	<u>CTION</u>	(2) ACTUAL FY 2008 - 09	(3) ESTIMATED FY 2009 - 10	(4) REQUEST FY 2010 - 11	
Receipts: Assessments:122,174(averag	e) FTE @\$59				
Assessments: 199,174 FT	E @ \$59				
TR from Agencies/HR Svc	s Assessmer	48,578,411	49,080,242	49,080,242	
TR from Jud. Adm. Comm.	J				
TR from State Courts Adm	in.				
TR from Lottery					
Interest Earnings		103,729	104,000	104,000	
Cert. Forward Reversions	@ 9/30/2008				
Refunds and Reimbursem	ents	50,560			
Miscellaneous					
Total Fee Collection to Line (1)	Sootion III	48,732,700	49,184,242	49,184,242	

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services **Budget Entity:** 72750100 Human Resource Management Fund: 2510 Operating Trust Fund (1) (2) (3) **(4) ACTUAL REQUEST ESTIMATED FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 14,551 14,551 9,180 Training Fees **FUNDING SOURCE-NON-STATE TOTALS*** 14,551 14,551 9,180 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services **Budget Entity:** 72750100 Human Resource Management Fund: 2678 State Personnel System Trust (1) (2) (3) **(4) ACTUAL REQUEST ESTIMATED FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010-11 3,836,560 3,914,132 3,941,921 TR from Agencies for HR Outsourcing **FUNDING SOURCE-NON-STATE TOTALS*** 3,836,560 3,914,132 3,941,921 *Must agree to amounts on Schedule I, Section IV, Line I.

Department Title: Trust Fund Title:	MANAGEMENT SERVICES OPERATING TRUST FUND			
Budget Entity:	HUMAN RESOURCE MANAGEMENT - ADA (72750100)			
LAS/PBS Fund Number:	2510			
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	14,551 (A)		14,551	
ADD: Other Cash (See Instructions)	(B)		0	
ADD: Investments	0 (C)		0	
ADD: Outstanding Accounts Receivable	(D)		0	
ADD:	(E)		0	
Total Cash plus Accounts Receivable	14,551 (F)	0	14,551	
LESS Allowances for Uncollectibles	(G)		0	
LESS Approved "A" Certified Forwards	(H)		0	
Approved "B" Certified Forwards	(H)		0	
Approved "FCO" Certified Forwards	(H)		0	
LESS: Other Accounts Payable (Non Operating)	(I)		0	
LESS: Other Accounts Payable	(J)		0	
Unreserved Fund Balance, 07/01/09	14,551 (K)		14,551 **	
Notes: *SWFS = Statewide Financial Statement ** This amount should agree with Line		. I for the most recor	nt completed fiscal	

Office of Policy and Budget - July 2009

year and Line A for the following year.

Department Title: Frust Fund Title: Budget Entity: LAS/PBS Fund Number:	MANAGEMENT SERVICES STATE PERSONNEL SYSTEM TRUST HUMAN RESOURCE MANAGEMENT (72750100) 2678		
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	3,636,160 (A)		3,636,160
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	3,933,826 (C)		3,933,826
ADD: Outstanding Accounts Receivable	15,581 (D)		15,581
ADD:	(E)		
Total Cash plus Accounts Receivable	7,585,567 (F)	0	7,585,567
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	3,746,704 (H)		3,746,704
Approved "B" Certified Forwards	0 (H)		0
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable (Non Operating)	2,304 (I)		2,304
LESS: Other Accounts Payable	(J)		0
Unreserved Fund Balance, 07/01/09	3,836,560 (K)	0	3,836,560 *

Office of Policy and Budget - July 2009

year and Line A for the following year.

Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICES	
Trust Fund Title:	Governor's Commission on Disabilities Operating TF	
LAS/PBS Fund Number:	2510	
BEGINNING TRIAL BAL	ANCE:	
Unreserved Fund	d Balance Per Trial Balance, 07-01-09	14,551
Add/Subtract:		
Compensated Le	eave Liability in FLAIR	
Not on Schedule	e 1C	
Certified Forwar	rd B recored on Schedule 1C	
Not Recorded in	FLAIR	0
Other Adjus	stment(s):	
Statewide Post C	Closing adjustment to Accounts Receivable	
ADJUSTED BEGINNING	TRIAL BALANCE:	14,551
UNRESERVED FUND BAI	LANCE, SCHEDULE IC	14,551
DIFFERENCE:		(0)

	Budget Period: 2010 - 2011	
Department Title:	720000 MANAGEMENT SERVICE	
Trust Fund Title:	State Personnel Systems Trust Fund	
LAS/PBS Fund Number:	2678	
BEGINNING TRIAL BAL	ANCE:	
Unreserved Fundament	d Balance Per Trial Balance, 07-01-09	3,836,560
Add/Subtract:		
G		T : 1 :1:4 /
Compensated A Not Recorded O	bsences Liabilityrecorded In FLAIR As A	Liability/
Tiot Recorded O	in Benedule 10	
Other Adjus	stment(s):	
Statewide Post G	Closing Adjustment @ June 30, 2009	
ADJUSTED BEGINNING	TRIAL BALANCE:	3,836,560
UNRESERVED FUND BAI	LANCE, SCHEDULE IC	3,836,560
DIFFERENCE:		(0)
*SHOULD EQUAL ZERO	•	

SCHEDULE I	X: MAJOR	AUDIT FINDINGS A	ND RECOMMENDATIONS	Budget Period: 20010-2011	
Departme	ent: Manage	ment Services	Chief Internal Auditor:	John W. Davis	
Budget Enti	ty: Human	Resource Managemen	t Phone Number:	(850) 487-9476	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD	UNIT/AREA	SUMMARY OF FINDINGS AND	SUMMARY OF	ISSUE
NUMBER	ENDING		RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			There are no issues or findings to report		
			for Human Resource Management.		



FISCAL YEAR 2010-11

INSURANCE BENEFITS ADMINISTRATION

EXHIBITS
OR
SCHEDULES



FISCAL YEAR 2010-11

INSURANCE BENEFITS ADMINISTRATION

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Department:** 72 Management Services Budget Period: 2010-11 **Budget Entity:** 72750200 Insurance Benefits Administration **Fund:** 2570 Pretax Benefits Trust **Specific Authority:** 110.161, F.S. **Purpose of Fees Collected:** Employee Benefits Plan 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 Land IL.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) (1)(2)(3)(4) SECTION I - FEE COLLECTION **ACTUAL ESTIMATED** REQUEST FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 Receipts: **Employee Contributions** 24,833,104 24,850,000 24,850,000 Savings 18,160,019 18,000,000 18,000,000 Interest Earnings 524,049 525,000 525,000 Supplemental Plan Premiums 58,116,769 58,700,000 58,700,000 Refunds 2,562 42,500 Penalties 101,679,003 102,075,000 102,075,000 **Total Fee Collection to Line (1) - Section III SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 425,961 422,473 424,933 Other Personal Services 2,500 2,500 39,525 81,165 81,165 Expenses 10,000 **Operating Capital Outlay** 10,000 Sp.Cat.:Risk Management Insurance 7,124 6,151 6,151 **HR Statewide Contract** 5,015 4,984 4,984 107,907 **Contracted Services** 348,505 348,505 77,758 Data Processing Services - STO Data Processing Services - SSRC 38,399 38,399 **Indirect Costs Charged to Trust Fund:** TR to Health Fund-2668 19,107,419 18,000,000 18,000,000 Reimbursement of Claims 22,841,465 23,200,000 23,200,000 Payment of Premiums 58,449,617 58,500,000 58,500,000 Refunds 379.555 Employer/Employee Adjustments 1,310 TR to 2021-Admin.Assess.Fee 113,225 120,884 132,972 CF A Paid in FY 2008/09 146,189 Certified Forward A Reversions (17,425)Reserve for Pay Package **Total Full Costs to Line (2) - Section III** 101,684,645 100,735,061 100,749,609 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) 101,679,003 102,075,000 102,075,000 TOTAL SECTION II (B) 101.684.645 100.735.061 100.749.609 **TOTAL - Surplus/Deficit** 1,339,939 (C) (5,642)1,325,391 **EXPLANATION:**

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services 72750200 Insurance Benefits Administration **Program:** Fund: 2667 State Employees Life Insurance Trust Specific Authority: 110.123, F.S. **Purpose of Fees Collected:** Employee Benefits Plan 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 Land IL) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I. II. and III only.) (2)(3)(1)**SECTION I - FEE COLLECTION** ACTUAL **ESTIMATED** REOUEST FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** 33,900,000 Contributions 37,790,585 33,900,000 Interest Earnings 88.400 95,000 95.000 **Proposed Premium Increase** 2,500,000 288 Miscellaneous Refund from Prudential 665,010 Transfer In From Disability Trust Fund 1,400,000 Total Fee Collection to Line (1) - Section III 37,879,273 36,060,010 36,495,000 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 20,681 20,801 **Expenses** 3,484 3,484 Sp.Cat.:Risk Management Insurance 1.239 1.070 1.070 TR/DMS/HR Svcs/STWD Contract 350 348 348 Data Processing Services - STO Data Processing Services - SSRC 8.099 8.099 **Indirect Costs Charged to Trust Fund:** 49,444 Refunds Adj.to Employee/Employer Contrib. 1,158 Payment of Premiums 36,118,378 36,890,000 36,890,000 TR to 2021-Admin.Assess.Fee 16,285 19,157 21,073 Certified Forward Reversions **Anticipated Reversions** July Premiums paid in June/Covers Defid Reserve for Pay Package 36,186,854 36,942,839 36,944,875 **Total Full Costs to Line (2) - Section III** Basis Used: Accrual **SECTION III - SUMMARY** 36,495,000 TOTAL SECTION I (A) 37,879,273 36,060,010 TOTAL SECTION II 36,186,854 36,942,839 36,944,875 (B) **TOTAL - Surplus/Deficit** 1,692,419 (882,829)(449,875)(C)

EXPLANATION:

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services **Program:** 72750200 Insurance Benefits Administration Fund: 2668 State Employees Health Insurance Trust 110.123, F.S **Specific Authority: Purpose of Fees Collected:** Employee Benefits Plan 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) (1)(2)(3)**SECTION I - FEE COLLECTION ESTIMATED** REQUEST ACTUAL FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** SEE ATTACHED LISTING Total Fee Collection to Line (1) - Section III 1,576,487,379 1,758,786,443 2,038,286,443 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 1,655,160 1,305,773 1,313,368 Other Personal Services 2,500 2,500 229,608 438,704 438,418 Expenses 10,000 10.000 2,540 Operating Capital Outlay Sp.Cat.:TR to Div.of Admin.Hearings 24,520 16,304 16,304 Sp.Cat.:ASO Contract/Health Ins. 20,811,175 20,600,000 20,600,000 73,864 336,000 Sp.Cat.:Prescription Drug Claims Ad. 336,000 21,992 18,987 18,987 Sp.Cat.: Risk Management Insurance 371,791 411,482 411,482 Sp.Cat.: Contracted Services 114,521 25,000 25,000 Contracted Legal Services 786,443 Pymt Employer/HSA Custodian 485,949 786,443 **Deferred-Pay Com Contracts** 4,174 4,174 14,915 12,818 12,818 HR Statewide Contract Data Processing Services-STO 77,758 **Data Processing Services-SSRC** 96,464 96,464 **Indirect Costs Charged to Trust Fund:** Payments to Health Maint. Orgs. 808,157,471 891,300,000 1,000,400,000 977,700,000 798,500,707 897,800,000 TR to Health Claims Bank Account Pymt of Participant to HSA Custodian 604,491 500,000 500,000 3,361,322 Refunds Payment of Premiums(Tricare) 82,201 Adj. to E/E Contributions Refunds - PAP Payments 375 518,486 409,389 TR to 2021-Admin. Assess. Fee 372,172 (18.000.000) (18.000.000)TR from 72750200-2570 to 72750200-26 (19.107.419)**Property Transfer Out** Property Depreciation & Disposition Reserve for Pay Package Compensated Leave Liability CF B not in Beg Bal Certified Forward Reversions (25,338)July Premiums paid in June/Covers Defid (11,300,000)(40,000,000)51,300,000 Reversions-ASO Health Insurance Expenses Beginning Equity Difference **Total Full Costs to Line (2) - Section III** 1,604,680,263 1,756,036,821 2,036,377,173 Basis Used: Accural IR to Health Claims Bank Account SECTION III - SUMMARY TOTAL SECTION I (A) 1,576,487,379 1,758,786,443 2,038,286,443 TOTAL SECTION II (B) 1,604,680,263 1,756,036,821 2,036,377,173 **TOTAL - Surplus/Deficit** (C) (28, 192, 884) 2,749,622 1,909,270 **EXPLANATION:**

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period: 201<u>0</u>-11**

Program:Insurance Benefits Administration (72750200)Fund:State Employees Health Insurance Trust (2668)

Specific Authority: 110.123, F.S.

Purpose of Fees Collected: Employee Benefits Plan

(1) SECTION I - FEE COLLECTION	(2) ACTUAL	(3) ESTIMATED	(4) REQUEST
SECTION 1-TEE COLLECTION	FY 2008 - 09	FY 2009 - 10	FY 2010 - 11
Receipts: Employee/Employer Contributions	1,524,659,945	1,512,300,000	1,572,900,000
Health Saving Account Employer Contrib	outions	786,443	786,443
Contributions-Medicare Part D Subsidy	18,385,810	17,700,000	18,900,000
Interest Earnings	4,053,205	4,000,000	4,000,000
Refunds (TPA Refunds & PBM Rebates)	14,397,800	28,000,000	28,900,000
Reimbursements	14,901,302		
B/A EOG B0209 Decrease DP-STO			
Non-Employee Contributions		196,000,000	208,100,000
Prior Year Warrant Cancellations & Misc	89,317		
Cert. Forward Reversions @ 6/30/08			
Proposed Premium Increases			204,700,000
Total Fee Collection to Line (1) - Section III	1,576,487,379	1,758,786,443	2,038,286,443

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services **Program:** 72750200 Insurance Benefits Administration **Fund:** 2671 State Employees Disability Insurance Trust **Specific Authority:** 110.123, F.S. **Purpose of Fees Collected:** Employee Benefits Plan 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete X Sections I. II. and III only.) (1) (2)(3)(4) **SECTION I - FEE COLLECTION ACTUAL ESTIMATED** REQUEST FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** Contributions 798,827 550,000 550,000 Interest Earnings 50,000 50,000 73,115 Refunds 871,942 600,000 600,000 **Total Fee Collection to Line (1) - Section III SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 27,224 27,069 Other Personal Services 5,375 5,375 Expenses 167 166 166 HR Statewide Contract 534 Sp.Cat.:Risk Management Insurance 619 534 TR from 72750200-2671 to 72750200-2667 **Data Processing Services-STO** 77,758 **Data Processing Services-SSRC** 15,006 15,006 **Indirect Costs Charged to Trust Fund:** Refunds 154 Employee/Employer Adjustments Payment of Claims 484,327 650,000 650,000 TR to 2021-Admin. Assess. Fee 2,360 2,525 Post Closing Adj.by Statewide Fin. TR from 72750200-2671 to 72750200-2 1,400,000 **Anticipated Reversions** Reserve for Pay Package 565,385 2,100,675 Total Full Costs to Line (2) - Section III 701,083 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I 871,942 600,000 600,000 (A) 701,083 TOTAL SECTION II (B) 565,385 2,100,675 **TOTAL - Surplus/Deficit** 306,557 (1,500,675)(101,083)(C) **EXPLANATION:**

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services **Budget Entity:** 72750200 Insurance Benefits Administration Fund: 2570 Pretax Benefits (1) (2) (3) **(4) ACTUAL ESTIMATED REQUEST FUNDING SOURCE - STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 Supplemental Plan Prem/Emp Empr Contri 184,707 1,524,646 2,850,037 **FUNDING SOURCE - NON-STATE TOTALS*** 184,707 1,524,646 2,850,037 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services **Budget Entity:** 72750200 Insurance Benefits Administration Fund: 2667 State Employee Life Insurance (1) (2) (3) **(4) ACTUAL REQUEST ESTIMATED FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 1,435,281 552,452 102,577 Contributions **FUNDING SOURCE-NON-STATE TOTALS*** 1,435,281 552,452 102,577 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services **Budget Entity:** 72750200 Insurance Benefits Administration Fund: 2668 State Employee Health Insurance Trust (1) (2) (3) **(4) ACTUAL REQUEST ESTIMATED** FUNDING SOURCE-STATE FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 97,656 2,736,698 4,535,388 Employee/Employer Contributions **FUNDING SOURCE-NON-STATE TOTALS*** 97,656 2,736,698 4,535,388 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services **Budget Entity:** 72750200 Insurance Benefits Administration Fund: 2671 State Employee's Disability Insurance Trust (1) (2) (3) **(4) ACTUAL ESTIMATED REQUEST FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 3,117,307 1,616,632 1,515,549 Contributions **FUNDING SOURCE-NON-STATE TOTALS*** 3,117,307 1,616,632 1,515,549 *Must agree to amounts on Schedule I, Section IV, Line I.

Department Title:	Budget Period: 2010 - 2011 MANAGEMENT SERVICES			
Trust Fund Title: Budget Entity:	PRETAX BENEFITS TRUST INSURANCE BENEFITS ADMINISTRATION (72750200)			
LAS/PBS Fund Number:	2570			
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	558,972 (A)		558,972	
ADD: Other Cash (See Instructions)	(B)		0	
ADD: Investments	12,130,671 (C)		12,130,671	
ADD: Outstanding Accounts Receivable	27,628 (D)		27,628	
ADD: 2008/2009 Premiums	(E)		0	
Total Cash plus Accounts Receivable	12,717,272 (F)		12,717,272	
LESS Allowances for Uncollectibles	(G)		0	
LESS Approved "A" Certified Forwards	4,983 (H)		4,983	
Approved "B" Certified Forwards	70,379 (H)		70,379	
LESS: Other Accounts Payable (Non-Operating)	4,219,722 (H)	-	4,219,722	
LESS: <u>Unearned Revenue</u>	8,237,481 (I)		8,237,481	
LESS: Other Accounts Payable	(J)		0	
Unreserved Fund Balance, 07/01/09	184,707 (K)		184,707 **	
Notes: *SWFS = Statewide Financial Statement	t			

Office of Policy and Budget - July 2009

year and Line A for the following year.

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

Budget Period: 2010 - 2011 MANAGEMENT SERVICE	S		
STATE EMPLOYEE LIFE INSURANCE TRUST			
INSURANCE BENEFITS A	DMINISTRATION (727	750200)	
2667			
Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance	
303,340 (A)		303,340	
(B)		0	
4,347,732 (C)		4,347,732	
9,171 (D)	0	9,171	
0(E)		0	
4,660,243 (F)		4,660,243	
(G)		0	
0 (H)		0	
(H)		0	
(H)		0	
396 (I)		396	
3,224,566 (J)		3,224,566	
1,435,281 (K)	0	1,435,281 *	
	INSURANCE BENEFITS A 2667 Balance as of 6/30/2009 303,340 (A) (B) 4,347,732 (C) 9,171 (D) 0 (E) 4,660,243 (F) (G) (H) (H) (H) 396 (I)	SURANCE BENEFITS ADMINISTRATION (727) 2667	

Office of Policy and Budget - July 2009

year and Line A for the following year.

Budget Period: 2010 - 2011 MANAGEMENT SERVICES STATE EMPLOYEE HEALTH INSURANCE TRUST INSURANCE BENEFITS ADMINISTRATION (72750200) 2668		
Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
1,019,286 (A)		1,019,286
8,705,598 (B)		8,705,598
188,119,362 (C)		188,119,362
197,844,246		197,844,246
12,554,071 (D)	-	12,554,071
11,300,000 (E)		11,300,000
221,698,316 (F)	0	221,698,316
0 (G)		_
1,747,342 (H)		1,747,342
113,931 (H)		113,931
68,385,491 (H)		68,385,491
(I)		_
151,353,895 (J)		151,353,895
97,656 (K)	0	97,656 **
	2668 Balance as of 6/30/2009 1,019,286 (A) 8,705,598 (B) 188,119,362 (C) 197,844,246 12,554,071 (D) 11,300,000 (E) 221,698,316 (F) 0 (G) 1,747,342 (H) 113,931 (H) 68,385,491 (H) (I)	Balance as of 6/30/2009 Adjustments 1,019,286 (A) 8,705,598 (B) 188,119,362 (C) 197,844,246 12,554,071 (D) - 11,300,000 (E) 221,698,316 (F) 0 (G) 1,747,342 (H) 113,931 (H) 68,385,491 (H) (I) 151,353,895 (J)

Office of Policy and Budget - July 2009

year and Line A for the following year.

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2010 - 2011 MANAGEMENT SERVICE STATE EMPLOYEE DISAE INSURANCE BENEFITS AT 2671	BILITY INSURANCE	
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	128,450 (A)		128,450
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	3,041,417 (C)		3,041,417
ADD: Outstanding Accounts Receivable	7,041 (D)		7,041
Total Cash plus Accounts Receivable	3,176,908 (F)		3,176,908
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	0 (H)		0
Approved "B" Certified Forwards	(H)		0
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable (Non-Operating)	304 (I)		304
LESS: <u>Unearned Revenue</u>	59,298 (J)		59,298
Unreserved Fund Balance, 07/01/09	3,117,307 (K)		3,117,307 **
Notes: *SWFS = Statewide Financial Statement ** This amount should agree with Line year and Line A for the following yea	I, Section IV of the Schedule	I for the most recent	completed fiscal

Donartmant Title	Budget Period: 2010 - 2017 720000 MANAGEMENT SERVIO	
Department Title: 720000 MANAGEMENT SERVICES Trust Fund Title: Pretax Benefits Trust Fund		CES .
LAS/PBS Fund Number:	2570	_
BEGINNING TRIAL BAL	ANCE:	
Unreserved Fur	nd Balance Per Trial Balance, 07-01-09	171,672 (A
Add/Subtract:		
Compensated A	absences Liability Recorded In FLAIR /	
Not Recorded (On Schedule 1C	83,963
Property Value	in FLAIR	
Not Recorded (On Schedule 1C	(548.00)
Certified Forwa	ard B On Schedule 1C/Not Subtracted	
From FLAIR F	and Balance	(70,379)
Other Adju	stment(s):	
Statewide Post	Closing Adjustment @ June 30, 2009	(C
ADJUSTED BEGINNING	TRIAL BALANCE:	184,707 (D
UNRESERVED FUND BA	LANCE, SCHEDULE IC	184,707 (E
DIFFERENCE:		0 (F

Budget Period: 2010 - 2011 Department Title: 720000 MANAGEMENT SERVICES			
Trust Fund Title:	State Employees Life Insurance Trust Funds		
LAS/PBS Fund Number:	2667		
BEGINNING TRIAL BAL	ANCE:		
667002 Unrese	rved Fund Balance Per Trial Balance, O)7-(1,435,281 (A	
Add/Subtract:			
2008/2009 Prer	nium Increase on Schedule 1C only		
to avoid deficit	•		
Other Adju	stment(s):		
Statewide Post	Closing Adjustment @ June 30, 2009	(C	
	nts Receivables Balance		
ADJUSTED BEGINNING	TRIAL BALANCE:	1,435,281 (D	
UNRESERVED FUND BA	LANCE, SCHEDULE IC	1,435,281 (E	
DIFFERENCE:		0 (F	

Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICES		
Trust Fund Title:	State Employees Health Insurance Trust Fund 2668		
LAS/PBS Fund Number:			
BEGINNING TRIAL BALA	ANCE:		
668003 Unreser	ved Fund Balance Per Trial Balance, 07-	(11,123,578) (A	
Add/Subtract:			
	lance @ 6/30/2009. Not in FLAIR	11,300,000 (B)	
Certified Forwar From FLAIR Fu	rd B On Schedule 1C/Not Subtracted and Balance	(113,931)	
Compensated A Not Recorded O	bsences Liability Recorded In FLAIR/ On Schedule 1C	205,488	
Other Adjus	stment(s):		
Statewide Post C To Adjust for Pr	Closing Adjustment @ June 30, 2009 roperty Value	(170,322.00) (C	
ADJUSTED BEGINNING	TRIAL BALANCE:	97,656 (D	
UNRESERVED FUND BA	LANCE, SCHEDULE IC	97,656 (E)	
DIFFERENCE:		0 (F	

Department Title:	Budget Period: 2010 - 2015 720000 MANAGEMENT SERVIO		
Trust Fund Title:	State Employees Disability Insurancee Trust Fund 2671		
LAS/PBS Fund Number:			
BEGINNING TRIAL BAL	ANCE:		
Unreserved Fur	nd Balance Per Trial Balance, 07-01-09	3,117,307 (A	
Add/Subtract:			
Compensated A Not Recorded C	Absences Liability Recorded In FLAIR/ On Schedule 1C	0.00	
Other Adju	stment(s):		
Statewide Post	Closing Adjustment @ June 30, 2009	(C	
		(C	
	TRIAL BALANCE:	3,117,307 (D	
ADJUSTED BEGINNING			
ADJUSTED BEGINNING UNRESERVED FUND BA	LANCE, SCHEDULE IC	3,117,307 (E	

Budget Period: 2010-2011 SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Chief Internal Auditor: John W. Davis Department: Management Services Budget Entity: State Group Insurance (DSGI) Phone Number: (850) 487-9476 (1) (2) (3) (6) UNIT/AREA ISSUE REPORT PERIOD SUMMARY OF FINDINGS AND SUMMARY OF CODE NUMBER **ENDING** RECOMMENDATIONS CORRECTIVE ACTION TAKEN **Auditor** 2/28/2009 Division of State **Department of Management Services and Related Entities: Nonpublic Information Safeguards and Group Insurance** General **Revenue and Cash Receipts** Report No. 2009-078 Finding 7: Cash Collection Controls: Cash collection and processing procedures needed improvement. Dated: 12/23/2008 **Recommendations:** To adequately safeguard State moneys, the Department and related entities should enhance control procedures by addressing the deficiencies noted. Division of State Group Insurance (DSGI). Procedures and deposit forms did not provide a **Concur:** During 2007, the division's method for recording restitution in FLAIR. As a accounting developed section result, a settlement check included in our test of ten Standard Office Procedures (SOP). items was erroneously recorded as a reimbursement SOP 500-34 was updated June 2008 and includes specific procedures for rather than as restitution. the handling of settlement checks. The checks are kept in the DSGI safe until they are approved for deposit by the OGC. The Chief of BFMS then provides DSGI with written instructions on the appropriate account in which to deposit the funds. Each settlement check is processed individually. Written procedures did not provide for checks to be **Concur:** The division will establish a restrictively endorsed when received. Generally, new SOP requiring the employee that initially receives mail from the Post checks were handled by multiple staff before Office and the Courier to immediately endorsement. restrictively endorse checks intended

	for DSGI. Checks delivered to DSGI in error will not be restrictively endorsed. However, all checks received by DSGI will be logged and reconciled on a monthly basis. Anticipated completion of the new SOP is December 31, 2008.
Contrary to Department policy, the employee who prepared vouchers for five of ten premium refund batches tested also received batch reports directly from contractor courier and the corresponding warrants.	Concur: Warrants are received by DSGI from BFMS, not directly from a contract courier as stated. However, SOP 500-40 addresses separation of duties for activities performed by the Accounting Section staff. Management routinely meets with staff to ensure that procedures are followed as written. In addition, management will randomly monitor operations to ensure that procedures are followed.
During the audit period, DSGI received recurring paper checks totaling approximately \$227.6 million from DOR and approximately \$80.2 million from the University of South Florida.	• Concur: BFMS has been coordinating with the Division of Retirement to implement a monthly payment by journal transfer rather than issuing state warrants. In addition, DSGI has provided information to the University of South Florida (USF) on several occasions about the electronic payment option and has held phone conversations with the Payroll Director to encourage its use. USF has decided at this time to not use the electronic payment option. However, the division will continue to encourage both the Division of Retirement and USF to use the journal transfer or electronic payment options.
Often receipts tested, one check for \$138,150 was deposited 10 days beyond the statutory deadline.	Concur: The division will revise SOP 500-34 to establish a timeframe for the deposit of all checks, including those checks that require further review before deposit. Anticipated completion of this revision is

D 1 21 2000	
December 31, 2008.	
 Updated/Open 6/23/09: • The division is in the process of updating the procedure SOP 500-51 to incorporate all management and control of cash receipts. These procedures will be completed by August 30, 2009. 	
In February 2009, the division updated SOP 500-51 to specify endorsements of checks received for DSGI. The procedures also explain what to do with checks incorrectly delivered to DSGI. All checks are logged and reconciled at the end of the month.	
SOP 500-40 – Disbursement – Post Tax Premium Refund and SOP-41 University and Non-Warrant Agency Premium Refunds are in draft to include the separation of duties regarding preparing vouchers, reviewing batches, and receiving checks.	
DSGI has contacted the University of South Florida and is continuing to work with the University to process the premiums through an eservices account. The Division of Retirement has successfully received wire transfers from the University of South Florida for February, March, and April for the retirement contributions.	
• In February 2009, the division updated Standard Office Procedure (SOP) 500-51 to include the timeframe for the deposit of all checks.	



FISCAL YEAR 2010-11

RETIREMENT BENEFITS ADMINISTRATION

EXHIBITS
OR
SCHEDULES



FISCAL YEAR 2010-11

RETIREMENT BENEFITS ADMINISTRATION

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS Budget Period: 2010-11 72 Management Services **Department:** 72750300 Retirement Benefits Administration **Program: Fund:** 2309 Florida Retirement System Trust **Specific Authority:** 121, F.S. **Purpose of Fees Collected:** Employee Benefits Plan 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 IL.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) (2) (3) (4) (1) **SECTION I - FEE COLLECTION ACTUAL ESTIMATED REQUEST** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts: Transfers** 18,513,071 19,000,000 19,000,000 Contributions from Employers 135,331,624 136,000,000 136,000,000 (24,233,591,202) 5.000.000.000 5.000.000.000 Investments Income on Contributions Non-Capital Grant and Donation Pension Fund Contributions - State 575,035,097 575,000,000 575,000,000 Pension Fund Contributions - Non-State 2.227.602.156 2.228.000.000 2.228.000.000 Penalties Refunds 1,706,238 Warrant Cancellations **Total Fee Collection to Line (1) - Section III** (21,275,403,016)7,958,000,000 7,958,000,000 **SECTION II - FULL COSTS Direct Costs:** Expenses Pensions & Benefits **Indirect Costs Charged to Trust Fund:** 14,900,000 TR from 72750300-2309 to 72750300-25 18,100,000 18,600,000 TR from 72750300-2379 to 72750300-23 Administrative Assessment Fee 1,162,568 1,035,769 1,278,828 Refunds 4,016,375 Members Benefits 5,671,263,816 5.841.401.730 6.016.643.782 Administrative Fees 392,760,048 400.000.000 400.000.000 Transfers to SBA for PEORP 523,136,975 500,000,000 500,000,000 G L Code 398XX not in CFO Beg Bal 15,951,567,755 G L Code 42300 not in CFO Beg Bal 1,252,185,206 **Total Full Costs to Line (2) - Section III** 23.810.865.944 6.760.664.298 6,936,522,610 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (21,275,403,016)7,958,000,000 7,958,000,000 (A) TOTAL SECTION II (B) 23,810,865,944 6,760,664,298 6,936,522,610 **TOTAL - Surplus/Deficit** (45,086,268,960)1,197,335,702 1,021,477,390 (C) **EXPLANATION:** Negative balances are offset by cash balances carried forward (See Schedule I)

SCHEDULE 1A: DETAIL	OF FEE CO	LLECTION AND	RELATED PROGI	RAM COSTS
Department: Program: Fund:	72 Management Services Budget Period: 2010-11 72750300 Retirement Benefits Administration 2345 FRS Preservation Benefit Plan Trust			
Specific Authority: Purpose of Fees Collected:	121.095, F.S. Employee Benefits Plan			
Type of Fee or Program: (Che Regulatory services or oversig Examination of Regulatory Non-regulatory fees authorize X Sections I, II, and III only.) (1)	ht to businesse: Fees Form - Par	s or professions (Com	plete Sections I, II, and	
SECTION I - FEE COLLEC	<u>CTION</u>	ACTUAL	ESTIMATED	REQUEST
Receipts: Contributions		FY 2008 - 09 223,883	FY 2009 - 10	FY 2010 - 11 224,000
Total Fee Collection to Line (1) SECTION II - FULL COST		223,883	224,000	224,000
Direct Costs: Salaries and Benefits Other Personal Services Expenses				
Operating Capital Outlay Pensions & Benefits				
Indirect Costs Charged to Touristribution Member Benefit		223,883	224,000	224,000
Total Full Costs to Line (2) - Basis Used: Accrual	Section III	223,883	224,000	224,000
SECTION III - SUMMARY				
TOTAL SECTION I TOTAL SECTION II TOTAL - Surplus/Deficit	(A) (B) (C)	223,883 223,883	224,000 224,000	224,000 224,000
EXPLANATION:				

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services 72750300 Retirement Benefits Administration **Program:** Fund: 2510 Operating Trust **Specific Authority:** 121.031, F.S. **Purpose of Fees Collected:** Employee Benefits Plan 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 IL.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) (2) (1) (3)(4) **SECTION I - FEE COLLECTION** ACTUAL **ESTIMATED REQUEST** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** SEE ATTACHED LISTING Total Fee Collection to Line (1) - Section III 105.447 106,000 106.000 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 8,967,294 9,700,441 9,767,776 Other Personal Services 1,808 6,029 6,029 **Expenses** 2,922,637 3,095,298 3,070,949 **Operating Capital Outlay** 91,922 170,373 103,315 Sp.Cat.:TR to DOAH 44,537 39,298 39,298 Sp.Cat.:Contracted Services 3,987,223 4,365,468 3,925,037 Sp.Cat.:Overtime 45,718 122,571 122,571 Sp.Cat.:Risk Management Insurance 61,265 63,439 63,439 Contracted Legal Services 137,086 159,872 159,872 **HR Statewide Contract** 69,314 68,887 68,887 **Data Processing Services-STO** 92,002 **Data Processing Services-SSRC** 169,662 601,420 **Indirect Costs Charged to Trust Fund:** Refunds Non-State TR from 72750300-2309 to 72750300-25 (14.900.000)(18.100.000) (18.600.000)Property Value Certified Forward B not in Beg Bal 10.674 Certified Forward Reversions (31.588)(2.214)A/P not CF Rounding Adjustment 5% Trust Fund Reserve **Total Full Costs to Line (2) - Section III** 1.497.673 (138,662)(671,407)Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) 105,447 106,000 106.000 TOTAL SECTION II (671,407)(B) 1,497,673 (138,662)777,407 (1,392,226)244,662 **TOTAL - Surplus/Deficit** (C) **EXPLANATION:**

Department: Budget Entity: 'und:		ment Services Retirement Benefits ating Trust	Budget Perio Administration	od: 20 <u>10</u> -11
pecific Authority: Purpose of Fees Collected:	121.031, F.S Employee B	S. Benefits Plan		
(1) ECTION I - FEE COLLEC	<u>CTION</u>	(2) ACTUAL FY 2008 - 09	(3) ESTIMATED FY 2009 - 10	(4) REQUEST FY 2010 - 11
Receipts: Property Transfer In				
Pension Fund Contribution	- Non-State			
Interest Earnings		22,878	23,000	23,000
Sales - State		82,087	83,000	83,000
Refunds & Reimbursemen	ts	482		
Certified Forward Reversion	ns			

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Department:** 72 Management Services **Budget Period: 2010-11** 72750300 Retirement Benefits Administration **Program: Fund:** 2515 Sr. Management Services Optional Annuity Trust **Specific Authority:** 121.055, F.S. **Purpose of Fees Collected:** Employee Benefits Plan 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) (2)(3) (4) (1) **SECTION I - FEE COLLECTION ACTUAL ESTIMATED REQUEST** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** Contributions 667,868 670,000 670,000 **Transfers** Interest Earnings 425 425 425 **Total Fee Collection to Line (1) - Section III** 668,292 670,425 670,425 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits Other Personal Services **Expenses** Operating Capital Outlay **Indirect Costs Charged to Trust Fund: Transfers** Payments to Annuity Companies 632,680 670,000 670,000 632.680 670.000 **Total Full Costs to Line (2) - Section III** 670.000 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) 668,292 670,425 670,425 670,000 TOTAL SECTION II 632,680 670,000 (B) **TOTAL - Surplus/Deficit** 425 425 35,613 (C) **EXPLANATION:**

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS				
Department: Program: Fund:	72750300	ement Services Retirement Benefits onal Retirement Prog		od: 201 <u>0</u> -11
Specific Authority:	121.35, F.S	<u> </u>		
Purpose of Fees Collected:		Benefits Plan		
Type of Fee or Program: (Check O		_		
Regulatory services or oversight to b Examination of Regulatory Fees F			ections I, II, and III and	d attach
Non-regulatory fees authorized to co	over full cost of	conducting a specific p	orogram or service. (Co	omplete Sections I,
X III. and III only.) (1)		(2)	(3)	(4)
SECTION I - FEE COLLECTIO	N	ACTUAL	ESTIMATED	REQUEST
	<u></u>	FY 2008 - 09	FY 2009 - 10	FY 2010 - 11
Receipts:				
Contributions from Employers		198,937,802	200,100,000	200,100,000
Interest Earnings		70,311	70,311	70,311
Property Transfer In				
Total Fee Collection to Line (1) - Sect	ion III	199,008,113	200,170,311	200,170,311
SECTION II - FULL COSTS		<u> </u>		
Direct Costs:				
Salaries and Benefits		136,192	138,016	138,976
Other Personal Services				
Expenses		10,147	14,133	14,133
Operating Capital Outlay		-	4,000	4,000
Sp.Cat.:Contracted Services	_			
Sp.Cat.:Risk Management Insura	nce			
HR Statewide Contract	_	716	712	712
Data Processing Services - STO			-	
Data Processing Services - SSRC	2			
Indirect Costs Charged to Trust I				
Payments to Annuity Companies Transfer to FRS Trust Fund	310181	199,160,199 119	200,000,000	200,000,000
Refunds	<u>—</u>	5,000		-
Property Transfer Out	_		-	
Total Full Costs to Line (2) - Sect	ion III	199,312,373	200,156,861	200,157,821
Basis Used: Accrual				
SECTION III - SUMMARY				
TOTAL SECTION I	(A)	199,008,113	200,170,311	200,170,311
TOTAL SECTION II	(B)	199,312,373	200,156,861	200,157,821
TOTAL - Surplus/Deficit	(C)	(304,260)	13,450	12,490
EXPLANATION:				
Negative balances are offset by cash	balances broug	ght forward. See Sched	ule I	
				_

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services 72750300 Retirement Benefits Administration **Program: Fund:** 2532 Municipal Police/Firemen Premium Tax Trust **Specific Authority:** 175.041; 175.091; 175.101; 185.03; 185.07; 185.08 Employee Benefits Plan **Purpose of Fees Collected:** 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I. II. and III only.) (1) (2)(3)(4)**ACTUAL SECTION I - FEE COLLECTION ESTIMATED** REQUEST FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** Insurance Premium Tax 138,358,691 152,800,000 156,300,000 Interest Earnings 1,000,000 1,000,000 (655,784)Refunds & Reimbursements 211,716 153,800,000 157,300,000 **Total Fee Collection to Line (1) - Section III** 137,914,623 **SECTION II - FULL COSTS Direct Costs:** 727,863 Salaries and Benefits 777,317 782,712 Other Personal Services 100 100 60,745 64,889 64,889 **Expenses** Operating Capital Outlay 1,976 2,500 2,500 **Contracted Services** 758.444 189.355 189.355 Contracted Legal Services 100 100 HR Statewide Contract 5,117 5,085 5,085 **Data Processing Services - STO** Data Processing Services - SSRC **Indirect Costs Charged to Trust Fund:** 14,000,000 TR to Firefighters Supplemental Comp 14,038,020 13,670,706 847,473 TR to GR 200,000 200,000 Aid to Municipalities 130,968,815 131,000,000 131,000,000 S.C. to GR - 7.3% & 8% 12,224,000 10,297,834 12,504,000 SBA Administrative Fee 45.754 46.000 46.000 Transfer to Dept of Revenue 100,000 100,000 100,000 Certified Forward B Reversions (300)Prior Year A/P not C/F in Beg Bal Reserve for Pay Package 157.851.740 158.894.741 **Total Full Costs to Line (2) - Section III** 158,280,052 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I 137,914,623 153,800,000 157,300,000 (A) TOTAL SECTION II (B) 157,851,740 158,280,052 158,894,741 **TOTAL - Surplus/Deficit** (19,937,117)(C) (4,480,052)(1,594,741)**EXPLANATION:**

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Department:** 72 Management Services Budget Period: 2010-11 **Budget Entity:** 72750200 Insurance Benefits Administration Fund: 2570 Pretax Benefits Trust **Specific Authority:** 110.161, F.S. **Purpose of Fees Collected:** Employee Benefits Plan 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 Land IL) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) (1)(2) (3)SECTION I - FEE COLLECTION ACTUAL **ESTIMATED REQUEST** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 Receipts: 24,850,000 **Employee Contributions** 24,833,104 24,850,000 18,160,019 18,000,000 18,000,000 Savings 525,000 Interest Earnings 524,049 525,000 Supplemental Plan Premiums 58,116,769 58,700,000 58,700,000 Refunds 2,562 Penalties 42,500 **Total Fee Collection to Line (1) - Section III** 101,679,003 102,075,000 102,075,000

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SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	425,961	422,473	424,933
Other Personal Services		2,500	2,500
Expenses	39,525	81,165	81,165
Operating Capital Outlay		10,000	10,000
Sp.Cat.:Risk Management Insurance	7,124	6,151	6,151
HR Statewide Contract	5,015	4,984	4,984
Contracted Services	107,907	348,505	348,505
Data Processing Services - STO	77,758		
Data Processing Services - SSRC		38,399	38,399
Indirect Costs Charged to Trust Fund:			

municet costs charged to Trust Fund.			
TR to Health Fund-2668	19,107,419	18,000,000	18,000,000
Reimbursement of Claims	22,841,465	23,200,000	23,200,000
Payment of Premiums	58,449,617	58,500,000	58,500,000
Refunds	379,555		
Employer/Employee Adjustments	1,310		
TR to 2021-Admin.Assess.Fee	113,225	120,884	132,972
CF A Paid in FY 2008/09	146,189		
Certified Forward A Reversions	(17,425)		
Reserve for Pay Package			-
Total Full Costs to Line (2) - Section III	101,684,645	100,735,061	100,749,609
Basis Used: Accrual			

SECTION III - SUMMARY

TOTAL SECTION I	(A)	101,679,003	102,075,000	102,075,000
TOTAL SECTION II	(B)	101,684,645	100,735,061	100,749,609
TOTAL - Surplus/Deficit	(C)	(5,642)	1,339,939	1,325,391

EXPLANATION:

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services 72750300 Retirement Benefits Administration **Program: Fund:** 2583 Retirees Health Insurance Subsidy Trust **Specific Authority:** 121, F.S. **Purpose of Fees Collected:** Employee Benefits Plan 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 IL) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) (3) (1) (2)(4)**SECTION I - FEE COLLECTION ACTUAL ESTIMATED** REQUEST FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** 1,000,000 1,000,000 Interest Earnings (289,748)Contributions from Employers 341,575,204 349,000,000 356,000,000 341,285,456 350,000,000 357,000,000 **Total Fee Collection to Line (1) - Section III SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 40,116 40,620 40,900 Other Personal Services 9,870 11,370 **Expenses** 11,370 Operating Capital Outlay **Contracted Services** 31,500 30,000 30,000 285 283 **HR Statewide Contract** 283 **Indirect Costs Charged to Trust Fund:** Refunds 6,644 321,742,432 337,000,000 Pensions & Benefits 311031 353,000,000 SBA Administrative Fee 46,874 47,000 47,000 Adjustment for Beg Balance Difference Reserve for Pay Package 337,129,273 353,129,553 **Total Full Costs to Line (2) - Section III** 321,877,721 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) 341,285,456 350,000,000 357,000,000 TOTAL SECTION II 337,129,273 (B) 321,877,721 353,129,553 **TOTAL - Surplus/Deficit** (C) 19,407,735 12,870,727 3,870,447 **EXPLANATION:** Negative balance is offset by cash balance brought forward (See Schedule I).

SCHEDULE 1A: DETAIL	OF FEE CO	LLECTION AND	RELATED PROGR	RAM COSTS
Department: Program: Fund:	72750300	ment Services Retirement Benefits Clearing Trust	Budget Perions Administration	od: 201 <u>0</u> -11
Specific Authority:	121, F.S.			
Purpose of Fees Collected:	Employee F	Benefits Plan		
	-			
Type of Fee or Program: (Che Regulatory services or oversig				I III and attach
Examination of Regulatory	Fees Form - Pa	art I and II.)	•	
Non-regulatory fees authorize	ed to cover full	cost of conducting a	specific program or serv	ice. (Complete
X Sections I, II, and III only.) (1)		(2)	(3)	(4)
SECTION I - FEE COLLEC	CTION	ACTUAL	ESTIMATED	REQUEST
		FY 2008-09	FY 2009-10	FY 2010-11
Receipts:				
Pension Fund Contribution	s-State	103,742,366	106,958,380	110,274,089
Pension Fund Contribution	s-Non-State	330,791,486	341,046,022	351,618,449
Total Fee Collection to Line (1)	- Section III	434,533,853	448,004,402	461,892,539
SECTION II - FULL COST		10 1,000,000		.0.,002,000
	<u> </u>			
<u>Direct Costs:</u> Salaries and Benefits				
Other Personal Services				
Expenses				
Operating Capital Outlay				
-				
Indirect Costs Charged to T	rust Fund:			
TR to SBA for Administrative	ve Fees	14,227,000	14,500,000	14,750,000
TR to SBA for PEORP		420,750,742	433,400,000	447,000,000
Total Full Costs to Line (2) -	Section III	434,977,742	447,900,000	461,750,000
Basis Used: Accrual				
SECTION III - SUMMARY	-			
TOTAL SECTION I	(A)	434,533,853	448,004,402	461,892,539
TOTAL SECTION II	(B)	434,977,742	447,900,000	461,750,000
TOTAL - Surplus/Deficit	()	(443,890)	104,402	142,539
-	. /	, , , ,		· · · · · · · · · · · · · · · · · · ·
EXPLANATION: Negative balances are offset b	ov cash halance	carried forward (See	Schedule D	
	, I am Caranee	Total and (Dec		

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72750300 Retirement Benefits Administration **Fund:** 2309 Florida Retirement System Trust (1) (2) (3) **(4)** ACTUAL **ESTIMATED** REQUEST **FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 Contributions from Employers 96,582,555,856 97,779,891,558 98,801,868,948 **FUNDING SOURCE-NON-STATE TOTALS*** 96,582,555,856 97,779,891,558 98,801,868,948 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72750300 Retirement Benefits Administration Fund: 2345 FRS Preservation Benefits Plan Trust (1) (2) (3) **(4)** ACTUAL REQUEST **ESTIMATED FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 0 Contributions **FUNDING SOURCE-NON-STATE TOTALS*** *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72750300 Retirement Benefits Administration Fund: 2510 FRS Operating Trust (1) (2) (3) **(4)** ACTUAL **REQUEST ESTIMATED FUNDING SOURCE - STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 47,301 291,963 1,069,370 TR from FRS Trust Fund **FUNDING SOURCE - NON-STATE TOTALS*** 47,301 291,963 1,069,370 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72750300 Retirement Benefits Administration Fund: 2515 Sr. Management Service Opt Annuity Trust (1) (2) (3) **(4) ACTUAL ESTIMATED REQUEST FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 49,618 50,043 50,468 Contributions **FUNDING SOURCE-NON-STATE TOTALS*** 49,618 50,043 50,468 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72750300 Retirement Benefits Administration Fund: 2517 Optional Retirement Program Trust (1) (2) (3) **(4) ACTUAL ESTIMATED** REQUEST **FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 2,497,438 2,510,888 2,523,378 Contributions from Employers **FUNDING SOURCE-NON-STATE TOTALS*** 2,497,438 2,510,888 2,523,378 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72750300 Retirement Benefits Administration Fund: 2532 Mun. Pol/Fire Premium Tax Trust (1) (2) (3) **(4)** ACTUAL **ESTIMATED** REQUEST FUNDING SOURCE-STATE FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 57,584,773 53,104,721 51,509,980 Insurance Premium Tax **FUNDING SOURCE-NON-STATE TOTALS*** 57,584,773 53,104,721 51,509,980 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72750300 Retirement Benefits Administration Fund: 2583 Retiree Health Insurance Subsidy Trust (1) (2) (3) **(4) ACTUAL ESTIMATED REQUEST** FUNDING SOURCE-STATE FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 294,546,935 307,417,662 311,288,109 Contributions from Employers **FUNDING SOURCE-NON-STATE TOTALS*** 311,288,109 294,546,935 307,417,662 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72750300 Retirement Benefits Administration Fund: 2705 FRS Clearing Trust (1) (2) (3) **(4) ACTUAL ESTIMATED REQUEST FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 Pension Fund Contributions-Non-State/Stat 11,112 115,514 258,052 **FUNDING SOURCE-NON-STATE TOTALS*** 11,112 115,514 258,052 *Must agree to amounts on Schedule I, Section IV, Line I.

Department Title:	Budget Period: 2010 - 2011 MANAGEMENT SERVICES	2			
Trust Fund Title:	FLORIDA RETIREMENT SYSTEM TRUST				
Budget Entity:	RETIREMENT BENEFITS A		(72750300)		
LAS/PBS Fund Number:	2309		(1212000)		
_					
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	491,218 (A)	-	491,218		
ADD: Cash on Hand	24,175,865 (B)	-	24,175,865		
ADD: Cash with State Board of Administratio	169,593,120	-	169,593,120		
ADD: Investments	101,128,305,228 (C)	-	101,128,305,228		
Total Cash and Investments	101,322,565,431	-	101,322,565,431		
ADD: Outstanding Accounts Receivable	6,420,248,255 (D)	-	6,420,248,255		
Total Cash, Investments and Accounts Receivable	107,742,813,686 (F)	-	107,742,813,686		
LESS Allowances for Uncollectibles	(G)	-	0		
LESS Approved "A" Certified Forwards	(H)	-	0		
Approved "B" Certified Forwards	(H)	-	0		
Approved "FCO" Certified Forwards	(H)	-	0		
LESS: Other Accounts Payable	11,160,257,830 (I)	-	11,160,257,830		
Unreserved Fund Balance, 07/01/09	96,582,555,856 (K)		96,582,555,856		
Notes: *SWFS = Statewide Financial Statement ** This amount should agree with Line		I for the most recei	nt completed fiscal		

year and Line A for the following year.

Office of Policy and Budget - July 2009

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2010 - 2011 MANAGEMENT SER FRS PRESERVATION BENEFITS PLAN TRUST RETIREMENT BENEFITS ADMINISTRATION (72750300) 2345		
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0 (A)		0
ADD: Cash & CD in Claims Bank Account	0 (B)		0
ADD: Investments	0 (C)		0
Total Cash and Investments	0		0
ADD: Outstanding Accounts Receivable	0 (D)		0
Total Cash, Investments and Accounts Receivable	0 (F)		0
LESS Allowances for Uncollectibles	0 (G)		0
LESS Approved "A" Certified Forwards	0 (H)		0
Approved "B" Certified Forwards	0 (H)		0
Approved "FCO" Certified Forwards	0 (H)		0
LESS: Other Accounts Payable	0 (I)		0
Unreserved Fund Balance, 07/01/09	0 (K)		0 **
Notes: *SWFS = Statewide Financial Statemen ** This amount should agree with Line year and Line A for the following ye	I, Section IV of the Schedu	le I for the most recent	completed fiscal

Description of Tital or	Budget Period: 2010 - 2011		
Department Title: Trust Fund Title:	MANAGEMENT SER FRS OPERATING TRUST		
Budget Entity:	RETIREMENT BENEFITS A	ADMINISTRATION (7	72750300)
LAS/PBS Fund Number:	2510	ADMINISTRATION (A	(2730300)
DAGI DO LUITA NUMBEL.	2310		
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	21,017 (A)		21,017
ADD: Cash on Hand & Cash in Bank	2,000 (B)	0	2,000
ADD: Investments	980,000 (C)		980,000
Total Cash and Investments	1,003,017	0	1,003,017
ADD: Outstanding Accounts Receivable	1,262 (D)		1,262
Total Cash, Investments and Accounts Receivable	1,004,279 (F)	0	1,004,279
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	708,068 (H)		708,068
Approved "B" Certified Forwards	248,856 (H)		248,856
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable	55 (I)		55
Unreserved Fund Balance, 07/01/09	47,301 (K)	0	47,301 **
Notes: *SWFS = Statewide Financial Statemen ** This amount should agree with Line		I for the most recent	completed ficeal

Office of Policy and Budget - July 2009

year and Line A for the following year.

D. A. A. P. M.	Budget Period: 2010 - 2011	a			
Department Title: Trust Fund Title:	MANAGEMENT SERVICES SR MGMT SVC OPT ANNUITY TRUST				
Budget Entity:	RETIREMENT BENEFITS A		2750300)		
LAS/PBS Fund Number:	2515	22.111 (22.111.110.1)			
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	39,568 (A)		39,568		
ADD: Cash & CD in Claims Bank Account	(B)		0		
ADD: Investments	8,946 (C)		8,946		
Total Cash and Investments	48,513		48,513		
ADD: Outstanding Accounts Receivable	36,886 (D)	0	36,886		
Total Cash, Investments and Accounts Receivable	85,400 (F)	0	85,400		
LESS Allowances for Uncollectibles	(G)		0		
LESS Approved "A" Certified Forwards	(H)		0		
Approved "B" Certified Forwards	(H)		0		
Approved "FCO" Certified Forwards	(H)		0		
LESS: Other Accounts Payable (Non-Operating)	35,782 (I)	0	35,782		
Unreserved Fund Balance, 07/01/09	49,618 (K)	0	49,618 **		
Notes: *SWFS = Statewide Financial Statement ** This amount should agree with Line		I for the most recent c	ompleted fiscal		

year and Line A for the following year.

Office of Policy and Budget - July 2009

Department Title: Trust Fund Title: Budget Entity:	Budget Period: 2010 - 2011 MANAGEMENT SERVICES OPTIONAL RETIREMENT PROG TRUST RETIREMENT BENEFITS ADMINISTRATION (72750300)		
LAS/PBS Fund Number:	2517		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,791 (A)		4,791
ADD: Other Cash on Hand	(B)		0
ADD: Investments	2,535,677 (C)		2,535,677
Total Cash and Investments	2,540,468 (D)		2,540,468
ADD: Outstanding Accounts Receivables	6,554,882 (C)		6,554,882
Total Cash, Investments and Accounts Receivable	9,095,351 (F)		9,095,351
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	1,846 (H)		1,846
Approved "B" Certified Forwards	(H)		0
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable (Non-Operating)	6,596,066 (I)		6,596,066
Unreserved Fund Balance, 07/01/09	2,497,438 (K)		2,497,438 *

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year and Line A for the following year.

Department Title:	Budget Period: 2010 - 2011 MANAGEMENT SERVICE	· · ·			
Trust Fund Title:	MUNICIPAL POLICE/FIREMENT PREMIUM TAX TRUST				
Budget Entity:	RETIREMENT BENEFITS ADMINISTRATION (72750300)				
LAS/PBS Fund Number:	2532				
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	76,018 (A)		76,018		
ADD: Cash with State Board of Administration	0 (B)		0		
ADD: Investments	205,500,329 (C)		205,500,329		
Total Cash and Investments	205,576,347		205,576,347		
ADD: Outstanding Accounts Receivable	356,347 (D)		356,347		
Total Cash, Investments and Accounts Receivable	205,932,694 (F)		205,932,694		
LESS Allowances for Uncollectibles	(G)		0		
LESS Approved "A" Certified Forwards	439,698 (H)		439,698		
Approved "B" Certified Forwards	0 (H)		0		
Approved "FCO" Certified Forwards	(H)		0		
LESS: Other Accounts Payable	147,908,224 (I)		147,908,224		
Unreserved Fund Balance, 07/01/09	57,584,773 (K)		57,584,773 **		

^{*}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.

Department Title:	Budget Period: 2010 - 2011 MANAGEMENT SERVICES DETIDEE HIS TRUST			
Trust Fund Title:	RETIREE HIS TRUST RETIREMENT BENEFITS ADMINISTRATION (72750300) 2583			
Budget Entity: LAS/PBS Fund Number:				
LAS/FBS Fund Number:	2363			
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	171,061 (A)		171,061	
ADD: Cash on Hand and with SBA	9,270 (B)		9,270	
ADD: Investments	261,653,590 (C)		261,653,590	
Total Cash and Investments	261,833,921		261,833,921	
ADD: Outstanding Accounts Receivable	32,723,570 (D)	0	32,723,570	
Total Cash, Investments and Accounts Receivable	294,557,491 (F)	0	294,557,491	
LESS Allowances for Uncollectibles	(G)		0	
LESS Approved "A" Certified Forwards	(H)		0	
Approved "B" Certified Forwards	(H)		0	
Approved "FCO" Certified Forwards	(H)		0	
LESS: Other Accounts Payable	10,556 (I)		10,556	
Unreserved Fund Balance, 07/01/09	294,546,935 (K)	0	294,546,935 **	
Notes: *SWFS = Statewide Financial Statemen	ıt			

Office of Policy and Budget - July 2009

year and Line A for the following year.

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

Budget Period: 2010 - 2011 MANAGEMENT SERVICES FLORIDA RETIREMENT SYSTEM CLEARING TRUST RETIREMENT BENEFITS ADMINISTRATION (72750300) 2705		
Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
241,997 (A)		241,997
546,255 (B)		546,255
on		0
(C)		0
788,252	0	788,252
40,400,724 (D)	375,000	40,775,724
41,188,976 (F)	375,000	41,563,976
(G)		0
(H)		0
(H)		0
(H)		0
41,552,865 (I)	-	41,552,865
-363,888 (K)	375,000	11,112 **
	FLORIDA RETIREMENT S RETIREMENT BENEFITS 2705 Balance as of 6/30/2009 241,997 (A) 546,255 (B) (C) 788,252 40,400,724 (D) 41,188,976 (F) (G) (H) (H) (H) (H)	FLORIDA RETIREMENT SYSTEM CLEARING RETIREMENT BENEFITS ADMINISTRATION 2705

Office of Policy and Budget - July 2009

year and Line A for the following year.

	Budget Period: 2010 - 2011	[
Department Title:	720000 MANAGEMENT SERVIC	CES
Trust Fund Title:	Florida Retirement System Trust F	und
LAS/PBS Fund Number:	2309	
BEGINNING TRIAL BALA	ANCE:	
Unreserved Fund	d Balance Per Trial Balance, 07-01-09	96,582,555,856 (A)
Add/Subtract:		
	To Roll Forward Balances Greater Than a Manual Entry Will Be Made In FLAIR arect Balance.	·
Other Adjus	stment(s):	
Statewide Post C	Closing Adjustment @ June 30, 2009	(C)
	ΓRIAL BALANCE:	96,582,555,856 (D)
ADJUSTED BEGINNING		
ADJUSTED BEGINNING TUNRESERVED FUND BAI	LANCE, SCHEDULE IC	96,582,555,856 (E)

Department Title:	Budget Period: 2009 - 2010 720000 MANAGEMENT SERVICES	
Trust Fund Title:	FRS Preservation of Benefits Plan TF	
LAS/PBS Fund Number:	2345	
BEGINNING TRIAL BAL	ANCE:	
Unreserved Fun	nd Balance Per Trial Balance, 07-01-08	0
Add/Subtract:		
	eave Liability in FLAIR	
Not on Schedul	e 1C	0.00
Certified Forwa	rd B recored on Schedule 1C	
Not Recorded in	n FLAIR	0
Other Adju	stment(s):	
Statewide Post	Closing adjustment to Accounts Receivable	
ADJUSTED BEGINNING TRIAL BALANCE:		0 (1
UNRESERVED FUND BA	LANCE, SCHEDULE IC	- (1
DIFFERENCE:		0 (1

D	Budget Period: 2009 - 2010		
Department Title: Trust Fund Title:	720000 MANAGEMENT SERVICES Institute of Food Ag Science Supplemental Retirement Trust Fun 2379		
LAS/PBS Fund Number:			
BEGINNING TRIAL BAL	LANCE:		
Unreserved Fu	nd Balance Per Trial Balance, 07-01-08	0.00 (A)	
Add/Subtract:	:		
Other Adju	ıstment(s):		
_	Closing Adjustment @ June 30, 2008	0.00 (C)	
_		0.00 (C) (C)	
_	Closing Adjustment @ June 30, 2008	` '	
Statewide Post ADJUSTED BEGINNING	Closing Adjustment @ June 30, 2008	(C)	

Danautmant Title	Budget Period: 2010 - 2011	ES
Department Title: Trust Fund Title:	720000 MANAGEMENT SERVICE FRS Operating Trust Fund	<u>ES</u>
LAS/PBS Fund Number:	2510	
Ensyl Do I and I amber.	2510	
BEGINNING TRIAL BA	ALANCE:	
Unreserved F	Fund Balance Per Trial Balance, 07-01-09	44,027
Add/Subtrac	et:	
Property Valu	ue Recorded In FLAIR As Assets/Not Recor	ded On (1
Schedule 1C		(738,122)
Compensated	Absences Liability Recorded In FLAIR/	
-	d On Schedule 1C	990,252
		A ID /
•	vable not Certified Forward Recorded IN FL. d On Schedule 1C	AIR/
Not Recorded	1 On Schedule 1C	
Certified For	ward B On Schedule 1C/Not Subtracted	
From FLAIR	Fund Balance	(248,856)
Other Ad	justment(s):	
Statewide Po	st Closing Adjustment @ June 30, 2009	
ADJUSTED BEGINNIN	G TRIAL BALANCE:	47,301 (1
UNRESERVED FUND E	BALANCE, SCHEDULE IC	47,301
DIFFERENCE:		0 (

	Budget Period: 2010 - 201		
Department Title:	720000 MANAGEMENT SERVICES		
Trust Fund Title:	Senior Management Services Optional Annutity Program 2515		
LAS/PBS Fund Number:	2515		
BEGINNING TRIAL BAI	LANCE:		
Unreserved Fu	nd Balance Per Trial Balance, 07-01-09	49,618 (A	
e meser ved 1 d	na Bulance i ei i i i a Bulance, e i e i e i	15,025	
Add/Subtract	:		
Other Adi	ustment(s)•		
Other Adj	ustment(s):		
ū	ustment(s): Closing Adjustment @ June 30, 2009	0.00	
ū			
ū		0.00 (0	
Statewide Post	Closing Adjustment @ June 30, 2009		
ū	Closing Adjustment @ June 30, 2009		
Statewide Post ADJUSTED BEGINNING	Closing Adjustment @ June 30, 2009		
Statewide Post ADJUSTED BEGINNING	Closing Adjustment @ June 30, 2009 TRIAL BALANCE:	49,618	

	Budget Period: 2010 - 201	1	
Department Title:	720000 MANAGEMENT SERVICES Optional Retirement Program Trust Fund		
Trust Fund Title:			
LAS/PBS Fund Number:	2517		
BEGINNING TRIAL BAL	ANCE:		
Unreserved Fun	d Balance Per Trial Balance, 07-01-09	2,466,667	
Add/Subtract:			
Compensated A	bsences Liability Recorded In FLAIR/		
Not Recorded C	On Schedule 1C	30,771	
Other Adju	stment(s):		
Statowida Post	Closing Adjustment @ June 30, 2009	0.00	
Statewide Fost (Closing Adjustment & June 30, 2009	0.00	
ADJUSTED BEGINNING	TRIAL BALANCE:	2,497,438 (I	
UNRESERVED FUND BA	LANCE, SCHEDULE IC	2,497,438 (H	
DIFFERENCE:		0 (I	

Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICES	
Trust Fund Title:	Police & Firefighters Premium Tax TF	
LAS/PBS Fund Number:	2532	
BEGINNING TRIAL BAL	ANCE:	
Unreserved Fun	d Balance Per Trial Balance, 07-01-09	57,584,773
Add/Subtract:		
	le Not Certified Forward in FLAIR	
Not Recorded C	On Schedule 1C	
Certified Forwa	rd B recored on Schedule 1C	
Not Recorded in	n FLAIR	0
Other Adjus	stment(s):	
Statewide Post (Closing adjustment to Accounts Receivable	
ADJUSTED BEGINNING	TRIAL BALANCE:	57,584,773
UNRESERVED FUND BA	LANCE, SCHEDULE IC	57,584,773
DIFFERENCE:		(0)

Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICES	
Trust Fund Title:	Retiree Health Insurance Subsidy TF	
LAS/PBS Fund Number:	2583	
BEGINNING TRIAL BAL	ANCE:	
Unreserved Fur	nd Balance Per Trial Balance, 07-01-09	294,546,935
Add/Subtract:		
Compensated L	eave Liability in FLAIR	
Not on Schedul	e 1C	0.00
Certified Forwa	ard B recored on Schedule 1C	
Not Recorded i	n FLAIR	0
Other Adju	stment(s):	
Statewide Post	Closing adjustment to Accounts Receivable	
	_	
		(
ADJUSTED BEGINNING	TRIAL BALANCE:	294,546,935
UNRESERVED FUND BA	LANCE, SCHEDULE IC	294,546,935
DIFFERENCE:	Γ	0

On out mont Title	Budget Period: 2010 - 201		
Department Title: Frust Fund Title:	720000 MANAGEMENT SERVICES Florida Retirement System Contribution Clearing Trust Fund		
AS/PBS Fund Number:	2705	Dution Clearing Trust Fund	
AS/I DS Fund Number.	2703		
BEGINNING TRIAL BALA	ANCE:		
Unreserved Fund	d Balance Per Trial Balance, 07-01-09	(363,888.38) (A	
Add/Subtract:			
		0.00 (B	
Other Adjus	etment(s):		
Statewide Post (Closing Adjustment @ June 30, 2009	(C	
To Increase Rev		375,000.00	
	PDIAL DALANCE	11.112 (D	
ADJUSTED BEGINNING	TRIAL BALANCE:	11,112 (D	
JNRESERVED FUND BAI	LANCE, SCHEDULE IC	11,112 (E)	
DIFFERENCE:		(0) (F)	

Budget Period: 2010-2011 SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Department: Management Services Chief Internal Auditor: John W. Davis Budget Entity: Retirement Phone Number: (850) 487-9476 (1) (2) (3) (4) (6) SUMMARY OF REPORT **PERIOD** UNIT/AREA SUMMARY OF FINDINGS AND ISSUE NUMBER **ENDING** RECOMMENDATIONS CORRECTIVE ACTION TAKEN CODE **Auditor** 1/31/2008 **Division of Retirement Department of Management Services Division of Retirement** General **Integrated Retirement Information System (IRIS)** Report No. 2008-172 Finding No. 1: Input Controls: The Division's IT controls for ensuring the completeness of data Dated: received for processing in IRIS needed improvement. 4/17/2008 **Recommendation:** The Division should implement **Concur:** A System Investigation Request (SIR) based on this finding was submitted. controls to ensure that the total number of records The SIR requested a control total verification sent by DFS in the warrant register file are actually processed in IRIS by verifying control totals. to ensure that the total number of records sent to the Division by DFS was processed when the warrant file is updated in IRIS. The anticipated completion date for this SIR is April 30, 2008. Update/Closed 10/17/2008: BearingPoint has completed the control total verification SIR and it was placed in production on May 13, 2008. There have been 26 weekly or monthly payrolls processed since the edit was implemented May 13, 2008, and the counts have matched correctly each time with a message in the Batch Log saying that the RP240 and RP260 files match. Finding No. 2: Security Controls: Division security controls over the IRIS application, data, and supporting IT environment needed improvement. **Recommendation:** The Division should strengthen its IT security controls in the areas described above to provide increased assurance of the confidentiality, **Concur:** The Division has implemented or

	integrity, and availability of the IRIS application, data, and supporting IT resources. The Division should also consider utilizing the expertise of the contracted ISM to assist in monitoring the appropriateness of BearingPoint staff's access privileges.	will implement the following security controls to strengthen the confidentiality, integrity, and availability of IRIS: a) The Division is no longer sharing an administrator account to administer application security in IRIS. Each security administrator has their own account and the former shared account was deactivated. This was completed on March 31, 2008.
		Update/Closed 03/31/2008: This item was completed prior to the issuance of the report.
		b) The Division will implement an "activity date/time" and "activity user-id" trigger on the security database tables that will allow for the tracking of updates to the security profiles. This is a standard in IRIS and was not implemented in the original security schema. This enhancement will be implemented by May 31, 2008.
		Updated/Closed 10/17/2008: BearingPoint implemented a trigger for "Activity date/time" and "Activity user id" on the security database tables on May 29, 2008. Samples of the updated columns were verified by the ISM.
		c) The Division will revoke all production roles from IT personnel and assign the generic inquiry role that is available in IRIS. This will be completed by April 30, 2008.
		Updated/Closed 10/17/2008: IRIS Production roles removed, replaced with inquiry only role for IT personnel. This change was completed on April 30, 2008 and was verified by the ISM.

d) The Division employs a practic requiring supervisors to complete as internal form referred to as th "Employee Notification form" wheneve an employee terminates. This practic generally works in a satisfactory manne notifying IT Services of terminate employees. This sets into motion a wid range of activities including removing security access to IRIS and the Division physical facilities. This practice extend to non-employees, including BearingPoint. In the two cases cited in the audit, the work process failed to identify terminated employees. More emphasis will be placed on supervisor adhering to the requirement that they complete the necessary forms when employees terminate. An additional notification practice was added on March 25, 2008 to help catch and terminated employees missed by this work process. Whenever a personne action request (PAR) terminating a employee is created, the supervisor will also send an e-mail to IT Service informing them of the termination.	
Although the Division could not determine all activities performed by the terminated user, the Division is able to review the activity logs and determined that the person did not access the IRIS application.	t e o
Updated/Open 10/17/2008: The previous ISM had validated the additional notification practice that is currently in place and functioning Additionally, when a new ISM is in place they will develop and implement a quarterly procedure to audit this procedure as follows:	e
A complete list of Employer Notifications by quarter is received from	

Administrative Services. Up to 10 records are randomly selected for review. Documentation concerning the final disposition of these records is requested from the Technical Service Center (TSC). The documentation is reviewed for compliance with the policy. The Division of Retirement is currently in the process of awarding a new contract for the services of an ISM. A contract deliverable will be included in the contract which requires the ISM to develop a procedures manual which incorporates a quarterly review process of Employee Notifications to assure compliance with the policy. It is anticipated that the procedures manual
e) The Division will update its procedure to include a review of active network accounts on the same semi-annual basis currently used for appropriate IRIS access. The anticipated effective date of this procedure is June 30, 2008. Updated/Closed 10/17/2008:
BearingPoint updated the procedure for reviewing active network accounts and completed the semi-annual review on June 30, 2008. The account review was verified by the ISM.
f) The Division has reviewed the established accounts on its external FTP server and removed accounts that are no longer active. This was completed on March 31, 2008. The Division will update its procedure to review active external FTP accounts on a semi-annual basis. The procedure will be updated by June 30, 2008.
Updated/Closed 10/17/2008:

BearingPoint updated the procedure for reviewing active external FTP accounts and completed the semi-annual review on June 30, 2008. The account review was verified by the ISM.
g) The Division will also utilize the expertise of the contracted ISM to assist in monitoring BearingPoint staff's access privileges. This procedure should be in place by June 30, 2008.
Updated/Open 10/17/2008: The new ISM will develop a quarterly procedure to review not only BearingPoint staff privileges, but several other procedures as well:
 Validation that Employee Notifications sent to the TSC have been properly completed. Compliance with the Review Procedure for Active Network Accounts. Compliance with the Review Procedure for External FTP Accounts. Compliance with the Security Procedure for Violations regarding Quarterly Health Checks. Compliance with the Review Procedure for Database User Accounts. Compliance with Departmental and Divisional Patch Management Procedures.
The Division of Retirement is currently in the process of awarding a new contract for the services of an ISM. A contract deliverable will be included in the contract which requires the ISM to develop a procedures manual which incorporates a quarterly review process of the above procedure to ensure compliance with the policy. It is anticipated that the procedures manual

Finding No. 3: Program Change Controls: The Division's program change controls for IRIS needed improvement.

Recommendation: The Division should implement controls to establish an appropriate segregation of duties with regard to PL/SQL changes and ensure that appropriate change control documentation is maintained. In addition, the Division, supported by BearingPoint IT services, should develop, update, and periodically review change control policies and procedures to provide increased assurance that procedures remain current.

Concur: The Division and BearingPoint has implemented or will implement the following changes to the change control procedures for IRIS:

A. BearingPoint will update the change control policy with regards to migration of PL/SQL programs. Only members of the Database Administrator group will be able to migrate PL/SQL programs from test into production. Furthermore, should a Database Administrator (DBA), which also functions as a developer, make a change that needs migration, another member of the DBA group will migrate the change into production. This change will be effective by May 31, 2008.

Updated/Closed 10/17/2008:

BearingPoint has updated the Change Control (Configuration Policy Management Plan). PL/SQL changes are now migrated by the DBA group. Furthermore if a DBA changes PL/SQL as a developer, a different DBA migrates changes production. the to Configuration Management Plan changes were verified by the ISM.

B. BearingPoint and the Division have instituted process improvements to the SIR Management process to increase accountability and improve documentation. The process now includes identifying system updates made and the staff person who migrated updates into production. the Furthermore, end user acceptance and sign-off are now mandatory prior to

T		
	updates migrating into production. This process improvement was completed on February 15, 2008.	
	Update/Closed 2/15/2008: This item was completed prior to the issuance of the report.	
	C. BearingPoint will enhance the software development plan to include software development procedures for SIRs that only affect PL/SQL programs. This will be completed by May 31, 2008.	
	Updated/Closed 10/17/2008: BearingPoint has updated the Software Development Plan for SIRs that affect PL/SQL programs. The Software Development Plan was verified by the ISM.	
	D. BearingPoint will create a set of operational procedures that are specific to maintaining the IRIS database. The documentation will be used in conjunction with Oracle Operations Manuals and will include items that are specific to our installation of Oracle. This will be completed by July 31, 2008.	
	Updated/Closed 10/17/2008: BearingPoint has written up Operational Procedures for some tasks specific to our installation. These are used in addition to Oracle's published documentation, and help us with very specific tasks so the DBA team can follow consistent procedures. The Operational Procedures were verified by the ISM.	
Finding No. 4: Disaster Recovery Plans: The Division's disaster recovery plans were not current and had not been approved by management.		
Recommendation: The Division, supported by BearingPoint IT services, should update and	Concur: In addition to reviewing and updating the Divisions Disaster Recovery	

periodically review disaster recovery plans to provide increased assurance that continuity-of-operation provisions remain appropriate.	Plan once a year, the Division will implement a procedure to obtain signatures from the Division Director and Department CIO to serve as final signoff of the updated plan. Final signoff of the updated Disaster Recovery Plan is expected to be received by April 30, 2008. Updated/Closed 10/17/2008: BearingPoint
	and the Division completed its review and update of the Disaster Recovery Plan. The plan has been signed by both the Division Director and Department CIO.
Finding No. 5: Software Patches and Updates: We noted instances where software patches and antivirus updates had not been applied in a timely manner.	
Recommendation: The Division should strengthen its software patch management practices and ensure compliance with appropriate Department policies.	Concur: The Division is currently implementing the appropriate controls to ensure compliance with the Department's policies.
	Updated/Open 10/17/2008: BearingPoint continues to work with the Department to strengthen its patch and update procedures. BearingPoint will work with the new ISM to develop a process to review the patches that have been applied versus what's available on its major applications. BearingPoint will continue to work with the Department and adhere to industry standard for applying patches and updates.
	The Division of Retirement is currently in the process of awarding a new contract for the services of an ISM. A contract deliverable will be included in the contract which requires the ISM to develop a procedures manual which incorporates a process for performing reviews to ensure that patches have been applied which are available on its major applications. It is anticipated that the procedures manual will be completed by June 30, 2009.

Auditor General Report No. 2008-141 Dated: 3/24/2008	6/30/2007 Retirement Heal Insurance (HIS)	Historically, the Retiree Health Insurance Subsidy (HIS) Program has been classified as an other post-employment benefit (OPEB) that did not have specific funding or liability reporting requirements. Statements 43 and 45 from the Governmental Accounting Standards Board (GASB) require the state to account for the long-term liabilities of an OPEB. An OPEB Workgroup was established and is headed by the Department of Financial Services with participation by the Department of Management Services, the Board of Governors, the Governor's Office, and the Auditor General. During the implementation of GASB Statements 43 and 45 it was determined the HIS Program is a pension benefit and not an OPEB. This determination has not been formally presented to the Legislature. Since the Legislature has not been able to address the HIS Program as a pension, the HIS valuation reflects the pension assumptions of the Florida Retirement System Pension Plan. Based upon the 2007 modeling of the HIS Trust Fund, there will be reserve of 10 or more months for the next five fiscal years. This model is based upon	

	the actual return over the previous five years,	
	and membership growth trends over the last	
	four years. The monthly contributions	
	received by the HIS Trust Fund exceed the	
	monthly HIS benefit payments. It would be	
	possible to retain a trust fund cash reserve of	
	two months' contributions to cover cash flow	
	and fluctuations and allow the balance to be	
	invested for higher returns to improve	
	program funding. Such a policy would	
	ultimately be decided by the Legislature in	
	consultation with the State Board of	
	Administration and could require legislative	
	changes.	
	As noted in on page I-2 of the July 1, 2006	
	Health Insurance Subsidy Valuation, the	
	return assumption is based upon the premise	
	that if this program becomes prefunded, its	
	assets would be allocated consistent with	
	FRS investment. As a publicly funded	
	pension plan, the Legislature must decide	
	about the funding of this program. A	
	meeting will be scheduled with Legislative	
	staff to get direction on this program and	
	guidance for the assumptions used in the	
	valuation of this pension plan, similar to that	
	done for the FRS Pension Plan. Future	
	valuations will reflect the decisions by this	
	group.	
	group.	
	Updated/Open 11/14/2008: The FRS	
	Assumptions Conference was held on	
	September 29, 2008. However, the HIS	
	program was not discussed. The director of	
	the Division of Retirement will contact the	
	FRS Assumption Conference principals and	
	provide the details of this HIS issue for their	
	consideration no later than December 1,	
	2008.	

Internal Audit Report No. 2008-211	April 2008	Local System	Retirement	Advisory Report - Oversight of Local Government Pension Plans		
Dated: 5/16/2008				Finding: Although recommendations to improve operations have been made repeatedly, Bureau and Division management have not taken the corrective action necessary to fully resolve the operational issues.		
				Recommendations: We recommend that the Bureau immediately direct its internal actuary to conduct only a Level Two-type review of each plan's most recent actuarial valuation and a cursory review of the reports from the two preceding years.	The OIG did not require a response to this report. However, based on the report, the Division was required to develop an action plan for correcting all identified issues. Update/Open 4/3/2009: The OIG has just	
				(2) We also recommend that Bureau management assume responsibility for establishing and maintaining a formal triennial review schedule and for monitoring staff adherence to the schedule. Division management should hold Bureau management accountable for meeting the review	completed a six-month follow-up report to the Auditor General's Report No. 2009-014, State of Florida, Local Government Financial Reporting System. This report contained findings and recommendations related to the department's oversight of local	
				schedule and Department management should ensure that the Division receives the resources necessary to accomplish the schedule. Given the backlog of plans and other problems discussed in this report, the Division may want to consider outsourcing the actuarial review function in its entirety.	government pension plans. These findings and recommendations paralleled those stated in this report. As we stated in the six-month follow-up report, the division has not fully implemented the Auditor General's recommendations and we will continue to monitor division operations. Given the	
				(3) In conjunction with the actions listed above, we recommend that Bureau management establish risk-based criteria to prioritize backlogged plans for review. These criteria should also be used to prioritize future review undertaken as part of the formal triennial review process.	comparability in the findings and recommendations in the two audits, additional review is not required at this time to determine that the division has made some progress, but has not yet fully implemented the OIG's more extensive and detailed recommendations.	
				(4) We also recommend that the Bureau establish actuarial review standards to be followed by the Bureau's internal actuary and any consulting actuaries.(5) We recommend the Bureau establish internal operating policies and procedures concerning the	The division anticipates that it will have significantly reduced its work backlog by the end of the current fiscal year and efforts to address other OIG recommendations are ongoing. The OIG therefore is delaying its twelve-month status review until after the	
				review and disposition of work performed by any	start of the 2009-10 fiscal year.	

			consulting actuary. Given that the consulting actuary follows the Bureau's actuarial review standards, little follow-up review of the consultant's work should be required. The Bureau should establish policies and procedures to timely act to state accept or not state accept a plan's report(s) based on the consultant's work. (6) We further recommend that the Bureau take immediate action to resolve pending matters. (7) In conjunction with this action, we recommend that the Bureau promulgate rules to implement the enforcement provisions of Section 112.63, Florida Statutes. (8) We recommend that the Bureau consult with the Department's Chief Information Officer to identify options for revising the Access database to adequately support Bureau functions. The database should include controls for data accuracy and the capability to track the status of plan reviews.		
			(9) To streamline the review process, we recommend that the Bureau require plans to use standard report formats and to submit reports electronically.		
Auditor General Report No. 2009-014 Dated: 10/01/2008	6/30/2007	Local Retirement	State of Florida Local Government Financial Reporting System Performance Audit Finding 8: Department of Management Services, Division of Retirement (DMS), did not always acknowledge the receipt of the local governments' actuarial reports or actuarial impact statements pertaining to public employee retirement systems and plans, contrary to Section 112.63(4), Florida Statutes. Furthermore, DMS did not prioritize its backlog of actuarial reports and impact statements pending review to ensure that the reviews were performed in a timely manner.		
			Recommendation: DMS should ensure that all local governments are notified in a timely manner that DMS has received their actuarial reports and	Concur. Division procedures require the Division to acknowledge receipt of actuarial reports and impact statements. Staff enter	

impact statements. Additionally, DMS should take appropriate action to ensure that reviews are performed in a timely manner, and that the written procedures established for the review of actuarial reports and impact statements are followed, including prioritizing its backlog based on the triennial review schedule provided for in law.

into a logbook the date of receipt of each actuarial valuation and/or impact statement and the date the acknowledgement letter was issued. A copy of the acknowledgement letter is placed in the monthly correspondence file. To ensure staff are complying with these procedures, management has instituted the practice of verifying that the acknowledgement letter was issued. Each month, management will review the hard copy file of a sample of approximately 20% of the plans that submitted reports during the past month to verify that the acknowledgement letter was issued.

In response to recommendations by the Department's Office of Inspector General the Division has established a comprehensive action plan to address issues related to prioritizing the review of actuarial reports and adherence to a triennial review schedule. Accordingly, the Division has established a risk-based schedule for accomplishing the triennial review of all local government pension plans. The schedule specifies the order in which plans are to be reviewed with the most overdue plans given the highest priority for review. In addition, the Division has implemented a policy whereby it no longer reviews actuarial valuations older than three years. The Division expects to complete the revision of its written policies and procedures for conducting actuarial reviews by January 1, 2009.

The Division has also obtained additional resources to assist in its review efforts. A budget amendment approved on September 4, 2008 provides additional funding in the current fiscal year for external actuarial services to help reduce the work backlog. The 2008 Legislature authorized a second actuary position to help address the backlog and assist in maintaining a triennial review

Г	1 1 1	
	schedule.	
	Update/Open 03/31/2009: In accordance with statutory requirements, the division's operating procedures require staff to acknowledge receipt of actuarial reports and impact statements. To ensure compliance with this requirement, management reviews division files monthly to verify that staff did in fact issue an acknowledgement letter for each report received in the prior month.	
	In July 2008, the division put into effect a schedule for accomplishing the triennial review of all local government pension plans. Priority for review is based on time elapsed since the last plan examination. As reported in our original response, the 2008 Legislature authorized a second actuary position and a following budget amendment provided additional funding for external actuarial services. We subsequently filled the second actuarial position and contracted for actuarial services with two vendors. With these resources, we anticipate a significant reduction in our work backlog by the end of the current fiscal year.	
	To accomplish the review schedule, the actuaries were directed to review plans in the order of assigned priority. We also developed a standard work program the actuaries must follow to ensure consistency in plan reviews. The completed work program documents that the reviewing actuary has performed required review steps and procedures.	
	We agree that the actions taken by management should adequately implement the Auditor General's recommendation concerning acknowledgement letters. The division has established a schedule for accomplishing the triennial review of local	

	government pension plans. The division also established a checklist the reviewing actuary is required to complete to document performance of certain review steps and incorporated these changes into its written policies and procedures for conducting actuarial reviews. In addition to filling its second actuary position, the division contracted for additional actuarial services with two private vendors. With these resources, the division expects to have significantly reduced its work backlog by the end of Fiscal Year 2008-09. We will continue to monitor implementation of the Auditor General's recommendations regarding review timeliness.	
Finding 9: DMS did not include the required response time, or notification of the consequences for failure to provide requested information, in its correspondence with pension plan administrators. Also, DMS did not maintain a system for tracking and timely following up on requests for additional information relating to its review of public employee retirement systems and plans. Recommendation: DMS should include the required response time and indicate the consequences for failure to provide the requested information, as provided for in law and rule, in requests to pension plan administrators for additional information. Additionally, DMS should establish a tracking system for its correspondence to ensure timely monitoring and follow-up, and, if necessary, enforce the consequences for failure to provide the required information in a timely manner.		

In September 2008, the division implemented a correspondence logbook to monitor the status of and follow-up on requests for information made by the division's internal actuaries. The contracts with external actuaries require the vendor to maintain records of all correspondence with plan administrators. However, in conjunction with the redesign of the division's local retirement system database we will explore options for replacing these manual systems with a web-based tracking system. We will enforce consequences for failure to provide information timely should the need arise.	Update/Open 03/31/2009: Subsequent to our initial response, the department's Office of the General Counsel advised us the division might not have sufficient statutory authority to establish a required response time in its correspondence with pension plan administrators. The division is working with the General Counsel's office to determine if a statutory revision is required to address this issue. The division therefore determined to apply the statutory language (reasonable period of time) in requests to pension plan administrators for additional information. As of September 25, 2008, letters requesting additional information contain the following statement: "NOTE: Section 112.63(4), F.S., provides that if a response to the foregoing request is not received within a reasonable period of time, the Department of Management Services may notify the Departments of Revenue and Financial Services to withhold any funds payable to the plan sponsor (not pledged for the satisfaction of bond debt service), until the additional material information or corrections have been received by this office."	
	implemented a correspondence logbook to monitor the status of and follow-up on requests for information made by the division's internal actuaries. The contracts with external actuaries require the vendor to maintain records of all correspondence with plan administrators. However, in conjunction with the redesign of the division's local retirement system database we will explore options for replacing these manual systems with a web-based tracking system. We will enforce consequences for failure to provide information timely should	

Auditor		6/30/2008	Division of Retirement	Department of Management Services, Division of		
General Report	No.			<u>Retirement</u> Integrated Retirement Information System (IRIS)		
2009-200				Follow-up on Prior Audit Findings		
Dated:				Finding No. 2.2: Security Controls: The Division		
4/30/2009				applied triggers to the security database tables to record which security administrator made a change		
				to an account and when. However, a log was not		
				maintained of specific changes made to a user's IRIS access privileges.		
				Recommendation: The Division should implement	Concur: The Division has submitted a	
				a logging mechanism to record specific changes made to a user's IRIS access privileges.	System Investigation Request (SIR) requesting a logging mechanism. The SIR	
				made to a user's fixes access privileges.	will be implemented using database triggers	
					to record changes to access privileges, i.e. the system will keep a history of the	
					PowerLock roles assigned to IRIS users. A	
					reporting mechanism will be made available so that a review can be conducted of the	
					history of Roles assigned to an IRIS user.	
					This will be completed by June 30, 2009.	
					The OIG is scheduled to conduct a follow-up	
					review of the status of implementation of this recommendation in Fiscal Year 2009-10.	
				Finding No. 2.8: Security Controls: The Division	recommendation in Fiscal Fedi 2009 10.	
				had corrected most of the identified security control issues. However, the Division still needed to		
				improve the authentication of FTP server users.		
				Recommendation: Division should enhance the	Concur: The Division completed	
				authentication of FTP server users.	enhancements to the authentication of FTP	
					server users on April 19, 2009.	
					The OIG is scheduled to conduct a follow-up	
					review of the status of implementation of this recommendation in Fiscal Year 2009-10.	
				Finding No. 3.3: Program Change Controls: The		
				Software Development Plan, dated March 13, 2008, and provided to us on December 24, 2008, did not		
				document the roles of some Bearing Point project		
				staff a and had not been updated to reflect changes in BearingPoint project staff that had		
L		l		changes in bearingrount project stair tilat liau		

				occurred		
				Recommendation: The Division should timely update the Software Development Plan to accurately reflect the current roles and staffing of BearingPoint.	Concur: The Software Development Plan was updated on March 31, 2009 to reflect current project staff and their roles.	
					The OIG is scheduled to conduct a follow-up review of the status of implementation of this recommendation in Fiscal Year 2009-10.	
				Finding No. 4: Disaster Recovery Plans: The Technology Support Center (TSC) Disaster Recovery Plan needed updating to reflect current staffing and current backup procedures.		
				Recommendation: The Division should update the TSC Disaster Recovery Plan to reflect current staffing and operating procedures.	Concur: The Disaster Recovery Plan was updated on January 15, 2009 to reflect current staffing and backup procedures.	
					The OIG is scheduled to conduct a follow-up review of the status of implementation of this recommendation in Fiscal Year 2009-10.	
				Finding No. 5: Software Patches and Updates: The Department should update its policy to address the Division's new operating system environment.		
				Recommendation: The Department should update its policy to address the Division's new operating system environment.	Concur: This DMS policy will be updated, reviewed by management, approved and implemented by July 31, 2009.	
					The OIG is scheduled to conduct a follow-up review of the status of implementation of this recommendation in Fiscal Year 2009-10.	
4 70.	<i>(120,120,00)</i>	7	** 1.1			
Auditor General Report No. 2009-144	6/30/2008	Retirement Insurance (HIS)	Health Subsidy	State of Florida - Compliance and Internal Controls Over Financial Reporting and Federal <u>Awards</u>		
Dated: 3/05/2009				Finding: As previously reported, the investment return assumption (discount rate) of 7.75 percent (long-term rate) used by FDMS in determining the actuarial accrued liability for the Health Insurance Subsidy (HIS) plan, was not commensurate with the nature and mix of current and expected plan investments. Plan investments were invested to yield		
				short-term rates. The use of a short-term, rather than		

long-term, rate may have resulted in the calculation of a significantly larger estimated actuarial accrued liability.

Recommendation: The Department has completed the July 1, 2008, HIS valuation, the results of which will be reported as required supplementary information in the FY 2008-09 Comprehensive Annual Financial Report. However, the Department again elected to use an investment return assumption (discount rate) of 7.75 percent. We again recommend that the FDMS utilize a discount rate consistent with the nature and mix of current and expected plan investments.

Concur: As a publicly funded pension plan, the Legislature must decide about the funding of the Retiree Health Insurance Subsidy (HIS) Program. The Department of Management Services does not make these decisions.

Principals of the Florida Retirement System (FRS) Assumption Conference were contacted following the Auditor General's finding on this same subject last year. The FRS Assumption Conference was requested to meet concerning setting pension assumptions for the HIS Program. Also, follow-up correspondence was sent to the principals requesting guidance on the HIS funding assumptions. At this time, the Department has not received a response to our request.

Based on the 2008 HIS funding model, the HIS Trust Fund continues to project a reserve of 10 or more months for the next five fiscal years. This model uses the current level of funding, the average of the actual return over the previous five years, and membership growth trends over the last four years. On average, the monthly contributions received by the HIS Trust Fund continue to exceed the monthly HIS benefit payments. Valuations are performed biennially with the most recent valuation being as of June 30, 2008. The FRS Pension Plan assumptions were used since it is the only statewide pension program and the HIS recipients are FRS retirees and surviving beneficiaries.

Update/Open 8/28/2009: The Department did not receive a response to requests for an HIS Assumptions Conference, as noted in the original response. An FRS Actuarial

				Assumptions Conference was held on July 27, 2009 to review the preliminary results of the 2003 – 2008 FRS Experience Study. During that Conference a request was made to the principals to hold an HIS Assumptions Conference in conjunction with the FRS Assumptions Conference scheduled for September 25, 2009. Verbal agreement was given by the principals.	
Auditor General Report No. 2009-078 Dated: 12/23/2008	2/28/2008	Division of Retirement	Department of Management Services and Related Entities: Nonpublic Information Safeguards and Revenue and Cash Receipts Finding 7: Cash Collection Controls: Cash collection and processing procedures needed improvement. Recommendation: To adequately safeguard State moneys, the Department and related entities should enhance control procedures by addressing the deficiencies noted. Division of Retirement (DOR) Written procedures did not require checks to be restrictively endorsed when received.	 Concur: The Division of Retirement has revised its written procedures to require restrictive endorsement upon receipt of checks in the division's mail center. Updated/Closed 6/23/09 The Division of Retirement revised its policies and procedures on April 20, 2009 to require restrictive endorsement upon receipt of checks in the division's mail center. 	

SCHEDULE I TRUST FUNDS AVAILABLE

						_	COL A01 ACT PR YR EXP 2008-09	COL A02 CURR YR EST EXP 2009-10	COL A03 AGY REQUEST FY 2010-11	COL A04 AGY REQ N/R FY 2010-11
MANAGEMENT SRVCS, DEPT OF WORKFORCE PROGRAMS	72000000 72750000									
FUND: FL. RETIREMENT SYSTEM	TF	230	9							
SECTION I: DETAIL OF REVENU	ES									
	REVENUE	SVC	AUTH		HING %	CFDA				
	CD	CHG %		ST I/C LC		NO.				
01 TRANSFERS	001500	0.0	121 FS	0.00	0.00		18,513,071	19,000,000	19,000,000	
02 CONTRIBUTIONS	000600	0.0	121 FS	0.00	0.00		2,937,968,877	2,939,000,000	2,939,000,000	
03 INVESTMENTS INCOME	000502 001800	0.0	121 FS 121 FS	0.00	0.00		-24,233,591,202	5,000,000,000	5,000,000,000	
04 REFUNDS 05 WARRANT CANCELLLATIONS	001800	0.0	121 FS 121 FS	0.00	0.00		1,706,238 0			
06 TRANSFER FROM 2379	003800	0.0	121 FS 121 FS	0.00	0.00		0	0	0	
07 TRANSFER FROM 2379	001500	0.0	121 FS 121 FS	0.00	0.00		0	U	0	
TOTAL TO LINE B IN SECT	ION III					_	-21,275,403,016	7,958,000,000	7,958,000,000	
SECTION II: DETAIL OF NONOP	FRATTING DISRURS	FMFNTS		OBJECT	TRANSFER	CFDA				
DECITOR II. DEFINE OF NOROF	BIGITINO BIODONO			CODE	TO BE	NO.				
01 TRANSFERS				810000	72750300		0	0	0	
02 TRANSFERS TO SBA - PEORP				810000			523,136,975	500,000,000	500,000,000	
03 TRANSFER TO 2021-ADMIN AS	SESS FEE			810000	72010100		1,035,769	1,162,568	1,278,828	
04 REFUNDS				860000	72750300		4,016,375			
05 MEMBER BENEFITS				300000			5,671,263,816	5,841,401,730	6,016,643,782	
06 ADMIN FEES/DEPREC				810000			392,760,048	400,000,000	400,000,000	
07 GL CODE 398XX NOT IN CFO				991000			15,951,567,755			
08 GL CODE 42300 NOT IN CFO 08 TRANSFER TO 72750300-2510				991000 810000	72750300		1,252,185,206 14,900,000	18,100,000	18,600,000	
				010000	72730300	_				
TOTAL TO LINE E IN SECT	ION III					_	23,810,865,944	6,760,664,298	6,936,522,610	
SECTION III: SUMMARY										
UNENCUMBERED CASH BALANCE -	JULY 1			(A)			141,668,824,816	96,582,555,856	97,780,391,558	
ADD: RECEIPTS (FROM SECTI	•			(B)			-21,275,403,016	7,958,000,000	7,958,000,000	
TOTAL FUND AVAILABLE (LINE A	+ LINE B)			(C)			120,393,421,800	104,540,555,856	105,738,391,558	
LESS: OPERATING EXPENDITU				(D)						
LESS: NONOPERATING DISBUR	SEMENTS (SECTIO	N II)		(E)			23,810,865,944	6,760,664,298	6,936,522,610	
LESS: FIXED CAPITAL OUTLA				(F)						
UNENCUMBERED CASH BALANCE -	JUNE 30			(G)			96,582,555,856	97,779,891,558	98,801,868,948	



FISCAL YEAR 2010-11

TELECOMMUNICATIONS SERVICES

EXHIBITS
OR
SCHEDULES



FISCAL YEAR 2010-11

TELECOMMUNICATIONS SERVICES

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services **Budget Entity:** 72900100 Telecommunications Services 2105 Communications Working Capital Trust Fund: **Specific Authority:** Chapter 282, F.S. To pay phone bills of vendors and for fund's operations and the **Purpose of Fees Collected:** Emergency Medical Services (EMS) Grant. 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 Land IL.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) (2)(3)SECTION I - FEE COLLECTION REQUEST ACTUAL **ESTIMATED** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** SEE ATTACHED LISTING **Total Fee Collection to Line (1) - Section III** 135,557,214 129,080,700 129,410,000 SECTION II - FULL COSTS **Direct Costs:** Salaries and Benefits 4,900,208 4,881,584 4,911,794 Other Personal Services 102,259 29,486 29,486 636,726 866,868 850,406 Expenses **Operating Capital Outlay** 58,145 92,159 92,159 122,449,588 S.C.: Centrex & Suncom Payments 113,151,413 122,449,588 1,809,181 2,079,845 2,079,845 S.C.: Contracted Services S.C.: SunCom 3rd Party 8,227 S.C.: Risk Management Insurance 9,635 8,227 S.C.: HR Stwd Contract 29,278 29,098 29,098 S.C.: Contracted Legal Services S.C.: Grant & Aid EMAC Data Processing Services - STO 1,115,764 Data Processing Services - SSRC 1,127,890 1,127,890 **Indirect Costs Charged to Trust Fund:** Administrative Assessment Fee 1,319,902 1,225,046 1,347,551 Refunds 45,052 TR from 72900100-2105 to 72900200-2105 91,763 Transfer to General Revenue-EMAC B/A EOG B0209 Decrease DP-STO (204,279)Adj. to Line A for Comp Leave Liability CF B paid not in Beg Bal 34,059 (4,089,759)Certified Forward A Reversions PY AP not CF deleted Reserve for Pay Package 5% Trust Fund Reserve Certified Forward Reversions **Total Full Costs to Line (2) - Section III** 119,009,348 132,789,791 132,926,044 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I 135,557,214 129,080,700 (A) 129,410,000 TOTAL SECTION II 119,009,348 132,789,791 132,926,044 (B) **TOTAL - Surplus/Deficit** 16,547,867 (3,709,091)(3,516,044)(C) **EXPLANATION:** Negative balances offset by cash balance brought forward (See Schedule I)

10 72900100-Schedule IA-Detail of Fees and Related Program Costs-Telecommunications Services-2105.xlsx\SCH

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period: 2010-11**

Budget Entity:Telecommunications Services(72900100)Fund:Communications Working Capital Trust (2105)

Specific Authority: Chapter 282, F.S.

Purpose of Fees Collected: To pay phone bills of vendors and for fund's operations and the

Emergency Medical Services (EMS) Grant.

(1)	(2)	(3)	(4)
SECTION I - FEE COLLECTION	ACTUAL	ESTIMATED	REQUEST
	FY 2008 - 09	FY 2009 - 10	FY 2010 - 11
Receipts:			
Suncom/Centrex Revenues	121,515,460	118,000,000	115,500,000
Telecomm. Infrastructure Proj. Fees	4,067,274	3,270,000	3,400,000
Wireless Revenues	6,650,347	5,308,100	8,310,000
Blackberry			
Interagency AgreeDOAH-Video Tele	100,000	100,000	100,000
Interagency Agreement-Dept of Health(EMS)	66,749		
Wireless 911 Board Reimbursement	73,490		-
Property Transfer In			
Interest Earnings	319,913	350,000	350,000
Refunds and Reimbursements	2,763,981	2,052,600	1,750,000
Hurricane Reimbursements from FEMA			
Wireless 911 Board Reimbursement			
Reversions			
Total Fee Collection to Line (1) - Section III	135,557,214	129,080,700	129,410,000

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS					
Department:	72 Manager	nent Services	Budget Perio	od: 201 <u>0</u> -11	
Program: Fund:		elecommunications ess Emergency Photo			
Specific Authority: Sec 365.172 and 365.173, F.S.					
Purpose of Fees Collected:			da's wireless telephone subsc	ribers to offset Florida	
		•	Emergency 911 capital and o		
		•	distributions are as follows: 4	14% to counties;	
		oviders; and an additional			
Type of Fee or Program: (Che				II and attach	
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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete					
X Sections I, II, and III only.)		<i>3</i>	1 2	r	
(1)		(2)	(3)	(4)	
SECTION I - FEE COLLEC	CTION	ACTUAL	ESTIMATED EX 2000 10	REQUEST	
Receipts:		FY 2008 - 09	FY 2009 - 10	FY 2010 - 11	
Deposits from Wireless 91	l Ser.Provider	79,313,660	83,221,377	87,382,477	
Deposits from Wireline 911		48,884,967	50,522,394	52,518,029	
<u> </u>					
Interest Earnings	l	1,199,876	1,000,000	800,000	
Refunds		734,957	-	-	
Total Fee Collection to Line (1)		130,133,460	134,743,771	140,700,506	
SECTION II - FULL COSTS	<u>S</u>				
Direct Costs:	•	074.005	407.000	100.040	
Salaries and Benefits		374,335	427,963	430,613	
Expenses	[263,048	744,829	741,229	
Operating Capital Outlay SC: Contracted Services	<u>[</u>	240 221	161.640	3,600	
SC: Contracted Legal Services	ices [240,231 41,496	161,649 92,159	161,649 92,159	
S.C.:Risk Management Inst		808	32,100	32,133	
S.C.:HR Stwd Contract	arunce [977	971	971	
Data Processing Services -	STO I	4,778			
Data Processing Services -		,	4,140	4,140	
Aid to Local Governments:	•				
Wireless 911 Grants to Co	ounties 05561	25,000,000			
Non-Wireless 911 Dist.to	Counties 0556	54,092,368	56,764,411	52,518,029	
Wireless 911 Dist.to Cour	nties 055610	56,932,907	58,482,388	70,190,273	
Wireless 911 Dist.to Svc.	Provid. 05561	14,696,808	22,514,643	13,175,579	
Indirect Costs Charged to Tr TR to 2021-Admin.Assess.		66.950	76 540	94 202	
Refunds		66,850 99,797	76,548	84,203	
CF B Paid Non-Wireless 911 Distribut	iona Boyaraia				
Certified Forward Reversion		(193,876)	-		
Total Full Costs to Line (2) -	Section III	151,620,527	139,269,701	137,402,445	
Basis Used: Accrual					
SECTION III - SUMMARY					
TOTAL SECTION I	r	130 133 460	13/17/12 771	140 700 506	
	(A) [130,133,460	134,743,771	140,700,506	
TOTAL SECTION II	(B)	151,620,527	139,269,701	137,402,445	
TOTAL - Surplus/Deficit	(C)	(21,487,067)	(4,525,930)	3,298,061	
EXPLANATION: Negative balances offset by ca	sh balance brou	ght forward (See Scho	edule I)		

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72900100 Telecommunications Services Fund: 2105 Comm. Working Capital Trust (1) (2) (3) **(4) ACTUAL ESTIMATED** REQUEST **FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 27,693,755 23,956,664 20,412,620 Suncom/Centrex Revenues **FUNDING SOURCE-NON-STATE TOTALS*** 27,693,755 23,956,664 20,412,620 *Must agree to amounts on Schedule I, Section IV, Line I.

Office of Policy and Budget - July, 2009

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72900100 Telecommunications Services Fund: 2344 Wireless Emergency Telephone System (1) (2) (3) **(4) ACTUAL ESTIMATED REQUEST FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 Deposits from Wireless 911 Svc.Providers 17,198,913 12,672,983 15,971,044 **FUNDING SOURCE-NON-STATE TOTALS*** 17,198,913 12,672,983 15,971,044 *Must agree to amounts on Schedule I, Section IV, Line I.

Office of Policy and Budget - July, 2009

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2010 - 2011

MANAGEMENT SERVICES					
TELECOMMUNICATIONS SERVICES (72900100) 2105					
Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance			
1,934,663 (A)		1,934,663			
(B)		0			
18,182,545 (C)		18,182,545			
18,925,987 (D)	0	18,925,987			
39,043,195 (F)	0	39,043,195			
0 (G)		0			
11,343,401 (H)		11,343,401			
2,171 (H)		2,171			
2,418 (H)		2,418			
1,451 (I)		1,451			
27,693,755 (K)	0	27,693,755 **			
	COMMUNICATIONS WOD TELECOMMUNICATIONS 2105 Balance as of 6/30/2009 1,934,663 (A) [B] [B] [B] [C] [C] [C] [C] [C] [C] [C] [C] [C] [C	COMMUNICATIONS WORKING CAPITAL TRUST TELECOMMUNICATIONS SERVICES (72900100) 2105 Balance as of SWFS* Adjustments 1,934,663 (A) [B] [B] [C] [C] [C] [C] [C] [C] [C] [C] [C] [C			

Notes:

Office of Policy and Budget - July 2009

^{*}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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2010 - 2011

	MANAGEMENT SERVICES					
WIRELESS EMERGENCY TELEPHONE SYSTEM TRUST						
TELECOMMUNICATIONS SERVICES (72900100)						
2344						
Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance				
3,275,025 (A)		3,275,025				
(B)		0				
30,906,813 (C)		30,906,813				
90,114 (D)	11,922,837	12,012,951				
34,271,952 (F)	11,922,837	46,194,789				
(G)		0				
28,966,709 (H)		28,966,709				
25,275 (H)		25,275				
(H)		0				
3,892 (I)		3,892				
5,276,076 (K)	11,922,837	17,198,913 **				
	TELECOMMUNICATIONS 2344 Balance as of 6/30/2009 3,275,025 (A) (B) 30,906,813 (C) 90,114 (D) 34,271,952 (F) (G) 28,966,709 (H) 25,275 (H) (H) 3,892 (I)	TELECOMMUNICATIONS SERVICES (72900100) 2344 Balance as of 6/30/2009 Adjustments 3,275,025 (A)				

Notes:

Office of Policy and Budget - July 2009

^{*}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.

Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICES	
Trust Fund Title:	E911 Emergency Telephone System Tru	st Fund
LAS/PBS Fund Number:	2344	
BEGINNING TRIAL BALA	ANCE:	
Unreserved Fund	d Balance Per Trial Balance, 07-01-09	5,275,845
Add/Subtract:		
Accounts Payabl	e Not Certified Forward in FLAIR	
Not Recorded O	n Schedule 1C	231
Certified Forwar	d B recored on Schedule 1C	
Not Recorded in	FLAIR	0
Other Adjus	tment(s):	
Statewide Post C	Closing adjustment to Accounts Receivable	11,922,837.00
ADJUSTED BEGINNING	TRIAL BALANCE:	17,198,913
UNRESERVED FUND BAI	LANCE, SCHEDULE IC	17,198,913
DIFFERENCE:		(0)

Office of Policy and Budget - July, 2008

Department Title: 720000 MANAGEMENT SERVICES Trust Fund Title: Communications Working Capital Trust Fund 2105 BEGINNING TRIAL BALANCE: Unreserved Fund Balance Per Trial Balance, 07-01-09 26,387, Add/Subtract: Advances From Other Funds Recorded in FLAIR As A Liability/ Not Recorded On Schedule 1C 500,000 Compensated Absences Liability Recorded In FLAIR/ Not Recorded On Schedule 1C 808, Certified Forward B recored on Schedule 1C Not Recorded in FLAIR (2, Accounts Payable not Certified Forward In FLAIR/ Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009 Decrease Accounts Receivables Balance	
BEGINNING TRIAL BALANCE: Unreserved Fund Balance Per Trial Balance, 07-01-09 Add/Subtract: Advances From Other Funds Recorded in FLAIR As A Liability/ Not Recorded On Schedule 1C Compensated Absences Liability Recorded In FLAIR/ Not Recorded On Schedule 1C South Recorded On Schedule 1C Certified Forward B recored on Schedule 1C Not Recorded in FLAIR Accounts Payable not Certified Forward In FLAIR/ Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	
Unreserved Fund Balance Per Trial Balance, 07-01-09 Add/Subtract: Advances From Other Funds Recorded in FLAIR As A Liability/ Not Recorded On Schedule 1C Compensated Absences Liability Recorded In FLAIR/ Not Recorded On Schedule 1C Recorded Forward B recorded on Schedule 1C Not Recorded in FLAIR Accounts Payable not Certified Forward In FLAIR/ Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	
Unreserved Fund Balance Per Trial Balance, 07-01-09 Add/Subtract: Advances From Other Funds Recorded in FLAIR As A Liability/ Not Recorded On Schedule 1C Compensated Absences Liability Recorded In FLAIR/ Not Recorded On Schedule 1C Recorded Forward B recorded on Schedule 1C Not Recorded in FLAIR Accounts Payable not Certified Forward In FLAIR/ Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	
Add/Subtract: Advances From Other Funds Recorded in FLAIR As A Liability/ Not Recorded On Schedule 1C 500,000 Compensated Absences Liability Recorded In FLAIR/ Not Recorded On Schedule 1C 808; Certified Forward B recored on Schedule 1C Not Recorded in FLAIR (2, Accounts Payable not Certified Forward In FLAIR/ Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	
Advances From Other Funds Recorded in FLAIR As A Liability/ Not Recorded On Schedule 1C 500,000 Compensated Absences Liability Recorded In FLAIR/ Not Recorded On Schedule 1C 808,3 Certified Forward B recored on Schedule 1C Not Recorded in FLAIR (2, Accounts Payable not Certified Forward In FLAIR/ Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	,030
Not Recorded On Schedule 1C Compensated Absences Liability Recorded In FLAIR/ Not Recorded On Schedule 1C Solo,000 Certified Forward B recored on Schedule 1C Not Recorded in FLAIR (2, Accounts Payable not Certified Forward In FLAIR/ Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	
Compensated Absences Liability Recorded In FLAIR/ Not Recorded On Schedule 1C Certified Forward B recored on Schedule 1C Not Recorded in FLAIR Accounts Payable not Certified Forward In FLAIR/ Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	
Not Recorded On Schedule 1C Certified Forward B recored on Schedule 1C Not Recorded in FLAIR (2, Accounts Payable not Certified Forward In FLAIR/ Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	0.00
Certified Forward B recored on Schedule 1C Not Recorded in FLAIR Accounts Payable not Certified Forward In FLAIR/ Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	
Not Recorded in FLAIR Accounts Payable not Certified Forward In FLAIR/ Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	,895
Accounts Payable not Certified Forward In FLAIR/ Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	
Not Recorded On Schedule 1C Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	,171)
Property Value in FLAIR Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	
Not Recorded On Schedule 1C Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	
Other Adjustment(s): Statewide Post Closing Adjustment @ June 30, 2009	
Statewide Post Closing Adjustment @ June 30, 2009	
Decrease Accounts Receivables Balance	
ADJUSTED BEGINNING TRIAL BALANCE: 27,693,	,755
UNRESERVED FUND BALANCE, SCHEDULE IC 27,693,	,755
DIFFERENCE:	(0)

 ${\it Office of Policy and Budget-July, 2008}$

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2010-2011 Chief Internal Auditor: John W. Davis Department: Management Services Budget Entity: Division of Telecommunications Phone Number: (850) 487-9476 (1) (2) (3) (6) (4) ISSUE REPORT PERIOD UNIT/AREA SUMMARY OF FINDINGS AND SUMMARY OF CODE NUMBER **ENDING** RECOMMENDATIONS CORRECTIVE ACTION TAKEN **Auditor** 6/30/2007 Wireless 911 Board **Department of Management Services** Wireless Emergency Telephone System Fund General Report No. Finding No. 1: Revenue Recognition: Contrary to 2008-176 generally accepted accounting principles, DMS and the Board did not record in the State's accounting system, Dated: the Florida Accounting Information Resource Subsystem 5/12/2008 (FLAIR), a receivable for provider fees billed at fiscal year end. **Recommendation:** We recommend that DMS and the **Concur:** The financial statements for the Board record wireless fee revenue on the modified Florida E911 Board are prepared on accrual basis of accounting in accordance with generally the modified accrual basis of accounting. accepted accounting principles. Specifically, an account The accounts receivable for June 30, receivable should be established in the Wireless Fund 2008 will be recorded by September 15, for any provider fee revenue collectible within 60 days 2008 with information received from Law, after fiscal year end. Redd, Crona and Munroe, the E911 Board's independent CPA firm. A post closing adjustment will be submitted to the Department of Financial Services for this entry by September 15, 2008. **Updated/Closed** 11/13/2008: The accounts receivable for June 30, 2008 were recorded by September 15, 2008 with information received from Law, Redd, Crona and Munroe, the E911 Board's independent CPA firm. A post closing adjustment was submitted to Department of Financial Services for entry on September 16, 2008.

			Finding No. 2: Budget Administration – Authorized Positions: Board procedures were not sufficient to ensure that salaries and benefits were calculated and allocated appropriately based on actual time worked. Recommendation: We recommend that DMS and the Board strengthen procedures over the calculations of amounts to be transferred from the Wireless Fund to the Communications Working Capital Trust Fund and ensure reimbursement for the amounts transferred in error.	Concur: The Department on behalf of the Florida E911 Board implemented a procedure to ensure that DMS staff presents all invoices for payment to the Board, or the Board Chair, for review and approval prior to any amounts being transferred from the Wireless Fund to the Communications Working Capital Trust Fund. The Board has issued the invoice for reimbursement of salaries and benefits transferred in error. A copy of the invoice was provided to Auditor General Staff in the exit interview for their records. Updated/Closed 11/13/2008: The Department on behalf of the Florida E911 Board implemented and continues to practice the procedure to ensure that DMS staff presents all invoices for payment to the Board, or the Board Chair, for review and approval prior to any amounts being transferred from the Fund to the Communications Working Capital Trust Fund.	
Auditor General Report No. 2009-210 Dated: 6/19/2009	6/30/2008	Wireless 911 Board	Emergency Communications Number E911 System Fund, Operational Audit July 2007- through June 2008 and Selected Actions Through March 2, 2009 Finding: State Financial Assistance: DMS and the Board did not always comply with Florida Single Audit Act requirements. Recommendation: We recommend that DMS and the Board enhance procedures to ensure that the SFA uniform coding structure is appropriately used to record State financial assistance disbursements. DMS and the Board should also enhance grant award documents to include the FSAA standard contract language developed	Concur: DMS and Board staff will enhance procedures to ensure that the SFA uniform coding structure is appropriately used to record State financial assistance disbursements. Board staff will enhance grant award documents to include the	

by DFS. Additionally, written procedures should be developed and implemented to ensure that DMS and the Board satisfy all applicable FSAA responsibilities, including the receipt and review of financial reporting packages.	FSAA standard contract language developed by DFS. Finally, Board staff will develop procedures for implementation to ensure that all applicable FSAA responsibilities, including the receipt and review of financial reporting packages. The OIG is scheduled to conduct a follow-up review of the status of implementation of this recommendation in Fiscal Year 2009-10.
Finding: Budget Administration: Some expenditure reimbursement amounts paid by the E911 Fund to the Communications Working Capital Trust Fund were calculated incorrectly.	2007-10.
Recommendation: DMS and the Board should implement written procedures or guidelines to ensure that E911 Fund charges are based on actual salary and benefit costs.	Concur: DMS and the Board will implement guidelines to ensure that E911 fund charges are based on actual salary and benefit costs.
	The OIG is scheduled to conduct a follow- up review of the status of implementation of this recommendation in Fiscal Year 2009-10.
Finding: Disbursements to Providers: DMS and the Board executed payments to providers who failed to complete and file required sworn invoices in accordance with Board rules. In addition, the language specified by Board procedures differed in content from that prescribed by Board rules.	
Recommendation: We recommend that DMS and the Board ensure that disbursements to providers are made only upon receipt of sworn invoices meeting the requirements of DMS and Board rules. We also recommend the Board make the necessary changes to the Procedures to bring them in agreement with DMS and Board rules.	Concur: DMS and the Board will ensure that disbursements to providers are made only upon receipt of sworn invoices with the requirements of DMS and Board rules. Effective May 6, 2009 the Board has made the necessary changes to the procedures to bring them in agreement with DMS and Board rules.
	The OIG is scheduled to conduct a follow- up review of the status of implementation of this recommendation in Fiscal Year

2009-10.	
Finding: Disbursements to Counties: In order to prevent a loss to the counties caused by the transfer of fee distribution responsibilities from the providers to the Board, Section 365.172(6)(a)3.d., Florida Statutes, required the Board to authorize the transfer, by September 1, 2007, of up to \$15 million to the counties from existing money within the E911 Fund using a timeframe and distribution methodology established by the Board. Pursuant to this authority, moneys totaling \$9,186,933 were paid to the counties. All disbursements for this purpose are to be returned to the E911 Fund from future remittances. As of February 2009, the E911 Fund had not been reimbursed.	
Recommendation: We recommend DMS and the Board seek legislative clarification as to the Board actions contemplated to effect the return of funds to the E911 Fund from the nonwireless category. Concur: The Board will author transfer of the \$9,186,933 from transfer of the \$9,186,933 from wireless portion of the trust furnamental functions. The process as described by the process as described by the process and t	rom the nd in the chis will ribed in Statutes. termined category eimburse cost to pard will cribed in Statutes wireless a using a modology ngly, the rification d to the nd.
Finding: Oath of Office: Board members appointed during the audit period voted on Board business prior to swearing or affirming the oath of office required by the State Constitution.	

Recommendation: DMS and the Board should develop	Concur: DMS and the Board will	
and implement written procedures to ensure Board	develop and implement procedures to	
members have properly sworn or affirmed the required	ensure Board members have properly	
oath set forth in Article II, Section 5(b) of the State	sworn or affirmed the required oath set	
Constitution, prior to conducting official duties.	forth in Article II, Section 5(b) for the	
	State Constitution, prior to conducting	
	official duties.	
	The OIG is scheduled to conduct a follow-	
	up review of the status of implementation	
	of this recommendation in Fiscal Year	
	2009-10.	ļ



FISCAL YEAR 2010-11

WIRELESS SERVICES

EXHIBITS OR SCHEDULES



WIRELESS SERVICES

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Department:** 72 Management Services **Budget Period: 2010-11** 72900200 Wireless Services **Program: Fund:** 2105 Comm. Working Capital Trust **Specific Authority:** Chapter 282, F.S. To pay phone bills of vendors & for fund's operations and the Emergency **Purpose of Fees Collected:** Medical Services (EMS) Grant 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete X Sections I, II, and III only.) (1) (2)(3)(4)**SECTION I - FEE COLLECTION** ACTUAL **ESTIMATED** REQUEST FY 2008 - 09 FY 2010 - 11 FY 2009 - 10 **Receipts:** Interagency Agreement-Dept of Health(EMS) 70,000 70,000 70,000 **Total Fee Collection to Line (1) - Section III** 70,000 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 77,685 88,506 89,026 Other Personal Services **Expenses** 12,665 7,813 7,813 **Contracted Services** S.C.: Risk Management Insurance 537 439 439 HR Statewide Contract 877 872 872 **Indirect Costs Charged to Trust Fund:** TR from 72900100-2105 to 72900200-21 (91,763)(92,000)(92,000)Property Transfer IN Prior Year Accounts Receivable Deleted Reserve for Pay Package **Total Full Costs to Line (2) - Section III** 5,630 6,150 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) 70.000 70,000 TOTAL SECTION II 1 5,630 6,150 (B) **TOTAL - Surplus/Deficit** 64.370 63.850 (C) **EXPLANATION:** Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Department:** 72 Management Services **Budget Period: 2010-11 Program:** 72900200 Wireless Services 2339 Grants & Donations Trust **Fund: Specific Authority: Purpose of Fees Collected:** To perform duties as required per various federal, state, and local government grants. 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 IL.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I. II. and III only.) (2)(3)(4)(1)**SECTION I - FEE COLLECTION** ACTUAL **ESTIMATED** REQUEST FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** Transfer from DCA-Federal Grant 3,815,321 7,870,841 3,193,000 Transfer from FDLE Refunds Reimbursements 13,518 Sales of Goods & Services-Training Interest Earnings **Total Fee Collection to Line (1) - Section III** 3,828,839 7,870,841 3,193,000 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits Other Personal Services Sustain/Mon Ctr Security Tool (Admin Funds) Security Planning Sessions (Admin Fund Domestic Security (Back of the Bill) 6,082,683 Donestic Security (PSIC) 100851 4,200,543 Florida Interoperability Network (BOB) **Indirect Costs Charged to Trust Fund:** TR to 2021-Admin.Assess.Fee 8% Service Charge to G. R. Certified Forward Reversions (187,502)A/P not Certified Forward (103,757)**Total Full Costs to Line (2) - Section III** 5,791,424 4,200,543 Basis Used: **SECTION III - SUMMARY** TOTAL SECTION I (A) 3,828,839 7,870,841 3,193,000 TOTAL SECTION II (B) 5,791,424 4,200,543 **TOTAL - Surplus/Deficit** (C) (1,962,585)3,670,298 3,193,000 **EXPLANATION:** Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Budget Period: 2010-11 **Department:** 72 Management Services

Program: 72900200 Wireless Services

Fund: 2432 Law Enforcement Radio System Trust

Specific Authority: Chapter 282, F.S.

Purpose of Fees Collected: A \$1 fee is collected from boat & auto registrations to provide for the

construction & operation of the statewide 800 MHz LERS

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 Land IL)
Non-regulatory fees authorized to cover full cost of conducting a specific program or service (Complete

Non-regulatory fees authorized to cover full X Sections I, II, and III only.)	cost of conducting a sp	ecific program or servi	ce. (Complete
(1) SECTION I - FEE COLLECTION	(2) ACTUAL	(3) ESTIMATED	(4) REQUEST
	FY 2008 - 09	FY 2009 - 10	FY 2010 - 11
Receipts: From Boat/Veh. Registrations-DHSMV	18,473,757	18,500,000	18,500,000
Tower Rental Fees	6,381	6,381	6,381
800MHZ Rebanding Reimb-Nextel	-	-	-
Interest Earnings	349,949	100,000	100,000
Reimbursements	131,498	_	-
Traffic Infraction Penalties	5,781,859	6,000,000	6,000,000
Homeland Security Reimbursement	-	-	-
Third Party Subscriptions		-	-
Total Fee Collection to Line (1) - Section III	24,743,443.62	24,606,381	24,606,381
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	931,055	1,057,247	1,063,437
Other Personal Services	450,000	444.450	20,000
Expenses	159,609	414,150	391,616
Operating Capital Outlay	17,010	22,000	22,000
SC: Acquisition of Motor Vehicles	-	-	-
SC: Contracted Services	2,101,822	3,000,000	3,000,000
Risk Management Insurance	683	1,092	1,092
Contracted Legal Services	-	20,000	20,000
SW Law Enf Radio Contract Payment	18,220,000	18,220,000	18,220,000
TR to DMS-Human Res. Svcs.	4,033	4,588	4,588
Data Processing Services - STO	14,855		
Data Processing Services - SSRC		2,009	2,009
ndirect Costs Charged to Trust Fund:			
TR to GR - 7% - 8% Service Charge	1,770,211	1,968,510	1,968,510
TR to 2021-Admin. Assess. Fee Cert. Forward Reversions	90,796 (549,811)	81,690	89,859
Legislative Cash Sweep	6,000,000	1,500,000	
A/P not Certified Forward	(183)	, ,	
5% Trust Fund Reserve			1,127,580
Reserve for Pay Package TR Cash Balance to 72900400-2432			-
Total Full Costs to Line (2) - Section III	28,760,080	26,291,286	25,930,69

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	24,743,444	24,606,381	24,606,381
TOTAL SECTION II	(B)	28,760,080	26,291,286	25,930,691
TOTAL - Surplus/Deficit	(C)	(4.016.636)	(1.684.905)	(1.324.310)

EXPLANATION:

Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72900200 Wireless Services Fund: 2105 Communications Working Capital Trust (1) (2) (3) **(4) ACTUAL** REQUEST **ESTIMATED FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 Interagency Agreement-Dept of Health(EMS 0 370 220 **FUNDING SOURCE-NON-STATE TOTALS*** 370 220 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72900200 Wireless Services **Fund:** 2339 Grants & Donations (1) (2) (3) **(4) ACTUAL ESTIMATED REQUEST FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 502,245 4,172,543 7,365,543 Transfer from DCA-Federal Grant **FUNDING SOURCE-NON-STATE TOTALS*** 7,365,543 502,245 4,172,543 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72900200 Wireless Services Fund: 2432 Law Enforcement Radio System Trust (1) (2) (3) **(4) ACTUAL ESTIMATED** REQUEST **FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 From Boat/Veh. Registrations-DHSMV 4,134,012 2,449,107 1,124,797 **FUNDING SOURCE-NON-STATE TOTALS*** 1,124,797 4,134,012 2,449,107 *Must agree to amounts on Schedule I, Section IV, Line I.

	Budget Period: 2010 - 2011		
Department Title:	MANAGEMENT SERVIC	EES	
Trust Fund Title:	COMMUNICATIONS WC	ORKING CAPITAL TRU	JST
Budget Entity:	WIRELESS SERVICES (7)	2900200)	
LAS/PBS Fund Number:	2105		
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	560 (A)		560
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	(C)		0
ADD: Outstanding Accounts Receivable	0 (D)		0
Total Cash plus Accounts Receivable	560 (F)		560
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	560 (H)		560
Approved "B" Certified Forwards	(H)		0
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable	(I)		0
Unreserved Fund Balance, 07/01/09	0 (K)		0 **

Office of Policy and Budget - July 2009

*SWFS = Statewide Financial Statement

year and Line A for the following year.

Notes:

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2010 - 2011 MANAGEMENT SERVICE GRANTS AND DONATION WIRELESS SERVICES (72 2339	NS TRUST	
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	502,245 (A)		502,245
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	(C)		0
ADD: Outstanding Accounts Receivable	0 (D)		0
Total Cash plus Accounts Receivable	502,245 (F)		502,245
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	0 (H)		0
Approved "B" Certified Forwards	(H)		0
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable	(I)		0
Unreserved Fund Balance, 07/01/09	502,245 (K)		502,245 *

Office of Policy and Budget - July 2009

*SWFS = Statewide Financial Statement

year and Line A for the following year.

Notes:

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

Budget Period: 2010 - 2011

Department Title:	MANAGEMENT SERVIC	ES	
Frust Fund Title:	LAW ENFORCEMENT RA	ADIO SYSTEM TRUST	
Budget Entity:	WIRELESS SERVICES (7:	2900200)	
LAS/PBS Fund Number:	2432		
	Balance as of	SWFS*	Adjusted
	6/30/2009	Adjustments	Balance
Chief Financial Officer's (CFO) Cash Balance	501,740 (A)		501,740
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	15,241,400 (C)		15,241,400
ADD: Outstanding Accounts Receivable	795,657 (D)		795,657
Total Cash plus Accounts Receivable	16,538,797 (F)		16,538,797
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	11,912,207 (H)		11,912,207
Approved "B" Certified Forwards	1,998 (H)		1,998
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable	490,580 (I)		490,580
Unreserved Fund Balance, 07/01/09	4,134,012 (K)		4,134,012 **

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.

Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICES	
Trust Fund Title:	State Agency Law Enforcement Radio S	System Trust Fund
LAS/PBS Fund Number:	2432	
BEGINNING TRIAL BAI	LANCE:	
Unreserved Fu	nd Balance Per Trial Balance, 07-01-09	4,134,012
Add/Subtract	:	
Accounts Paya	ble Not Certified Forward in FLAIR	
Not Recorded	On Schedule 1C	
Certified Forw	ard B recored on Schedule 1C	
Not Recorded	in FLAIR	0
Other Adj	ustment(s):	
Statewide Post	Closing adjustment to Accounts Receivable	
ADJUSTED BEGINNING	TRIAL BALANCE:	4,134,012
UNRESERVED FUND BA	ALANCE, SCHEDULE IC	4,134,012
DIFFERENCE:		(0)

Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICES	
Trust Fund Title:	Technology Grants & Donations Trust Fund	
LAS/PBS Fund Number:	2339	
BEGINNING TRIAL BAL	ANCE:	
		000 47 (4)
		3,888.47 (A) 2,510.54 (A)
337103 Officson	rved I dild Baranee I et III al Baranee, 07-9	(A)
Add/Subtract:		
A		
Accounts Payat but not on Sche	ble not Certified Forward in Trial Balance,),845.54
out not on sene	200	,043.34
Other Adju	stment(s):	
Statewide Post	Closing Adjustment @ June 30, 2009	(C)
	unts Receivables Balance	(0)
		(C)
ADJUSTED BEGINNING	TDIAL RALANCE.	502,245 (D)
ADJUSTED DEGINNING	I RIAL DALANCE.	302,243 (D)
UNRESERVED FUND BA	LANCE, SCHEDULE IC	502,245 (E)
DIFFERENCE:		(0) (F):



SOUTHWOOD SHARED RESOURCE CENTER

EXHIBITS
OR
SCHEDULES



SOUTHWOOD SHARED RESOURCE CENTER

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS 72 Management Services **Department: Budget Period: 2010-11** Program: 72900300 Information Services (BE changed to 72910100 in 2009-10) Fund: 2792 EDP Working Capital Trust **Specific Authority:** Section 216.272, F.S. **Purpose of Fees Collected:** Provide funds sufficient to cover the operation of the Technology Resource Center (TRC) 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) (2) (1) **SECTION I - FEE COLLECTION** ACTUAL REQUEST **ESTIMATED** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** SEE ATTACHED LISTING **Total Fee Collection to Line (1) - Section III** 8,470,479 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 2,233,177 Other Personal Services 111.468 Expenses 1,680,654 213,920 Operating Capital Outlay 3,482,432 **Contracted Services** Risk Management Insurance 7,862 Apps Mgmt Contract for Data Center 67,688 **DP Contracts for Data Center** 1,537,420 485,007 **Deferred-Pay Com Contracts** Add Power Capacity - SRC HR SVCS/STW Contract 16,163 Data Processing - STO Data Processing - SSRC **Indirect Costs Charged to Trust Fund:** Administrative Assessment Fee 298,717 Refunds Transfer to 72910100-2792 2,297,369 2,297,369 **Estimated CY Reversions** Compensated Leave Liability (86,459)Prior Year Accounts Payable Not CF Installment Purchase Liability (228,406)CF B's not in Compt Beg Bal 158,671 Certified Forward Reversions (116,801) Property Transfer Out Reserve for Pay Package **Total Full Costs to Line (2) - Section III** 12,159,643 2,297,369 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) 8,470,479 TOTAL SECTION II (B) 12,159,643 2,297,369 **TOTAL - Surplus/Deficit** (C) (3,689,164) (2,297,369)**EXPLANATION:** Negative balances offset by cash balance brought forward (See Schedule I)

Department: Program:		Services (7290030	Budget Peri 0) - SSRC (7291010	_
Fund:	EDP Worki	ng Capital Trust (27	792)	
Specific Authority:	Section 216	.272, F.S.		
Purpose of Fees Collected:			er the operation of th	e Technology
(1)	Resource C	(2)	(3)	(4)
SECTION I - FEE COLLE	CTION	ACTUAL	ESTIMATED	REQUEST
		FY 2008 - 09	FY 2009 - 10	FY 2010 - 11
Receipts:				
Sale of Data Processing S	ervices-STO	8,365,823		
Sales of Additional Service	es			-
Interest Earnings - STO		70,374		
Refunds & Reimbursemen	ts - STO	34,282		
Sale of Disaster Recovery	Services			
Property Transfer in				
Transfer in from FDLE		-		
Total Fee Collection to Line (1)	- Section III	8,470,479	_	_
total Fee Concenon to Line (1)	- Section III	0,470,479		

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72900300 Information Services Fund: 2792 EDP Working Capital Trust (1) (2) (3) **(4)** ACTUAL REQUEST **ESTIMATED FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 2,297,369 Sale of Data Processing Services **FUNDING SOURCE-NON-STATE TOTALS*** 2,297,369 *Must agree to amounts on Schedule I, Section IV, Line I.

Department Title:	Budget Period: 2010 - 2011 MANAGEMENT SERVICE:			
Trust Fund Title: Budget Entity:	EDP WORKING CAPITAL TRUST INFORMATION SERVICES (72900300)			
LAS/PBS Fund Number:	2792	(72900300)		
	2172			
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	230,863 (A)		230,863	
ADD: Other Cash (See Instructions)	(B)		0	
ADD: Investments	2,656,543 (C)		2,656,543	
ADD: Outstanding Accounts Receivable	1,451,272 (D)	0	1,451,272	
Total Cash plus Accounts Receivable	4,338,678 (F)	0	4,338,678	
LESS Allowances for Uncollectibles	0 (G)		0	
LESS Approved "A" Certified Forwards	675,111 (H)		675,111	
Approved "B" Certified Forwards	55,403 (H)		55,403	
Approved "FCO" Certified Forwards	(H)		0	
LESS: Unearn Revenue	367		367	
LESS: Other Accounts Payable (Non-Operating)	1,310,427 (I)		1,310,427	
Unreserved Fund Balance, 07/01/09	2,297,369 (K)	0	2,297,369 **	
Notes: *SWFS = Statewide Financial Statement ** This amount should agree with Line		I for the most recent	completed fiscal	

year and Line A for the following year.

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	Budget Period: 2010 - 2011	
Department Title:	720000 MANAGEMENT SERVICE	ES
Trust Fund Title:	EDP Working Capital Trust Fund	
LAS/PBS Fund Number:	2792	
BEGINNING TRIAL BALA	ANCE:	
Unreserved Fun	d Balance Per Trial Balance, 07-01-09	289,412
Add/Subtract:		
	Recorded In FLAIR As Assets/Not Record	
	General Ledger Code 53900 Overstated and	
Ledger Code 53	600 Understated	170,322
Advances From	Other Funds Recorded in FLAIR As A Li	iability/
Not Recorded O	On Schedule 1C	1,477,625
Compensated A	bsences Liability Recorded In FLAIR/	
Not Recorded O	on Schedule 1C	415,414
Certified Forwa	rd Bs Included On Schedule 1C/	
Not Included In	FLAIR Retained Earnings Unreserved	(55,403)
Other Adjus	stment(s):	
Statewide Post (Closing Adjustment @ June 30, 2009	
	nts Receivables Balance	
ADJUSTED BEGINNING	TRIAL BALANCE:	2,297,369
UNRESERVED FUND BA	LANCE, SCHEDULE IC	2,297,369
DIFFERENCE:		0

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2010-2011 Chief Internal Auditor: John W. Davis Department: Management Services Budget Entity: Southwood Shared Resource Center Phone Number: (850) 487-9476 (1) (2) (3) (6) UNIT/AREA SUMMARY OF ISSUE REPORT PERIOD SUMMARY OF FINDINGS AND CODE NUMBER **ENDING** RECOMMENDATIONS CORRECTIVE ACTION TAKEN **Auditor** 06/30/2007 Southwood Shared Agency for Workforce Innovation, Department of **Resource Center** Revenue, and Department of Management Services -General **Unemployment Insurance Program** Report No. 2008-037 Finding 2: Improvements were needed regarding Dated: access controls. 11/21/2007 The Agency (Agency for Workforce Innovation) and DMS had not established proper access configurations to ensure an appropriate segregation of duties, nor implemented controls for monitoring and reviewing certain access privileges. Some individuals within the production control group, programmers, systems staff, and Operation and Network Services, including contracted employees, had been granted access privileges that were not required to perform their job duties. **Recommendation:** The Agency and DMS should Concur: DMS will work with AWI to strengthen system access privileges to ensure an strengthen the current policy on access privileges to ensure the appropriate appropriate segregation of duties and monitor and review the ongoing appropriateness of access privileges segregation of duties and access privileges are granted to technical staff. to promote the integrity of the UC System and data. The Agency should also develop a formal access authorization process, including written evidence of Updated/Closed 05/20/2008: As reported in the Auditor General's report, access access requests and authorizations, production of access monitoring reports, and periodic review of user access control privileges for the production privileges and access violations. Additionally, the control and system control staff was corrected (July 25, 2007) prior to the Agency should ensure that the RACF security issuance of the report. In addition, the architecture does not inappropriately give access Department met with AWI on several privileges to users who do not require access to accomplish their job responsibilities and that the access occasions. As a way to help AWI privileges of terminated employees are removed in a strengthen and monitor the system access

			timely manner. Furthermore, the Agency should ensure that dataset violations are monitored, investigated, and corrected in a timely manner.	privileges, the Department provided information on security access administration tools that can be used to monitor access privileges. Based on feedback from AWI, it seems that AWI will be purchasing the necessary licenses to use the security access administration tools.	
			Finding 3: Security Controls: Improvements were needed in certain security controls protecting the UC System, in addition to the matters noted in Finding No. 2. Recommendation: The Agency and DMS should implement appropriate controls to correct the identified security issues.	Concur: DMS is currently implementing the appropriate controls to correct the identified security issues. Updated/Closed 5/20/2008: On March	
				21, 2008, the recommended security controls were fully implemented.	
Internal Audit Report No. 2007-52	6/30/2007	Southwood Shared Resource Center	Operational Review of the Technology Resource Center Finding 1: Unused floor space could be converted into		
Report No.	6/30/2007		<u>Center</u>		
Report No. 2007-52 Dated:	6/30/2007		Center Finding 1: Unused floor space could be converted into additional data center capacity at an estimated cost of about \$1.4 million. At full occupancy, the additional capacity could increase revenues by about \$600,000,	The Division concurred with recommendation 1, and stated that they will submit a Legislative Budget Request issue in the next cycle to procure funding for the additional infrastructure needed. As for recommendation 2, they disagreed with leasing out the additional raised floor space.	

	Resource Center was established as the Southwood Shared Resource Center (SSRC.) The SSRC will be administratively housed within the Department thereby removing all control of the SSRC from the Department. Accordingly, no follow-up will be conducted by the OIG unless requested by the SSRC Board.	
be enhanced by making minor improvements to the facility's infrastructure and operations. By making these improvements, estimated to cost about \$278,000, the Center's reliability would be enhanced and its current Tier I rating could be increased to a Tier III rating. Increasing the tier rating would assure the Center's customers they are receiving high-quality support for critical processing operations.		
Recommendation: We recommend that the Department complete the improvements necessary to attain a certified Tier III data center rating.	Concur: he Division agreed with the recommendation and stated that they anticipate completing the recommendations for the Tier III rating by the end of the fiscal year or end of first quarter of the Fiscal Year 2008-09 at the latest.	
	Updated/Closed 7/1/2008: Effective July 1, 2008, Senate Bill 1892, enrolled by the 2008 Legislature, The Technology Resource Center was established as the Southwood Shared Resource Center (SSRC.) The SSRC will be administratively housed within the Department thereby removing all control of the SSRC from the Department. Accordingly, no follow-up will be conducted by the OIG unless requested by the SSRC Board.	
Finding 3: The Department could save about \$232,000, annually by replacing the Center's 14 contract employees with state employees. The use of state employees would also reduce the potential security risks		

associated with the use of contract employees.		
Recommendation: We recommend that the Department request that the Legislature authorize 14 FTE positions in the Career Service Plan to replace the Center's contracted staff. This will significantly reduce the annual recurring costs to the Department while enhancing security.	Concur: The Division concurred with the recommendation and stated they will submit a Legislative Budget Request during the next budget cycle. Updated/Closed 7/1/2008: Effective July 1, 2008, Senate Bill 1892, enrolled by the 2008 Legislature, The Technology Resource Center was established as the Southwood Shared Resource Center (SSRC.) The SSRC will be administratively housed within the Department thereby removing all control of the SSRC from the Department. Accordingly, no follow-up will be conducted by the OIG unless requested by the SSRC Board.	
Finding 4: Strengthening the contract terms contained in Master Agreements and Service Level Agreements would improve the Center's ability to plan for future capacity and better protect CITS business interest. Recommendation: We recommend that CITS strengthen the Master Agreements by including language for a minimum initial service length and terms regarding contract renewals. (6) We also recommend that the Center track and monitor service availability on a continuous basis.	Concur: The Division concurred with both recommendations. They stated that they will work to implement stronger language in the Master Agreements and SLA's to address the issues. In Addition, the Division stated that they have gone back to January 2007 and tracked the availability for each month to date. Updated/Closed 7/1/2008: Effective July 1, 2008, Senate Bill 1892, enrolled by the 2008 Legislature, The Technology Resource Center was established as the Southwood Shared Resource Center (SSRC.) The SSRC will be administratively housed within the Department thereby removing all control of the SSRC from the Department. Accordingly, no follow-up will be conducted by the OIG unless requested by	

				the SSRC Board.	
Auditor General Report No. 2008-070	06/30/2008	Southwood Shared Resource Center	Unemployment Insurance Program – Follow-up on Prior Audit Findings Agency for Workforce Innovation, Department of Revenue, and Department of Management Services -		
Dated: 12/19/2008			Finding 2: Improvements were needed regarding access controls: The agency (AWI) and SSRC had not established proper access configurations to ensure an appropriate separation of duties, nor implemented controls for monitoring and reviewing certain access privileges for the UC Claims and Benefits production applications and production files.		
			Recommendation: The agency and SSRC should strengthen system access privileges to ensure an appropriate separation of duties and monitor and review the ongoing appropriateness of access privileges to promote the integrity of the UC System and data.	Concur: The SSRC has reviewed the report pertaining to employee access and will continue to work with AWI to strengthen the current policy on access privileges to ensure the appropriate segregation of duties.	
				Updated/Closed 6/11/209: AWI requested that the SSRC remove access in production to CICS update transactions for applications development staff. On 6/2/2009, CICS update access was removed from application developers without adversely affecting their ability to test changes to CICS update transactions in non-production regions.	
			Finding 3: Security Controls: Improvements were needed in certain security controls protecting the UC Systems, in addition to the matters notes in Finding No. 2, needed improvement.		
			Recommendation: The SSRC should improve IT security controls to correct the identified security issue.	Concur: The SSRC has implemented the appropriate controls to correct the identified security issues.	
				Updated/Closed 6/11/2009: The SSRC has developed and implemented a quarterly review process for determining if appropriate controls are working	

				effectively.	
Auditor General Report No. 2010-011 Dated: 9/08/2009	06/30/2009	Southwood Shared Resource Center	Unemployment Insurance Program Agency for Workforce Innovation, Southwood Shared Resource Center and Department of Revenue Finding 2: Security Controls: Certain Agency and SSRC security controls relating to user authentication needed improvement. Recommendation: The Agency and SSRC should implement appropriate security controls to ensure the continued confidentiality, integrity and availability of Agency data and IT resources.	Concur: The SSRC has implemented the appropriate controls to correct the identified security issues. The OIG is scheduled to conduct a follow-up review of the status of implementation of this recommendation in Fiscal Year 2009-10.	
			Finding 5: Access Controls: The Agency did not ensure the appropriateness of some UC Claims and Benefits access privileges and did not monitor for unauthorized attempts to access the Highway Safety and Motor Vehicle (HSMV) cross-match application. These issues were also disclosed in our audit report No. 2009-070. Recommendation: The Agency and SSRC should strengthen system access privileges to ensure an appropriate separation of duties. In addition, the Agency and SSRC should monitor and review the ongoing appropriateness of access privileges to promote the integrity of the UC System and data. The Agency should also periodically review UC Claims and Benefits user access privileges and HSMV cross-match application access violations.	Concur: The SSRC has reviewed the report pertaining to employee access and will continue to work with AWI to strengthen the current policy on access privileges to ensure the appropriate segregation of duties. The OIG is scheduled to conduct a follow-up review of the status of implementation of this recommendation in Fiscal Year 2009-10.	



SOUTHWOOD SHARED RESOURCE CENTER

EXHIBITS
OR
SCHEDULES



SOUTHWOOD SHARED RESOURCE CENTER

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Department:** 72 Management Services **Budget Period: 2010-11** 72910100 SSRC (Previous BE was 72900300 in 2008-09) Program: Fund: 2792 EDP Working Capital Trust **Specific Authority:** Section 216.272, F.S. **Purpose of Fees Collected:** Provide funds sufficient to cover the operation of the Technology Resource Center (TRC) 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) (2)(1) **SECTION I - FEE COLLECTION** ACTUAL REQUEST **ESTIMATED** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** SEE ATTACHED LISTING **Total Fee Collection to Line (1) - Section III** 17,167,508 17,070,000 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 4,540,197 4,511,177 404.389 404.389 Other Personal Services Expenses 4,949,145 4,949,145 228,564 228,564 Operating Capital Outlay 3,954,968 **Contracted Services** 3,954,968 Risk Management Insurance 9,560 9,560 Apps Mgmt Contract for Data Center DP Contracts for Data Center 903,631 903,631 **Deferred-Pay Com Contracts** 1,393,228 1,393,228 Add Power Capacity - SRC 250,000 HR SVCS/STW Contract 31,559 31,559 Data Processing - STO Data Processing - SSRC **Indirect Costs Charged to Trust Fund:** Administrative Assessment Fee 285,499 314.049 Refunds Allowance for Uncollectibles **Estimated CY Reversions** Compensated Leave Liability Prior Year Accounts Payable Not CF Installment Purchase Liability CF B's not in Compt Beg Bal Certified Forward Reversions Property Transfer Out Reserve for Pay Package **Total Full Costs to Line (2) - Section III** 16,921,720 16,729,290 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I (A) 17,167,508 17,070,000 TOTAL SECTION II (B) 16,921,720 16,729,290 **TOTAL - Surplus/Deficit** 340,710 (C) 245,788 **EXPLANATION:** Negative balances offset by cash balance brought forward (See Schedule I)

Fund: El Specific Authority: Se Purpose of Fees Collected: Pr	DP Workin	SRC (Previous BE) ng Capital Trust (27	was 72900300 in 200	08-09)
Specific Authority: Se Purpose of Fees Collected: Pr		ng Capital Trust (27	00)	
Purpose of Fees Collected: Pr			92)	
	ection 216.	272, F.S.		
D	ovide fund	ls sufficient to cove	r the operation of the	Technology
K	esource Ce	nter (TRC)		
(1)		(2)	(3)	(4)
SECTION I - FEE COLLECTION	<u>ON</u>	ACTUAL	ESTIMATED	REQUEST
		FY 2008 - 09	FY 2009 - 10	FY 2010 - 11
Receipts:				
Sale of Data Processing Service	es-EITS		14,800,139	17,000,000
Sales of Additional Services	· [
	 1		70,000	70,000
Interest Earnings			70,000	70,000
Refunds & Reimbursements				
Sale of Disaster Recovery Serv	vices			
Transfer from 72900300-2792	[2,297,369	
Property Transfer in				
Transfer in from FDLE		-		
Total Fee Collection to Line (1) - Se	ection III	-	17,167,508	17,070,000
	-			

Department: 72 Management Services		Budget Period: 2010 - 11		
Budget Entity:				
Fund:	2792 EDP Working C			
r unu.	2792 LDI WOIKING C	apitai Trust		
(1)		(2)	(3)	(4)
		ACTUAL	ESTIMATED	DEOUEST
				REQUEST
FUNDING SOUI	RCE-STATE	FY 2008 - 09	FY 2009 - 10	FY 2010 - 11
Sale of Data Pro	ocessing Services	_	245,788	586,498
FUNDING SOUL	RCE-NON-STATE			
		.		
		-		
ΓOTALS*		-	245,788	586,498

Budget Period: 2010 - 2011 MANAGEMENT SERVICES **Department Title: Trust Fund Title:** EDP WORKING CAPITAL TRUST SSRC (72910100) **Budget Entity:** LAS/PBS Fund Number: 2792 Balance as of SWFS* Adjusted 6/30/2009 Adjustments **Balance 0** (A) 0 Chief Financial Officer's (CFO) Cash Balance ADD: Other Cash (See Instructions) (B) 0 0 **ADD:** Investments (C) 0 (D) 0 ADD: Outstanding Accounts Receivable **Total Cash plus Accounts Receivable 0** (F) 0 0 0 LESS Allowances for Uncollectibles 0 (G) LESS Approved "A" Certified Forwards (H) 0 0 (H) Approved "B" Certified Forwards Approved "FCO" Certified Forwards (H) 0 LESS: Unearn Revenue 0 0 LESS: Other Accounts Payable (Non-Operating) (I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Notes:

0 (K)

0 **

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Unreserved Fund Balance, 07/01/09

^{*}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.



PUBLIC EMPLOYEES RELATIONS COMMISSION

EXHIBITS
OR
SCHEDULES



PUBLIC EMPLOYEES RELATIONS COMMISSION

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS **Budget Period: 2010-11 Department:** 72 Management Services **Program:** 72920100 Public Employees Relations Commission **Fund:** 2558 PERC Trust **Specific Authority:** 212.2(6)(d)(3) **Purpose of Fees Collected:** To help defray the cost of providing publications, subscriptions, and copies of records and documents. 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 Land IL.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) (1) (2)(3)(4)**SECTION I - FEE COLLECTION** ACTUAL **ESTIMATED** REQUEST FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 **Receipts:** Interest Earnings 12,821 13,000 13,000 Refunds/Reimbursements 17,375 1,372,000 1,372,000 Local Government half-cent Sales Tax 1,371,485 1,385,000 Total Fee Collection to Line (1) - Section III 1,401,681 1,385,000 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 1,059,916 1,275,167 1,281,732 Other Personal Services 26,919 53,628 53,628 323,231 358.952 357,825 **Expenses** Operating Capital Outlay 4,450 5,721 5,721 S.C.: Contracted Services 32.500 32,500 S.C.: Risk Management Insurance 14,952 21,921 21,921 S.C.: HR Outsourcing Contract 6,062 6,024 6,024 985 **Data Processing Services-STO Data Processing Services-SSRC** 17.498 17.498 **Indirect Costs Charged to Trust Fund:** Transfer to 2021-Admin Assess Fee 31,154 25,498 28,048 Refunds 87 950 1,040 1,040 7.3% - 8% Srvc Chrg to GR Certified Forward Reversions (195)Adj. to Line A for Comp Leave Liability (42.198)Projected Reversions @ 6/30/2011 (334,000)Reserve for Pay Package 67,494 5% Trust Fund Reserve Total Full Costs to Line (2) - Section III 1,426,312 1,797,949 1,539,431 Basis Used: Accrual **SECTION III - SUMMARY** TOTAL SECTION I 1,401,681 1,385,000 1,385,000 (A) TOTAL SECTION II 1,426,312 1,797,949 1,539,431 (B) **TOTAL - Surplus/Deficit** (24,631)(412,949)(154,431)(C) **EXPLANATION:** Negative balances offset by cash balance brought forward (See Schedule I)

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SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services **Budget Entity:** 72920100 Public Employees Relations Commission Fund: 2558 Public Employees Relations Commission Trust (1) (2) (3) **(4) ACTUAL ESTIMATED REQUEST FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 578,518 499,569 11,138 Local Government Half-Cent Sales Tax **FUNDING SOURCE-NON-STATE TOTALS*** 578,518 499,569 11,138 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2010 - 2011

	MANAGEMENT SERVICES					
Frust Fund Title: Budget Entity:	PUBLIC EMPLOYEES REI PUBLIC EMPLOYEES REI					
LAS/PBS Fund Number:	2558		7(TROST (72720100)			
	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance			
Chief Financial Officer's (CFO) Cash Balance	97,276 (A)		97,276			
ADD: Other Cash (See Instructions)	(B)		0			
ADD: Investments	521,874 (C)		521,874			
ADD: Outstanding Accounts Receivable	1,152 (D)	0	1,152			
Total Cash plus Accounts Receivable	620,302 (F)		620,302			
LESS Allowances for Uncollectibles	(G)		0			
LESS Approved "A" Certified Forwards	18,747 (H)		18,747			
Approved "B" Certified Forwards	22,753 (H)		22,753			
LESS: Other Accounts Payable (Nonoperating)	283 (H)		283			
LESS: Other Accounts Payable (Nonoperating)	(I)		0			
Unreserved Fund Balance, 07/01/09	578,518 (K)		578,518 **			

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.

	Budget Period: 2010 - 2011	_
Department Title:	720000 MANAGEMENT SERVICES	
Trust Fund Title:	Public Employees Relations Commissi	ion TF
LAS/PBS Fund Number:	2558	
BEGINNING TRIAL BAL	ANCE:	
Unreserved Fund	d Balance Per Trial Balance, 07-01-09	383,712 (A)
Add/Subtract:		
		(B)
Certified Forwar	rd B recorded on Schedule 1C	
Not Recorded in	FLAIR	(22,753)
Compensated A	bsences Liability recorded In FLAIR As A	Liability/
Not Recorded O	n Schedule 1C	217,560
Other Adjus	stment(s):	
Statewide Post C	Closing Adjustment @ June 30, 2009	(C)
ADJUSTED BEGINNING	ΓRIAL BALANCE:	578,518 (D)
UNRESERVED FUND BAI	LANCE, SCHEDULE IC	578,518 (E)
DIFFERENCE:		0 (F)

SCHEDULE I	SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period:							
Departme	ent: Manage	ement Services	Chief Internal Auditor	r: John W. Davis				
Budget Ent	ity: Public I (PERC)	Employees Relations C	ommission Phone Number	r: (850) 487-9476				
(1) (2) (3) (4) (5)								
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE			
Auditor General Report No. 2009-078 Dated: 12/23/2008	2/28/2008	Public Employees Relations Commission	Department of Management Services and Related Entities: Nonpublic Information Safeguards and Revenue and Cash Receipts Finding 1: SSN Reporting Requirements: The Department and related entities did not timely issue each provider of social security numbers (SSNs) with a written statement stating the purpose for the SSN collection. Additionally, contrary to governing laws, certifications and reports regarding the collection and provision of SSNs were not timely provided to designated government officials. Recommendation: The Department and related entities should develop written procedures for safeguarding access to SSNs including, as applicable, provisions for providing written notifications to individuals when SSNs are collected and for obtaining written explanations from commercial entities explaining how the entities will use any SSNs provided.	Concur: PERC has taken the following corrective actions to address the foregoing recommendation: • PERC collects social security numbers from individual vendors (e.g., court reporters), as required by the State of Florida Office of Chief Financial Officer, for payment for services rendered. Prior to this audit recommendation, PERC had not provided written notice to these vendors regarding the purpose for its collection. As a corrective measure, PERC sent such notification to all of its current vendors by letter dated December 15, 2008. In the future, such notification will be included in the standard purchase order created for vendors at				

	the beginning of each fiscal year.
	• It is noteworthy that the Department of Management Services (DMS) maintains the official personnel files for PERC employees. It provides employees with a written statement for collection of social security numbers in accordance with section 119.071(5)(a)(2)(a), Florida Statutes.
	• PERC has reviewed its collection of social security numbers to determine compliance with the law and certified such compliance to the President of the Senate and the Speaker of the House of Representatives by letter dated December 16, 2008.
	PERC has implemented written procedures effective December 16, 2008, for responding to requests for information pursuant to Chapter 119, Florida Statutes, including requests for social security numbers from commercial entities.
	By letter dated December 12, 2008, PERC reported to the Executive Office of the Governor, the President of the Senate, and the Speaker of the House of Representatives, that no commercial entities had requested social security numbers from the agency during the preceding calendar year.
Finding 3: Procedures and Standard Documents: Department and related entity operating procedures and standard documents could be enhanced to better safeguard nonpublic information.	,
Recommendation: To appropriately safeguard SSNs and other nonpublic information: PERC should implement written procedures to identify all nonpublic information obtained in fulfillment of PERC responsibilities and clarify the safeguards to be	Concur: Access to information in the custody and control of PERC, which is exempt from public disclosure (confidential information) or may be exempt (privileged information), can only

employed to protect such information.	be obtained by a public records request pursuant to Section 119.07, Florida Statutes. In response to this audit recommendation, PERC memorialized in writing its existing practice for responding to public records requests. In addition, PERC has also added a bold notice in its	
	acknowledgement letter to the parties initiating each case which outlines what is confidential and privileged information and how this information will be processed by PERC.	
Finding 6: None of the related entities had developed written policies for designating positions that, because of special trust, responsibility, or sensitive location, require persons occupying the positions to be subject to a level 2 screening as a condition of employment; nor had the related entities so designated all such positions.		
 Recommendation: To ensure that persons occupying positions of special trust, responsibility, or sensitive location, are subject to a level 2 screening as required by law,PERC should: Establish written policies clearly identifying such positions. 	Concur: In response to this recommendation, PERC has designated all of its positions as those occupying special trust or responsibility due to the quasijudicial mission of PERC and the employees' access to its Case Management System. PERC has established and implemented a policy for security	
Verify that all employees occupying positions of special trust have been subjected to level 2 screenings.	background investigations and provided it to all PERC employees. All PERC employees have been submitted to level 2 background investigations coordinated by the Department of Management Services, Office of the Inspector General.	



FISCAL YEAR 2010-11

FLORIDA COMMISSION ON HUMAN RELATIONS

EXHIBITS
OR
SCHEDULES



FISCAL YEAR 2010-11

FLORIDA COMMISSION ON HUMAN RELATIONS

SCHEDULE 1 SERIES

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS Budget Period: 2010-11 **Department:** 72 Management Services Program: 72950100 Commission on Human Relations Fund: 2510 Operating Trust 2006-79, Laws of Florida **Specific Authority: Purpose of Fees Collected:** 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.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I. II. and III only.) (2) (1) **SECTION I - FEE COLLECTION** ACTUAL **REQUEST ESTIMATED** FY 2008 - 2009 FY 2009 - 2010 FY 2010 - 2011 **Receipts:** 38,000 **HUD Registration** 37,680 38,000 **HUD Grant** 452,300 1,000,000 1,000,000 **EEOC Grant** 676,820 572,375 572,375 4,156 4,000 4,000 Interest Earnings Other Grant - Rintels Charitable Foundati 5,000 Refunds & Reimbursements 26,856 **Total Fee Collection to Line (1) - Section III** 1,202,812 1,614,375 1,614,375 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 646,026 855,470 861,410 Other Personal Services 159,815 1,040 1,040 245,402 130,875 245,402 Expenses Operating Capital Outlay Transfer to Admin Hearings 220,399 Contracted Services 1,000 1,000 116,042 Risk Management Insurance 6,339 10,329 10,329 **HR Statewide Contract** 5,609 5,574 5,574 11,635 Data Processing STO Data Processing SSRC 43,896 43,896 **Indirect Costs Charged to Trust Fund:** Admin Assessment Fee 135,181 71,820 79,002 Service Charge to G/R - 7.3% & 8% 3,360 2,750 3,360 (240,000)**Unfunded Appropriation** 240,000 5% Trust Fund Reserve 1,900 Reserve for Pay Package Certified Forward Reversions (20)Prior Year A/P not CF (4,093)1,190,558 1,477,891 1,252,913 **Total Full Costs to Line (2) - Section III** Basis Used: **SECTION III - SUMMARY** TOTAL SECTION I (A) 1,202,812 1,614,375 1,614,375 TOTAL SECTION II (B) 1,190,558 1,477,891 1,252,913 **TOTAL - Surplus/Deficit** 12,253 136,484 361,462 (C) **EXPLANATION:** See 2339 for Actual FY 2005-06 and Estimated FY 2006-07 Information

SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES **Budget Period: 2010 - 11 Department:** 72 Management Services Budget Entity: 72950100Commission on Human Relations Fund: 2510 Operating Trust Fund (1) (2) (3) **(4) ACTUAL REQUEST ESTIMATED FUNDING SOURCE-STATE** FY 2008 - 09 FY 2009 - 10 FY 2010 - 11 2,245 138,729 500,191 **EEOC Grant FUNDING SOURCE-NON-STATE TOTALS*** 2,245 138,729 500,191 *Must agree to amounts on Schedule I, Section IV, Line I.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2010 - 2011

Department Title:	MANAGEMENT SEK		
Frust Fund Title:	OPERATING TRUST FUND)	
Budget Entity:	COMMISSION ON HUMAN	N RELATIONS (72950)	100)
LAS/PBS Fund Number:	2510		
	Balance as of	SWFS*	Adjusted
	6/30/2009	Adjustments	Balance
Chief Financial Officer's (CFO) Cash Balance	229,998 (A)		229,998
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	0 (C)		0
ADD: Outstanding Accounts Receivable	106 (D)	240000	240,106
Total Cash plus Accounts Receivable	230,104 (F)	240,000	470,104
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	100,339 (H)		100,339
Approved "B" Certified Forwards	(H)		0
LESS: Other Accounts Payable(Non-Operating)	367,520 (H)		367,520
LESS: Other Accounts Payable Other	(I)		0
Unreserved Fund Balance, 07/01/09	-237,755 (K)	240,000	2,245 **

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.

Department Title:	Budget Period: 2010 - 2011 720000 MANAGEMENT SERVICES	
Trust Fund Title:	Commission of Human Relations Opera	ting TF
LAS/PBS Fund Number:	2510	
BEGINNING TRIAL BALA	ANCE:	
Unreserved Fund	d Balance Per Trial Balance, 07-01-09	(237,755)
Add/Subtract:		
	eave Liability in FLAIR	
Not on Schedule	e 1C	0.00
Certified Forwar	rd B recored on Schedule 1C	
Not Recorded in	FLAIR	0
Other Adjus	etment(s):	
Statewide Post C	Closing adjustment to Accounts Receivable	240,000.00
ADJUSTED BEGINNING	ΓRIAL BALANCE:	2,245
UNRESERVED FUND BAI	LANCE, SCHEDULE IC	2,245
DIFFERENCE:		0

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Department: Department of Management ServicesChief Internal Auditor: Jamila Moran

Budget Entity: Florida Commission on Human Relations Phone Number: (850) 488-7082, extension 1020

Budget Period: 2008 - 2009

(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
••••	7. 1.00	Audited Agencies: DOAH,			
2009-078	Feb-08	FCHR, PERC			
		Audit areas specific to	FCHR should:	FCHR has:	
		*SSN Reporting		Filed CY 2007's certification reports	
		Requirements	reports with the designated government	on 5/16/08 and 12/11/08, and filed	
			officials.	CY 2008's reports on 1/8/09, before	
				the 1/31/09 deadline.	
			Develop written procedures to the protection,	During the period of January -	
			collection and use of SSN's.	February 2009, finalized 3 policies	
			concetion and use of SSIVs.	and 2 forms which address the	
				protection, collection and use of	
				SSN's and other nonpublic	
				information (i.e. health information).	
		*Procedures and Standard	Enhance existing procedures to ensure that all	Trained all staff were on the new	
		Documents	nonpublic information collected is identified	procedures on January 30, 2009.	
			and appropriate safeguards are in place to		
			protect it.		
		*Access Controls	Establish and implement written procedures that	Updated FCHR's Technology Policy	
			address requesting, approving, assigning,	and Procedure on February 3, 2009 to	
			reviewing, and removing user access privileges	include the process for editing and	
			for the selected systems, as well as strengthen IT	monitoring user access privileges.	
			logical access controls related to the	Trained Commission employees	
			management of access privileges.	during a staff meeting on March 6,	
				2009. Effective June 2009, the	
				Commission will maintain user access	
				requests and authorizations.	
				Additionally, the MIS Director will	
				review user access privileges on a	
				monthly basis, and will maintain a log	
				which documents each review.	

*Positions of Special Trust	Establish written policies which clearly identify positions classified as special trust, which are subject to a level 2 screening by law.	Finalized FCHR's Employee Background Screening policy in January 2009, and all existing employees completed level 2 screenings as required.
*Cash Collection Controls	Improve and enhance control procedures.	Finalized our Revenue Receipts and 55 Plus Registration policy on April 28, 2009, which addresses the proper handling of deposits and all revenue received, as well as the recording of related transactions and the storage of associated documentation. Emailed the policy to all employees involved in the revenue process, requiring them to confirm that they read and understood the policy, and to contact their manager if they needed clarification. Received the requested confirmation from all related employees. Continued to expand our reporting capabilities to include identification of data entry errors, as well as charts, transmittal reports, and revenue summaries for performance monitoring. Continued to monitor the timeliness of deposits and

Fiscal Year 2010-11 LBR Technical Review Checklist Department\Budget Entity (Service): MANAGEMENT SERVICES Agency Budget Officer / OPB Analyst Name: DEBRA FORBESS / GINO BETTA 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. Program or Service (Budget Entity Codes) Action 72010300 72400100 72400200 72600100 1. GENERAL 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 Y Y Y Y Y Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI) Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE 1.2 Y Y Y Y Y status for both the Budget and Trust Fund columns? (CSDI) AUDITS: Has Column A03 been copied to Column A12? Run the Exhibit B Audit Y Y Y Y Y Comparison Report to verify. (EXBR, EXBA) Has security been set correctly? (CSDR, CSA) 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) 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 Y Y Y Y Y 2.2 Are the statewide issues generated systematically (estimated expenditures, Y Y Y Y Y nonrecurring expenditures, etc.) included? 2.3 Are the issue codes and titles consistent with Section 3 of the LBR Y Y Y Y Y Instructions (pages 15 through 27)? Do they clearly describe the issue? Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 2.4 Y Y Y Y Y through 27) been followed? 3. EXHIBIT B (EXBR, EXB) 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 N/A N/A N/A N/A N/A deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits. AUDITS: 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? Y Y Y Y Y (NACR, NAC - Report should print "No Negative Appropriation Categories Found") Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Y Y Y Y Y

Selected Net To Zero")

between A02 and A03.

Generally look for and be able to fully explain significant differences

		Program	or Service	e (Budget	Entity C	odes)
	Action	72010100	72010300	72400100	72400200	72600100
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. EXHI	(BIT D (EADR, EXD)					
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?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?					
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. EXH	(BIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS			T			
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")	Y	Y	Y	Y	Y
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.	Y	Y	Y	Y	Y
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.	Y	Y	Y	Y	Y
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.					
	BIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purpose)			
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
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.					

			Program	or Servic	e (Budge	t Entity C	odes)
		Action	72010100	72010300	72400100	72400200	72600100
7.	EXH	IBIT 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.)	Y	Y	Y	Y	Y
	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.)	Y	Y	Y	Y	Y
	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?	Y	Y	Y	Y	Y
	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?	Y	Y	Y	Y	Y
	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.)	N/A	N/A	N/A	N/A	N/A
	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.	Y	Y	Y	Y	Y
	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.	N/A	N/A	N/A	N/A	Y
	7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A
	7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A
,	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?	N/A	N/A	N/A	N/A	N/A
,	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)	N/A	N/A	N/A	N/A	N/A
,	7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
,	7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A
,	7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
,	7.15	Do the issues relating to <i>salary and benefits</i> 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.)	N/A	N/A	N/A	N/A	N/A
,	7.16	Do the issues relating to <i>Information Technology (IT)</i> 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)?	Y	Y	Y	Y	Y
 ,	7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A

		Program	or Servic	e (Budge	Entity C	odes)
	Action	72010100	72010300	72400100	72400200	72600100
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")	Y	Y	Y	Y	Y
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A	N/A	N/A	N/A	N/A
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR , LBR2)	N/A	N/A	N/A	N/A	N/A
7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3)	N/A	N/A	N/A	N/A	N/A
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))	N/A	N/A	Y	Y	N/A
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.	•				
	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level of	or SC1R	, SC1D	- Depart	ment Le	evel)
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
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)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	N/A	N/A
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)?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y

Ī		Program	Program or Service (Budget Entity Codes)					
	Action	72010100	72010300	72400100	72400200	72600100		
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?	Y	Y	Y	Y	Y		

		Program	or Servic	e (Budget	Entity C	odes)
	Action	72010100	72010300	72400100	72400200	72600100
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 <i>section</i> 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y	Y	Y	Y
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)?	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A	N/A	N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
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")	Y	Y	Y	Y	Y

		Program or Service (Budget Entity Codes)				
	Action	72010100	72010300	72400100	72400200	72600100
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)	Y	Y	Y	Y	Y

		Program	or Servic	e (Budget	Entity C	odes)
	Action	72010100	72010300	72400100	72400200	72600100
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. SCHI	EDULE 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 <i>Base Rate Audit</i> on page 156 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCF	HEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> 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.	Y	Y	Y	Y	Y
11. SCE	HEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCE	HEDULE VIIIA (EADR, SC8A)					
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?	Y	Y	Y	Y	Y
13. SCE	HEDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2009 LBR submittal.					
14. SCE	HEDULE VIIIB-2 (EADR, S8B2)					
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?	Y	Y	Y	Y	Y
15. SCF	HEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for de	etailed i	nstruct	ions)		
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 <i>section</i> 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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)	Y	Y	Y	Y	Y
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")	Y	Y	Y	Y	Y
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")	Y	Y	Y	Y	Y

		Program or Service (Budget Entity Code				
	Action	72010100	72010300	72400100	72400200	72600100
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.) PLEASE SEE RECONCILLING JUSTIFICATION ON SCHEDULE XI REPORT	Y	Y	Y	Y	Y
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") PLEASE SEE RECONCILLING JUSTIFICATION ON SCHEDULE XI REPORT	Y	Y	Y	Y	Y
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MA	NUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 109 through 153 of the LBR Instructions), and are they accurate and complete?					
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?					
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?					
AUDITS	S - GENERAL INFORMATION			'	'	
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions for a list of audits and their descriptions. Reorganizations may cause audit errors. Agencies must indicate that these					
	errors are due to an agency reorganization to justify the audit error.					
17. CAI	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
17.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
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.					
18. FLC	ORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y

R Technical Review Checklist

Department\Budget Entity (Service): MANAGEMENT SERVICES

Agency Budget Officer / OPB Analyst Name: DEBRA FORBESS / GINO BETTA

A "Y"

indicates		Program or Service (Budget En				ntity Codes)		
	Action		72600300	1	1	1		
1. GEN	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)	Y	Y	Y	Y	Y		
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y		
AUDITS	:							
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y		
1.4	Has security been set correctly? (CSDR, CSA)							
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. EXH	IBIT 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?	Y	Y	Y	Y	Y		
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y		
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y	Y		
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y	Y	Y	Y	Y		
3. EXH	IBIT 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.	N/A	N/A	N/A	N/A	N/A		
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")	Y	Y	Y	Y	Y		
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")	Y	Y	Y	Y	Y		
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.							
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. EXH	IBIT D (EADR, EXD)					
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?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?					
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. EXH	IBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
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")	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y
	Please note that the LBR Instructions reference the wrong B column.					
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.)	Y	Y	Y	Y	Y
	Please note that the LBR Instructions reference the wrong B column.					
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. EXH	IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purpos	es only.	.)			
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
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. EXH	IBIT D-3A (EADR, ED3A)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See	Y	Y	Y	Y	Y

Instructions.) 7.3 Does the narrative for Information Technology (IT) issue follow the		Y	Y	Y	Y
additional narrative requirements described on pages 66 through 70 of the LBR Instructions?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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.)	N/A	N/A	N/A	N/A	N/A
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.	Y	Y	Y	Y	Y
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.	N/A	N/A	N/A	N/A	N/A
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A
7.9 Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A
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?	N/A	N/A	N/A	N/A	N/A
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)	N/A	N/A	N/A	N/A	N/A
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15 Do the issues relating to <i>salary and benefits</i> 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.)	N/A	N/A	Y	N/A	N/A
7.16 Do the issues relating to <i>Information Technology (IT)</i> 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)?	Y	Y	Y	Y	Y
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
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")	Y	Y	Y	Y	Y
7.19 Does the General Revenue for 160XXXX issues net to zero? (GENR.	N/A	N/A	N/A	N/A	N/A
7.20 Does the General Revenue for 180XXXX issues net to zero? (GENR , LBR2)	N/A	N/A	N/A	N/A	N/A

7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR , LBR3)	N/A	N/A	N/A	N/A	N/A
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))	N/A	N/A	N/A	N/A	N/A
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. SCH	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level a	or SC1R	, SC1D	- Depar	tment L	evel)
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
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)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	N/A	N/A
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)?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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 <i>section</i> 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y	Y	Y	Y

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)?	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A	N/A	N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
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")	Y	Y	Y	Y	Y
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)	Y	Y	Y	Y	Y

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. SCH	EDULE 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 <i>Base Rate Audit</i> on page 156 of the LBR Instructions.)	Y	Y	Y	Y	Y
	HEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> 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.	Y	Y	Y	Y	Y
11. SCI	HEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCI	HEDULE VIIIA (EADR, SC8A)					
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?	Y	Y	Y	Y	Y
13. SCI	HEDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2009 LBR submittal.					
	HEDULE VIIIB-2 (EADR, S8B2)					
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?	Y	Y	Y	Y	Y
15. SCI	HEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for do	etailed	instruc	tions)		
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.)	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
AUDITS	S 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)	Y	Y	Y	Y	Y
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")	Y	Y	Y	Y	Y
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only					

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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.) PLEASE SEE RECONCILLING JUSTIFICATION ON SCHEDULE XI REPORT	Y	Y	Y	Y	Y
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") PLEASE SEE RECONCILLING JUSTIFICATION ON SCHEDULE XI REPORT	Y	Y	Y	Y	Y
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MA	NUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 109 through 153 of the LBR Instructions), and are they accurate and complete?					
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?					
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?					
AUDITS	S - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> 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. CA	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
17.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
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.					
18. FL(

R Technical Review Checklist

Department\Budget Entity (Service): MANAGEMENT SERVICES Agency Budget Officer / OPB Analyst Name: DEBRA FORBESS / GINO BETTA

A "Y" indicates						
		Program	or Servic	e (Budge	t Entity C	odes)
	Action	72750200	72750300	72900100	72900200	72910100
1. GENI	ERAL					
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)	Y	Y	Y	Y	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y
AUDITS:		,		,		
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4	Has security been set correctly? (CSDR, CSA)					
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. EXHI	BIT 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?	Y	Y	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y	Y
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y	Y	Y	Y	Y
3. EXHI	BIT 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.	N/A	N/A	N/A	N/A	N/A
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")	Y	Y	Y	Y	Y
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")	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
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. EXH	IBIT D (EADR, EXD)					
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?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?					
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. EXH	IBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
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")	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y
Ī	Please note that the LBR Instructions reference the wrong B column.					
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.)	Y	Y	Y	Y	Y
	Please note that the LBR Instructions reference the wrong B column.					
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. EXH	IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purpos	es only	.)			
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
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. EXH	IBIT 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.)	Y	Y	Y	Y	Y

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.)	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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.)	N/A	N/A	N/A	N/A	N/A
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.	Y	Y	Y	Y	Y
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.	N/A	N/A	N/A	N/A	N/A
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A
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?	N/A	N/A	N/A	N/A	N/A
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)	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Do the issues relating to <i>salary and benefits</i> 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.)	N/A	N/A	N/A	N/A	N/A
7.16	Do the issues relating to <i>Information Technology (IT)</i> 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)?	Y	Y	Y	Y	Y
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
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")	Y	Y	Y	Y	Y
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A	N/A	N/A	N/A	N/A
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR , LBR2)	N/A	N/A	N/A	N/A	N/A

7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR , LBR3)	N/A	N/A	N/A	N/A	N/A
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))	N/A	N/A	N/A	N/A	N/A
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. SCH	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level a	or SC1R	, SC1D	- Depar	tment L	evel)
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
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)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	N/A	N/A
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)?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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 <i>section</i> 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y	Y	Y	Y

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)?	Y	Y	Y	Y	Y
Are the statutory authority references correct?	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y
Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A	N/A	N/A
If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
	Y	Y	Y	Y	Y
be the latest and most accurate available?	Y	Y	Y	Y	Y
Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y
Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
Are current year September operating reversions appropriately shown in column A02?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
:					
Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
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")	Y	Y	Y	Y	Y
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)	Y	Y	Y	Y	Y
	O00700, 000750, 000799, 001510 and 001599)? Are the statutory authority references correct? 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.) Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? If applicable, are nonrecurring revenues entered into Column A04? Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided? Are appropriate service charge nonoperating amounts included in Section II? Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? 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.) Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? Are prior year September operating reversions appropriately shown in column A01? Are current year September operating reversions appropriately shown in column A02? 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? Does Column A01 of the Schedule I accurately represent the actual prior	agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? Are the statutory authority references correct? 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.) Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? If applicable, are nonrecurring revenues entered into Column A04? Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided? Are appropriate service charge nonoperating amounts included in Section II? Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? 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.) Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? Are prior year September operating reversions appropriately shown in column A01? Are current year September operating reversions appropriately shown in 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 analys	agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? Are the Statutory authority references correct? 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.) Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? If applicable, are nonrecurring revenues entered into Column A04? Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided? Are appropriate service charge nonoperating amounts included in Section II? Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? 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.) Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? Are current year September operating reversions appropriately shown in column A01? Are current year September operating reversions appropriately shown in column A02? 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 d	agency appropriately identified direct versus indirect receipts (object codes 07	agency appropriately identified direct versus indirect receipts (object codes of 000700, 000750, 000750, 001510 and 001599)? Are the statutory authority references correct? 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). 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Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts of the proper service charge reporting application of amounts of the proper september operating reversions appropriately shown in column A01? Are current year September operating reversions appropriately shown in column A01? Are prory year September operating reversions appropriately shown in column A01? Are prory year September operating reversions appropriately shown in column A01? Are provaled in Section III? Are proved to the Schedule I accurately rep

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. SCH	EDULE 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 <i>Base Rate Audit</i> on page 156 of the LBR Instructions.)	Y	Y	Y	Y	Y
	HEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> 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.	Y	Y	Y	Y	Y
11. SCI	HEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCI	HEDULE VIIIA (EADR, SC8A)					
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?	Y	Y	Y	Y	Y
13. SCI	HEDULE VIIIB-1					
13.1	This schedule is not required in the October 15, 2009 LBR submittal.					
	HEDULE VIIIB-2 (EADR, S8B2)					
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?	Y	Y	Y	Y	Y
15. SCI	HEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for do	etailed	instruc	tions)		
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.)	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
AUDITS	S 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)	Y	Y	Y	Y	Y
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")	Y	Y	Y	Y	Y
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only					

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.) PLEASE SEE RECONCILLING JUSTIFICATION ON SCHEDULE XI REPORT	Y	Y	Y	Y	Y
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") PLEASE SEE RECONCILLING JUSTIFICATION ON SCHEDULE XI REPORT	Y	Y	Y	Y	Y
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MA	NUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 109					
	through 153 of the LBR Instructions), and are they accurate and complete?					
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?					
16.3	Are agency organization charts (Schedule X) provided and at the					
	appropriate level of detail?					
AUDITS	S - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> 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. CAI	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
17.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
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.					
	ORIDA FISCAL PORTAL	1	1	1		
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y

R Technical Review Checklist

Department\Budget Entity (Service): MANAGEMENT SERVICES Agency Budget Officer / OPB Analyst Name: DEBRA FORBESS / GINO BETTA

A "Y"

A "Y" indicates					
inaicaies		Program	or Service (I	Budget Enti	ty Codes)
	Action	72920100	72950100		
1. GENI	ERAL				
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)	Y	Y		
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y		
AUDITS:			<u> </u>		<u> </u>
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y		
1.4	Has security been set correctly? (CSDR, CSA)				
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. EXHI	BIT 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?	Y	Y		
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y		
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y		
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed?	Y	Y		
3. EXHI	BIT 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.	N/A	N/A		
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")	Y	Y		
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")	Y	Y		
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
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. EXH	IBIT D (EADR, EXD)				
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?	Y	Y		
4.2	Is the program component code and title used correct?				
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. EXH	IBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y		
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")	Y	Y		
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.)	Y	Y		
	Please note that the LBR Instructions reference the wrong B column.				
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.)	Y	Y		
	Please note that the LBR Instructions reference the wrong B column.				
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. EXH	IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purpos	es only	.)		
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y		
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. EXH	IBIT 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.)	Y	Y		

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.)	Y	Y		
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?	Y	Y		
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?	Y	Y		
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.)	N/A	N/A		
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.	Y	Y		
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.	N/A	N/A		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A		
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?	N/A	N/A		
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)	N/A	N/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y		
7.15	Do the issues relating to <i>salary and benefits</i> 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.)	N/A	N/A		
7.16	Do the issues relating to <i>Information Technology (IT)</i> 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)?	Y	Y		
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A		
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")	Y	Y		
7.19	Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1)	N/A	N/A		
7.20	Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2)	N/A	N/A		

7.21	Does the General Revenue for 200XXXX issues net to zero? (GENR , LBR3)	N/A	N/A			
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))	N/A	N/A			
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. SCH	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level a	r SC1R	, SC1D	- Depar	tment L	evel)
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y			
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	Y	Y			
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)?	Y	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A			
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)?	Y	Y			
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?	Y	Y			
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?	Y	Y			
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 <i>section</i> 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y			

8.9	Are the revenue codes correct? In the case of federal revenues, has the				
0.9	agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	Y	Y		
8.10	Are the statutory authority references correct?	Y	Y		
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.)	Y	Y		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	Y	Y		
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?	Y	Y		
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y		
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.)	Y	Y		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y		
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y		
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y		
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?	Y	Y		
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?	Y	Y		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y		
AUDITS					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y		
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")	Y	Y		
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)	Y	Y		
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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.)	l					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.	l					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.	Í					
9. SCH	EDULE 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 <i>Base Rate Audit</i> on page 156 of the LBR Instructions.)	Y	Y				
10. SCF	10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.)	Y	Y				
10.2	Are amounts in <i>Other Salary Amount</i> 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.	Y	Y				
11. SCI	HEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y				
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						
12. SCI	HEDULE VIIIA (EADR, SC8A)						
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?	Y	Y				
13. SCF	HEDULE VIIIB-1						
13.1	This schedule is not required in the October 15, 2009 LBR submittal.						
	HEDULE VIIIB-2 (EADR, S8B2)						
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?	Y	Y				
15. SCI	HEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for de	etailed i	instruc	tions)			
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.)	Y	Y				
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?	Y	Y				
AUDITS	S 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)	Y	Y				
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")	Y	Y				
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")	Y	Y				

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.) PLEASE SEE RECONCILLING JUSTIFICATION ON SCHEDULE XI REPORT	Y	Y				
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") PLEASE SEE RECONCILLING JUSTIFICATION ON SCHEDULE XI REPORT	Y	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.						
16. MA	NUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 109						
	through 153 of the LBR Instructions), and are they accurate and complete?						
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?						
16.3	Are agency organization charts (Schedule X) provided and at the						
	appropriate level of detail?						
AUDITS - GENERAL INFORMATION							
TIP	Review <i>Section 6: Audits</i> 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. CAI	PITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y				
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y				
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y				
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y				
17.5	Are the appropriate counties identified in the narrative?	Y	Y				
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.						
18. FLC	ORIDA FISCAL PORTAL						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y				