FLORIDA DEPARTMENT *of*
management
SERVICES
We serve those who serve Florida

4050 Esplanade Way
Tallahassee, FL 32399-0950
Tel: 850-488-2786 | Fax: 850-922-6149

Rick Scott, Governor

Chad Poppell, Secretary

REQUEST FOR FISCAL YEAR 2016-17

September 15, 2015

Cynthia Kelly, Director
Office of Policy and Budget
Executive Office of the Governor
1701 The Capitol
Tallahassee, Florida 32399-0001

Cindy Kynoch, Staff Director
Senate Committee on Appropriations
201 The Capitol
Tallahassee, Florida 32399-1100

JoAnne Leznoff, Staff Director
House Appropriations Committee
221 The Capitol
Tallahassee, Florida 32399-1300

Dear Directors,

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Management Services is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2016-17 Fiscal Year. This submission has been approved by Secretary Chad Poppell.

Sincerely,

Chad Poppell
Secretary

CP/jcs

Enclosure

Temporary Special Duty-General Pay Additives Implementation Plan
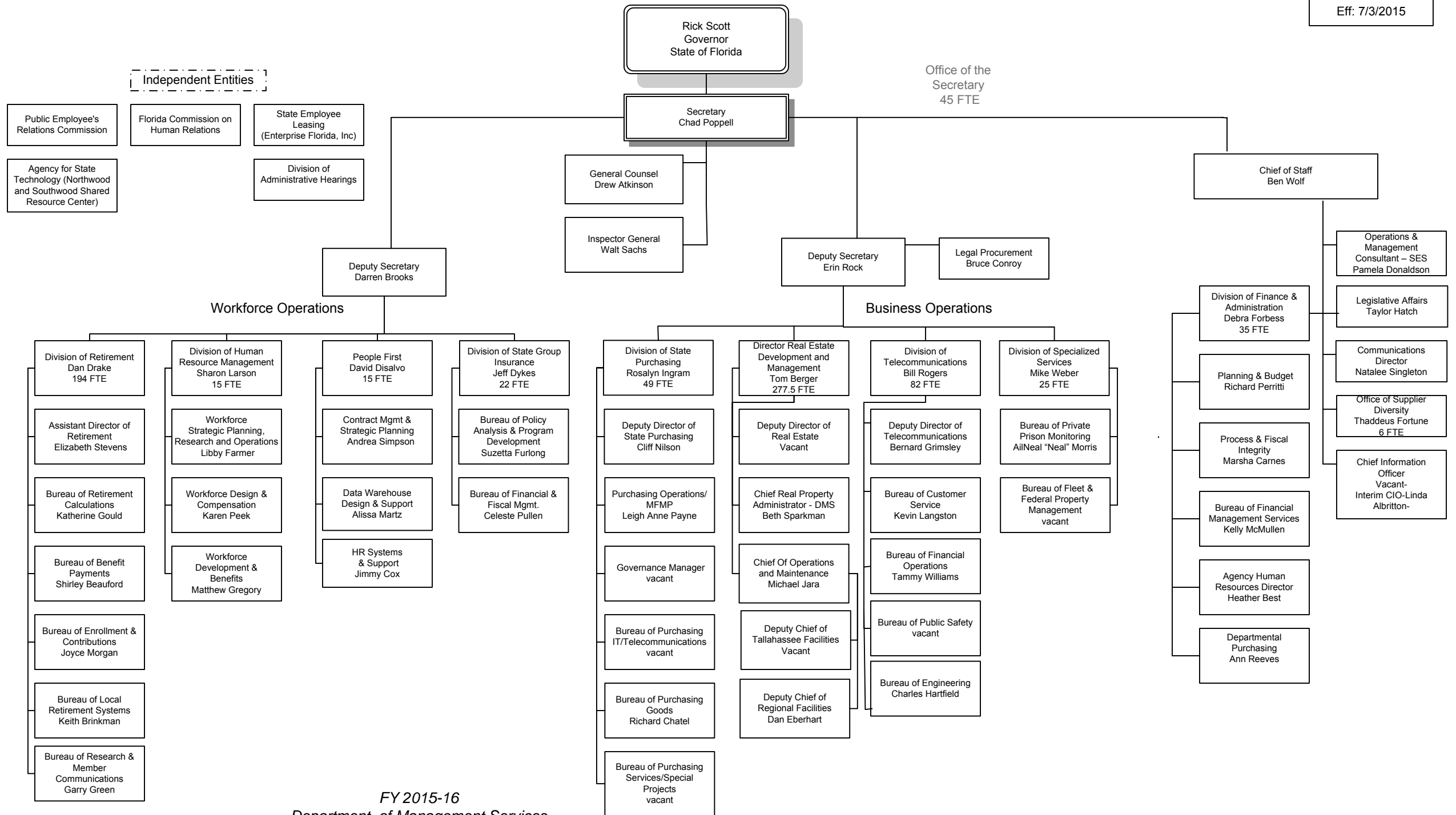
Not Applicable

Department Level
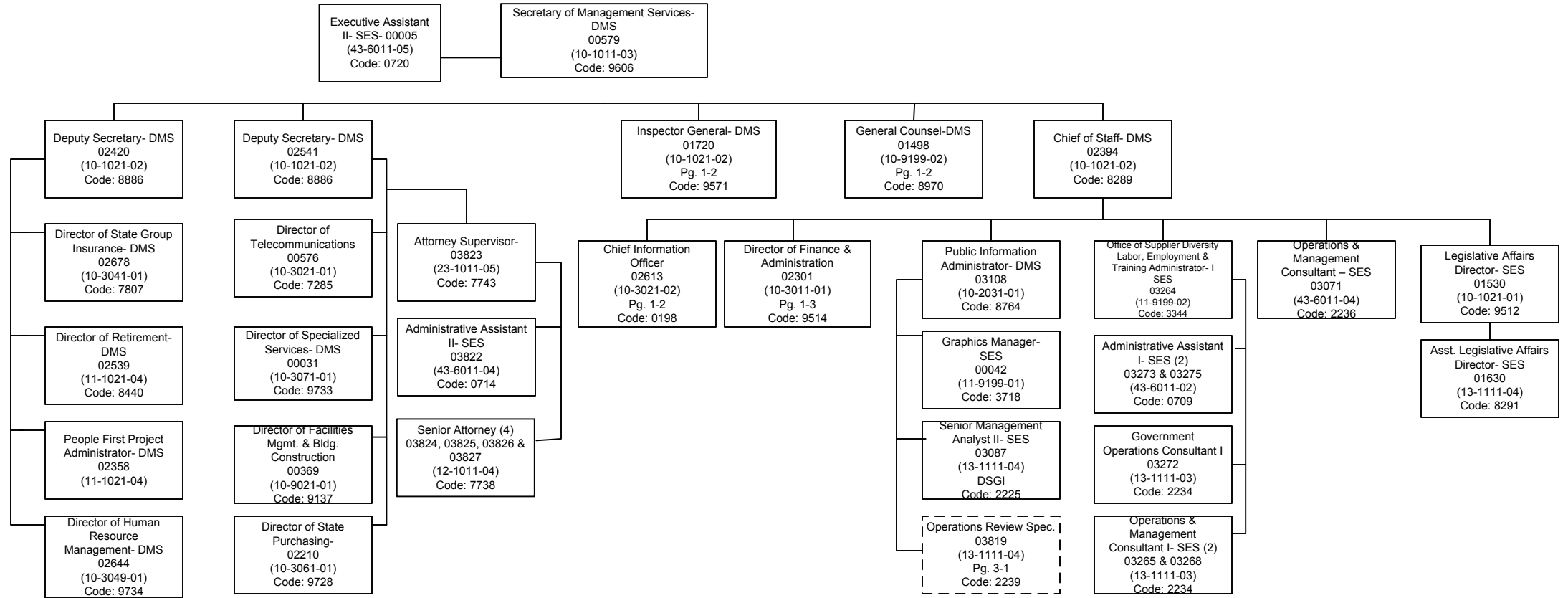
Exhibits
And
Schedules

Schedule VII: Agency Litigation Inventory

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

Agency:	**Department of Management Services (DMS)**

Contact Person:	Veronica Donnelly	Phone Number:	(850) 410-1698

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	MEDCO HEALTH SOLUTIONS, INC. and EXPRESS SCRIPTS, INC., Petitioners, vs. STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES, Respondent.
Court with Jurisdiction:	Division of Administrative Hearings
Case Number:	DOAH Case No. 14-4065
Summary of the Complaint:	Pharmacy benefit management services provider challenge to DMS claim for funds for prescription refills not in accord with contract requirements.
Amount of the Claim:	$6,548,684.00 to the State Health Insurance Trust Fund
Specific Statutes or Laws (including GAA) Challenged:	N/A
Status of the Case:	Mediation is ongoing.

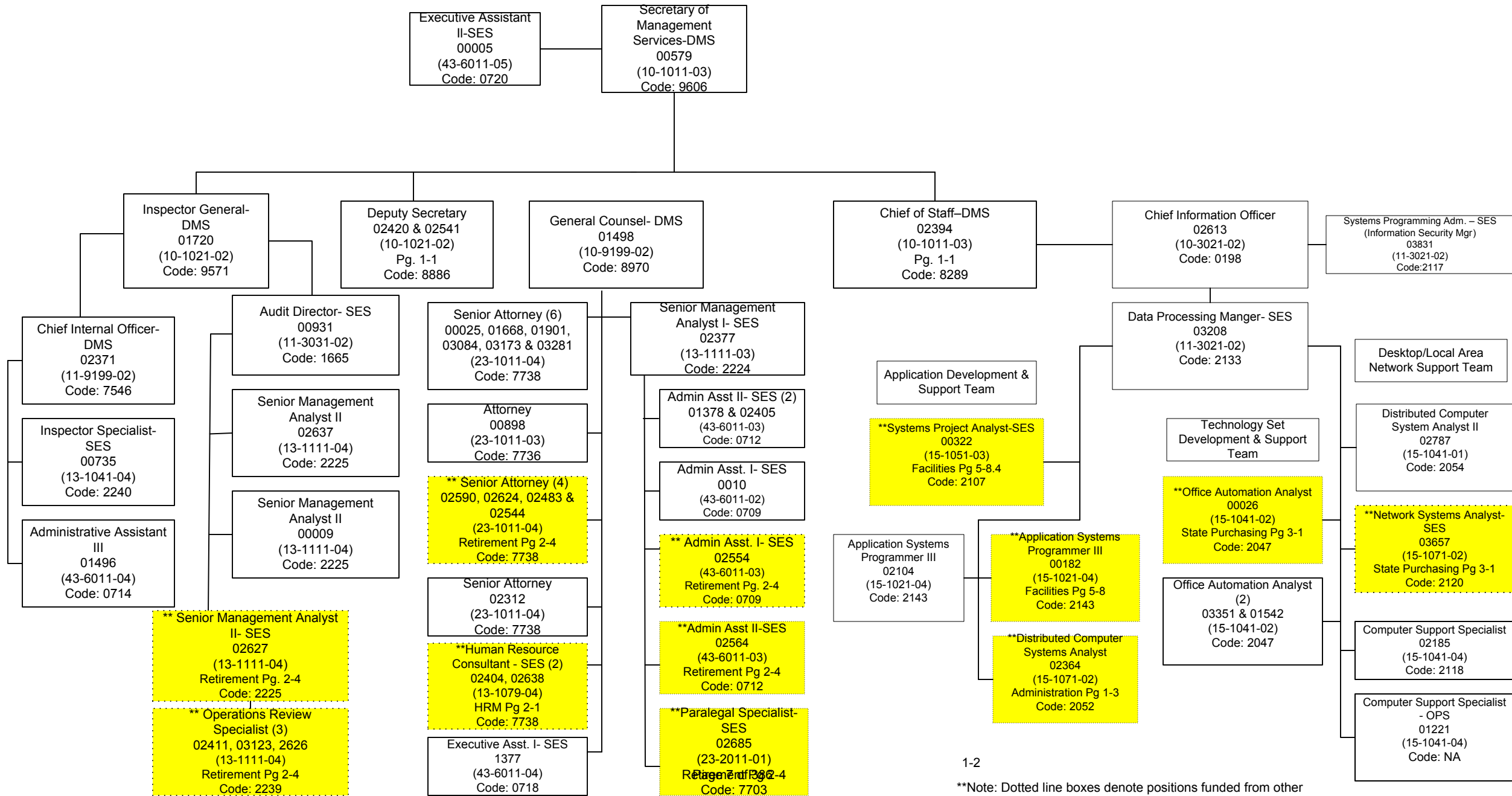|		
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
		Office of the Attorney General or Division of Risk Management
	X	Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).		

Rick Scott
Governor
State of Florida

Office of the Secretary
45 FTE

Independent Entities

Public Employee's Relations Commission

Florida Commission on Human Relations

State Employee Leasing (Enterprise Florida, Inc)

Agency for State Technology (Northwood and Southwood Shared Resource Center)

Division of Administrative Hearings

Secretary
Chad Poppell

General Counsel
Drew Atkinson

Inspector General
Walt Sachs

Chief of Staff
Ben Wolf

Deputy Secretary
Darren Brooks

Deputy Secretary
Erin Rock

Legal Procurement
Bruce Conroy

Workforce Operations

Division of Retirement
Dan Drake
194 FTE

Assistant Director of Retirement
Elizabeth Stevens

Bureau of Retirement Calculations
Katherine Gould

Bureau of Benefit Payments
Shirley Beauford

Bureau of Enrollment & Contributions
Joyce Morgan

Bureau of Local Retirement Systems
Keith Brinkman

Bureau of Research & Member Communications
Garry Green

Division of Human Resource Management
Sharon Larson
15 FTE

Workforce Strategic Planning, Research and Operations
Libby Farmer

Workforce Design & Compensation
Karen Peek

Workforce Development & Benefits
Matthew Gregory

People First
David Disalvo
15 FTE

Contract Mgmt & Strategic Planning
Andrea Simpson

Data Warehouse Design & Support
Alissa Martz

HR Systems & Support
Jimmy Cox

Division of State Group Insurance
Jeff Dykes
22 FTE

Bureau of Policy Analysis & Program Development
Suzetta Furlong

Bureau of Financial & Fiscal Mgmt.
Celeste Pullen

Business Operations

Division of State Purchasing
Rosalyn Ingram
49 FTE

Deputy Director of State Purchasing
Cliff Nilson

Purchasing Operations/ MFMP
Leigh Anne Payne

Governance Manager
vacant

Bureau of Purchasing IT/Telecommunications
vacant

Bureau of Purchasing Goods
Richard Chatel

Bureau of Purchasing Services/Special Projects
vacant

Director Real Estate Development and Management
Tom Berger
277.5 FTE

Deputy Director of Real Estate
Vacant

Chief Real Property Administrator - DMS
Beth Sparkman

Chief Of Operations and Maintenance
Michael Jara

Deputy Chief of Tallahassee Facilities
Vacant

Deputy Chief of Regional Facilities
Dan Eberhart

Division of Telecommunications
Bill Rogers
82 FTE

Deputy Director of Telecommunications
Bernard Grimsley

Bureau of Customer Service
Kevin Langston

Bureau of Financial Operations
Tammy Williams

Bureau of Public Safety
vacant

Bureau of Engineering
Charles Hartfield

Division of Specialized Services
Mike Weber
25 FTE

Bureau of Private Prison Monitoring
AilNeal "Neal" Morris

Bureau of Fleet & Federal Property Management
vacant

Operations & Management Consultant – SES
Pamela Donaldson

Legislative Affairs
Taylor Hatch

Communications Director
Natalee Singleton

Office of Supplier Diversity
Thaddeus Fortune
6 FTE

Chief Information Officer
Vacant- Interim CIO-Linda Albritton-

Division of Finance & Administration
Debra Forbess
35 FTE

Planning & Budget
Richard Perritti

Process & Fiscal Integrity
Marsha Carnes

Bureau of Financial Management Services
Kelly McMullen

Agency Human Resources Director
Heather Best

Departmental Purchasing
Ann Reeves

*FY 2015-16
Department of Management Services
Agency Organizational Chart
765.5 FTE (DMS Proper Only)*

1-0

Executive Assistant
II- SES- 00005
(43-6011-05)
Code: 0720

Secretary of Management Services-
DMS
00579
(10-1011-03)
Code: 9606

Deputy Secretary- DMS
02420
(10-1021-02)
Code: 8886

Deputy Secretary- DMS
02541
(10-1021-02)
Code: 8886

Inspector General- DMS
01720
(10-1021-02)
Pg. 1-2
Code: 9571

General Counsel-DMS
01498
(10-9199-02)
Pg. 1-2
Code: 8970

Chief of Staff- DMS
02394
(10-1021-02)
Code: 8289

Director of State Group
Insurance- DMS
02678
(10-3041-01)
Code: 7807

Director of
Telecommunications
00576
(10-3021-01)
Code: 7285

Attorney Supervisor-
03823
(23-1011-05)
Code: 7743

Chief Information
Officer
02613
(10-3021-02)
Pg. 1-2
Code: 0198

Director of Finance &
Administration
02301
(10-3011-01)
Pg. 1-3
Code: 9514

Public Information
Administrator- DMS
03108
(10-2031-01)
Code: 8764

Office of Supplier Diversity
Labor, Employment &
Training Administrator- I
SES
03264
(11-9199-02)
Code: 3344

Operations &
Management
Consultant – SES
03071
(43-6011-04)
Code: 2236

Legislative Affairs
Director- SES
01530
(10-1021-01)
Code: 9512

Director of Retirement-
DMS
02539
(11-1021-04)
Code: 8440

Director of Specialized
Services- DMS
00031
(10-3071-01)
Code: 9733

Administrative Assistant
II- SES
03822
(43-6011-04)
Code: 0714

Graphics Manager-
SES
00042
(11-9199-01)
Code: 3718

Administrative Assistant
I- SES (2)
03273 & 03275
(43-6011-02)
Code: 0709

Asst. Legislative Affairs
Director- SES
01630
(13-1111-04)
Code: 8291

People First Project
Administrator- DMS
02358
(11-1021-04)

Director of Facilities
Mgmt. & Bldg.
Construction
00369
(10-9021-01)
Code: 9137

Senior Attorney (4)
03824, 03825, 03826 &
03827
(12-1011-04)
Code: 7738

Senior Management
Analyst II- SES
03087
(13-1111-04)
DSGI
Code: 2225

Government
Operations Consultant I
03272
(13-1111-03)
Code: 2234

Director of Human
Resource
Management- DMS
02644
(10-3049-01)
Code: 9734

Director of State
Purchasing-
02210
(10-3061-01)
Code: 9728

Operations Review Spec. I
03819
(13-1111-04)
Pg. 3-1
Code: 2239

Operations &
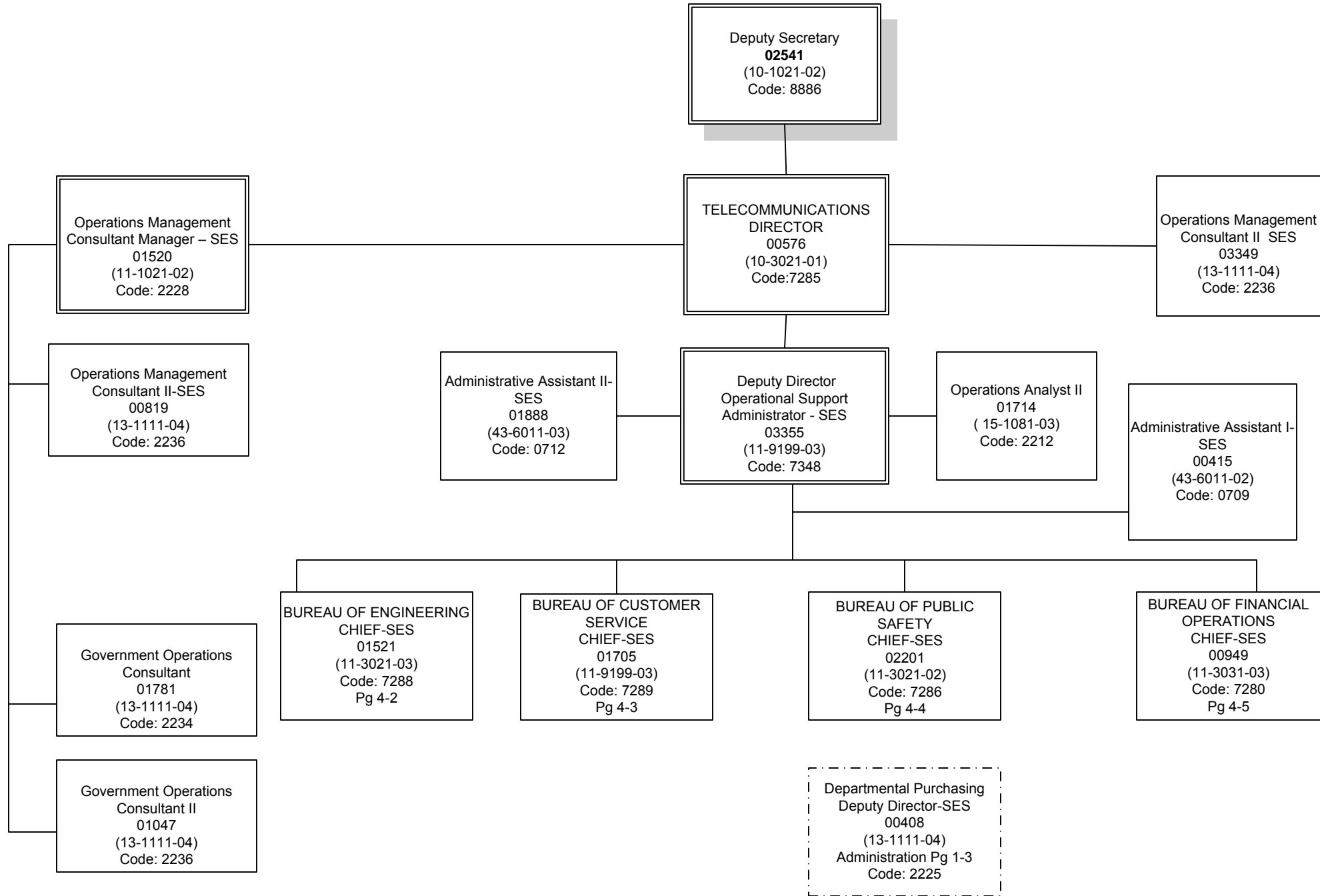Management
Consultant I- SES (2)
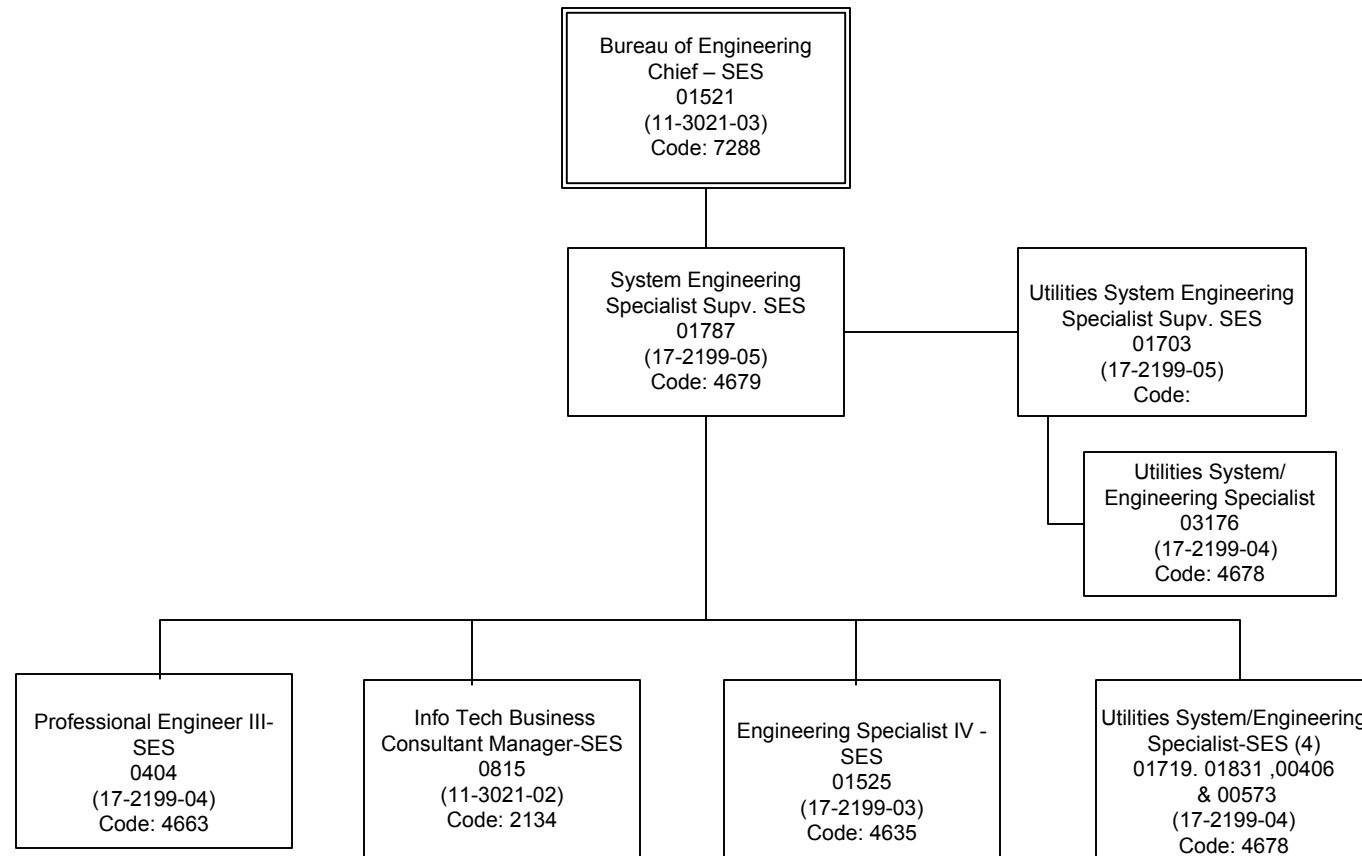03265 & 03268
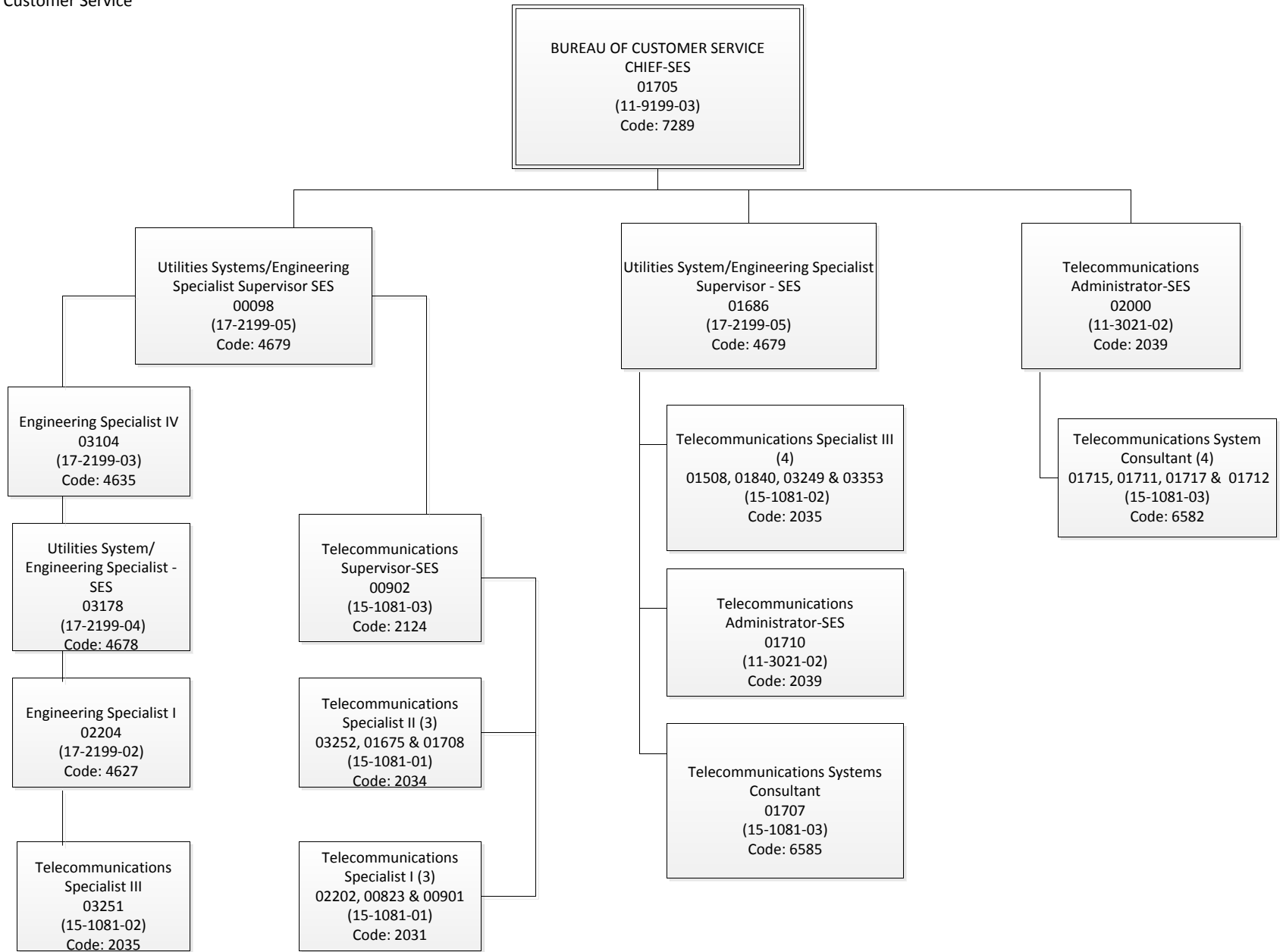(13-1111-03)
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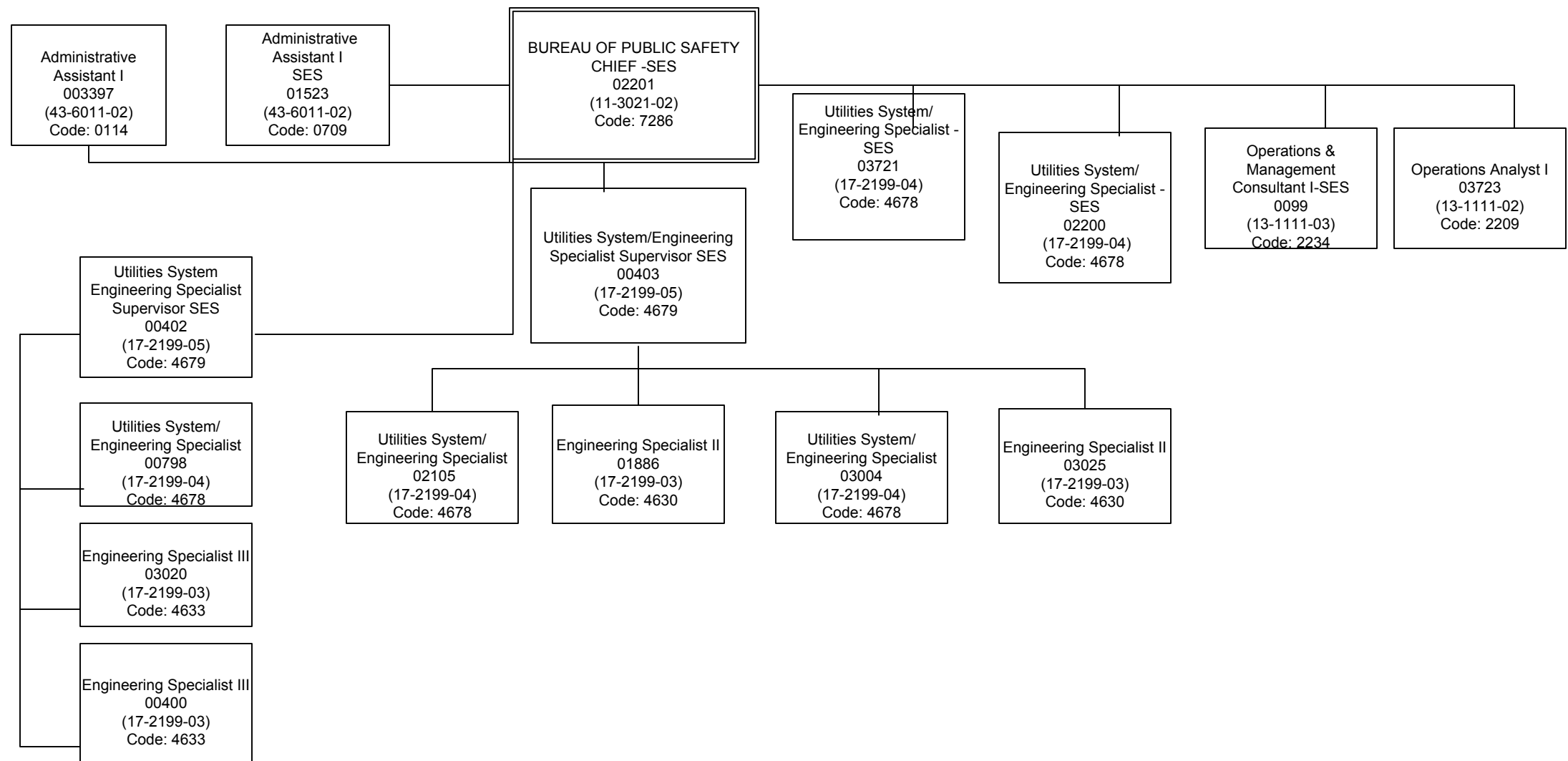**Note: Dotted line boxes denote positions funded from
other divisions/programs.

***Note: Dotted line boxes denote positions reporting to
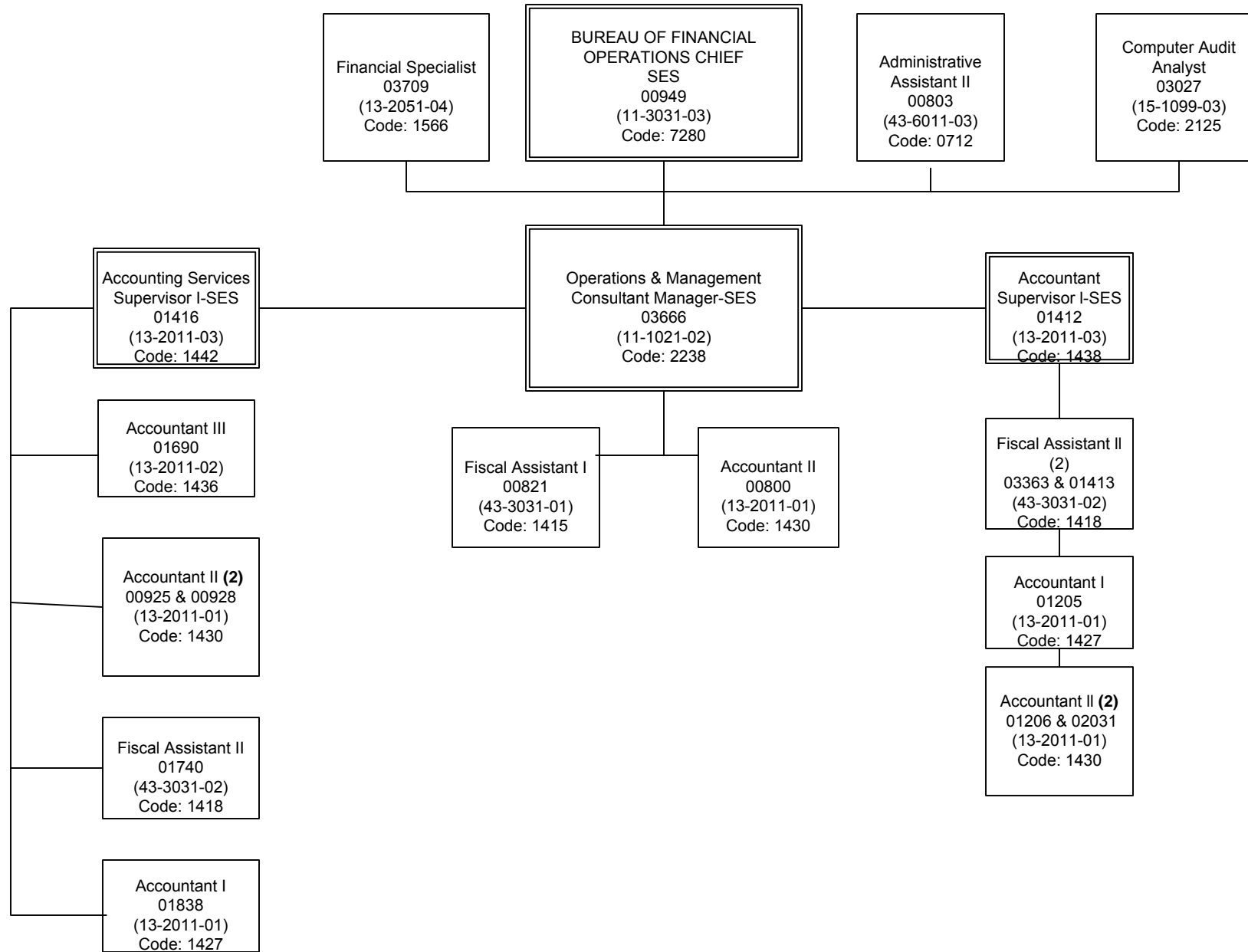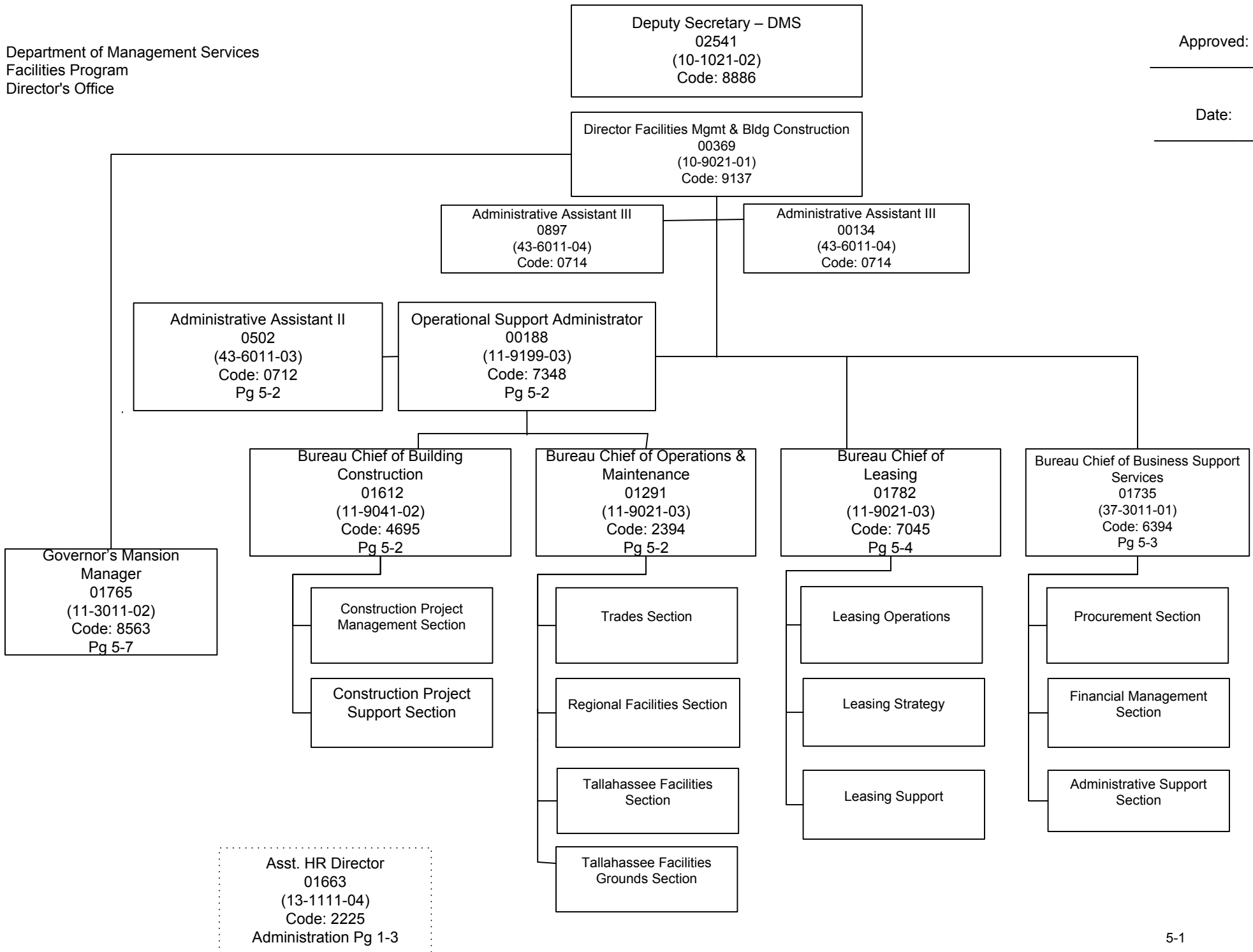other areas.

1-1

Department of Management Services
IG_GC_ & CIO

Executive Assistant II-SES
00005
(43-6011-05)
Code: 0720

Secretary of Management Services-DMS
00579
(10-1011-03)
Code: 9606

Inspector General- DMS
01720
(10-1021-02)
Code: 9571

Deputy Secretary
02420 & 02541
(10-1021-02)
Pg. 1-1
Code: 8886

General Counsel- DMS
01498
(10-9199-02)
Code: 8970

Chief of Staff–DMS
02394
(10-1011-03)
Pg. 1-1
Code: 8289

Chief Information Officer
02613
(10-3021-02)
Code: 0198

Systems Programming Adm. – SES (Information Security Mgr)
03831
(11-3021-02)
Code:2117

Chief Internal Officer- DMS
02371
(11-9199-02)
Code: 7546

Audit Director- SES
00931
(11-3031-02)
Code: 1665

Senior Attorney (6)
00025, 01668, 01901, 03084, 03173 & 03281
(23-1011-04)
Code: 7738

Senior Management Analyst I- SES
02377
(13-1111-03)
Code: 2224

Data Processing Manger- SES
03208
(11-3021-02)
Code: 2133

Inspector Specialist- SES
00735
(13-1041-04)
Code: 2240

Senior Management Analyst II
02637
(13-1111-04)
Code: 2225

Attorney
00898
(23-1011-03)
Code: 7736

Admin Asst II- SES (2)
01378 & 02405
(43-6011-03)
Code: 0712

Application Development & Support Team

Desktop/Local Area Network Support Team

Administrative Assistant III
01496
(43-6011-04)
Code: 0714

Senior Management Analyst II
00009
(13-1111-04)
Code: 2225

** Senior Attorney (4)
02590, 02624, 02483 & 02544
(23-1011-04)
Retirement Pg 2-4
Code: 7738

Admin Asst. I- SES
0010
(43-6011-02)
Code: 0709

**Systems Project Analyst-SES
00322
(15-1051-03)
Facilities Pg 5-8.4
Code: 2107

Technology Set Development & Support Team

Distributed Computer System Analyst II
02787
(15-1041-01)
Code: 2054

** Senior Management Analyst II- SES
02627
(13-1111-04)
Retirement Pg. 2-4
Code: 2225

Senior Attorney
02312
(23-1011-04)
Code: 7738

** Admin Asst. I- SES
02554
(43-6011-03)
Retirement Pg. 2-4
Code: 0709

Application Systems Programmer III
02104
(15-1021-04)
Code: 2143

**Application Systems Programmer III
00182
(15-1021-04)
Facilities Pg 5-8
Code: 2143

**Office Automation Analyst
00026
(15-1041-02)
State Purchasing Pg 3-1
Code: 2047

**Network Systems Analyst- SES
03657
(15-1071-02)
State Purchasing Pg 3-1
Code: 2120

** Operations Review Specialist (3)
02411, 03123, 2626
(13-1111-04)
Retirement Pg 2-4
Code: 2239

**Human Resource Consultant - SES (2)
02404, 02638
(13-1079-04)
HRM Pg 2-1
Code: 7738

**Admin Asst II-SES
02564
(43-6011-03)
Retirement Pg 2-4
Code: 0712

**Distributed Computer Systems Analyst
02364
(15-1071-02)
Administration Pg 1-3
Code: 2052

Office Automation Analyst (2)
03351 & 01542
(15-1041-02)
Code: 2047

Computer Support Specialist
02185
(15-1041-04)
Code: 2118

Executive Asst. I- SES
1377
(43-6011-04)
Code: 0718

**Paralegal Specialist- SES
02685
(23-2011-01)
Retirement Pg 2-4
Code: 7703

1-2

**Note: Dotted line boxes denote positions funded from other divisions/programs.

Computer Support Specialist - OPS
01221
(15-1041-04)
Code: NA

Chief of Staff- DMS
02394
(10-21-02)
Code: 8289

Director of Finance & Administration
02301
(10-3011-01)
Code: 9514

Finance & Accounting

Chief of Financial Management Services- DMS
00017
(11-3031-03)
Code: 9737

***Distributed Computer Systems Analyst
02364
(15-1071-02)
Administration Pg 1-2
Code: 2052

Deputy Bureau Chief of Financial Management Services
02027
(13-1111-04)
Code: 2225

Control Section

Professional Accountant Supervisor-SES
01499
(12-2011-04)
Code: 1470

Professional Accountant
00467
(13-2011-03)
Code: 1467

Accountant IV
02313
(13-2011-03)
Code:1437

Accountant III
00781
(13-2011-02)
Code: 1436

**Accountant IV (2)
02447, 02459
(13-2011-03)
Retirement Pg 2-4
Code: 1437

Accounting Services Supervisor II-SES
01004
(13-2011-03)
Code: 1445

DMS Revenue Section

Accountant IV
01501
(13-2011-03)
Code: 1437

Accountant III (2)
01500, 02126
(13-2011-02)
Code: 1436

Accountant II
00459
(13-2011-01)
Code: 1430

Retirement Revenue Section

**Professional Accountant
02302
(13-2011-03)
Retirement Pg 2-4
Code: 1442

**Accountant III (2)
02617, 02623
(13-2011-02)
Retirement Pg 2-4
Code: 1436

Disbursements Section

Accounting Services Supervisor I-SES
02037
(13-2011-03)
Code: 1442

Accountant IV (2)
02588, 03690
(13-2011-03)
Code: 1437

Accountant IV-SES
01502
(13-2011-03)
Code: 1437

Accountant II (2)
01825, 03694
(13-2011-01)
Code: 1430

Accountant I (1)
00728
(13-2011-01)
Code: 1427

Departmental Purchasing

Deputy Departmental Purchasing Director- SES
02305
(13-1023-04)
Code: 0819

Departmental Purchasing Deputy Director
00408
(13-1111-04)
DivTel Pg 4-1
Code: 2225

Operation & Mgmt Consultant II-SES
00016
(13-1111-04)
Code: 2236

Purchasing Analyst (2)
00012, 02916,
(13-1023-04)
Code: 0830

Purchasing Specialist
02799
(13-1023-01)
Code: 1430

Budget, Process & Fiscal Integrity

Strategic Planning Coordinator-SES
02533
(11-1021-02)
Retirement Pg 2-4
Code: 8345

Financial Specialist (2)
02679 & 03070
(13-2051-04)
Code:1566

Budget Director II- SES
00726
(11-3031-03)
Code: 1696

Senior Management Analyst II-SES
00455
(13-1111-04)
Code: 2225

Senior Management Analyst II-CS
02309
(13-2031-03)
Code: 2225

Agency Human Resources

Personnel Resource Management Officer
02683
(11-3121-03)
Code: 8552

**Assistant HR Director-
01663
(13-1111-04)
REDM Pg. 5-1
Code: 2225

HR Consultants- SES(2)
00013 & 03039
(13-1071-04)
Code: 0193

Personnel Services Specialist- SES
00018
(13-1071-03)
Code: 0189

**Note: Dotted line boxes denote positions funded from other divisions/programs.

***Note: Dotted line boxes denote positions reporting to other areas.

1-3

Approved: _____

Date: _____

```
Secretary- DMS
0579
(10-1011-03)
Code: 9606
```

```
Deputy Secretary-DMS
02420
(10-1021-02)
Code: 8886
```

Human Resource Management

PEOPLE FIRST

```
Director of Human Resource
Management- DMS
02644
(10-3049-01)
Code: 9734
```

```
People First Project
Director-DMS
02358
(11-1021-04)
Code: 8440
```

Workforce Development & Benefits

Workforce Design & Compensation

Contract Oversight

Data Warehouse Design

Systems Design

```
Workforce
Development &
Benefits Mgr
02422
(11-3049-03)
Code:5335
```

```
Workforce Design &
Compensation Mgr
02774
(11-3049-03)
Code: 5343
```

```
People First Contract
Administrator-SES
02345
(11-9199-03)
Code: 8441
```

```
People First Data
Administrator- SES
02401
(11-9199-03)
Code:8442
```

```
People First Project
Administrator-SES
03705
(11-9199-03)
Code: 8443
```

```
Human Resource
Consultant-SES (4)
02380, 02391,
02402, 02577
(13-1079-04)
Code: 0193
```

```
Human Resource
Consultant-SES (3)
02378, 02390, 02427
(13-1079-04)
Code: 0193
```

```
Sr. Mgmt Analyst II -
SES (2)
03036 & 02649
(13-1111-04)
Code: 2225
```

```
People First Business
Consultant-SES
02341
(13-1079-04)
Code: 1025
```

```
People First Business
Consultant-SES (3)
02324. 02385, 02395
(13-1079-04)
Code: 1025
```

**Employer/ Employee Relations- General Counsel Pg 1-2

Workforce Strategic Planning, Research & Operations

```
Sr. Mgmt Analyst I -
SES
02477
(13-1111-03)
Code: 2224
```

```
People First Business
Consultant-SES
02381
(13-1079-04)
Code: 1025
```

```
People First Business
Consultant-(2)SES
03106, 02594
(13-1079-04)
Code: 1025
```

```
Human Resource
Consultant-SES (2)
02404, 02638
(13-1079-04)
(General Counsel Pg 1-2)
Code: 0194
```

```
Workforce Strategic
Planning, Research &
Operations Mgr-DMS
02409
(11-3049-03)
Code: 8420
```

```
People First Business
Consultant- SES
02350
(13-1079-04)
Code: 1025
```

```
Senior Management Analyst II-SES
02547
(13-1111-04)
Code: 2225
```

```
Human Resource Consultant-SES
02362
(13-1079-04)
Code: 0193
```

** Note: Dotted line units denote units that report to other divisions/programs.

2-1

7/21/2015

Department of Management Services
Division of State Group Insurance

Approved: _____

Date: 6/29/15

Deputy Secretary-DMS
02420
(10-1021-02)
Code: 8886

Director of State Group Insurance-DMS
02678
(10-3041-01)
Code: 7807

Bureau of Financial and Fiscal Management

Professional Accountant Specialist
02635
(13-2011-03)
Code: 1469

Chief of Financial & Fiscal Management –DSGI
02606
(11-3031-03)
Code: 8023

Senior Management Analyst II-SES
02347
(13-1111-04)
Code: 2225

Management Review Specialist-SES
02650
(13-1111-04)
Code: 2239

Bureau of Policy & Development

Chief of Policy & Development-DSGI
03080
(11-1021-03)
Code: 8022

Senior Management Analyst Supervisor-SES
02336
(13-1111-04)
Code: 2228

Benefits Administrator-SES
02396
(11-3041-02)
Code:1244

Management Review Specialist-SES
02319
(13-1111-04)
Code: 2239

Accountant III
02595
(13-1072-03)
Code: 1436

Government Analyst II
03085
(13-1111-04)
Code: 2239

Accountant III
02320 (HITF)
(13-2011-02)
Code: 1436

Senior Management Analyst II-SES
02353
(13-1111-04)
Code:2225

OPS Administrative Assistant II
901345
(43-6011-03)

Customer Information & Outreach

Senior Management Analyst Supervisor-SES
02418
(13-1111-04)
Code: 2228

Senior Management Analyst Supervisor- SES
02972
(13-1111-04)
Code: 2228

Senior Management Analyst II-SES (2)
03082 & 03091
(13-1111-04)
Code: 2225

Senior Benefits Technician
02680 (HITF)
(13-1072-02)
Code: 1238

Sr. Management Analyst II- SES
02876 (Pre-Tax)
(13-1111-04)
Code: 2225

Benefits Administrator-SES
02415 (Pre-Tax)
(11-3041-02)
Code: 1244

OPS Senior Management Analyst I, working title: OPS Project Manager
901344
(13-1111-03)

Sr. Management Analyst II-SES
02992
(13-1111-04)
Code: 2225

2-2

7/7/2015

Department of Management Services
Division of Retirement
Reporting Bureaus

Director of Retirement-
DMS
02539
(10-3041-01)
Code: 9610

Assistant
Director of Retirement-DMS
02520
(10-3041-01)
Code: 8937

Administrative Services
Pg 2-4

Bureau of Research &
Member Communications
Pg 2-9

Accounting Section
Pg 2-4
Managed by Finance and
Accounting

Management Review (Audit)
Pg 2-4
Managed by IG's office

Legal Section
Pg 2-4
Managed by General
Counsel's Office

Bureau of Local Retirement
Systems
Pg 2-5

Bureau of Enrollment &
Contributions
Pg 2-7

Bureau of Retirement
Calculations
Pg 2-8

Bureau of Benefit Payments
Pg 2-6

2-3

7/21/2015

Deputy Secretary-DMS
02420
(10-1021-02)
Code: 8886

Director of Retirement-DMS
02539
(10-3041-01)
Code: 9610

Administrative
Assistant II-SES
02437
(43-6011-03)
Code: 0712

Administrative
Services

**Accounting
Administration Pg 1-3

**Legal
Administration Pg 1-2

**Management Review
(Audit)
Administration Pg 1-2

Chief of Research &
Member
Communications
02461
(11-3041-03)
Code: 8122
Pg 2-9

Assistant Director of
Retirement
02520
(11-3041-04)
Code: 8937

Senior
Management
Analyst Supv.-
SES 02589
(13-1111-04)
Code: 2228

Staff Assistant
02515
(43-6011-02)
Code: 0120

Professional
Accountant
Specialist
02302
(13-2011-03)
Code: 1467

Senior
Attorney(4)
02483, 02544,
02590, 02624
(23-1011-04)
Code: 7738

Senior
Management
Analyst II-SES
02627
(13-1111-04)
Code: 2225

Chief of Retirement
Calculations
02438
(11-3041-03)
Code: 6664

Administrative
Assistant II -SES
02632
(43-6011-03)
Code: 0712

Accountant III (2)
02617, 02623
(13-2011-02)
Code: 1436

Administrative
Assistant II-SES
02564
(43-6011-03)
Code: 0712

Operations
Review Specialist
(3)
02411, 03123,
02626
(13-1111-04)
Code: 2239

Chief of Benefit Payments
02469
(11-3041-03)
Code: 6660

Operations &
Management
Consultant II-SES
02957
(13-1111-04)
Code: 2236

Benefits Technician
02959
(43-6011-03)
Code: 1237

Accountant IV (2)
02447, 02459
(13-2011-03)
Code: 1437

Administrative
Assistant I-SES
02554
(43-6011-02)
Code: 0709

Chief of Enrollment &
Contributions
02505
(11-3031-03)
Code: 6678

Government
Analyst I
03133
(13-1111-03)
Code: 2224

Paralegal
Specialist-SES
02685
(23-2011-01)
Code: 7703

Chief of Local Retirement
Systems
02753
(11-3041-03)
Code: 6677

Support
Administrator-SES
02560
(11-3011-02)
Code: 0765

Mail Center Archive Unit

Active Workflow Unit

Strategic Planning
Coordinator – SES
02533
(11-1021-02)
Code 8345
Administration Pg 1-3

Senior Clerk Specialist
02952
(43-9061-02)
Code: 0008

Senior Clerical Specialist
02528
(43-1011-02)
Code: 0008

Senior Clerk (7)
02518, 02525, 02566, 02701,
03136, 02473, 02560
(43-9061-02)
Code: 0004

Senior Clerk
02522, 02536
(43-9061-02)
Code: 0004

** Note: Dotted line units denote units that report to
other divisions/programs.

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

Approved: _____

Date: _____

Deputy Secretary- DMS
02420
(10-1021-02)
Code: 8886

Director of Retirement
DMS
02539
(10-3041-01)
Code: 9610

Assistant Director of
Retirement-DMS
02520
(11-041-04)
Code: 8937

Chief of Local
Retirement Systems
02753
(11-3041-03)
Code: 6664

Staff Assistant
02754
(43-6011-02)
Code: 0120

Local Government

Police and Firefighters

Actuary-DMS (2)
02757, 03726
(15-2011-05)
Code: 3559

Government Analyst I
02756
(13-1111-03)
Code: 2224

Benefits Administrator-
SES
02880
(11-3041-02)
Code: 1244

Administrative Secretary
03830
(43-6011-02)
Code: 0108

Accountant IV
02878
(13-2011-03)
Code: 1437

Government Analyst I
02877
(13-1111-03)
Code: 2224

** Note: Working titles are listed on chart and are coded as WT.

7/7/2015

Department of Management Services
Division of Retirement
Bureau of Benefit Payments

Approved: _____

Date: 4/24/2015

```
                          ┌─────────────────────────┐
                          │  Assistant Director of  │
                          │     Retirement-DMS      │
                          │         02520           │
                          │      (11-3041-04)       │
                          │      Code: 8937         │
                          └─────────────────────────┘
```

Staff Assistant	Chief of Benefit Payments	Retirement Analyst II
03137	02469	02954
(43-6011-02)	(11-3041-03)	(13-1072-04)
Code: 0120	Code: 6660	Code: 1242

Disability Determination	Retired Payroll	DROP Terminations & Refund Payment	Survivor Benefits

Benefits Administrator-SES	Benefits Administrator-SES	Benefits Administrator-SES	Benefits Administrator-SES
02482	02488	02814	02570
(11-3041-02)	(11-3041-02)	(11-3041-02)	(11-3041-02)
Code: 1244	Code: 1244	Code: 1244	Code: 1244

Senior Benefits Analyst	Senior Benefits Analyst	Senior Benefits Analyst	Senior Benefits Analyst
02573	02480	03130	03127
(13-1072-04)	(13-1072-04)	(13-1072-04)	(13-1072-04)
Code: 1242	Code: 1242	Code: 1242	Code: 1242

Benefit Program Analyst	Benefits Program Analyst	Benefits Program Analyst	Benefits Program Analyst
02545	(2)	(2)	(2)
(13-1111-04)	02703, 03125	02810, 03120	02439, 02828
Code: 1241	(13-1111-04)	(13-1111-04)	(13-1111-04)
	Code: 1241	Code: 1241	Code: 1241

Benefits Specialist (4)	Senior Benefits Technician	Senior Benefits Technician	Benefits Specialist (5)
02484, 02668, 02524,	(2) 02494, 02953,	(4) 02538,	02372, 02661,
03132	(13-1072-02)	03128, 03813 & 02614	02693,
(13-1072-03)	Code: 1238	(13-1072-02)	02829, 03812
Code: 1239		Code: 1238	(13-1072-03)
			Code: 1239

Benefits Technician	Benefits Technician
02783 & 03814	02514
(13-1072-01)	(13-1072-01)
Code: 1237	Code: 1237

Benefits Specialist
02616
(13-1072-03)
Code: 1239

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Department of Management Services
Division of Retirement
Bureau of Enrollment and Contributions

Approved: _____

Date: _____

Assistant Director of Retirement-DMS
02520
(11-3041-04)
Code: 8937

Chief of Enrollment &
Contributions-DMS
02505
(11-3031-03)
Code: 6678

Staff Assistant
02516
(43-6011-02)
Code: 0120

Enrollment Section

Contributions Section

ORP/OAP

Benefits Administrator-
SES
02591
(11-3041-02)
Code: 1244

Benefits Administrator-
SES
02456
(11-3041-02)
Code: 1244

Benefits Administrator-
SES
02537
(11-3041-02)
Code: 1244

Enrollment

Special Risk

Pension Unit

Investment Plan
Unit

Benefits Specialist
02779
(13-1072-01)
Code: 1239

Benefits Program
Supervisor Analyst-
SES
02509
(13-1072-04)
Code: 1241

Senior Benefits
Analyst
02562
(13-1072-04)
Code: 1242

Senior Benefits
Analyst
02462
(13-1072-04)
Code: 1242

Senior Benefits
Analyst
02375
(13-1072-04)
Code: 1242

Benefits Specialist
02669
(13-1072-03)
Code: 1239

Senior Benefits
Technician
02817
(13-1072-02)
Code:1238

Senior Benefits
Analyst
02426
(13-1072-02)
Code: 1242

Senior Benefits
Technician
02636
(13-1072-02)
Code: 1238

Senior Benefits
Technician
02511
(13-1072-02)
Code:1238

Benefits Specialist
02691
(13-1072-03)
Code: 1239

Benefits Technician (2)
02622, 02572
(13-1072-01)
Code: 1237

Benefits
Technician (2)
02818, 2507
(13-1072-01)
Code: 1237

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Approved: _____

Date: 4/25/15

```
Assistant Director of Retirement-
DMS
02520
(11-3111-04)
CC 8937
```

```
Chief of Retirement Calculations-
DMS
02438
(11-3111-03)
CC 6664
```

```
Senior Benefits Analyst
02485
(13-1141-04)
CC 1242
```

```
Senior Benefits Analyst
02557
(13-1141-04)
CC 1242
```

```
Staff Assistant
02491
(43-6011-03)
CC 0120
```

```
State & County
Agencies Calculations
Section  820
```

```
State & County
Agencies Calculations
Section  830
```

```
Educational Agencies
Calculations Section
840
```

```
Educational Agencies
Calculations Section
850
```

```
Benefits Administrator-SES
02659
(11-3111-02)
CC 1244
```

```
Benefits Administrator-SES
02487
(11-3111-02)
CC 1244
```

```
Benefits Administrator-SES
02705
(11-3111-02)
CC 1244
```

```
Benefits Administrator-SES
02556
(11-3111-02)
CC 1244
```

```
Senior Benefits Analyst
03121
(13-1141-04)
CC 1242
```

```
Senior Benefits Analyst
02775
(13-1141-04)
CC 1242
```

```
Senior Benefits Analyst
02712
(13-1141-04)
CC 1242
```

```
Senior Benefits Analyst
02615
(13-1141-04)
CC 1242
```

```
Benefits Program Analyst
(4)
02663, 02694,
02704, 02776
(13-1111-04)
CC 1241
```

```
Benefits Program Analyst
(4)
02465, 02500,
02502, 02625
(13-1111-04)
CC 1241
```

```
Benefits Program Analyst
(4)
02662, 02666,
02808, 02809
(13-1111-04)
CC 1241
```

```
Benefits Program Analyst
(4)
02504, 02512,
02555, 03122
(13-1111-04)
CC 1241
```

```
Benefits Specialist  (4)
02664, 02660, 02503,
02708
(13-1141-03)
CC 1239
```

```
Benefits Specialist (5)
02501, 02532, 02496,
2707, 02492
(13-1141-03)
CC 1239
```

```
Benefits Specialist (5)
02493, 02499, 02523,
02531, 02698
(13-1141-03)
CC 1239
```

```
Benefits Specialist (4)
02489, 02558, 02565,
02706
(13-1141-03)
CC 1239
```

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Department of Management Services
Division of Retirement
Bureau of Research and Member Communication

Director of Retirement-DMS
02539
(10-3041-01)
Code: 9610

Chief of Research & Member Communications
02461
(11-3041-03)
Code: 6660

Research & Education

Senior Benefits Analyst (3)
02351, 02443, 02475
(13-1072-04)
Code: 1242

Administrative Assistant I
02506
(43-6011-02)
Code: 0709

Contact Center

Benefits Administrator- SES
02543
(13-1141-04)
Code: 2228

Senior Benefits Analyst - SES
02444
(13-1072-04)
Code: 1242

Senior Actuarial Analyst-
03126
(15-2011-04)
Code: 8701

Benefits Administrator- SES
03811
(11-3111-02)
Code: 1244

Benefits Administrator- SES
02534
(11-3111-02)
Code: 1244

Benefits Program Analyst (Retirement Analyst I)
02665
(13-1141-04)
Code: 1241

Benefits Specialist (5)
02517, 02535, 2687, 2692, 2763
(13-1072-03)
Code: 1239

Benefits Specialist (6)
02472, 02497, 02513, 02580, 02711, 02713
(13-1072-03)
Code: 1239

Benefits Program Analyst (Contact Center Services Team Lead)
02498
(13-1141-04)
Code: 1241

Senior Benefits Analyst (Retirement Analyst II)
02567
(13-1141-04)
Code: 1242

Senior Benefits Technician (3)
02448, 02474, 03129
(13-1072-02)
Code: 1238

Senior Benefits Technician (3)
02521, 02250, 02585
(13-1072-02)
Code: 1238

Benefits Program Analyst (Retirement Analyst I)
02710
(13-1141-04)
Code: 1241

Benefits Technician (6)
02460, 02471, 02478, 02529, 02559, 02568
(13-1072-01)
Code: 1237

Benefits Technician (8)
02451, 02481, 02548, 02619, 02621, 02702, 02777, 02819
(13-1072-01)
Code: 1237

2-9

7/21/2015

Approved

Date   7/1/2015

Director of State Purchasing-
DMS
02110
(10-3061-01)
Code: 1244

Operational Support Administrator
(Deputy Director of State Purchasing)
03833
(11-9199-03)
Code: 7348

Administrative Assistant III-
SES
02928
(43-6011-04)
Code: 0714

Chief of Goods
00033
(11-3061-03)
Code: 0670

Chief of IT/Telecom
00064
(11-3061-03)
Code: 0675

Chief of Services/Special Projects
00065
(11-3061-03)
Code: 0671

Senior Management Analyst II-SES
(Chief, Bureau of Operations)
00023
(13-1111-04)
Code: 2225

Management Review Specialist
(Governance Manager)
00045
(13-1111-04)
Code: 2239

Operations Review
Specialist
00059, 03819
(13-1111-04)
Code: 2239

Research & Training
Specialist (3)
03818, 03820, 03821
(13-1073-04)
Code: 1334

Purchasing Specialist
Supervisor-SES
(Category Manager)
Fac./Office Equip.
01635
(13-1023-04)
Code: 0819

Purchasing Specialist
Supervisor-SES
(Category Manager)
Supplies
00039
(13-1023-04)
Code: 0819

Purchasing Specialist
Supervisor-SES
(Category Manager)
Fleet, Energy & Law Enf.
01639
(13-1023-04)
Code: 0819

Purchasing Specialist
Supervisor-SES
(Category Manager)
Hardware
03808
(13-1023-04)
Code: 0819

Purchasing Specialist
Supervisor-SES
(Category Manager)
Software & Services
03809
(13-1023-04)
Code: 0819

Purchasing Specialist
Supervisor-SES
(Category Manager)
Commercial Services
03019
(13-1023-04)
Code: 0819

Purchasing Specialist
Supervisor-SES
(Category Manager)
Professional Services
00782
(13-1023-04)
Code: 0819

Administrative Asst. I-SES
00061
(43-6011-02)
Code: 0830

Staff Assistant
01877
(43-6011-02)
Code: 0120

MFMP Program Manager
03161
(11-1021-03)
MyFloridaMarketPlace
Code: 0120

Government Analyst II (3)
00048, 00784, 01537
(13-1111-04)
Code: 2225

Purchasing Analyst
(Associate Category Mgr.)
02057
(13-1023-04)
Code: 0830

Purchasing Analyst
(Associate Category Mgr.)
01667
(13-1023-04)
Code: 0830

Purchasing Analyst
(Associate Category Mgr.)
01773
(13-1023-04)
Code: 0830

Purchasing Analyst
(Associate Category Mgr.)
02055
(13-1023-04)
Code: 0830

Purchasing Analyst
(Associate Category Mgr.)
03810
(13-1023-04)
Code: 0830

Purchasing Analyst (3)
(Associate Category Mgr.)
00036, 00051, 01899
(13-1023-04)
Code: 0830

Purchasing Analyst (3)
(Associate Category
Mgr.)
00053, 00056, 01200,
(13-1023-04)
Code: 0830

Purchasing Analyst
(Associate Category Mgr.)
00037
(13-1023-04)
Code: 0830

Purchasing Analyst -SES
(Contract Mgr.)
00868, 02109
(13-1023-04)
Code: 0830

Purchasing Analyst-(2)
(Contract Mgr.)
01789, 01613
(13-1023-04)
Code: 0830

Purchasing Analyst
(Contract Mgr.)
03163
(13-1023-04)
Code: 0830

Purchasing Analyst
(Contract Mgr.)
02187
(13-1023-04)
Code: 0830

Purchasing Analyst
(Contract Mgr.)
02926
(13-1023-04)
Code: 0830

Purchasing Analyst
(Contract Mgr.)
00041
(13-1023-04)
Code: 0830

Info Resource Mgt
Consultant II
(Procurement Data
Analyst)
03832
(15-1199-04)
Code: 3119

Group Category Manager = Bureau Chief
Category Manager = Purchasing Specialist Supervisor
Associate Category Manager = Purchasing Analyst
Contract Manager = Purchasing Analyst
Government Analyst II = Business Analyst

**Application Systems
Programmer III
03657
(15-1051-03)
Administration (CIO Office) Pg
1-2
Code: 2120

**Office Automation Specialist
I-SES
00026
(15-1041-01)
Administration (CIO Office)
Pg 1-2
Code: 2047

**Note: Dotted line boxes denote positions located in
other divisions/programs.

3-1

```
Deputy Secretary- DMS
02541
(10-1021-02)
Code: 2465

Director of Specialized
Services–DMS
00031
(10-3071-01)
Code: 9733
```

**Bureau of Fleet and &
Federal Property
Management**

```
Operations Manager C-SES
00381
(11-1021-02)
Code: 9119
```

```
Engineering
Specialist II-SES
01835
(17-2199-03)
Code: 4630
```

```
Operations Review
Specialist
00377
(13-1111-04)
Code: 2239
```

```
Property Administrator
III-SES
00046
(11-3011-01)
Code: 0945
```

```
Government Operations
Consultant II
00849
(13-1111-04)
Code: 2236
```

```
Resource
Management
Specialist-SES
00055
(13-1111-03)
Code: 0736
```

```
Business Consultant
I (1033 Program
Administrator)
00434
(13-1111-03)
Code: 0736
```

```
Distribution Supervisor-
SES
00424
(13-1081-03)
Code: 0936
```

```
Surplus Property
Storekeeper
00481
(43-9199-01)
Code: 0912
```

```
Distribution Agent
00465
(13-1081-02)
Code: 0930
```

```
Distribution Agent
00458
(13-1081-01)
Code: 0930
```

**Bureau of Private Prison
Monitoring**

```
Chief Private Prison
Monitoring Administrator-DMS
02943
(11-1021-03)
Code: 6695
```

```
Administrative
Assistant II
02945
(43-6011-03)
Code: 0712
```

```
Government
Operations
Consultant I (2)
03706, 03720
(13-1111-03)
Code: 2234
```

```
Government
Operations
Consultant II
02944
(13-1111-04)
Code: 2236
```

```
Management
Review Specialist-
SES
03708
(13-1111-04)
Code: 2239
```

```
Operations &
Management Consultant
I-SES (2)
03042, 03286
(13-1111-03)
Code: 2234
```

```
Government Operations
Consultant II
03719
(13-1111-04)
Code: 2234
```

```
Government Operations
Consultant III
03805
(13-1111-04)
Code: 3805
```

```
Management Review
Specialist-SES
003707
(13-1111-04)
Code: 2239
```

```
Operations &
Management Consultant
I-SES
03048
(13-1111-03)
Code: 2234
```

```
Government
Operations
Consultant II (2)
03028, 03029
(13-1111-04)
Code: 2236
```

**Note: Dotted line boxes denote positions funded from other divisions/programs.

***Note: Dotted line boxes denote positions reporting to other areas.

Department of Management Services
Division of Telecommunications

Deputy Secretary
02541
(10-1021-02)
Code: 8886

Operations Management
Consultant Manager – SES
01520
(11-1021-02)
Code: 2228

TELECOMMUNICATIONS
DIRECTOR
00576
(10-3021-01)
Code:7285

Operations Management
Consultant II SES
03349
(13-1111-04)
Code: 2236

Operations Management
Consultant II-SES
00819
(13-1111-04)
Code: 2236

Administrative Assistant II-
SES
01888
(43-6011-03)
Code: 0712

Deputy Director
Operational Support
Administrator - SES
03355
(11-9199-03)
Code: 7348

Operations Analyst II
01714
(15-1081-03)
Code: 2212

Administrative Assistant I-
SES
00415
(43-6011-02)
Code: 0709

Government Operations
Consultant
01781
(13-1111-04)
Code: 2234

BUREAU OF ENGINEERING
CHIEF-SES
01521
(11-3021-03)
Code: 7288
Pg 4-2

BUREAU OF CUSTOMER
SERVICE
CHIEF-SES
01705
(11-9199-03)
Code: 7289
Pg 4-3

BUREAU OF PUBLIC
SAFETY
CHIEF-SES
02201
(11-3021-02)
Code: 7286
Pg 4-4

BUREAU OF FINANCIAL
OPERATIONS
CHIEF-SES
00949
(11-3031-03)
Code: 7280
Pg 4-5

Government Operations
Consultant II
01047
(13-1111-04)
Code: 2236

Departmental Purchasing
Deputy Director-SES
00408
(13-1111-04)
Administration Pg 1-3
Code: 2225

4-1

Department of Management Services
Division of Telecommunications
Bureau of Engineering

Bureau of Engineering
Chief – SES
01521
(11-3021-03)
Code: 7288

System Engineering
Specialist Supv. SES
01787
(17-2199-05)
Code: 4679

Utilities System Engineering
Specialist Supv. SES
01703
(17-2199-05)
Code:

Utilities System/
Engineering Specialist
03176
(17-2199-04)
Code: 4678

Professional Engineer III-
SES
0404
(17-2199-04)
Code: 4663

Info Tech Business
Consultant Manager-SES
0815
(11-3021-02)
Code: 2134

Engineering Specialist IV -
SES
01525
(17-2199-03)
Code: 4635

Utilities System/Engineering
Specialist-SES (4)
01719. 01831 ,00406
& 00573
(17-2199-04)
Code: 4678

4-2

BUREAU OF CUSTOMER SERVICE
CHIEF-SES
01705
(11-9199-03)
Code: 7289

Utilities Systems/Engineering
Specialist Supervisor SES
00098
(17-2199-05)
Code: 4679

Utilities System/Engineering Specialist
Supervisor - SES
01686
(17-2199-05)
Code: 4679

Telecommunications
Administrator-SES
02000
(11-3021-02)
Code: 2039

Engineering Specialist IV
03104
(17-2199-03)
Code: 4635

Telecommunications Specialist III
(4)
01508, 01840, 03249 & 03353
(15-1081-02)
Code: 2035

Telecommunications System
Consultant (4)
01715, 01711, 01717 & 01712
(15-1081-03)
Code: 6582

Utilities System/
Engineering Specialist -
SES
03178
(17-2199-04)
Code: 4678

Telecommunications
Supervisor-SES
00902
(15-1081-03)
Code: 2124

Telecommunications
Administrator-SES
01710
(11-3021-02)
Code: 2039

Engineering Specialist I
02204
(17-2199-02)
Code: 4627

Telecommunications
Specialist II (3)
03252, 01675 & 01708
(15-1081-01)
Code: 2034

Telecommunications Systems
Consultant
01707
(15-1081-03)
Code: 6585

Telecommunications
Specialist III
03251
(15-1081-02)
Code: 2035

Telecommunications
Specialist I (3)
02202, 00823 & 00901
(15-1081-01)
Code: 2031

4-3

```
Administrative
Assistant I
003397
(43-6011-02)
Code: 0114
```

```
Administrative
Assistant I
SES
01523
(43-6011-02)
Code: 0709
```

```
BUREAU OF PUBLIC SAFETY
CHIEF -SES
02201
(11-3021-02)
Code: 7286
```

```
Utilities System/
Engineering Specialist -
SES
03721
(17-2199-04)
Code: 4678
```

```
Utilities System/
Engineering Specialist -
SES
02200
(17-2199-04)
Code: 4678
```

```
Operations &
Management
Consultant I-SES
0099
(13-1111-03)
Code: 2234
```

```
Operations Analyst I
03723
(13-1111-02)
Code: 2209
```

```
Utilities System/Engineering
Specialist Supervisor SES
00403
(17-2199-05)
Code: 4679
```

```
Utilities System
Engineering Specialist
Supervisor SES
00402
(17-2199-05)
Code: 4679
```

```
Utilities System/
Engineering Specialist
00798
(17-2199-04)
Code: 4678
```

```
Utilities System/
Engineering Specialist
02105
(17-2199-04)
Code: 4678
```

```
Engineering Specialist II
01886
(17-2199-03)
Code: 4630
```

```
Utilities System/
Engineering Specialist
03004
(17-2199-04)
Code: 4678
```

```
Engineering Specialist II
03025
(17-2199-03)
Code: 4630
```

```
Engineering Specialist III
03020
(17-2199-03)
Code: 4633
```

```
Engineering Specialist III
00400
(17-2199-03)
Code: 4633
```

4-4

Department of Management Services
Division of Telecommunications
Bureau of Financial Operations

```
┌─────────────────────┐   ┌─────────────────────┐   ┌─────────────────────┐   ┌─────────────────────┐
│ Financial Specialist│   │ BUREAU OF FINANCIAL │   │   Administrative    │   │  Computer Audit     │
│      03709          │   │  OPERATIONS CHIEF   │   │   Assistant II      │   │     Analyst         │
│   (13-2051-04)      │   │       SES           │   │      00803          │   │     03027           │
│   Code: 1566        │   │      00949          │   │   (43-6011-03)      │   │  (15-1099-03)       │
│                     │   │   (11-3031-03)      │   │   Code: 0712        │   │  Code: 2125         │
│                     │   │   Code: 7280        │   │                     │   │                     │
└─────────────────────┘   └─────────────────────┘   └─────────────────────┘   └─────────────────────┘
```

Accounting Services Supervisor I-SES	Operations & Management Consultant Manager-SES	Accountant Supervisor I-SES
01416	03666	01412
(13-2011-03)	(11-1021-02)	(13-2011-03)
Code: 1442	Code: 2238	Code: 1438

Accountant III
01690
(13-2011-02)
Code: 1436

Fiscal Assistant I
00821
(43-3031-01)
Code: 1415

Accountant II
00800
(13-2011-01)
Code: 1430

Fiscal Assistant II (2)
03363 & 01413
(43-3031-02)
Code: 1418

Accountant II (2)
00925 & 00928
(13-2011-01)
Code: 1430

Accountant I
01205
(13-2011-01)
Code: 1427

Fiscal Assistant II
01740
(43-3031-02)
Code: 1418

Accountant II (2)
01206 & 02031
(13-2011-01)
Code: 1430

Accountant I
01838
(13-2011-01)
Code: 1427

Approved:

_____

Date:

_____

Deputy Secretary – DMS
02541
(10-1021-02)
Code: 8886

Director Facilities Mgmt & Bldg Construction
00369
(10-9021-01)
Code: 9137

Administrative Assistant III
0897
(43-6011-04)
Code: 0714

Administrative Assistant III
00134
(43-6011-04)
Code: 0714

Administrative Assistant II
0502
(43-6011-03)
Code: 0712
Pg 5-2

Operational Support Administrator
00188
(11-9199-03)
Code: 7348
Pg 5-2

Governor's Mansion
Manager
01765
(11-3011-02)
Code: 8563
Pg 5-7

Bureau Chief of Building
Construction
01612
(11-9041-02)
Code: 4695
Pg 5-2

Bureau Chief of Operations &
Maintenance
01291
(11-9021-03)
Code: 2394
Pg 5-2

Bureau Chief of
Leasing
01782
(11-9021-03)
Code: 7045
Pg 5-4

Bureau Chief of Business Support
Services
01735
(37-3011-01)
Code: 6394
Pg 5-3

Construction Project
Management Section

Construction Project
Support Section

Trades Section

Regional Facilities Section

Tallahassee Facilities
Section

Tallahassee Facilities
Grounds Section

Leasing Operations

Leasing Strategy

Leasing Support

Procurement Section

Financial Management
Section

Administrative Support
Section

Asst. HR Director
01663
(13-1111-04)
Code: 2225
Administration Pg 1-3

5-1

7/21/2015

Department of Management Services
Division of Facilities Management & Building Construction
Bureau of Bldg Construction and
Bureau of Operations & Maintenance

Director Facilities Mgmt &
Building Construction
00369
(10-921-01)
Code: 9137

Operational Support
Administrator
00188
(11-9199-03)
Code: 7348

Administrative
Assistant I
000502
(43-6011-02)

Bureau Chief of Building Construction
01612
(11-9021-03)
Code: 4694

Bureau Chief of Operations &
Maintenance
01291
(11-9021-03)

Construction Project Management Section

Construction Project Support Section

Trades Section

Regional Facilities Section

Tallahassee Facilities Section

Construction Project
Administrator- SES
00140
(11-9041-02)
Code: 4691

Professional Engineer
Administrator-SES
00786
(11-9041-02)
Code: 4692

Professional Engineer
Supervisor
00265
(17-2199-05)
Code: 4673

Deputy Chief
01654
(11-3011-02)
Code: 8618
Pg 5-8

Deputy Chief
00794
(11-3011-02)
Code: 8618
Pg 5-8

Landscape & Grds
Supt- SES
00183
(11-9199-02)
Code: 6399

Operations &
Mgmt Consultant II
- SES
00156
(19-2014-03)
Code: 2236

Senior Projects Architect
00111
(17-1011-04)
Code: 4520

Senior Mgmt Analyst II-
CS
01796
(13-1111-04)
Code: 2225

Inspector/Plans
Reviewer
01259
(13-1041-03)
Code: 8833

Management Review
Specialist- SES
01426
(13-1111-04)
Code: 2239

Operations Review
Specialist 00833
(13-1111-04)
Code: 2239

Construction Projects
Consultant II
01345
(11-9021-02)
Code: 4692

Construction Projects
Consultant I
02136
(11-9021-02)
Code: 4691

Maintenance & Constr.
Supt- SES
00169
(11-9021-02)
Code: 6387

Administrative
Assistant I
001860
(43-6011-02)

Construction Projects
Consultant II
01912
(11-9021-02)
Code: 4692

Engineering Specialist
Supervisor III - SES
01736
(17-2199-03)
Code: 4643

Maint & Constr Supt-
SES
00266
(11-9021-02)
Code: 6387

5-2

7/21/2015

Department of Management Services
Division of Facilities Management & Building Construction
Bureau of Business Support Services- Procurement Section,
Financial Management Section
and Admin Support Section
Proposed

Approved: _____

Date: _____

```
                          Director Facilities Mgmt & Bldg
                                  Construction
                                     00369
                                  (10-9021-01)
                                  Code: 9137
                                       |
                              Bureau Chief,
                         Business Support Services
                                  01735
                               (11-3011-03)
                               Code: 0752
```

Procurement Section	Financial Management Section	Administrative Support Section
Procurement Administrator-SES 01814 (11-3061-02) Code: 1605	Financial Management Administrator-SES 01743 (11-3021-02) Code: 0743	Support Services Administrator- SES 01532 (11-3011-02) Code:0765
Construction Projects Consultant II- CS 0200 (11-9021-02) Code: 4692	Operations & Mgmt Consultant II-CS 00257 (13-1111-04) Code: 2238	Staff Assistant 00277 (43-6011-02) Code: 0120
Administrative Assistant II 00108 (43-6011-03) Code: 0712	Planning & Budgeting Specialist (2) 01982 & 01851 (13-2031-02) Code: 1679	Staff Assistant (2) 00944, 00115 (43-6011-02) Code: 0120
Staff Assistant 0113 (43-6011-02) Code: 0120		Operations Analyst II 01548 (13-1111-03) Code: 2212
Administrative Assistant I 01600 (43-6011-02) Code: 0709		Administrative Assistant I 00296- (43-6011-02) Code: 0709
Senior Management Analyst I -CS 01241 (43-6011-02) Code: 2224		

Government Analyst II
00222
(13-111-04
Code: 2225

5-3

7/21/2015

Department of Management Services
Division of Facilities Management & Building Construction
Bureau of Leasing- Leasing Operations, Leasing Strategy,
Leasing Support
Proposed

Director Facilities Mgmt & Bldg
Construction
00369
(10-9021-01)
Code: 9137

Approved: _____

Date: _____

Chief Real Property
Administrator-DMS
01782
(11-9021-03)
Code: 7045

Leasing Operations

Leasing Strategy

Leasing Support

Leasing Operations
Administrator - SES
00170
(11-3011-02)
Code: 0749

Leasing Strategy
Administrator - SES
03715
(11-1021-02)
Code: 463

Leasing Support Administrator
- SES
01688
(13-111-04)
Code: 2244

Operations Review
Specialist (5)
00730,01922,03716, 03717,
03718
(13-1111-04)
Code: 2239

Government Operations
Consultant II (4)
00176, 02249, 01299, 00127
(13-1111-04)
Code: 2236

Construction Projects
Consultant (2)
03197, 01242
(11-9021-02)
Code: 4692

Government Operations
Consultant II
01655
(13-1111-04)
Code: 2236

General Services Specialist
00120
(13-1199-03)
Code: 0839

Contractual Services
Specialist
02112
(13-1041-01)
Code: 0707

5-4

7/21/2015

Department of Management Services
Division of Facilities Management and Building Construction
Bureau of Operation Maintenance
Trades Sections
Proposed

Approved: _____

Date: _____

Director Facilities Mgmt & Bldg Construction
00369
(10-9021-01)
Code: 9137

Operational Support Administrator
00188
(11-9199-03)
Code: 4348

Chief of Operations & Maintenance-DMS
01291
(11-9021-03)
Code: 2394

Trade Sections

Professional Engineer Supervisor - SES
00265
(17-2199-04)
Code: 4673

Safety & Fire Control Engineering

Engineering Specialist Supervisor III-SES
01736
(17-2199-03)
Code: 4648

Engineering Specialist III
01689
(17-2199-03)
Code: 4633

Engineer Specialist III
02281
(17-2199-03)
Code: 4633

Engineering Technician III
01828
(17-3029-02)
Code: 4609

Capitol Center Heating & Air

Maintenance & Construction Superintendent-SES
00169
(11-9021-02)
Code: 6387

Senior Refrigeration Mechanic (4)
00166, 00178, 02132, 0336
(49-9021-03)
Code: 6454

Maintenance Mechanic (5)
00177, 00345, 01306, 02074, 02866
(49-9042-02)
Code: 6466

Central Electrical Response Team

Maintenance & Construction Superintendent-SES
00266
(11-9021-02)
Code: 6387

Master Electrician (8)
00223, 00267, 00346, 01231, 01261, 01263, 01394, 01651
(49-2094-03)
Code: 6466

Electrician
00211
(49-2094-02)
Code: 6444

Energy Management Control Systems

Management Review Specialist–SES
01426
(13-1111-04)
Code: 2239

Energy Mgmt. Cntrl System Operator (4.5)
00179, 00268 (2 - 0.75) 00935, 01307, 01320 (3 - 1.0)
(49-2095-01)
Code: 6580

Engineering Technician III (3)
00832, 01305, 02136
(17-3029-02)
Code: 4609

Engineering Specialist I–SES
00829
(17-2199-02)
Code: 4627

Engineering Technician IV
00168
(17-3029-02)
Code: 4612

Engineering Technician III
00831
(17-3029-02)
Code: 4609

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7/7/2015

Department of Management Services
Division of Facilities Management and
Building Construction
Bureau of Operations and Maintenance
Grounds Section
Proposed

Approved: _____

Date: _____

```
┌─────────────────────────────┐
│ Director Facilities Mgmt & Bldg │
│        Construction          │
│           00369              │
│        (10-9021-01)          │
│         Code: 9137           │
└─────────────────────────────┘
              │
┌─────────────────────────────┐
│ Operational Support Administrator │
│           00188              │
│        (43-6011-03)          │
│         Code:7348            │
└─────────────────────────────┘
              │
┌─────────────────────────────┐
│ Chief of Operations & Maintenance- │
│            DMS               │
│           01291              │
│        (11-9021-03)          │
│         Code: 2394           │
└─────────────────────────────┘
              │
┌─────────────────────────────┐
│        Capitol Center        │
│       Grounds Section        │
└─────────────────────────────┘
```

| Senior Clerk 00131 (43-9061-02) Code: 0004 | Landscape & Groundskeeping Superintendent-SES 00183 (11-9199-02) Code: 6399 | Grounds Supv I-SES 00887 (37-1012-02) Code: 6395 |

Grounds Supv III-SES
00184
(37-1012-04)
Code: 6397

Nursery/Landscape
Supervisor-SES
00224
(37-1012-03)
Code: 6393

Groundskeeper (5)
1799, 01596, 01733,
0186, 0206
(37-3011-01)
Code: 6394

Maintenance Support
Technician (2)
01795, 0290
(49-9042-01)
Code: 6374

Automotive Equipment
Mechanic
00207
(49-3023-02)
Code: 6539

Maintenance
Repairman
00159
(49-9042-01)
Code: 6373

Groundskeeper
00161
(37-3011-01)
Code: 6394

Grounds Supv. II–SES
01800
(37-1012-03)
Code: 6396

Maintenance Support
Technician (2)
01734, 00308
(49-9042-01)
Code: 6374

Groundskeeper (5)
0309, 1798, 1597,
00181, 00189
(37-3011-01)
Code: 6394

Approved: _____

Date: _____

```
                    ┌─────────────────────────────┐
                    │ Director Facilities Mgmt & Bldg │
                    │         Construction         │
                    │            00369             │
                    │         (10-9021-01)         │
                    │          Code: 9137          │
                    └─────────────────────────────┘
                                  │
                    ┌─────────────────────────────┐
                    │     Governor's Mansion       │
                    │         Manager              │
                    │          01765               │
                    │        (11-3011-02)          │
                    │         Code: 8563           │
                    └─────────────────────────────┘
                                  │
          ┌───────────────────────┼───────────────────────┐
┌─────────────────────┐  ┌─────────────────────┐
│  Groundskeepers (2) │  │ Maintenance Mechanic │
│   00160, 00187,     │  │       01603          │
│    (37-3011-01)     │  │    (49-9042-02)      │
│    Code: 6394       │  │     Code: 6466       │
└─────────────────────┘  └─────────────────────┘
          ┌─────────────────────────────┐
          │  Landscape Development       │
          │  Specialist (.75 FTE)        │
          │         02010                │
          │      (37-3011-04)            │
          │       Code: 4500             │
          └─────────────────────────────┘
```

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7/7/2015

Department of Management Services
Division of Facilities Management & Building Construction
Bureau of Operations and Maintenance
Tallahassee Facilities Sections and Regional Facilities Sections

Approved: _____

Date: _____

```
                              Director Facilities Mgmt & Bldg
                                      Construction
                                         00369
                                      (10-9021-01)
                                       Code: 9137

                               Operational Support
                                   Administrator
                                      00188
                                    (11-9199-03
                                    Code: 0712

                                Chief of Operations &
                                Maintenance -DMS
                                      001291
                                    (11-9021-03)
                                     Code: 2394
```

| Deputy Chief of Tallahassee Facilities-DMS 00794 (11-3011-02) Code: 8617 | **Data Base Administrator- SES 00182 (11-3021-02) (Admin Pg 1-5) Code: 2143 | Administrative Assistant I 02075 (43-6011-02) Code: 0709 | Deputy Chief of Regional Facilities-DMS 01654 (11-3011-02) Code: 8618 |

Facilities Manager 00501 (11-9021-02) First DCA Building Pg 5-8.1 Code: 6384	Facilities Manager 00297 (11-9021-02) Capitol Circle Off Complex Pg 5-8.1 Code: 6384
Facilities Manager 01918 (11-9021-02) Pepper Group Pg 5-8.2 Code: 6384	Facilities Manager 02100 (11-9021-02) FDLE Bldg Pg 5-8.2 Code: 6384
Facilities Manager 01230 (11-9021-02) Turlington/Gray Pg 5-8.2 Code: 6384	Facilities Manager 00152 (11-9021-02) Fletcher/Larson Pg 5-8.2 Code: 6384
Facilities Manager 01409 (11-9021-02) James Bldg-Pensacola Pg 5-8.3 Coe: 6384	Facilities Manager 01650 (11-9021-02) Twin Towers/Douglas Pg 5-8.3 Code: 6384
Maintenance Superintendent I - SES 00246 (49-1011-03) Douglas/Carr Pg 5-8.3 Code: 6381	Facilities Manager 01303 (11-9021-02) The Capitol Pg 5-8.4 Code: 6384

Facilities Manager 02189 (11-9021-02) Monroe Co Reg Ctr/Marathon Pg 5-8.5 Code: 6384	Facilities Manager 00249 (11-9021-02) Benton Building – Ft. Pierce Pg 5-8.5 Code: 6384	Facilities Manager 01486 (11-9021-02) Gore Bldg – Ft Lauderdale Pg 5-8.6 Code: 6384
Facilities Manager 01611 (11-9021-02) Alachua Reg Svc Ctr Pg 5-8.5 Code: 6384	Facilities Manager 01487 (11-9021-02) Dimick Building – WPB Pg 5-8.5 Code: 6384	Facilities Manager 02238 (11-9021-02) Grizzle/Sebring & Largo/St. Pete Pg 5-8.6 Code: 6384
Facilities Manager 01545 (11-9021-02) Trammell/Hargrett – Tampa Pg 5-8.5 Code: 6384	Facilities Manager 01464 (11-9021-02) Rhode/Opa Locka – Miami Pg 5-8.5 Code: 6384	Facilities Manager 01559 (11-9021-02) Hurston Building – Orlando Pg 5-8.6 Code: 6384
Facilities Manager 01746 (11-9021-02) Peterson Bldg – Lakeland Pg 5-8.5 Code: 6384	Facilities Manager 02006 (11-9021-02) Daytona Bch Reg Svc Ctr Pg 5-8.5 Code: 6384	Facilities Manager 01395 (11-9021-02) Jacksonville Reg Svc Ctr Pg 5-8.6 Code: 6384
Facilities Manager 02209 (11-9021-02) Ft Myers Reg Svc Ctr Pg 5-8.5 Code: 6384		

** Note: Dotted line position denotes that position reports to other divisions/programs.

5-8

Department of Management Services
Division of Facilities Maintenance
Bureau of Operations and Maintenance
Capital Circle Office Complex and First DCA

Director Facilities Mgmt & Bldg
Construction
00369
(10-9021-01)
Code: 9137

Operational Support
Administrator
00188
(11-9199-03)
Code: 0712

Chief of Operations &
Maintenance-DMS
01291
(11-9021-03)
Code: 2394

Deputy Chief of
Tallahassee Facilities- DMS
00794
(11-3011-02)
Code: 8617

Facilities Manager
00501
(11-9021-02)
First DCA
Code: 6384

Facilities Manager
00297 (11-9021-02)
Code: 6384
*Capital Circle Office
Complex*

Maintenance
Mechanic
01919
(49-9042-02)
Code: 6466

Maintenance Supervisor I-
SES
00221
(49-1011-03)
Code: 6375

Maintenance Supervisor II-
SES
02996
(49-1011-03)
Code: 6376

Trades Supervisor-SES
01671
(47-1011-03)
Code: 6465

Maintenance Mechanic
(5)
00190, 02145, 01265,
01287, 01285
(49-9042-02)
Code: 6466

Maintenance Mechanic (2)
01955, 01652
(49-9042-02)
Code: 6466

Maintenance Support
Technician (2)
01267, 01744
(49-9042-01)
Code: 6374

5-8.1

7/7/2015

Department of Management Services
Division of Facilities Management and Building Construction
Bureau of Operations & Maintenance
Tallahassee Facilities Section
Fletcher, Larson & Collins; Pepper, Holland, Carlton & Records Storage; Gray & Turlington; FDLE
Proposed

Approved: _____

Date: 4/24/15

Director Facilities Mgmt & Bldg Construction
00369
(10-9021-01)
Code: 9137

Operational Support Administrator
00188
(11-9041-04)
Code: 7438

Facilities Manager
00152
(11-9021-02)
Fletcher, Larson & Collins
Code:6384

Chief of Operations & Maintenance-DMS
01291
(11-9021-03)
Code: 2394

Facilities Manager
02100
(11-9021-02)
FDLE
Code: 6384

Maintenance Supervisor-SES
01249
(49-1011-03)
Code: 6376

Painter
00795
(51-9121-01)
Code: 6426

Deputy Chief of Tallahassee Facilities- DMS
00794
(11-3011-02)
Code: 8617

Maintenance Mechanic
00254
(49-9042-02)
Code: 6466

Maintenance Mechanic (4)
00172, 00278, 00326, 01339
(49-9042-02)
Code: 6466

Facilities Manager
01918
(11-9021-02)
Pepper, Holland & Carlton Buildings & Records Storage
Code: 6484

Maintenance Support Technician (2)
02134, 00299
(49-9042-01)
Code: 6466

Facilities Manager - SES
01230
(11-9021-02)
Gray and Turlington
Code: 6384

Maintenance Mechanic
02860
(49-9042-02)
Holland
Code: 6466

Maintenance Supervisor I-SES
00374
(49-1011-03)
Carlton
Code: 6376

Maintenance Support Technician (2)
01330, 01961
(49-9042-01)
Code: 6374

Maintenance Mechanic (2)
00260, 02137
(49-9042-02)
Code: 6466

Maintenance Supervisor I-SES
01232
(37-2011-02)
Code: 6376

Custodial Supervisor I-SES
00252
(37-1011-01)
Code: 6527

Maintenance Mechanic (3)
00180, 01940, 01979
(49-9042-02)
Pepper
Code: 6466

Maintenance Mechanic (5)
00828, 01266, 01294,00254, 02130
(49-9042-02)
Code: 6466

Maintenance Mechanic
02026
(49-9042-02)
Records
Code: 6466

Painter
00253
(51-9121-01)
Code: 6426

Maintenance Mechanic (2)
00173, 00283
(49-9042-02)
Code: 6466

Custodial Workers
00231, 01331, 00292, 01255, 01855, 01983, 01283
4 X .50 FTE
3 X 1.00 FTE
(37-2011-01)
Code: 6526

Laborer
03040
(53-7062-01)
Records
Code: 6389

5-8.2

7/15/2015

Department of Management Services
Division of Facilities Management and Building Construction
Bureau of Operations & Maintenance
Tallahassee Facilities
Twin Towers/Douglas & Carr/James (Pensacola) Buildings

Approved: _____

Date: _____

Director Facilities Mgmt & Bldg
Construction
00369
(10-9021-01)
Code: 9137

Operational Support
Administrator
00188
(11-9199-03)
Code: 7438

Chief of Operations &
Maintenance-DMS
01291
(11-9021-03)
Code: 2394

Twin Towers
Facilities Manager
01650
(11-9021-02)
Code: 6384

Deputy Chief of
Tallahassee Facilities-DMS
00794
(11-3011-02)
Code: 8617

James Building -Pensacola
Facilities Manager
01409
(111-9021-02)
Code: 6384

Maintenance Mechanic
(2)
01334, 01960
(49-9042-02)
Code: 6466

Custodial Supervisor II-SES
01653
(37-1011-02)
Code: 6527

Douglas/Carr
Maintenance
Superintendent I-SES
00246
(49-1011-03)
Code: 6381

Maintenance Mechanic
01410
(49-9042-02)
Code: 6466

Maintenance Support
Technician
01457
(49-9042-01)
Code: 6374

Custodial Worker (7)
.50
01239, 01260, 01327, 01662,
01862, 01924, 01943, 01951,
01981, 03191
1.0
03828, 01967
(37-2011-01)
Code: 6526

Maintenance Mechanic
(2)
01322, 01595
(49-9042-02)
Code: 6466

5-8.3

7/15/2015

Department of Management Services
Division of Facilities Management and Building Construction
Bureau of Operations & Maintenance
Tallahassee Facilities
Capitol Building
Proposed

Director Facilities Mgmt & Bldg
Construction
00369
(10-9021-01)
Code: 9137

Operational Support
Administrator 00188
(11-9021-03)
Code: 7438

Chief of Operations &
Maintenance-DMS   01291
(11-9021-03)
Code: 2394

Deputy Chief of
Tallahassee Facilities-DMS
00794
(11-3011-02)
Code: 8617

Staff Assistant
00250
(43-6011-02)
Code: 0120

Facilities Manager
01303
(11-9021-02)
Code: 6384

Custodial Supervisor III-
SES (0.75)
02157
(37-1011-03)
Code: 6527

Maintenance Supervisor II-
SES
00209
(49-1011-03)
Code: 6376

Custodial Supervisor I-SES
00359
(37-1011-02)
Code: 6527

Custodial Workers (6.5)
00235, 01245, 01277,
02146, 03010 (.50)
00295, 00960, 01276,
01279 (1.0)
(37-2011-01)
Code:6526

Maintenance Mechanic
(3)
001670, 001672, 02008
(49-9042-02)
Code: 6466

Custodial Supervisor II-SES
03012
(37-1011-02)
Code: 6527

Custodial Supervisor II-SES
01302
(37-1011-02)
Code: 6527

Custodial Worker
01929
(37-2011-01)
Code: 6526

Maintenance Support
Technician
01681
(49-9042-01)
Code: 6374

Custodial Workers (5)
00264, 01246, 01272,
01329, 03007
(37-2011-01)
Code: 6526

Custodial Workers (8)
01914, 01976, 02863,
02935, 03018, 01976
00356, 01274, 01275,
01292, 03033 (1.0)
(37-2011-01)
Code: 6526

Trades Supervisor-SES
00157
(47-1011-03)
Code: 6465

Computer Support
Specialist
00322
(15-1041-04)
Admin Pg 1-2
Code: 2118

Painter
00175,
(51-9121-01)
Code: 6426

**Note: Dotted line boxes denote positions located in
other divisions/programs.

5-8.4

Department of Management Services
Division of Facilities Management and Building Construction
Bureau of Operations & Maintenance
Regional Facilities
Trammell & Hargrett Bldg; Peterson Bldg.; Dimick Bldg;
Benton Bldg; Alachua RSC; Daytona RSC; Monroe County RSC
Rohde and Opa Locka Buildings

Approved: _____

Date: _____

```
Director Facilities Mgmt &
Bldg Construction
00369
(10-9021-01)
Code: 9137
```

```
Operational Support
Administrator 00188
(11-9021-03)
Code: 7438
```

```
Chief of Operations &
Maintenance-DMS
01291
(11-9021-03)
Code: 2394
```

```
Deputy Chief of Regional
Facilities-DMS
01654
(11-3011-02)
Code: 8618
```

```
Facilities Manager
01545
(11-9021-02)
Code: 6384
Trammell and
Hargrett Buildings
```

```
Facilities Manager
01746
(11-9021-02)
Code: 6384
Peterson Building
(Lakeland)
```

```
Facilities Manager
00249
(11-9021-02)
Code: 6384
Benton Building
```

```
Facilities Manager
01487
(11-9021-01)
Code: 6384
Dimick Building
```

```
Facilities Manager
01611
(11-9021-02)
Code: 6384
Alachua RSC
```

```
Facilities Manager
02006
(11-9021-02)
Code: 6384
Daytona RSC
```

```
Facilities Manager
02189
(11-9021-02)Code: 6384
Monroe RSC
```

```
Facilities Manager
02209
(11-9021-02)
Code: 6384
Fort Myers RSC
```

```
Facilities Manager
01464
(11-9021-02)
Code: 6384
Rohde Bldg /
Opa Locka Bldg
```

```
Staff Assistant
01278
(43-6011-02)
Code: 0120
```

```
Maintenance
Mechanic
01560
(49-9042-02)
Code: 6466
```

```
Maintenance
Mechanic
01748
(49-9042-02)
Code: 6466
```

```
Maintenance
Mechanic
01488
(49-9042-02)
Code: 6466
```

```
Maintenance
Mechanic
02210
(49-9042-02)
Code: 6466
```

```
Maintenance
Mechanic
02007
(49-9042-02)
Code: 6466
```

```
Maintenance
Mechanic
02190
(49-9042-02)
Code: 6466
```

```
Maintenance
Mechanic
01479
(49-9042-02)
Code: 6466
```

```
Staff Assistant
00320
(43-6011-02)
Code: 0120
```

```
Maintenance
Supervisor I-SES
01546
(49-1011-03)
Code: 6376
```

```
Maintenance
Support
Technician (2)
02211, 02212
(49-9042-01)
Code: 6374
```

```
Maintenance
Supervisor I-SES
01465
(49-1011-03)
Code: 6376
```

```
Maintenance
Support
Technician (2)
00511, 01547
(49-9042-01)
Code: 6374
```

```
Maintenance
Mechanic (5)
01476, 01891,
01895, 01958,
02072
(49-9042-02)
Code: 6526
```

```
Maintenance
Support
Technician
01893
(49-9042-01)
Code: 6374
```

5-8.5

7/15/2015

Department of Management Services
Division of Facilities Management and Building Construction
Bureau of Operations and Maintenance
Regional Facilities
Hurston Bldg; Gore Bldg; Grizzle Bldg; Jacksonville RSC

Approved: _____

Date: _____

Director Facilities Mgmt & Bldg
Construction
00369
(10-9021-01)
Code: 9137

Operational Support
Administrator
00188
(11-9199-03)
Code: 7348

Chief of Operations &
Maintenance-DMS
01291
(11-9021-03)
Code: 2394

Deputy Chief of Regional
Facilities-DMS
01654
(11-3011-02)
Code: 8618

Staff Assistant
00165
(43-6011-02)
Code: 0120

Facilities Manager
01559
(11-9021-02)
Code: 6384
Hurston Building

Maintenance Supervisor
I-SES
00319
(49-1011-03)
Code: 6376

Maintenance Mechanic
(4)
00310, 00316,
01397, 02073
(49-9042-02)
Code: 6466

Maintenance Support
Technician
02282
(49-9042-01)
Code: 6374

Facilities Manager
02238
(11-9021-02)
Code: 6384
Grizzle Building

Maintenance Supervisor I-
SES
02239
(49-1011-03)
Code: 6376

Maintenance Support
Technician
01300
(49-9042-01)
Code: 6374

Maintenance Mechanic
02240
(49-9042-02)
Code: 6466

Facilities Manager
01395
(11-9021-02)
Code: 6384
Jacksonville RSC

Staff Assistant
00329
(43-6011-02)
Code: 0120

Maintenance
Support
Technician
01572
(49-9042-01)
Code: 6374

Maintenance
Mechanic
01574, 01972,
02009
(49-9042-02)
Code: 6466

Facilities Manager
01486
(11-9021-02)
Code: 6384
Broward RSC
Gore Building

Maintenance Support Technician (2)
01482, 01570
(49-9042-01)
Code: 6374

Maintenance Mechanic (2)
00259, 00298
(49-9042-02)
Code: 6466

5-8.6

7/15/2015

Department of Management Services
Administration Program
State Employee Leasing
Enterprise Florida

Approved: _____

Date: _____

```
┌─────────────────────────┐
│ Director of Administration- │
│           DMS           │
│          02301          │
│       (10-3011-01)      │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   Enterprise Florida Inc.  │
│      (includes BBIB)    │
└─────────────────────────┘
            │
┌─────────────────────────┐
│ Administrative Assistant III │
│          03054          │
│       (43-6011-04)      │
└─────────────────────────┘
```

6-1

7/27/2015

Department of Management Services
Florida Employees Relations Commission

Chairman-PERC
03300

General Counsel-PERC
03309
(10-9199-2)

Commissioner-PERC
03335
.5 FTE

Hearing Officer
(Clerk of the Commission)
03333
(23-1021-4)

Commissioner-PERC
03334
.5 FTE

Chief Operations Officer-
PERC
03312
(11-1021-3)

Hearing Officer
03302
03311
03315
03316
03319
03321
03327
03329
(23-1021-4)

Commission
Deputy Clerk II-
SES
03303, 03305,
03326, 03328,
03332

Operations &
Management
Consultant
Manager-SES
03339
(11-1021-2)

Elections
Specialist-SES
03306
(13-1041-2)

Commission
Deputy Clerk I-SES
03308
(23-2092-1)

Operations &
Management
Consultant II-SES
03304
(11-1021-2)

Administrative
Assistant III-SES
03314
(43-6011-4)

Commission
Deputy Clerk II-
SES
03322
(23-2092-1)

6-2

Approved: _____

Date: _____

Executive Director of the FCHR
02714
(10-1011-01)

Office Automation Specialist I – SES (1.5)
02901, 03679 (.5)
(15-1041-01)

Senior Management Analyst II-SES
02737
(13-1111-04)

Executive Assistant I
FCHR
02762
(11-30111-02)

Executive Direction (Administrative and Enforcement Support)
8.5 FTE

Enforcement/ Investigations
51.5 FTE

Office Automation Specialist I – OPS
01225
(15-1041-1)

Systems Project Administrator -SES
02743
(11-3021-02)

Operations Manager C- SES
02727
(11-1021-02)

Senior Management Analyst I-SES
03829
(13-1111-03)

Personnel Tech III- SES
(13-1079-02)
03691

Fiscal Assistant I SES (.5)
01340
(15-1041-01)

Public Information Director-SES (1)
03214
(11-2031-02)

Chief Legal Counsel- FCHR
02715
(11-9199-3)

Quality Control, Audits Policies and Procedures

Operations & Management Consultant I - SES
03217
(13-1111-03)

Senior Management Analyst Supervisor-SES
02720
(13-1111-04)

Legal

Housing

Employment

Senior Attorney
03699
(23-1011-04)

Clerk of the Commission - SES Supervisor
02732
(23-2092-03)

Investigator Supervisor-SES
02733
(13-1041-04)

Investigator Supervisor – SES
02975
(13-1041-04)

Investigator Supervisor- SES
02725
(13-1041-04)

Senior Attorney (1.5)
02772, 02902(.5)
(23-1011-04)

Investigation Specialist II- SES (2)
03220, 03222
(13-1041-03)

Investigation Specialist II- SES (3)
02898,02726,02748
(13-1041-2)

Investigation Specialist II- SES (2)
02728, 02978
(13-1041-03)

Investigation Specialist II -SES (5)
02744, 02721, 02719, 03215
(13-1041-03)

Regulatory Specialist I SES (3)
02738, 03190, 03221
(13-1041-01)

Attorney-SES (3)
02717, 02746, 03182
(23-1011-03)

Staff Assistant-SES (1)
02724
(43-6011-02)

Investigation Specialist I- SES
02748
(13-1041-02)

Investigation Specialist I- SES
02718, 02723
(13-1041-02)

Investigation Specialist II-CS (1)
3216,3218
(13-1041-02)

Staff Assistant-SES (1)
02724
(43-6011-02)

Investigation Specialist I (2)
03816, 03817
(13-1041-02)

Investigation Specialist II-CS (1)
02736
(13-1041-02)

Investigative Specialist I (1) 02899
13-1041-02

Senior Clerk-SES (4)
03184, 03187, 02716, 02729
(43-9061-02)

Investigation Specialist I- OPS
00172
(13-1041-2)

Secretary Specialist- SES (1)
02739
(43-6011-01)

Investigation Specialist I-CS (1)
02731
(13-1041-02

Investigation Specialist I – OPS (2) vacant
01253, 01244
(13-1041-02)

6-3

7/27/2015

MANAGEMENT SERVICES, DEPARTMENT OF   FISCAL YEAR 2014-15

                                                                                FIXED CAPITAL
SECTION I: BUDGET   OPERATING   OUTLAY
-----------------   -------------- ---------------
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT 526,583,917   67,714,993

    ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)   1,278,498-   0

FINAL BUDGET FOR AGENCY 525,305,419   67,714,993
                                                                  ============== ===============

****
                                                                  (2)
                                         NUMBER   (1)   EXPENDITURES   (3)
SECTION II: ACTIVITIES / MEASURES   OF UNITS   UNIT COST   (ALLOCATED)   FCO
--- -------------- -------------- --------------- ---------------
EXECUTIVE DIRECTION, ADMINISTRATIVE   59,575,723
SUPPORT AND INFORMATION TECHNOLOGY (2)

PROCESS PAYROLL AND BENEFITS FOR
LEASED STATE EMPLOYEES /
Number of employees in state leasing services   1   157,936.00   157,936

OPERATE AND MAINTAIN DEPARTMENT OF
MANAGEMENT SERVICES' POOL
FACILITIES /
Number of maintained square feet (private contract and agency)   7,885,738   6.00   47,331,127   8,139,270

OPERATE AND MAINTAIN NON-POOL
FACILITIES /
Number of maintained square feet (private contract and agency)   7,885,738   .09   707,794

ADMINISTER BONDING PROGRAM AND
PLAN FOR STATE OFFICE SPACE
REQUIREMENTS /
Number of net square feet of pool facilities   6,229,060   .30   1,861,018

MANAGE PRIVATE SECTOR AND STATE
LEASES FOR STATE AGENCIES /
Number of leases managed   1,419   1,401.01   1,988,031

MANAGE POOL FACILITY PARKING LOTS /
Number of parking spaces   24,578   11.25   276,479

PROVIDE FACILITIES SECURITY /
Number of facilities secured   18   62,041.94   1,116,755

MANAGE CONSTRUCTION PROJECTS /
Dollar volume of Fixed Capital Outlay project starts   63,268,277   .03   1,585,239

```
                                                                          (2)
                                             NUMBER          (1)      EXPENDITURES      (3)
SECTION II: ACTIVITIES / MEASURES            OF UNITS     UNIT COST     (ALLOCATED)     FCO
```
--- --------------- --------------- --------------- ---------------

SECTION II: ACTIVITIES / MEASURES	NUMBER OF UNITS	(1) UNIT COST	(2) EXPENDITURES (ALLOCATED)	(3) FCO
ADJUDICATE AND FACILITATE MEDIATION OF LABOR AND EMPLOYMENT DISPUTES THROUGH THE PUBLIC EMPLOYEES RELATIONS COMMISSION / Number of labor and employment dispositions	1,011	4,218.39	4,264,796	
ACQUIRE AND REDISTRIBUTE FEDERAL SURPLUS PROPERTY / Dollar value of donated property	19,928,519	.03	539,607	
ACQUIRE AND REDISTRIBUTE MILITARY EXCESS PROPERTY / Dollar value of donated property	19,928,519	.01	134,900	
PROVIDE NEW VEHICLE AND WATERCRAFT ACQUISITION SUPPORT / Number of vehicles and watercraft acquired	1,463	129.66	189,690	
OPERATE AND MAINTAIN THE FLORIDA EQUIPMENT ELECTRONIC TRACKING (FLEET) SYSTEM / Number of state vehicles tracked	25,026	14.71	368,180	
MANAGE STATE VEHICLE AND WATERCRAFT DISPOSAL / Number of vehicles and watercraft disposed of	1,623	543.38	881,907	
ESTABLISH AND ADMINISTER STATE TERM (MASTER) CONTRACTS AND NEGOTIATED AGREEMENTS / Dollars expended by State Agencies using the State Term Contracts and Negotiated Agreements	856,862,346	.02	18,460,403	
PROVIDE MINORITY ACCESS TO CONTRACTING OPPORTUNITIES / Number of businesses certified and registered	527	679.26	357,969	
MANAGE AND OVERSEE MINORITY BUSINESS COMPLIANCE / Number of businesses reviewed and audited	100	3,579.70	357,970	
PROVIDE HUMAN RESOURCE MANAGEMENT EXPERTISE/CONSULTING / Number of authorized FTE and OPS employees in the State Personnel System.	108,906	25.08	2,731,188	
PEOPLE FIRST CONTRACT MANAGEMENT / N/A	223,000	173.10	38,600,853	

| | | | (2) | |
| | NUMBER | (1) | EXPENDITURES | (3) |
SECTION II: ACTIVITIES / MEASURES	OF UNITS	UNIT COST	(ALLOCATED)	FCO
ADMINISTER THE HEALTH INSURANCE				
PROGRAM /				
Number of enrollees	171,784	296.84	50,992,777	
ADMINISTER THE LIFE INSURANCE				
PROGRAM /				
Number of enrollees	181,603	.00	201	
ADMINISTER THE FLEXIBLE SPENDING				
ACCOUNT PROGRAM /				
Number of enrollees	16,921	1.88	31,781	
ADMINISTER THE SUPPLEMENTAL				
INSURANCE PROGRAM /				
Number of enrollees	195,005	5.52	1,077,295	
PROVIDE LOCAL GOVERNMENT PENSION				
PLAN OVERSIGHT /				
Number of Local Pension Plans Reviewed	171	9,703.52	1,659,302	
ADMINISTER THE FLORIDA RETIREMENT				
SYSTEM /				
Number of FRS members	1,039,078	29.00	30,136,903	
ADMINISTER THE RETIREE HEALTH				
INSURANCE SUBSIDY PROGRAM /				
Number of Recipients of the Health Insurance Subsidy	336,529	.56	188,652	
ADMINISTER THE STATE UNIVERSITY				
SYSTEM OPTIONAL RETIREMENT PROGRAM /				
Number of participants in the State University System Optional				
Retirement Program	18,833	20.12	378,875	
CONTRACT FOR THE CONSTRUCTION,				
OPERATION AND OVERSIGHT OF PRIVATE				
PRISONS /				
Number of beds occupied	10,170	309.81	3,150,793	
INVESTIGATE COMPLAINTS OF CIVIL				
RIGHTS VIOLATIONS /				
Number of inquiries/investigations	10,099	706.89	7,138,877	
TOTAL			216,667,298	67,714,993
			============	==========

****

SECTION III: RECONCILIATION TO BUDGET			EXPENDITURES	FCO
--			------------	-----
PASS THROUGHS				
TRANSFER - STATE AGENCIES		232,652,966

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-------------------------------------------------------------------------------------------------------------
SECTION III: RECONCILIATION TO BUDGET                             EXPENDITURES        FCO
-------------------------------------                             --------------- ---------------


   AID TO LOCAL GOVERNMENTS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

   PAYMENT OF PENSIONS, BENEFITS AND CLAIMS . . . . . . . . . . . . . . . . . . . . .     15,479,421

   OTHER  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

REVERSIONS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .     60,505,809          62,005


-------------------------------------------------------------------------------------------------------------

TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal    525,305,494      67,776,998
Section I above. (4)                                                                      =============== ================
```

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***************************************************************************************************************
```

(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.

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: _____   _____   _____   _____   _____   _____   _____   _____

THE FOLLOWING STATEWIDE ACTIVITIES (ACT0010 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.)
     *** NO ACTIVITIES FOUND ***

TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 72   ____EXPENDITURES____   _____FCO_____
   FINAL BUDGET FOR AGENCY (SECTION I):   525,305,419   67,714,993
   TOTAL BUDGET FOR AGENCY (SECTIONS II + III): 525,305,494   67,776,998
                                              --------------   --------------
   DIFFERENCE: 75-   62,005-
   (MAY NOT EQUAL DUE TO ROUNDING)   ==============   ==============

```
********************************************************************************************************
* NUCSLP01                         STATISTICAL INFORMATION                     09/15/2015  09:47 *
* BUDGET PERIOD: 2006-2017    SCHEDULE XI: AGENCY-LEVEL UNIT COST SUMMARY REPORT REQUEST   EWG  72    SP    *
*                                                                                    PAGE:     1 *
********************************************************************************************************
*                                                                                                      *
*                SAVE INITIALS:          SAVE DEPARTMENT:          SAVE TITLE:                          *
* -------------------------------------------------------------------------------------------------- *
* ** DATA SELECTIONS **                                                                                *
* ==================================================================================================== *
*  REPORT OPTION 1 LBR Version (Actual Prior Year Expenditures)                                        *
* ==================================================================================================== *
*  COLUMN: TOTAL ALL FUNDS: C85    FINAL BUDGET FOR AGENCY: G68    ACTIVITY DATA: A36    REVERSION DATA: G69 ___ *
* ==================================================================================================== *
*  NARRATIVE SET: UNIT COST MEASURE NARRATIVE SET: V1                                                  *
* ==================================================================================================== *
*  BUDGET ENTITY OR GROUP:                                                                             *
*     1-9: DMS07____  _____  _____  _____  _____  _____  _____  _____  _____          *
*    10-18: _____  _____  _____  _____  _____  _____  _____  _____  _____           *
*    19-27: _____  _____  _____  _____  _____  _____  _____  _____  _____           *
*  EXCLUDE: _____  _____  _____  _____  _____  _____  _____  _____                     *
* ==================================================================================================== *
*  SECTION III ACTIVITY ISSUES:                                                                        *
*    TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODE OR GROUP:                                             *
*    ACT0680  ACT0700  ACT8010  ACT8020  ACT8030  ACT8040  _____  _____                            *
*    AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODE OR GROUP:                                            *
*    _____  _____  _____  _____  _____  _____  _____  _____                           *
* ==================================================================================================== *
* ** FORMATTING **                                                                                     *
* ==================================================================================================== *
*  REPORT HEADING: _____                                    *
*                  _____                                    *
*                  _____                                    *
*     FISCAL YEAR: 2015                                                                                *
* ==================================================================================================== *
*  FORMAT (L=LANDSCAPE, P=PORTRAIT): L                                                                 *
*  ACTIVITIES CODES (Y/N): N                                                                           *
*  DISPLAY ALLOCATION DATA (Y/N): N                                                                    *
* ==================================================================================================== *
*   TOTAL BDF RECORDS READ:        9,539                                                               *
*   TOTAL BDF RECORDS SELECTED:    1,627                                                               *
*   TOTAL BEF RECORDS READ:            2                                                               *
*   TOTAL ICF RECORDS READ:           29                                                               *
*   TOTAL INF RECORDS READ:           58                                                               *
* ==================================================================================================== *
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*************************************************************************************************************
* NUCSLP01                              STATISTICAL INFORMATION                         09/15/2015  09:47 *
* BUDGET PERIOD: 2006-2017     SCHEDULE XI: AGENCY-LEVEL UNIT COST SUMMARY REPORT REQUEST   EWG  72    SP   *
*                                                                                          PAGE:      2 *
*************************************************************************************************************

*************************************************************************************************************
*                                                                                                         *
* BUDGET ENTITIES SELECTED:                                                                               *
*    1-9: 7201____   7240____   7260____   7275____   7290____   7292____   7295____   _____   _____ *
*   10-18: _____   _____   _____   _____   _____   _____   _____   _____   _____ *
*   19-27: _____   _____   _____   _____   _____   _____   _____   _____   _____ *
*                                                                                                         *
*************************************************************************************************************
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Schedule XII

Outsourcing or Privatization of State Service or Activity

Not Applicable

SCHEDULE XIII
PROPOSED CONSOLIDATED FINANCING OF DEFERRED-PAYMENT
COMMODITY CONTRACTS
This Form is Not Applicable

Contact Information
Agency: Department of Management Services
Name: Richard Perritti
Phone: 850-487-0364
E-mail address:Richard.Perritti@DMS.MyFlorida.com

Deferred-payment commodity contracts are approved by the Department of Financial Services (department). The rules governing these contracts are in Chapter 69I-3, *Florida Administrative Code* and may be accessed via the following website https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69I-3 . Information on the program and other associated information on the Consolidated Equipment Financing Program and Guaranteed Energy Savings Contracts may be accessed via the following website http://www.myfloridacfo.com/aadir/statewide_financial_reporting/.

For each proposed deferred-payment commodity contract that exceeds the threshold for Category IV as defined in Section 287.017, *Florida Statutes*, complete the following information and submit Department of Financial Services forms Lease Checklist DFS-A1-411 and CEFP Checklist DFS-A1-410 with this schedule.

1.	**Commodities proposed for purchase.**
N/A	
2.	**Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.**
N/A	
3.	**Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).**
N/A	
4.	**Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.**
N/A	

Office of Policy and Budget – July 2014

Schedule XV

Contract Reporting

Not Applicable

Executive Direction

Exhibits and Schedules

Executive Direction

Schedule I Series

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

Department: 72 Management Services   **Budget Period: 2016 - 2017**
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.)

	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

(1) **SECTION I - FEE COLLECTION**	(2) **ACTUAL FY 2014-15**	(3) **ESTIMATED FY 2015-16**	(4) **REQUEST FY 2016-17**
Receipts:			
SEE ATTACHED LISTING			
Total Fee Collection to Line (1) - Section III	8,487,977	8,293,475	8,368,973
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	6,378,754	6,880,177	6,880,177
Other Personal Services	33,852	81,933	81,933
Expenses	645,042	699,775	699,775
Operating Capital Outlay	6,899	9,688	9,688
Sp.Cat.: TR to Administrative Hearings	55,742	82,829	82,829
Sp.Cat.: Contracted Services	66,247	208,112	208,112
Sp.Cat.: Mail Services	20,477	58,004	58,004
Sp.Cat.: Risk Mgmt Insurance	20,446	19,768	19,768
Sp.Cat.: Contracted Legal Services	672,530	891,000	891,000
Sp.Cat.: Lease Purchase Equipment	14,627	14,427	14,427
HR Statewide Contract	32,053	30,538	30,538
Data Processing Services State Data Center-AST		249,285	249,285
Data Processing Services - SSRC	222,386		

Indirect Costs Charged to Trust Fund:

TR to GR-8% Svc Chrg	592		
Refunds	108		
Enterprise of Florida Expenditures			
6/30/2013 CF B's			
Cert Forward Reversions @ 9/30/2015			
Cert Forward Reversions @ 9/30/2014	(6,511)		
Rounding			
Tsfr for Admin. Assessment from 720103-2021			
Contracted Legal Services to be allocated		(791,000)	(791,000)
Assessment for Investments 890000 - 310403	681	681	681
Reverse PY A/P Not CF (Incl In Line A)		0	0
Total Full Costs to Line (2) - Section III	8,163,925	8,435,217	8,435,217

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	8,487,977	8,293,475	8,368,973
TOTAL SECTION II	(B)	8,163,925	8,435,217	8,435,217
TOTAL - Surplus/Deficit	(C)	324,052	(141,742)	(66,244)

EXPLANATION:

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

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

Department: Management Services   **Budget Period: 2016-17**
Program: Executive Direction & Administration (72010100)
Fund: Administrative Trust (2021)

(1) **SECTION I - FEE COLLECTION**	(2) **ACTUAL FY 2014-15**	(3) **ESTIMATED FY 2015-16**	(4) **REQUEST FY 2016-17**
Receipts:			
Admin. Assessment - 724001-2696	2,312,205	2,374,215	2,397,957
Admin. Assessment - 724002-2033	67,651	65,509	66,164
Admin. Assessment - 726002-2699	33,398	33,532	33,867
Admin. Assessment - 726003-2510	83,479	114,435	115,579
Admin. Assessment - 726004-2510	525,487	490,117	495,018
Admin. Assessment - 726005-2510	30,965	33,477	33,812
Admin. Assessment - 726008-1000	113,489	87,097	87,968
Admin. Assessment - 727504-2678	680,231	732,726	740,053
Admin. Assessment - 727505-2678	108,722	115,021	116,171
Admin. Assessment - 727502-2570	130,975	166,410	168,074
Admin. Assessment - 727502-2667	2,125	2,618	2,644
Admin. Assessment - 727502-2668	402,015	496,503	501,468
Admin. Assessment - 727502-2671	1,558	4,483	4,528
Admin. Assessment - 727503-2309	977,688	1,117,828	1,129,006
Admin. Assessment - 729001-2105	1,197,989	1,299,580	1,312,576
Admin. Assessment - 729001-2344	78,909	91,048	91,958
Admin. Assessment - 729002-2432	241,569	154,589	156,135
Admin. Assessment - 729201-1000	34,314	29,416	29,710
Admin. Assessment - 729201-2558	19,718	29,416	29,710
Admin. Assessment - 729501-2510	103,792	111,769	112,887
Transfer in from Purch TF for Contract Procureme	683,830	729,694	729,694
Admin. Assessment - 729801-1000		3,975	3,975
Admin. Assessment - 729802-2792	64,689		
Admin. Assessment - 729601-2792			
Transfer for Contracted Legal Services 727503-25	558,360		
Reimbursement from Enterprise of Florida	1,004	1,004	1,004
Refunds & Reimbursements	24,802		
Investment Income	9,013	9,013	9,013
Interest Earnings Transfer from Supervision TF			
Total Fee Collection to Line (1) - Section III	8,487,977	8,293,475	8,368,973

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: ADMINISTRATIVE TRUST
Budget Entity: ADMINISTRATION (72010100)
LAS/PBS Fund Number: 2021

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	**19,361**	(A)		19,361
ADD: Other Cash (See Instructions)	**300**	(B)		300
ADD: Investments	**1031479.22**	(C)		1,031,479
ADD: Outstanding Accounts Receivable	3,289	(D)	0	3,289
ADD: **Due from Leased Employees in July**		(E)		0
Total Cash plus Accounts Receivable	**1,054,429**	(F)	**0**	**1,054,429**
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	517,209	(H)		517,209
Approved "B" Certified Forwards	42,043	(H)		42,043
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Nonoperating)	267	(I)		267
LESS: Unearn Revenue		(J)		0
Unreserved Fund Balance, 07/01/15	**494,910**	(K)		**494,910** **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: **720000   MANAGEMENT SERVICES**
Trust Fund Title: **Administrative Trust Fund**
LAS/PBS Fund Number: **2021**

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
   Total all GLC's 5XXXX for governmental funds;
   GLC 539XX for proprietary and fiduciary funds

	(A)

Subtract Nonspendable Fund Balance (GLC 56XXX)   (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

  SWFS Adjustment # and Description   (C)

  SWFS Adjustment # and Description   (C)

Add/Subtract Other Adjustment(s):

  Approved "B" Carry Forward (Encumbrances) per LAS/PBS   (D)

  A/P not C/F-Operating Categories   (D)

   (D)

   (D)

ADJUSTED BEGINNING TRIAL BALANCE: **0** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)   **494,005** (F)

DIFFERENCE: **(494,005)** (G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 720101 Executive Direction/Support Services
Fund: 2105 Communications Working Capital Trust

Specific Authority: Chapter 282, F.S.
Purpose of Fees Collected: To pay costs for maintenance of the State Portal web site,
                                known as MyFlorida.com.

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 2014-15	**FY 2015-16**	**FY 2016-17**
Receipts:			
Total Fee Collection to Line (1) - Section III	-	-	-
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	-	1,220	-
Expenses			
SC: Contracted Services			
SC: Risk Management			
DP Svcs State Data Center-AST		2,233	-
DP Svcs-SSRC	1,935		
Indirect Costs Charged to Trust Fund:			
Transfer in from 72900100-2105	(1,935)	(3,453)	
Certified Forward Reversions @ 9/30/2014			
Total Full Costs to Line (2) - Section III	-	-	-
Basis Used:	Accrual		

SECTION III - SUMMARY

TOTAL SECTION I	(A)	-	-	-
TOTAL SECTION II	(B)	-	-	-
TOTAL - Surplus/Deficit	(C)	-	-	-

EXPLANATION:

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

Office of Policy & Budget - July 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: COMMUNICATIONS WORKING CAPITAL TRUST FUND
Budget Entity: ADMINISTRATION (72010100)
LAS/PBS Fund Number: 2105

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,935	(A)		1,935
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments		(C)		0
ADD: Outstanding Accounts Receivable		(D)		0
ADD: _____		(E)		0
Total Cash plus Accounts Receivable	1,935	(F)		1,935
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	1,935	(H)		1,935
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, 07/01/15	0	(K)		0 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 720101 Executive Direction/Support Services
Fund: 2510 Operating Trust

Specific Authority: 2006-79, Laws of Florida
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)
SECTION I - FEE COLLECTION	**ACTUAL**	**ESTIMATED**	**REQUEST**
	FY 2014-15	**FY 2015-16**	**FY 2016-17**
Receipts:			
Total Fee Collection to Line (1) - Section III	-	-	-
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits			
Expenses			
SC: Contracted Services	46,339	50,000	50,000
SC: Risk Management			
SC: HR Services			
DP Svcs-SSRC			
Indirect Costs Charged to Trust Fund:			
Transfer in from 72600400-2510	(46,339)	(50,000)	(50,000)
Total Full Costs to Line (2) - Section III	-	-	-
Basis Used:	Accrual		

SECTION III - SUMMARY

TOTAL SECTION I	(A)	-	-	-
TOTAL SECTION II	(B)	-	-	-
TOTAL - Surplus/Deficit	(C)	-	-	-

EXPLANATION:

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

Office of Policy & Budget - July 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title:	MANAGEMENT SERVICES
Trust Fund Title:	OPERATING TRUST
Budget Entity:	ADMINISTRATION (72010100)
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2015		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		(D)		0
ADD: _____		(E)		0
Total Cash plus Accounts Receivable	0	(F)		0
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 (Nonoperating)		(I)		0
LESS: Other Accounts Payable		(J)		0
Unreserved Fund Balance, 07/01/15	0	(K)		0 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Department: Management Services

Chief Internal Auditor:

Budget Entity: Office of the Secretary -Administration

Phone Number:

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS
AG 2014-173	6/30/2013	Financial Management Services	The Department of Management Services did not separately record employee pension contributions on the financial statements. (Finding No. 2013-003) **Recommendation:** We recommend that the FDMS enhance financial reporting procedures to ensure compliance with applicable pension reporting standards.
AG 2014-173	6/30/2013	Financial Management Services	The Department of Management Services did not properly classify its internal service fund's net position. (Finding No. 2013-004) **Recommendation:** We recommend that the FDMS enhance fiscal year-end reporting procedures to ensure the appropriateness of its calculation for Net investment in capital assets and the reporting of the Restricted and Unrestricted components of Net positionfor the applicable internal service funds.

AG 2014-173	6/30/2013	Financial Management Services	Reconciliations for the 2014 SWCAP disclosed two funds with excessive balances. **Recommendation:** We recommend that the FDMS take actions, as appropriate, to prevent excess fund balances.
AG 2014-184	6/30/2013	Human Resources	**Finding No. 1:** State agencies did not always perform, or document the performance of, audits of unused leave balances prior to calculating leave payouts or maintain evidence that leave payouts were appropriately authorized. Additionally, errors were noted in some leave payouts. **Recommendation:** We recommend that State agency management ensure that appropriate records are maintained to demonstrate that all leave payments are properly authorized and accurately calculated and that leave audits are appropriately performed and documented for all employee leave payouts.

AG 2014-184	6/30/2013	Human Resources	**Finding No. 2:** Some State agencies had not established adequate policies and procedures related to dual employment that effectively promoted compliance with State law. Additionally, State agencies did not always document that dual employment was properly approved in accordance with the requirements of State law, DMS rules, and other guidelines. **Recommendation:** We recommend that State agency management establish appropriate procedures that provide for the proper submittal and approval of dual employment requests. Additionally, we recommend that State agencies utilize available dual employment reports to ensure that the dual employment activities of all applicable personnel have received appropriate consideration in accordance with State law, DMS rules, and other guidelines.
AG 2015-002	6/30/2013	Multi-divisions	**Finding No. 1**: State agencies did not always document that employees involved in the contractor evaluation and selection process attested in writing, or timely attested, that they were independent of, and had no conflict of interest in, the entities evaluated and selected. **Recommendation:** We recommend that State agency management take steps to ensure that conflict of interest attestations required by State law are timely completed by all individuals taking part in the contractor evaluation and selection process and that the attestation documents are appropriately maintained.

AG 2015-002	6/30/2013	Multi-divisions	**Finding No. 3**: State agencies did not always document that contracts were properly reviewed, approved, and executed in accordance with State law. **Recommendation:** We recommend that State agency management ensure that contracts are properly reviewed, approved, and executed in accordance with State law and that agency head delegations of authority are appropriately documented.
AG 2015-002	6/30/2013	Multi-divisions	**Finding No. 5**: State agencies did not always document that contract managers received, or timely received, required training for accountability in contracts management. **Recommendation:** We recommend that State agency management ensure that all contract managers attend the required DFS training for accountability in contracts management in accordance with State law and DFS guidelines. We also recommend that DFS management continue to maximize the availability of contracts management training to facilitate State agency compliance with the statutory training requirements.

AG 2015-002	6/30/2013	Multi-divisions	**Finding No. 6**: State agencies did not always appropriately document that contract managers were independent of, and had no conflict of interest in, the entities whose contracts they were assigned to manage. **Recommendation:** We recommend that State agency management ensure that documentation is maintained to demonstrate that contract managers are independent of, and have no conflict of interest in, the entities whose contracts they are assigned to manage.
AG 2015-002	6/30/2013	Multi-divisions	**Finding No. 7:** State agencies did not always document that sufficient contract monitoring had been performed in accordance with Department of Financial Services (DFS) and applicable State agency guidelines. **Recommendation:** We recommend that State agency management ensure that contract monitoring activities are appropriately performed and documented in accordance with DFS guidance and applicable State agency policies and procedures.

AG 2015-002	6/30/2013	Multi-divisions	**Finding No. 8**: State agencies could not always demonstrate that contract payments were properly approved, supported by adequate documentation, or made in accordance with applicable contract terms and Chief Financial Officer memoranda. **Recommendation:** We recommend that State agency management ensure that contract payments are properly approved, adequately supported, and made in accordance with applicable contract terms and CFO memoranda.
AG 2015-104	6/30/2014	Financial Management Services	**INFORMATION TECHNOLOGY CONTROLS** **Finding No. 6:** As similarly noted in our report No. 2013-090, incompatible Florida Accounting Information Resource Subsystem (FLAIR) access privileges were granted to a number of employees and the Department did not always timely cancel FLAIR access privileges upon an employee's separation from Department employment. **Recommendation:** We recommend that Department management ensure that periodic reviews of FLAIR access privileges are appropriately conducted to identify and remove any excess or incompatible privileges granted to employees. We also recommend that Department management ensure that FLAIR access privileges are canceled immediately upon a user's separation from employment.

Budget Period: 2016 - 2017

Yolanda Lockett

(850) 487-9476

(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
The codes have been changed in the accounting records to reflect the proper coding. In addition, we have added these items to our year-end checklist.	
The codes have been changed in the accounting records to reflect the proper coding. In addition, we have added these items to our year-end checklist.	

The Department of Financial Services has restated the 2012 SWCAP excessive balance in the 2013 SWCAP for the Communications Trust Fund. This was due to the $481,024 payment made to the Federal Government (HHS) on June 20, 2013 from the trust fund. With this payment, there is no longer an excessive balance in this fund. In a proactive measure to reduce future excessive balances, telecommunications rates for dedicated toll free were reduced by 4% and switch toll free rates were reduced by 4.4%. The Department made a payment to HHS on July 7, 2014 for the SWCAP payment from the Purchasing Operating Trust Fund to address excess balance. Discussions between the Governor's Office of Policy and Budget and legislative staff are on-going to find a resolution. In Section 44 of the 2015 Implementing Bill, the Legislature directed DMS to reduce the transaction fee from 1 percent to .7 percent, effective November 1 for Fiscal Year 2015-2016. This fee reduction is only good through June 30, 2016. The Legislature will need to act additional legislation to extend or permanently establish the fee reduction.	
Future leave payout audits will be prepared by Human Resources and delivered to the Payroll Coordinator in Financial Management Services (FMS) prior to the payout being processed. The appropriate records, along with the leave payout, will be properly documented and maintained by FMS.	

Communicating an annual reminder and through New Employee Orientation, Human Resources (HR) will ensure DMS Policy and Procedures (HR 01-112) are followed to provide for the proper submittal and approval of dual employment requests. In conjunction with DMS legal team, HR will also use the available dual employment reports to ensure that dual employment activates of all applicable personnel have received appropriate consideration in accordance with State law, DMS rules, and other guidelines.	
Departmental Purchasing will ensure formal evaluation and negotiation team members appointed for future non-competitive solicitations have completed the Attestation of No Conflict of Interest and Non-Disclosure Form prior to evaluating vendor responses and posting the agency's notice of intent to award. Departmental Purchasing will maintain copies in the procurement file. The following has been provided to the IG's office and are now in use by DMS Departmental Purchasing: • Certification of Review of Legal Summaries & No Conflict of Interest RFP • Certification of Review of Legal Summaries & No Conflict of Interest ITN • Evaluator Instructions • Departmental Purchasing Bulletins on contract management and monitoring Copies are held in the procurement files. Note the no conflict of interest form includes non-disclosure. Departmental Purchasing is fully compliant.	

Departmental Purchasing will ensure that the DP200 Agreement Approval Form and the DP400 Contract Manager Summary Form is completed and routed for signature(s) to the appropriate DMS Executive Management and/or the agency ahead delegation prior to contract execution(s). Departmental Purchasing will ensure copies of both DP forms are included in the hard copy of the contract file, along with any delegations of the signing parties. Copies of the signed DP200 and signed DP400 are all held in the contract file and have been provided to the IG 's office. • DMS DP 200 - Agreement Approval form • DMS DP 400 - Contract Manager summary • Departmental Purchasing Bulletins on contract management and monitoring Departmental Purchasing is fully compliant.	
Departmental Purchasing receives quarterly training information from DFS, and provides to DMS Contract Managers regarding upcoming Advancing Accountability trainings. Departmental Purchasing will continue to notify DMS Contract Managers of upcoming trainings on a quarterly basis. Departmental Purchasing will continue to keep master logs of DMS Contract Managers and the dates training was completed, and will notify the appropriate Contract Manager supervisor if the training has not been completed. DMS has and will continue to: • Notify Contract Managers of upcoming trainings. • Maintain a master log of DMS contract managers and requested trainings. A copy of this document has been provided to IG's office. Please note the referenced Advancing Accountanility (AA) training is now incorporated into the FCCM training. Departmental Purchasing is fully compliant.	

Departmental Purchasing recognizes that, though not legally required, this is a best practice. Thus, DMS will begin to maintain the appropriate DMS Contract Manager No Conflict of Interest statement in each hard copy of the contract file. The IG's office has been provided a copy of the following documentation now in use by DMS Departmental Purchasing: • DP No Conflict of Interest form • Departmental Purchasing Bulletins (four seperate emails) Copies are also held in the procurement files. Departmental Purchasing is fully compliant.	
Departmental Purchasing will ensure that the DP400 Contract Manager Summary is completed and routed for signature(s) prior to contract execution(s). Departmental Purchasing will continue to use the DP600 Annual Comparison of Active Written Agreements Form and will ensure copies of both DP forms are included in the hard copy of the contract file. The DP600 will also be edited to require additional monitoring documentation. Management has provided the IG's office with the following: • DMS DP 400 - Contract Manager Summary • DMS DP 600 - Annual Contract Manager File Review • Departmental Purchasing Bulletins on contract management and monitoring • Departmental Purchasing presented PowerPoint training materials for trainings delivered on 9/23/214 and 9/24/2014 where the DP 400 was discussed with Contract Managers. Departmental Purchasing has implemented and used the DP600 for all contracts by 3/31/2015. The DP 400 will continue to be introduced. Departmental Purchasing is fully compliant.	

By September 2014, Departmental Purchasing will conduct a Contract Manager/General Purchasing training to educate DMS Divisions on the correct ways to implement, manage and pay formal contracts. Management has provided the IG's office a copy of the Departmental Purchasing PowerPoint training materials from the trainings delivered on 9/23/2014 and 9/24/2014. Departmental Purchasing is fully compliant.	
The Department is actively reviewing notifications of employee terminations upon receipt to determine whether the employee has FLAIR access. Regarding incompatible FLAIR roles, the Bureau of Financial Management has reviewed all FLAIR user access and has researched all instances of incompatible roles. In some cases, tasks have already been reassigned to ensure that proper segregation of duties exists and internal controls are in place. In the case of limited staff, such as in the Control Section, the Property Section and in the Division of State Group Insurance, a few staff will retain access which would normally be considered 'incompatible roles'. In these cases, compensating controls exist, such as supervisors reviewing work on a regular basis. In addition, other staff members within the department review property, disbursement and revenue transactions on a weekly or monthly basis, providing an additional level of checks and balance. The Bureau of Financial Management Services has developed written procedures which require that employee FLAIR access is deleted the same day notification is received of employee termination. In addition, the Bureau has implemented a quarterly review of FLAIR access. The last review was completed on August 7, 2015 for the month ended July 31, 2015. The next review will be completed in October 2015 for the month ended September 30, 2015. Subsequent reviews will be completed by the 15th of the month following the end of the quarter.	

State Employee Leasing Program

Exhibits and Schedules

State Employee Leasing Program

Schedule I Series

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72010300 State Employee Leasing 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).

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

	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

(1)		(2)	(3)	(4)
SECTION I - FEE COLLECTION		**ACTUAL**	**ESTIMATED**	**REQUEST**
		FY 2014-15	**FY 2015-16**	**FY 2016-17**
Receipts:				
Reimbursement from Enterprise		71,937	168,364	168,364
Reimbursement from BBIB				
Total Fee Collection to Line (1) - Section III		71,937	168,364	168,364
SECTION II - FULL COSTS				
Direct Costs:				
Salaries and Benefits		80,304	166,585	166,585
HR Statewide Contract		822	775	775
Indirect Costs Charged to Trust Fund:				
Transfer to 72010100-2021-Admin.Assess.Fee		1,004	1,004	1,004
Rounding		1		
Reserve for Pay Package				
Total Full Costs to Line (2) - Section III		82,131	168,364	168,364
Basis Used:	Accrual			

SECTION III - SUMMARY				
TOTAL SECTION I	(A)	71,937	168,364	168,364
TOTAL SECTION II	(B)	82,131	168,364	168,364
TOTAL - Surplus/Deficit	(C)	(10,194)	-	-

EXPLANATION:

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

Office of Policy & Budget - July 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: ADMINISTRATIVE TRUST
Budget Entity: STATE EMPLOYEE LEASING (72010300)
LAS/PBS Fund Number: 2021

	Balance as of 6/30/2015		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance		(A)			0
ADD: Other Cash (See Instructions)		(B)			0
ADD: Investments		(C)			0
ADD: Outstanding Accounts Receivable	2,506	(D)			2,506
ADD: _____		(E)			0
Total Cash plus Accounts Receivable	**2,506**	(F)			2,506
LESS Allowances for Uncollectibles		(G)			0
LESS Approved "A" Certified Forwards	2,506	(H)			2,506
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, 07/01/15	**0**	(K)			**0** **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

Facilities Management

Exhibits and Schedules

Facilities Management

Schedule I Series

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72400100 Facilities Management
Fund: 2313 Florida Facilities Pool Clearing Trust

Specific Authority: 255.251, F.S.
Purpose of Fees Collected: Used to satisfy debt service requirements, capital depreciation, and to transfer to the Div.of Fac.Mgmt. to cover cost of operations and maintenance

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

	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

	(1)	(2)	(3)	(4)
SECTION I - FEE COLLECTION		**ACTUAL**	**ESTIMATED**	**REQUEST**
		FY 2014-15	**FY 2015-16**	**FY 2016-17**
Receipts:				
Office Space-State		98,534,929	98,871,277	94,642,167
Interest Earnings		13,302	13,300	13,300
Projected Rental Rate Increase				
Transfer in from DFS				
Total Fee Collection to Line (1) - Section III		98,548,231	98,884,577	94,655,467
SECTION II - FULL COSTS				
Direct Costs:				
Salaries and Benefits				
Other Personal Services				
Expenses				
Operating Capital Outlay				
Fixed Capital Outlay (Debt Service)		38,255,689	38,255,689	30,458,602
Indirect Costs Charged to Trust Fund:				
Payments to SBA-Capital Deprec.Resv.		7,923,159	8,191,465	8,183,879
Payments to SBA-Operations/Maint.		52,292,857	52,432,359	56,007,923
Post Clng Adj to A/R		(432)		
Adj to FCO for Actual Expend vs. Budge		(28,116)		
Adjustment to CFO Beg Bal		40,946,360		
Total Full Costs to Line (2) - Section III		139,389,517	98,879,513	94,650,404

Basis Used:
Accrual

SECTION III - SUMMARY

		ACTUAL	ESTIMATED	REQUEST
TOTAL SECTION I	(A)	98,548,231	98,884,577	94,655,467
TOTAL SECTION II	(B)	139,389,517	98,879,513	94,650,404
TOTAL - Surplus/Deficit	(C)	(40,841,286)	5,064	5,063

EXPLANATION:
Negative balance is offset by cash balance carried forward

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: FL FAC POOL CLEARING TRUST
Budget Entity: FACILITIES MANAGEMENT (72400100)
LAS/PBS Fund Number: 2313

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	**141,347**	(A)		141,347
ADD: Other Cash (See Instructions)	**1,772**	(B)		1,772
ADD: Investments	31,849,356	(C)		31,849,356
ADD: Outstanding Accounts Receivable	120,327	(D)	432	120,759
ADD: _____	**0**	(E)		0
Total Cash plus Accounts Receivable	**32,112,802**	(F)	**432**	**32,113,234**
LESS Unearned Revenue	141,347	(G)		141,347
LESS Approved "A" Certified Forwards		(H)		0
Approved "B" Certified Forwards		(H)		0
Debt Service-Restricted Asset	1,248	(H)		1,248
LESS: Other Accounts Payable (Debt Service in T	29,182,529	(I)		29,182,529
LESS: Other Accounts Payable (Debt Service)		(I)		0
July & August Interest Payment not in TB	2,261,265	(I)		2,261,265
LESS: Other Accounts Payable	0	(J)		0
Unreserved Fund Balance, 07/01/15	**526,413**	(K)	**432**	**526,845** **

Notes:

***SWFS = Statewide Financial Statement**

** **This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.**

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: Florida Facilities Pool Clearing Trust Fund
LAS/PBS Fund Number: 2313

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-15 | (248,827,561) |(A)

Add/Subtract:

The Florida Facilities Pool Trust Fund (B)
unencumbered cash balance will not
equal the retained earnings unreserved
in FLAIR because bond liabilities are
recorded in this fund but the assets
are recorded in the Supervision Trust Fund
The Florida Facilities Pool Trust Funds
are consolidated for Statewide Financial Purposes.
All assets in this fund is considered
to be a restricted asset per the
Bond Covenants. | 249,353,974.00 |

    Other Adjustment(s):
Statewide Post Closing Adjustment @ June 30, 2014 | |(C)

ADJUSTED BEGINNING TRIAL BALANCE: | 526,845 |(D)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | 526,845 |(E)

DIFFERENCE: | (0) |(F)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72400100 Facilities Management
Fund: 2495 Public Facilities Fin TF

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

SECTION I - FEE COLLECTION	ACTUAL FY 2014-15	ESTIMATED FY 2015-16	REQUEST FY 2016-17
Receipts:			
Interest Earnings	28,467	3,240	1,080
Bond Proceeds	-		
Total Fee Collection to Line (A) - Sect	28,467	3,240	1,080

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits			
Other Personal Services			
Expenses			
Operating Capital Outlay			
Fixed Capital Outlay		-	
Indirect Costs Charged to Trust Fund:			
FCO Expenditures in Trial Balance	1,911,610		
FCO Appropriation Certified Forward	262,300		
FCO Budget Amount on Schedule 1			
Assessment for Investments 890000 - 31	2,089	240	80
Rounding			
PPM Activity in Fund Per SWFS (495001)			
Total Full Costs to Line (B) - Section	2,175,999	240	80

Basis Used: Accrual

SECTION III - SUMMARY

		ACTUAL	ESTIMATED	REQUEST
TOTAL SECTION I	(A)	28,467	3,240	1,080
TOTAL SECTION II	(B)	2,175,999	240	80
TOTAL - Surplus/Defici	(C)	(2,147,532)	3,000	1,000

EXPLANATION:
Negative balance is offset by cash balance brought forward (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: PUBLIC FACILITIES FINANCING TRUST
Budget Entity: FACILITIES MANAGEMENT (72400100)
LAS/PBS Fund Number: 2495

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	172,274	(A)		172,274	
ADD: Other Cash (See Instructions)		(B)		0	
ADD: Investments	230,130	(C)		230,130	
ADD: Outstanding Accounts Receivable	255	(D)		255	
ADD: _____		(E)		0	
Total Cash plus Accounts Receivable	402,659	(F)		402,659	
LESS Allowances for Uncollectibles		(G)		0	
LESS Approved "A" Certified Forwards		(H)		0	
Approved "B" Certified Forwards		(H)		0	
Approved "FCO" Certified Forwards	262,300	(H)		262,300	
LESS: Other Accounts Payable (Non Operating)	27	(I)		27	
LESS: Other Accounts Payable		(J)		0	
Unreserved Fund Balance, 07/01/15	140,332	(K)		140,332	**

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: **720000   MANAGEMENT SERVICES**
Trust Fund Title: **Public Facilities Financing Trust Fund**
LAS/PBS Fund Number: **2495**

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds;   **402,631.83** (A)
GLC 539XX for proprietary and fiduciary funds
495017 Total Fund Balance Per FLAIR Trial Balance, 07/01/15
495018 Total Fund Balance Per FLAIR Trial Balance, 07/01/15
495019 Total Fund Balance Per FLAIR Trial Balance, 07/01/15

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS   (262,300) (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: **140,332** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)   **140,332** (F)

DIFFERENCE: **0** (G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72400100 Facilities Management
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 II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	**ACTUAL FY 2014-15**	**ESTIMATED FY 2015-16**	**REQUEST FY 2016-17**
Receipts:			
Transfer In for Tenant Improvements			
Interest Earnings	27,685	16,471	3,768
Tenant Improvements Revenues	429,465		
Total Fee Collection to Line (A) - Section III	457,150	16,471	3,768
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits			
Other Personal Services			
Expenses			
Operating Capital Outlay			
S.C.:Master Lease Space Tenant Imprv.	1,495,796	557,185	177,655
S.C.:Tenant Broker Commissions			
Indirect Costs Charged to Trust Fund:			
Certified Forward Reversions 9/30/2014	(1)		
6/30/2014 Cert Forward B's	11,333		
Certified forward Reversions 9/30/2014			
TR to GR-8% Service Charge	2,047	1,220	101
Assessments for Investments 890000 - 3	2,098	1,220	101
Total Full Costs to Line (B) - Section III	1,511,273	559,625	177,857
Basis Used:	Accrual		

SECTION III - SUMMARY

		ACTUAL FY 2014-15	**ESTIMATED FY 2015-16**	**REQUEST FY 2016-17**
TOTAL SECTION I	(A)	457,150	16,471	3,768
TOTAL SECTION II	(B)	1,511,273	559,625	177,857
TOTAL - Surplus/Deficit	(C)	(1,054,123)	(543,154)	(174,089)

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

Office of Policy and Budget - July, 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: OPERATING TRUST
Budget Entity: FACILITIES MANAGEMENT (72400100)
LAS/PBS Fund Number: 2510

	Balance as of 6/30/2015	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	**0**		0
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	1,210,576 (C)		1,210,576
ADD: Outstanding Accounts Receivable	1,271 (D)		1,271
ADD: _____	(E)		0
Total Cash plus Accounts Receivable	**1,211,847** (F)		1,211,847
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	494,115 (H)		494,115
Approved "B" Certified Forwards	0 (H)		0
Approved "FCO" Certified Forwards	0 (H)		0
LESS: Other Accounts Payable (Non Operating)	491 (I)		491
LESS: Other Accounts Payable	0 (J)		0
Unreserved Fund Balance, 07/01/15	**717,242** (K)		717,242 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July, 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: OPERATING TRUST
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds: | 717,242 |(A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) | |(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment # and Description | |(C)

SWFS Adjustment # and Description | |(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS | |(D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS | |(D)

A/P not C/F-Operating Categories | |(D)

| |(D)

| |(D)

| |(D)

ADJUSTED BEGINNING TRIAL BALANCE: | 717,242 |(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | 717,242 |(F)

DIFFERENCE: | 0 |(G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72400100 Facilities Management
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 I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

(1)	(2)	(3)	(4)
SECTION I - FEE COLLECTION	**ACTUAL FY 2014-15**	**ESTIMATED FY 2015-16**	**REQUEST FY 2016-17**

Receipts:

	(2)	(3)	(4)
SEE ATTACHED LISTING			
Total Fee Collection to Line (1) - Section III	69,145,570	61,905,002	65,472,980

SECTION II - FULL COSTS

Direct Costs:

	ACTUAL FY 2014-15	ESTIMATED FY 2015-16	REQUEST FY 2016-17
Salaries and Benefits	13,113,079	13,524,081	13,524,081
Other Personal Services	46,078	267,000	267,000
Expenses	4,502,810	4,689,291	5,189,291
Operating Capital Outlay	73,038	73,727	73,727
Transfer to FDLE-Capitol Police	6,562,302	6,623,621	6,623,621
Contracted Services	8,815,909	9,445,385	9,445,385
DMS/Facilities Security	1,116,755	1,148,387	1,148,387
Interior Reburishment / Lease	1,403,241	1,432,013	1,932,577
Risk Management Insurance	304,540	188,451	188,451
State Utility Payments	13,278,504	15,311,129	15,311,129
Pool Space Reconfiguration			
Capitol Repairs	50,000	50,000	50,000
Firefighter Memorial/Capital			
Deferred-Pay Com Contracts	1,627,007	1,657,550	1,657,550
Lease/Purchase/Equipment	84,940	97,570	97,570
HR Statewide Contract	93,997	84,225	84,225
Facilities Management Information System	1,596,452	2,429,152	
Shared Saving/Energy Upgrade		250,000	250,000
Data Processing State State Center-AST		327,402	327,402
Data Processing-SSRC	173,295		
Fixed Capital Outlay			

Indirect Costs Charged to Trust Fund:

TR/DMS Administrative Trust Fund	2,312,205	2,374,215	2,397,957
TR to GR - 8% Srvc Chrg	79,051	77,573	77,573
Refunds	43,840		
Used interest earnings to fund 3% Retirement Issue			
Installment Purchase Contract in Beg Bal	(1,185,865)		
Comp Leave Liability in Beg Bal	(349,186)		
Cert. Forward Reversions @ 9/30/2014	(80,353)		
Cert. Forward Reversions @ 9/30/2015			
6/30/2014 CF B's	87,704		
6/30/2011 A/P NOT CF			
FCO Expenditures in Trial Balance	5,314,467		
FCO Certified Forward	9,901,860		
FCO Budget Amount on Schedule 1			
Assessment for Investments 89000 - 310403	24,560	24,000	24,000
Estimated Utilities Reversions			
Total Full Costs to Line (2) - Section III	**68,990,230**	**60,074,772**	**58,669,926**

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	69,145,570	61,905,002	65,472,980
TOTAL SECTION II	(B)	68,990,230	60,074,772	58,669,926
TOTAL - Surplus/Deficit	(C)	155,340	1,830,230	6,803,054

EXPLANATION:

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

Office of Policy and Budget - July, 2015

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72400100 Facilities Management
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.

(1) SECTION I - FEE COLLECTION	(2) ACTUAL FY 2014-15	(3) ESTIMATED FY 2015-16	(4) REQUEST FY 2016-17
Receipts:			
Transfer from SBA - O&M	52,450,374	52,432,359	56,007,923
Transfer from SBA-Cap. Dep.	15,167,345	8,191,465	8,183,879
Transfer from SBA-Cap. Dep. for Backlog			
Transfer from DFS	250,000		
Central Maintenance Facility			
Interest Earnings-Oper & Maint	330,253	324,000	324,000
Utility Collections & Landscaping	40,646	40,646	40,646
Misc.Services-Build.Tenants			
Rental Receipts	18,370	27,950	27,950
Transfer from SBA to use Cash Balance			
Reimbursements & Refunds			
Projected Rental Rate Increase			
Paid Parking Fees-State Agencies	218,925	218,925	218,925
Paid Parking Fees - Non-State	76,049	76,049	76,049
Paid Parking Fees-Employees	593,608	593,608	593,608
Total Fee Collection to Line (1) - Section III	69,145,570	61,905,002	65,472,980

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016- 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: SUPERVISION TRUST
Budget Entity: FACILITIES MANAGEMENT (72400100)
LAS/PBS Fund Number: 2696

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	**457,116**	(A)		457,116
ADD: Other Cash (See Instructions)	**892**	(B)		892
ADD: Investments	17,555,121	(C)		17,555,121
ADD: Outstanding Accounts Receivable	2,587,918	(D)	-	2,587,918
ADD: Restricted Investments at Cost, SBA	9,901,860	(E)		9,901,860
Total Cash plus Accounts Receivable	**30,502,907**	(F)	**0**	**30,502,907**
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	4,938,864	(H)		4,938,864
Approved "B" Certified Forwards	53,560	(H)		53,560
Approved "FCO" Certified Forwards	9,901,860	(H)		9,901,860
LESS: Other Accounts Payable (Non Operating)	24,951	(I)		24,951
LESS: Other Accounts Payable			0	0
LESS: Deferred Revenue	2,040,858	(J)	-	2,040,858
Unreserved Fund Balance, 07/01/15	**13,542,814**	(K)	**0**	13,542,814 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000   MANAGEMENT SERVICES
Trust Fund Title: Supervision Trust Fund
LAS/PBS Fund Number: 2696

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds; | **12,128,213** |(A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) | |(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

  SWFS Adjustment # and Description | |(C)

  SWFS Adjustment # and Description | |(C)

Add/Subtract Other Adjustment(s):

  Approved "B" Carry Forward (Encumbrances) per LAS/PBS | (53,560) |(D)

  Approved "C" Carry Forward Total (FCO) per LAS/PBS | |(D)

  A/P not C/F-Operating Categories | 13,783.36 |(D)

  Compensated Absences Liability | 1,454,378.10 |(D)

                                                             | |(D)

ADJUSTED BEGINNING TRIAL BALANCE: | **13,542,814** |(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | **13,542,814** |(F)

DIFFERENCE: | **(0)** |(G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: MANAGEMENT SERVICES   **Budget Period 2016 -2017**
Budget Entity: FACILITIES MANAGEMENT/72400100   **SERIES 1998**

(1) SECTION I		(2) ACTUAL FY 2014-2015	(3) ESTIMATED FY 2015-2016	(4) REQUEST FY 2016-2017
Interest on Debt	(A)	1,675,406	1,584,445	1,488,095
Principal	(B)	1,960,000	2,050,000	2,145,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	**(F)**	3,635,406	3,634,445	3,633,095

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

SECTION II
ISSUE:

(1) INTEREST RATE	(2) MATURITY DATE	(3) ISSUE AMOUNT	(4) JUNE 30, 20___	(5) 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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

ISSUE:

INTEREST RATE	MATURITY 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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

Office of Policy and Budget - July, 2011

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: MANAGEMENT SERVICES   **Budget Period 2016 -2017**

Budget Entity: FACILITIES MANAGEMENT/72400100   **SERIES 1999**

(1) SECTION I		(2) ACTUAL FY 2014-2015	(3) ESTIMATED FY 2015-2016	(4) REQUEST FY 2016-2017
Interest on Debt	(A)	629,648	584,763	537,263
Principal	(B)	955,000	1,000,000	1,050,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	**(F)**	1,584,648	1,584,763	1,587,263

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

SECTION II

ISSUE:

(1) INTEREST RATE	(2) MATURITY DATE	(3) ISSUE AMOUNT	(4) JUNE 30, 20___	(5) 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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

ISSUE:

INTEREST RATE	MATURITY 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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

Office of Policy and Budget - July, 2011

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: MANAGEMENT SERVICES   **Budget Period 2016 -2017**
Budget Entity: FACILITIES MANAGEMENT/72400100   **SERIES 2002**

(1) SECTION I		(2) ACTUAL FY 2014-2015	(3) ESTIMATED FY 2015-2016	(4) REQUEST FY 2016-2017
Interest on Debt	(A)	1,102,656	1,010,456	907,181
Principal	(B)	2,305,000	2,430,000	2,550,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	**(F)**	3,407,656	3,440,456	3,457,181

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

SECTION II
ISSUE:

(1) INTEREST RATE	(2) MATURITY DATE	(3) ISSUE AMOUNT	(4) JUNE 30, 20___	(5) 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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

ISSUE:

INTEREST RATE	MATURITY 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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

Office of Policy and Budget - July, 2011

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: MANAGEMENT SERVICES **Budget Period 2016 -2017**
Budget Entity: FACILITIES MANAGEMENT/72400100 **SERIES 2003**

		(2) ACTUAL FY 2014-2015	(3) ESTIMATED FY 2015-2016	(4) REQUEST FY 2016-2017
(1) SECTION I				
Interest on Debt	(A)	1,286,775	749,700	184,538
Principal	(B)	10,230,000	10,765,000	3,515,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	**(F)**	11,516,775	11,514,700	3,699,538

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

SECTION II
ISSUE:

(1) INTEREST RATE	(2) MATURITY DATE	(3) ISSUE AMOUNT	(4) JUNE 30, 20___	(5) 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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

ISSUE:

INTEREST RATE	MATURITY 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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

Office of Policy and Budget - July, 2011

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: MANAGEMENT SERVICES   **Budget Period 2016 -2017**
Budget Entity: FACILITIES MANAGEMENT/72400100   **SERIES 2005**

(1) SECTION I		(2) ACTUAL FY 2014-2015	(3) ESTIMATED FY 2015-2016	(4) REQUEST FY 2016-2017
Interest on Debt	(A)	3,632,644	3,324,644	3,001,644
Principal	(B)	6,160,000	6,460,000	6,785,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	**(F)**	9,792,644	9,784,644	9,786,644

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

SECTION II
ISSUE:

(1) INTEREST RATE	(2) MATURITY DATE	(3) ISSUE AMOUNT	(4) JUNE 30, 20___	(5) 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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

ISSUE:

INTEREST RATE	MATURITY 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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

Office of Policy and Budget - July, 2011

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department:	MANAGEMENT SERVICES	**Budget Period 2016 -2017**
Budget Entity:	FACILITIES MANAGEMENT/72400100	**SERIES 2007**

(1) **SECTION I**		(2) **ACTUAL** FY 2014-2015	(3) **ESTIMATED** FY 2015-2016	(4) **REQUEST** FY 2016-2017
Interest on Debt	(A)	3,512,282	3,420,882	3,325,882
Principal	(B)	2,285,000	2,375,000	2,470,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	**(F)**	5,797,282	5,795,882	5,795,882

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

SECTION II
ISSUE:

(1) **INTEREST RATE**	(2) **MATURITY DATE**	(3) **ISSUE AMOUNT**	(4) **JUNE 30, 20___**	(5) **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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

ISSUE:

INTEREST RATE	**MATURITY 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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

Office of Policy and Budget - July, 2011

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: MANAGEMENT SERVICES **Budget Period 2016 -2017**

Budget Entity: FACILITIES MANAGEMENT/72400100 **SERIES 2008**

(1) **SECTION I**		(2) **ACTUAL** **FY 2014-2015**	(3) **ESTIMATED** **FY 2015-2016**	(4) **REQUEST** **FY 2016-2017**
Interest on Debt	(A)	1,728,163	1,697,563	1,665,763
Principal	(B)	765,000	795,000	825,000
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)			
Total Debt Service	**(F)**	2,493,163	2,492,563	2,490,763

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

SECTION II

ISSUE:

(1) **INTEREST RATE**	(2) **MATURITY DATE**	(3) **ISSUE AMOUNT**	(4) **JUNE 30, 20___**	(5) **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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

ISSUE:

INTEREST RATE	**MATURITY 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 Fees	(I)			
Other	(J)			
Total Debt Service	**(K)**			

Office of Policy and Budget - July, 2011

Department: Management Services   Chief Internal Auditor: Yolanda Lockett

Budget Entity: Facilities Management   **Phone Number:** (850) 487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
AG 2015-104	6/30/2014	Real Estate Development and Management - Facilities Management	**FLORIDA FACILITIES POOL Finding No. 5:** Improvements are still needed to ensure that leases for all Florida Facilities Pool space areaccounted for and that the rental rates for all FFP space are assessed in appropriate amounts. **Recommendation:** We again recommend that Department management ensure that leases for all FFP space are accounted for and that the rental rates for all FFP space are assessed in appropriate amounts.	Lease 9004108 is space for the Emergency Operations Center for use during emergency operations and for training. The agency has been notified that they must include the cost of rent in their next funding cycle. The Department has taken proactive steps to modify the full service lease rate effective July 1, 2016. The Department is working on converting leases 9112230 and 9452226 to a Memorandum of Understanding between DMS, the Florida House of Representatives and the Department of State. Lease 9717663 has been closed. The space has been modified into an existing lease with FDLE. Lease 9007664 has been designated as food service space. The current vendor contract expires in 2019. The lease will be addressed at that time. 900:4108, DEM-This lease has been cancelled effective 8/11/15; 911:2230, Legislative-Historic Capitol-This lease has been cancelled effective 8/11/15; 945:2226, Department of State Historic Capitol-This lease has been cancelled effective 8/11/15; 900:7664, Sharkey's-Amendment number 3 of contract DMS-08/09-096 renews contract until June 30, 2016. This contract still has 3 years of renewal remaining based on the original lease renewal options.	

Office of Policy and Budget - July 2015

Building Construction

Exhibits and Schedules

Building Construction

Schedule I Series

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

Department:	72 Management Services	**Budget Period: 2016-17**
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.)
X	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 FY 2014-15**	**ESTIMATED FY 2015-16**	**REQUEST FY 2016-17**
Receipts:				
SEE ATTACHED LISTING				
Total Fee Collection to Line (1) - Section III		1,224,241	1,288,964	1,276,352
SECTION II - FULL COSTS				
Direct Costs:				
Salaries and Benefits		713,570	756,342	756,342
Other Personal Services				
Expenses		85,361	115,827	115,827
Operating Capital Outlay				
S.C.: Contracted Services		2,790	46,341	46,341
S.C.: Risk Management Insurance			7,022	7,022
Lease/Purchase		738	1,613	1,613
Data Processing Services - SSRC		11,232		
HR Statewide Contract		3,441	3,244	3,244
Data Processing Services State Data Center-AST			7,694	7,694
Indirect Costs Charged to Trust Fund:				
TR to GR-8% Service Charge		1,571	1,571	1,571
TR to 2021-Admin. Assess. Fee		67,651	65,509	66,164
Rounding				
Cert Forward Reversions @ 2014		(20)		
Cert Forward Reversions @ 2015				
Comp Leave Liability		(24,872)		
Refunding		94,204		
5% Trust Fund Reserve				63,387
Assessment on Investments 890000 - 310403		1,587	1,587	1,587
Statewide Post Closing Adjustment 990000 - 001903			-	-
Fleet Management Enterprise Initiative				
Total Full Costs to Line (2) - Section III		957,253	1,006,750	1,070,792

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	1,224,241	1,288,964	1,276,352
TOTAL SECTION II	(B)	957,253	1,006,750	1,070,792
TOTAL - Surplus/Deficit	(C)	266,988	282,214	205,560

EXPLANATION:
Negative balances are offset by cash balance brought forward (See Schedule I)

Office of Policy and Budget - July, 2015

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

Department:	72 Management Services	**Budget Period: 2016-17**
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.

(1)	(2)	(3)	(4)
SECTION I - FEE COLLECTION	**ACTUAL FY 2014-15**	**ESTIMATED FY 2015-16**	**REQUEST FY 2016-17**
Receipts:			
Construction Services	1,203,016	1,267,739	1,255,127
Permit & Inspection Services			
Supplemental Contracts	-	-	-
Computer Charges (FLEET)	-	-	-
Interest Earnings	21,225	21,225	21,225
Miscellaneous		-	-
Total Fee Collection to Line (1) - Section III	1,224,241	1,288,964	1,276,352

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016-2017
Department Title: MANAGEMENT SERVICES
Trust Fund Title: ARCHITECT'S INCIDENTAL TRUST
Budget Entity: BUILDING CONSTRUCTION
LAS/PBS Fund Number: 2033

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	16,748	(A)		16,748
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments	1,187,515	(C)		1,187,515
ADD: Outstanding Accounts Receivable	217,280	(D)		217,280
ADD:	0	(E)		0
Total Cash plus Accounts Receivable	**1,421,543**	(F)	**0**	**1,421,543**
LESS Allowances for Uncollectibles	0	(G)		0
LESS Approved "A" Certified Forwards	44,997	(H)		44,997
Approved "B" Certified Forwards		(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non Operating)	439	(I)		439
LESS: Deferred Revenues	824,437	(J)		824,437
Unreserved Fund Balance, 07/01/14	**551,669**	(K)	**0**	**551,669** **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: Architects Incidental Trust Fund
LAS/PBS Fund Number: 2033

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds; | 472,378 | (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) | | (B)\

Add/Subtract Statewide Financiel Statement (SWFS) Adjustments:

SWFS Adjustment # and Description-increase accounts receivables | | (C)

SWFS Adjustment # and Description | | (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS | 0 | (D)

Compensated Absences Liability | 79,291 | (D)

A/P not C/F-Operating Categories | | (D)

| | (D)

| | (D)

ADJUSTED BEGINNING TRIAL BALANCE: | 551,669 | (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | 551,669 | (F)

DIFFERENCE: | 0 | (G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2016 - 2017**

Department: Management Services   **Chief Internal Auditor:** Yolanda Lockett

Budget Entity: Building Construction   **Phone Number:** (850) 487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no issues or findings to report for Building Construction.		

Office of Policy and Budget - July 2015

Federal Property Assistance

Exhibits and Schedules

Federal Property Assistance

Schedule I Series

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

Department:	72 Management Services **Budget Period: 2016-17**
Program:	72600200 Federal Property Assistance
Fund:	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.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

(1) **SECTION I - FEE COLLECTION**	(2) **ACTUAL FY 2014-15**	(3) **ESTIMATED FY 2015-16**	(4) **REQUEST FY 2016-17**
Receipts:			
Service Charges - Fed. Surp. Property	222,100	250,000	250,000
U.S.Govt.Public Sale Reimbursements	149,050	100,000	100,000
Motor Vehicle Sales			
Interest Earnings	10,807	10,807	10,807
Refunds and Reimbursements	1,954		
Projected Fee Increase	-		
Property Transfer In	-		
Total Fee Collection to Line (1) - Section III	383,911	360,807	360,807
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	218,729	249,878	249,878
Other Personal Services			
Expenses	62,255	82,938	82,938
Operating Capital Outlay			
S.C.:Transfer to Fixed Capital Outlay			
S.C.:Contracted Services	5,810	6,379	6,379
S.C.:Risk Management Insurance	835	2,846	2,846
Lease/Purchase/Equipment			
HR Statewide Contract	1,564	1,474	1,474
Data Processing Services State Data Center-AST		1,455	1,455
Data Processing Services/SSRC	1,260		
Indirect Costs Charged to Trust Fund:			
TR to 2021-Admin.Assess.Fee	33,398	33,532	33,867
Rounding	-		
Cert Forward Reversions @ 9/30/2014	(1)		
Cert Forward Reversions @ 9/30/2015			
Assessment for Investments 890000 - 31	820	820	820
Comp Leave Liability in Beg Bal	(5,946)		
Reserve for Pay Package			-
Total Full Costs to Line (2) - Section III	318,724	379,322	379,657

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	383,911	360,807	360,807
TOTAL SECTION II	(B)	318,724	379,322	379,657
TOTAL - Surplus/Deficit	(C)	65,187	(18,515)	(18,850)

EXPLANATION:

Negative Balances are offset by Cash Balance carried forward (see Schedule I)

Office of Policy and Budget - July, 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: SURPLUS PROPERTY REVOLVING TRUST
Budget Entity: FEDERAL PROPERTY ASSISTANCE (72600200)
LAS/PBS Fund Number: 2699

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	**10,551**	(A)		10,551
ADD: Other Cash (See Instructions)	**275**	(B)		275
ADD: Investments	744,735	(C)		744,735
ADD: Outstanding Accounts Receivable	28,720	(D)	0	28,720
ADD:		(E)		-
Total Cash plus Accounts Receivable	**784,281**	(F)	**0**	**784,281**
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	6,697	(H)		6,697
Approved "B" Certified Forwards	0	(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Non Operating)	74	(I)		74
LESS: Other Accounts Payable		(J)		-
Unreserved Fund Balance, 07/01/15	**777,510**	(K)	**0**	**777,510** **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: Surplus Property Revolving Trust Fund
LAS/PBS Fund Number: 2699

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15		
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	758,942	(A)
Subtract Nonspendable Fund Balance (GLC 56XXX)		(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment # and Description		(C)
SWFS Adjustment # and Description		(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
Compensated Absences Liability	18,567.99	(D)
A/P not C/F-Operating Categories		(D)
		(D)
		(D)
		(D)

ADJUSTED BEGINNING TRIAL BALANCE:	777,510	(E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	777,510	(F)
DIFFERENCE:	0	(G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2016 - 2017**

Department: Management Services   **Chief Internal Auditor:** Yolanda Lockett

Budget Entity: Federal Property Assistance   **Phone Number:** (850) 487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no issues or findings to report for Federal Property Assistance.		

Office of Policy and Budget - July 2015

Motor Vehicle and Watercraft Management

Exhibits and Schedules

Motor Vehicle and Watercraft Management

Schedule I Series

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

Department: 72 Management Services   **Budget Period: 2016-17**
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.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

(1) SECTION I - FEE COLLECTION	(2) ACTUAL FY 2014-15	(3) ESTIMATED FY 2015-16	(4) REQUEST FY 2016-17
Receipts:			
Equipment Mgmt.Report Fees	379,269	378,000	378,000
Security/Escrow Deposits	4,181,974	4,181,974	4,181,974
Interest Earnings	19,942	19,942	19,942
Refunds	32,657		
Total Fee Collection to Line (1) - Section III	4,613,842	4,579,916	4,579,916
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	479,521	497,486	497,786
Other Personal Services			
Expenses	51,435	58,708	58,708
Operating Capital Outlay			
S.C.:Pay/Exp/Sale Agency Vehicles	685,768	695,000	695,000
S.C.:Contracted Services	95,377	99,332	99,332
S.C.:Risk Management Insurance	862	859	859
Lease/Purchase/Equipment	1,247	1,247	1,247
HR Statewide Contract	2,817	2,655	2,655
Data Processing Svcs State Data Center-AST		28,309	28,309
Data Processing Svcs-SSRC	25,538		
Indirect Costs Charged to Trust Fund:			
Transfer to GR-8% Srvc Charge	1,475	1,475	1,475
Transfer Vehicle Auction Sales Proceed	3,365,753	3,361,515	3,361,515
Transfer to 2021-Admin.Assess.Fee	83,479	114,435	115,579
Refunds	22,590		
Rounding	(2)		
TR from 72600400-2510	(375,000)	(375,000)	(375,000)
Current Compensated Leave Liability	(15,323)		
AP not Certified Forward @ 06/30/12			
Cert Forward Reversions @ 9/30/2014	(199)		
Cert Forward Reversions @ 9/30/2015			
Statewide Post Closing Adjustment 991000 - 001903			
Assessment for Investments 890000 - 310	1,509	1,509	1,509
Total Full Costs to Line (2) - Section III	4,426,846	4,487,530	4,488,974
Basis Used			
SECTION III - SUMMARY			
TOTAL SECTION I (A)	4,613,842	4,579,916	4,579,916
TOTAL SECTION II (B)	4,426,846	4,487,530	4,488,974
TOTAL - Surplus/Deficit (C)	186,996	92,386	90,942

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

Office of Policy and Budget - July, 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: OPERATING TRUST FUND
Budget Entity: MOTOR VEHICLE & WATERCRAFT MANAGEMENT (72600300)
LAS/PBS Fund Number: 2510

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	32,664	(A)		32,664
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments	1,403,807	(C)		1,403,807
ADD: Outstanding Accounts Receivable	45,886	(D)	-	45,886
ADD:		(E)		0
Total Cash plus Accounts Receivable	1,482,356	(F)	0	1,482,356
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	111,231	(H)		111,231
Approved "B" Certified Forwards	17,967	(H)		17,967
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Non Operating)	292,920	(I)		292,920
LESS: Other Accounts Payable		(J)		0
Unreserved Fund Balance, 07/01/15	1,060,239	(K)	0	1,060,239 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: **720000 MANAGEMENT SERVICES**
Trust Fund Title: **Motor Vehicle & Watercraft Management Grants & Donations**
LAS/PBS Fund Number: **2510**

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds;   **1,026,863** (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)   (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment # and Description-Increase accounts rece   0 (C)

SWFS Adjustment # and Description   (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS   (17,967) (D)

Compensated Absences Liability   51,388.39 (D)

A/P C/F-Operating Categories Deleted   (45.53) (D)

                                                                        (D)

                                                                        (D)

                                                                        (D)

ADJUSTED BEGINNING TRIAL BALANCE: **1,060,239** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)   **1,060,239** (F)

DIFFERENCE: **0** (G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Management Services	Schedule IV-B Submission Date: September 15, 2015
Project Name: Fleet Management Information System (FMIS)	Is this project included in the Agency's LRPP? ___ Yes X No
FY 2016-17 LBR Issue Code:4400600	FY 2016-17 LBR Issue Title: Fleet Management Information System
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Michael Weber, 488-4904; Michael.Weber@dms.myflorida.com	

AGENCY APPROVAL SIGNATURES	

I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.

Agency Head: _____ Printed Name: Agency Secretary Chad Poppell	Date: 9/11/15
Agency Chief Information Officer (or equivalent): _____ Printed Name: Bob Ward, DMS Chief Information Officer	Date: 9/9/2015
Budget Officer: _____ Printed Name: Richard Perritti, DMS Budget Director	Date: 9/9/2015
Planning Officer: _____ Printed Name: Richard Perritti, DMS Budget Director	Date: 9/9/2015
Project Sponsor: _____ Printed Name: Michael Weber, DMS Director of Specialized Services	Date: 09/09/2015

Schedule IV-B Preparers (Name. Phone #, and E-mail address)	
Business Need:	Management Steering Committee and representatives from various state agencies. See Roles and Responsibilities, Section VII.
Cost Benefit Analysis:	Same as noted above.
Risk Analysis:	Same as noted above.
Technology Planning:	Same as noted above.
Project Planning:	Same as Agency Contact and Project Sponsor as noted above.

FLEET INFORMATION SYSTEM REPLACEMENT, PROPOSED PLAN INFORMATION

Outstanding Questions

Proposed Plan Timeline

Stages	Deliverable	Timeline
Planning meeting(s) with MSC	Initial plan	7/22/15
Planning meeting(s) with FSC	Initial plan and survey discussion	8/06/15
Agency survey planning with FSC	Agency survey drafted	8/10/15
Agency survey, planning and execution	FSC to survey agencies	8/21/15
Data validation and finalization	FSC validates final survey data	10/5/15 – 10/16/15
Draft Plan Development - FSC	Draft plan to address outstanding questions	10/19/15 – 10/30/15
Draft Plan Development – MSC	FSC presents draft plan for approval	11/2/15 – 11/13/15
Draft Plan Development – DMS	Plan review by DMS Communications	11/16/15 – 11/20/15
Plan finalization - MSC	Final plan approval	11/23/15 – 11/25/15
Plan submission - MSC	Final plan submission	11/25/15

Plan Proposed Components

(a) Identification of all fleet management information system requirements that have been reviewed and approved by all state agency stakeholders. *The Functional Steering Committee (FSC) in concert with the Technical Review Committee (TRC) drafted a set of modular fleet management information system (FMIS) requirements that have been reviewed and approved by the Committee. The FSC will submit a formal project management document with signatures from the key stakeholders represented on the FSC (i.e. DOT, DACS, DOC, FWC, DEP, FDLE, & HSMV) signifying key stakeholder approval of the FMIS requirements. (Note: The agencies represented on the FSC and TRC have the largest fleets and represent many diverse fleet operations not found in agencies with smaller fleets (i.e. operation of workshop/garages, management of bulk fuel sites and motor pool operations.)*

(b) The technical options considered including <u>enhancements</u> to current system, <u>utilization</u> of other state agency systems, and <u>commercial off the shelf</u> products.

> **Enhancements to the current system**, *There are no options to include enhancements to the current system. We will spell out the current system limitations as noted in the Schedule IVB.*

> **Utilization of other state agency systems:** A *survey of the thirty state agencies Fleet Administrators and their FLEET users was conducted to gather information regarding the utilization of systems other than FLEET to manage fleet resources. Eighty percent (80%) of all state agencies use other systems outside of the FLEET system to better manage their fleet resources. Based upon the responses, currently no agencies utilize a commercial-off-the-shelf (COTS) application suitable for use as a statewide enterprise solution. Note: Several agencies (i.e. DOT, DEP, FWC, FDLE and HSMV) utilize select FMIS modules that offer limited additional functionality over the existing FLEET system.*

And commercial off the shelf products: *Market research conducted by the FSC regarding COTS revealed there are several robust FMIS modular solutions available from a variety of providers. These products and services can be acquired via various solicitation options.*

(c) The recommended technical approach. *Members of the FSC have determined the technical approach outlined in the Mercury Study Is the preferred technical approach.*

(**d) Estimated costs associated with the development and implementation of the recommended technical approach and ongoing system maintenance costs.** *Market research was conducted by the FSC utilizing information from the GSA contract and guidance found in the Mercury study related to expected costs. The initial cost estimates for services ranged from $1.6M to $2.6M. The State of Georgia recently completed a similar FMIS procurement process in early 2015. The FSC will follow up with the Georgia Procurement Team to get the results and report to the MSC.*

(e) Current system migration plan. *A timeline and other planning documents will be established to address this question once we have more information regarding potential technical solutions that may be implemented. It is expected that limited data would migrate from the existing system to the new system due to data integrity issues.*

(f) Proposed System Implementation Schedule.

Milestone	Start Date	End date
Initiation Process		
Initiate statewide project	Nov 2014	✓ Nov 2014
Establish project governance	Nov 2014	✓ Nov 2014
Planning Processes		
Develop initial business and technical requirements	Dec 2014	✓ Dec 2014
Conduct and analyze market research, including cost models	Dec 2014	✓ Dec 2014
Develop and submit Schedule IV-B	Dec 2014	✓ Dec 2014
Develop solicitation	Apr 2016	July 2016
System Selection and Implementation		
LBR approved/budget released to DMS	Jul 2016 or with Ch. 216 Budget Amendment	Jul 2016 or with Ch. 216 Budget Amendment
Procurement process (issue solicitation, evaluate responses, select system/vendor)	August 2016	Dec 15, 2016
Submit required plan to EOG and Chairs	Jan, 15, 2017	Jan 15, 2017
Submit LBR for ongoing maintenance in Gov Recs	Nov 2016	Nov 2016
Initiate contract	Mar 2017	Apr 2017
Configure and test system	May 2017	Sept 2017
Train system administrators and users	Oct 2017	Dec 2017
Incrementally implement agencies	Jan 2018	Jun 2018
Closing Processes		
Close project	Jun 2018	Jun 2018

(g) Identification of agency fleet management systems that can be decommissioned as a result of implementing the centralized fleet management information system. *Even though a recent FLEET user*

survey provided insights into the various types of shadow systems currently in use by state agencies, this question would be best addressed once we arrive at a procurement decision and assess the capabilities of the new system against the needs of the agencies currently deploying shadow systems. Some systems would need to be retained if needs are not met with the new system. Some agency specific needs may need to continue being met through shadow systems; however, no commitment for decommissioning could be offered at this time or until the functionality of the new system becomes known.

(h) Data collection approach. *Based upon market research, the data collection approach will be based upon a variety of factors to include industry standard web-based applications, online portals, various telemetry applications, GPS and other innovative collection mechanisms offered in the market place.*

(i) Identification of the statutory changes needed to implement the Fleet Management Information System. *No statutory changes are required at this time. We deviated from the business case recommendations related to mandating more types of vehicles be incorporated into the cost structure of the new system. For easier adoption, there would not be an added burden to agencies to pay for additional vehicle types. This project also does not contemplate the centralization of more fleet activities within DMS as this time.*

(j) Procurement plan. *See timeline under (f).*

SCHEDULE IV-B FOR THE FLEET MANAGEMENT INFORMATION SYSTEM

For Fiscal Year 2015-16

January 15, 2015

DEPARTMENT OF MANAGEMENT SERVICES

Contents

I.   Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Management Services	Schedule IV-B Submission Date:
Project Name: Fleet Management Information System (FMIS)	Is this project included in the Agency's LRPP? _____ Yes _X___ No
FY 2016-17 LBR Issue Code:4400600	FY 2016-17 LBR Issue Title: Fleet Management Information System
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Michael Weber, 488-4904; Michael.Wever@dms.myflorida.com	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: Printed Name: Agency Secretary Chad Poppell	Date:
Agency Chief Information Officer (or equivalent): Printed Name: Bob Ward, DMS Chief Information Officer	Date:
Budget Officer: Printed Name: Richard Perritti	Date:
Planning Officer: Printed Name: Richard Perritti	Date:
Project Sponsor: Printed Name: Michael Weber, DMS Director of Specialized Services	Date:
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Management Steering Committee and representatives from various state agencies. See Roles and Responsibilities, Section VII.
Cost Benefit Analysis:	Same as noted above.
Risk Analysis:	Same as noted above.
Technology Planning:	Same as noted above.
Project Planning:	Same as Agency Contact and Project Sponsor as noted above.

II. Schedule IV-B Business Case – Strategic Needs Assessment

A. Background and Strategic Needs Assessment

In 2013, a comprehensive study of the state's fleet management business function was conducted by Mercury Associates, Inc. (Mercury). The focus of the Mercury strategic review of fleet management activities in the State of Florida was to identify ways to improve management of fleet assets in order to move employees around the State in the most efficient manner possible, to enhance the quality of fleet services by leveraging economies of scale, to reduce redundancies, and to save money. However, the results of the study revealed that the current FLEET system is the least capable system encountered in any of the 34 states they worked with. The Mercury study explains that not only is the current FLEET system functionally deficient in supporting fleet operations, much of the detailed data needed to support efficient policy and decision-making related to all aspects of the $214 million program is unavailable and/or unreliable. Given the need for improved data as the most critical first step, the focus of this project is on replacing the current FLEET system. Once the new system is operational and reliable data becomes available, there may be additional opportunities for the state to make improvements to the Fleet program resulting in even more efficiencies and savings. Mercury addressed the future opportunities for further Return on Investment (ROI) in the following excerpt:

FLEET SYSTEM ROI FACTORS

Return on Investment realized by replaced antiquated, or inefficient fleet management Information systems can be influenced in both direct and indirect categories. Purpose-built specialty fleet software helps organizations improve their maintenance operations by lowering parts inventory holding costs, reducing labor costs through efficient distribution of work, enables management decisions about internal vs external Maintenance & Repair scheduling and extending the useful life of equipment and vehicles. Modern Fleet Management Information System (FMIS) applications provide the tools to manage and control equipment assets, parts inventory and technicians - all components for tracking and managing total cost of ownership.

FMIS applications provide fleets with intelligent, intuitive tools that allow better management of equipment and vehicles throughout the lifecycle helping fleet managers and technicians manage day-to-day operations more efficiently and economically and providing insight into the trends and analyses that can improve their long term planning.

Mercury provided the following examples of FMIS improvements to realize return on investment (ROI):

- Improved workflow to manage daily operations and efficiently schedule work and workforce;

- Better management of preventive and predictive maintenance increasing vehicle availability and reliability;

- Optimized utilization and fleet size;

- Improved real time information access and management reporting allowing timely decisions based on actual statistics;

- Increase inventory management and accountability; and

- Enhanced tracking and recovery for original equipment manufacturer (OEM), extended and parts warranties.

Mercury suggests expected ROI in these areas (adopting a fully centralized approach):

- Maximize equipment availability and increase overall productivity allowing up to 10% reduction in fleet size and maximizing replacement capital by efficiently projecting replacement schedules;

- Improve organizational productivity with typical overall production gains of 5%;

- Reduce operating maintenance expenses by efficient and accurate scheduling and tracking of maintenance services realizing savings of up to 15%;

- Reduce on hand parts inventory through better management data, saving up to 30% in carrying costs;

- Improve preventative maintenance (PM) and scheduled service compliance to 95% reducing breakdowns by as much as 15%; and

- Increase technicians' productivity through accurate recording, analysis and reporting of labor hours and trends with increased shop productivity of up to 20%.

We believe these are soft estimates and will require additional information and review before we can stand behind these claims. By conducting a comprehensive needs and requirements analysis including all current expenses for information management (once reliable data is available), the future cost savings can be more specifically detailed to provide an accurate ROI calculation.

Again, the focus of the project is the replacement of the current FLEET system with

a functionally and technically robust system that will enable the agencies to better manage their fleet resources and provide more qualitative and quantitative data that will support improved long-term business decisions. The recommendations made by Mercury in regard to the replacement of the current FLEET system serve as the foundation for much of this proposed FMIS project.

The Fleet Management Business Case for the State of Florida, December 2013 in its entirety is available at:

http://www.dms.myflorida.com/business_operations/fleet_management_and_feder al_property_assistance/fleet_management

1.   Business Need

Fleet Management Business Case for the State of Florida, December 2013, presented by Mercury Associates, Inc.; Page 4 excerpts:

Florida owns a very large fleet of approximately 25,000 assets – one of largest public sector fleets in the nation. We estimate that the cost for the State to own and operate its large and diverse fleet exceeds $214 million each year. The replacement value of these assets is approximately $869 million. While these are not the largest numbers on the State's balance sheet, they are significant nonetheless. Moreover, it is no exaggeration to say that the business of state government in Florida could not be accomplished without its fleet of vehicles and other motorized equipment. Consequently, while cost savings are important they cannot be pursued without a full appreciation of how cost saving initiatives would impact the productivity of State employees who rely on vehicles to do their jobs.

Our focus in conducting this study for the State of Florida, therefore, was on identifying ways to improve the management of fleet assets in order to move employees around the State in the most efficient manner possible, to enhance the quality of fleet services by leveraging economies of scale, to reduce redundancies, and to save money.

Achieving consensus among stakeholders on issues such as more or less centralization, more or less outsourcing, changes in funding levels, and size of the fleet is always a difficult task and particularly so where decision-making authority has traditionally been diffused and decentralized. While our study approach was inclusive by design, we focused on providing the State with the perspectives of an unbiased and independent third-party expert rather than on achieving consensus. Therefore, our recommendations for improving fleet management operations in Florida are based on the best possible technical analysis.

This Schedule IV-B focuses on one primary recommendation in the study: to acquire a replacement statewide Fleet Management Information System.

2.   Business Objectives

Fleet Management Business Case for the State of Florida, December 2013, presented by Mercury Associates, Inc.; Page 5 excerpts:

The State's in-house developed fleet management information system (FMIS) does not provide the depth and breadth of functions required to support effective fact-based management of fleet operations. In fact, this system (known as FLEET) is the least capable system we have encountered in any of the 34 states we have worked with. As a consequence, much of the detailed data we required to conduct this study was either not available or was only available at a summary level.

The old adage that "if you can't measure it, you can't manage it" applies to Florida's fleet operations. If the State can't track and report on detailed cost and performance data, it can't properly manage its fleet. Therefore, acquisition of a robust commercial fleet management information system must be a near-term strategic initiative for the State.

The Mercury Business Case was used as a basis for the following project planning information, including estimated reductions/gains opportunities:

The items below line up with the DMS core mission Goal #9: To provide efficient fleet management of motor vehicles and watercraft.	
Project Objective	**Business Benefit – Problem or Opportunity Addressed (Mercury Suggests the Following Returns)**
Offer agency centralized Motor Pool Scheduling and Management: Including driver vehicle logs, mileage tracking, location tracking	Maximized equipment availability reduces fleet size and increases overall productivity allowing up to an estimated 10% reduction in fleet size and maximizing replacement capital by efficiently projecting replacement schedules.
Automate Fuel tracking for gallons and costs	Reduced manual data input reduces errors, reduces paper and maximizes efficiency Improved organizational productivity with typical overall production gains of 5% Improved workflow to manage daily operations and efficiently schedule work and workforce
Standardize Vehicle Equipment Inventory: Using industry standard language for make/model/type ½ ton, ¾ ton, 1 ton	Increased inventory management and accountability Enhanced tracking and recovery for OEM – spell out, extended and parts warranties
Standardize Vessel Equipment Inventory	Statutory asset tracking of watercraft

Standardize Special Equipment Inventory: Motorized fire equipment, agriculture equipment, construction equipment etc.	Statutory asset tracking of motorized equipment
Offer Robust Preventive Maintenance reports: Advanced notifications for scheduled service, automated shop scheduling, to include detailed task checklists, parts required lists, and warranties	Reduced operating maintenance expenses by efficient and accurate scheduling and tracking of maintenance services realizing savings of up to 15% Improved preventative maintenance and scheduled service compliance to 95%, reducing breakdowns by as much as 15% Reduce unscheduled maintenance/repairs, increase scheduled preventative maintenance, shop management/parts management
Provide Vehicle and Vessel Utilization reports: Electronic tracking and reporting and report utilization, fuel consumption, billing records, inventory details, ad-hoc reporting	Optimized utilization, fleet size, asset tracking, accountability and statutory guidelines
Real Time Inventory Management:	Increased inventory management and accountability; and enhanced tracking and recovery for OEM, extended and parts warranties
Improved Workflow: to manage daily operations and efficiently schedule work and workforce	Improved organizational productivity with typical overall production gains of 5%
Parts Inventory Module	Reduced on hand parts inventory through better management data, saving up to 30% in carrying costs
Standardize Vehicle Replacement Schedule	Gives the Legislature an apple-to-apple comparison of an agency's needs
Track Repairs or Accidents	Improved safety, reducing breakdowns by as much as 15%
Work Order/Shop Module: Work order/shop maintenance, employee labor time track and parts maintenance module for 87 maintenance facilities, 261 FTEs, and 124 inmates. Mercury reports $47.5m spent in 2012/13 ($21.9m private, $25.6m state owned facilities –not including overhead or facility costs and some parts)	Increased technician productivity through the accurate recording, analysis and reporting of labor hours and trends with increased shop productivity of up to 20%

Provide Robust statistical and analysis reports for Agency, DMS or Legislative oversight	Required by statute
Provide interfacing and integration with third party system applications: WEX fuel card data, Flair data	Improved organizational productivity with typical overall production gains of 5%

B.   Baseline Analysis

Purpose: To establish a basis for understanding the business processes, stakeholder groups, and current technologies that will be affected by the project and the level of business transformation that will be required for the project to be successful.

1.   Current Business Process(es)

Fleet Management Information System

Fleet Management Business Case for the State of Florida, December 2013, presented by Mercury Associates, Inc.; Page 22 excerpts:

DMS is charged with the development, maintenance and operation of an equipment management information system that meets the needs of, and provides monthly reports to agencies. The current statewide web-based system (FLEET) was developed internally to track inventory, maintenance expense, fuel expense, and garage production hours. It has been in use for approximately 2 years. It was developed in 2011 followed by production testing in December 2011. Historical data from the prior legacy system (EMIS), which was also developed internally, was transferred into FLEET.

The system is centrally hosted in a State managed data center in Tallahassee and includes development, test and production environments. There are currently 30 agencies utilizing the FLEET system.

FLEET is an open source application developed using Ruby on Rails development tools and utilizing a free-ware database management system - MySQL.

State agencies are charged with accurate and timely data input into the system for specific types of vehicles intended to mirror the legislative mandate of

"automobile or light truck" that are under the purview of DMS. Individual agencies are charged a fee for system access and support. Charges for maintenance and operation of the system are levied on a per unit basis, currently $1.75 per vehicle per month. Agencies are required to enter data on vehicles DMS has authority for (passenger vehicles and light trucks). Agencies may voluntarily enter data into the system on medium and heavy trucks and other fleet-related mobile equipment. These "voluntary" additions do not pay the monthly fee.

The method of data capture for the system is largely a transaction-based, labor intensive, manual entry process. For example, only one agency indicated they were capturing mileage from a fuel system output file. In all other cases mileage is maintained and entered manually in the system. In our discussion with agencies, most indicated this was true for fuel and repair as well.

67 percent of the agencies report that they believe their data in FLEET is complete and up-to-date. However, it appears that only applies to some of the vehicles in the system. Agencies are mandated to provide data only on required vehicles; entry of data (other than miles annually) on the remaining vehicles is optional. Not all agencies are meeting requirements even for required vehicles.

These data issues, combined with the fact that most of the data entry is manual at the vehicle level, result in poor data integrity in terms of completeness and accuracy. For example, in an attempt to provide us annual fleet statistics from the FLEET system, DMS indicated that only about 71 percent of the vehicles in inventory for the largest 12 fleets had mileage data that appeared complete and accurate. Further discussions with agency fleet representatives revealed that, even when they believe the information entered into the system is complete and accurate, many had concerns about the accuracy of the data output in some reports. As a result, agencies engage in many labor intensive processes and/or operate additional tracking systems in an effort to meet their data and information needs.

2. Assumptions and Constraints

The project team has identified the following project assumptions:

Project Assumptions

1. Effective communication and collaboration among FSC members and other Primary Stakeholders.
2. Effective system procurement without delays.

3. Agencies were given the opportunity to participate in providing needs assessment and requirements as part of the Mercury Business Case, completed December 2013. This phase of the project will not be revisited.

4. Key agencies, in regard to size of their fleet, are included in the governance of the project and will have the opportunity to participate in the remaining phases, including vendor selection and implementation strategy.

5. The Fleet Management Steering Committee (MSC) has reviewed and accepted the recommendations of the Mercury Business Case regarding an IT solution. The information provided by the study is the basis for the IT project being proposed. (See VIII. Appendix: Mercury Fleet Management Information System).

6. The remaining seven functional recommendations made by the Mercury Business Case are out of scope of the current IT project. (See VIII. Appendix: Eight Mercury Recommendations).

7. The new IT solution will provide agencies with more reliable information that will be used to manage their fleets more effectively.

8. We will determine appropriate resources needed to provide application support and training and conduct performance, trend analysis and business intelligence reporting. Based on the Mercury review of DMS operations, DMS requires additional resources just to fulfill its current limited mission. Staffing/contractor support may be needed to supplement current DMS staffing. However, we are not proposing the level of staffing suggested in the study related to a more "centralized" approach.

9. The IT solution recommended by the Mercury study involves procurement of a Commercial off-the-shelf (COTS) or software as a service solution (SaaS) provided by a vendor with Fleet Management expertise.

10. Agency for State Technology (AST) approval and support for this type solution is assumed.

11. This project is a procurement project with an implementation phase, not an application development project. Some project deliverables as well as Schedule IV-B components may not be applicable to this type of project, which may result in streamlined or modified deliverables.

Project Constraints - *Fleet Analysis and Reporting*

Fleet Management Business Case for the State of Florida, December 2013, presented by Mercury Associates, Inc.; Page 23 excerpts:

Currently, FLEET is capable of producing five standard reports.

1.   Inventory Report – List of assets tracked by the system.

2.   Missing Log Report – Identifies when a monthly mileage and fuel report has not been provided from the assigned agency.

3.   Cost & Utilization Report – Fuel and maintenance costs per period with utilization (e.g., cost per mile, etc.) calculations.

4.   Delinquent PM[1] Report – List of vehicles with PMs that are past due.

5.   Scheduled or Due PM Report – List of PMs that are due or scheduled.

There are no ad-hoc reporting capabilities and reports can be filtered only by location. For example, projected mileage reports would help forecast when vehicles would meet replacement criteria to assist with long-range planning. In actuality, the FLEET system is not considered a reporting engine and does not provide formatting, analysis or management reporting capabilities but is instead a list of specific data that can then be further manipulated or analyzed using external tools, e.g., Microsoft Excel, etc.

Most agencies indicate they use few of these reports each month, generally for identifying delinquent PM and missing mileage logs. Five agencies indicated they utilize an agency level system and/or spreadsheet application(s) to supplement the data and reporting from FLEET.

The inability to generate the type of reports needed coupled with questionable data quality and completeness result in severe limitations on the State's ability to engage in data driven fleet analysis. In fact, when agencies were asked what their primary fleet management challenges were, fleet data and information was the issue cited most frequently.

Based on the responses to our request for information, it is clear that most agencies do not have detailed fleet-related expenditure or operational statistics at their fingertips. We requested information in four basic areas:

1. Fleet Operating and Capital Expenditure Data
2. Fleet Management and Operations Personnel Listing
3. Fleet Statistics and Performance Indicators

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[1] PM = Preventative Maintenance

4. Fleet Inventory

The only data that agencies were readily able to report was fleet inventory. However, even this data, which was taken from the FLEET system, had to be reviewed and updated by each agency prior to sending to us. In contrast, our request for key fleet statistics and performance data in areas such as fuel, repairs, utilization, etc. brought almost no response. Moreover, as detailed in our background on operating expenditures below, many agencies struggled to obtain cost data and in some cases, fleet cost data could not be separated from other agency spending.

C. Proposed Business Process Requirements

Purpose: To establish a basis for understanding what business process requirements the proposed solution must meet in order to select an appropriate solution for the project.

1. Proposed Business Process Requirements

Fleet Management Information System - *Introduction and Industry Best Practices*

Fleet Management Business Case for the State of Florida, December 2013, presented by Mercury Associates, Inc.; Page 49 excerpts:

In all fleet organizations, a tremendous amount of information is recorded and compiled in the normal course of procuring, operating, and maintaining the vehicles and equipment used in the operation. Prior to 1980, fleet information was kept primarily in a hard-copy format, on documents that were manually recorded, compiled, and filed.

Modern fleet management information systems (FMIS) can extract key data elements by equipment type, user agency, or functional area, and can easily track performance and cost in a number of ways. Key data elements can be instantly compiled, sorted, and summarized to produce information on activities and performance that simply was not available in the past. Real-time access to vehicle repair histories and inventory records enables fleet management organizations to plan, direct, and control service delivery activities with a degree of precision and efficiency never before possible. At the same time, increased levels of accountability and benchmarking against other organizations have all increased pressure on fleet management organizations to develop and use management information to facilitate improvements and demonstrate proficiency in all areas of performance. Information systems that are specifically designed for fleet management have become one of the most important tools for delivering fleet management and maintenance services cost effectively. Some of the advantages of implementing such a solution include the following:

- Dispersed fleet operations work with standardized data definitions, data input fields, and data reports

- Information can be communicated using industry standard fleet terminology, data fields, performance measures, reports, etc.

- Statistical history enables comparisons over time (longitudinal statistical reports), and across organizational divisions

- Managers and supervisors can more speedily identify problems and unearth answers to management questions

- Query programs enable flexibility for selecting and extracting data and reporting in different formats and from different statistical perspectives

One of the leading trends in the industry is that fleet management organizations are providing their customers with information stored in their information systems through read-only reports that are accessed through secure Internet and Intranet web pages. This reporting capability allows fleet customers to manage their own vehicles and equipment by looking at reports that show utilization, fuel consumption, billing records, and inventory details. Such reports also improve customer relations by providing transparency and a feeling on the part of customers that the fleet organization is ready and willing to provide complete information on fleet operations.

In today's data intense environment it is critical to consolidate vehicle fleet data and have the ability to track and report this information. Utilizing an information system that is designed specifically for fleet management makes this task much easier for fleet managers.

DMS currently uses an internally developed web-based application - the Florida Equipment Electronic Tracking (FLEET) system - to track state fleet inventory information and maintenance activities. This system replaced an older legacy system known as Equipment Management Information System (EMIS) that was also developed in-house.

It is unusual in our experience for a large government to develop a custom fleet management application in-house. In-house development of a fleet system places tremendous pressure on an organization's information technology and fleet business staff to fully understand the fleet industry and then translate this knowledge into a robust fully-functional fleet management information system (FMIS).

While we understand the State had little time and budget to replace EMIS, and was attempting to be financially prudent, we believe the long-term opportunity costs of having limited system functionality, questionable data quality, and limited management tools far exceeds any short-term financial

benefit that may have been realized by not procuring a commercially available robust FMIS.

In-house development of specialty applications in place of commercially available industry leading solutions does not generally produce the most effective, efficient or cost-effective management solution. While in-house and legacy systems can provide effective data warehousing and reporting platforms, they lack daily work management features and functions needed to properly manage and maintain a complicated fleet operation. In our experience, custom-built in-house software solutions are burdened with hidden support and development costs and require a substantial amount of continual development to keep up with the demands for information that constantly evolve.

The State cannot optimize the cost and performance of its fleet operations without ready access to actionable management information. As demonstrated in the discussion below, it is clear that the FLEET system does not meet Florida's needs in this regard. Moreover, while it is theoretically possible to enhance FLEET so it matches the functionality of commercial systems, it would cost millions of dollars and take years of effort to reach this goal. ***Consequently, replacing FLEET with a robust purpose-built commercial FMIS such as used by other states needs to be one of Florida's key strategic initiatives.***

2.   Business Solution Alternatives

Analysis and Findings

Fleet Management Business Case for the State of Florida, December 2013, presented by Mercury Associates, Inc.; Page 51 excerpts:

As previously noted, DMS is responsible for the development, maintenance and operation of an equipment management information system for use by state agencies. State agencies are responsible for accurate and timely data input into the FLEET system. The current system has been in use for approximately 18 months. It was developed in 2011 based on then-current functionality of the legacy mainframe EMIS system, which had also been developed in-house. EMIS was no longer supportable due to its outdated technology and was slated for retirement. Ten years of historical data from EMIS was brought into FLEET during the transition. It was reported that the validity of some data imported from EMIS is questionable. Fuel data and other fleet related costs are also stored in a variety of localized systems and locations.

FLEET is an open source application developed using Ruby on Rails

development tools and utilizing a low-cost database management system - MySQL. The FLEET system is centrally hosted in a State managed data center in Tallahassee and includes development, test and production environments. Individual agencies are charged a monthly or quarterly fee for access and support. There are currently 30 agencies utilizing the FLEET system.

There are currently 318 agency level administrators that can add/edit information for their agency including equipment, roles, assign roles, add locations, add organizational codes, etc.; 840 agency data-entry users that can add monthly logs, work orders and PMs for their respective agencies; and there are 81 read only users. Allowing many users to make code changes throughout the organization affects the consistency and quality of the data being collected downstream, and minimizes the effectiveness of any reporting or analysis that can be done at a centralized management level. Furthermore, the system cannot manage operational processes when each agency can dictate what or how data is collected and maintained.

At a minimum, a centralized system administration team must be created to oversee the configuration and data consistency of the enterprise application. FMIS applications are complex systems when they are implemented on the scale required to manage a fleet the size of Florida's. Operations can benefit from support staff that understands critical fleet performance indicators, data structure, and data storage schemas. DMS should establish FMIS System Administrator/Fleet Data Analyst positions responsible for data analysis and extraction, development of management reports and business intelligence to measure performance, and who possess communications skills to present those findings. Furthermore, the System Administrator should provide system users with information, assistance, and training, and serve as the liaison between fleet users; the DMS technical support group, and the FMIS application vendor's support team.

Please note: We will determine appropriate resources needed to provide application support and training, conduct performance, trend analysis and business intelligence reporting. Based on the Mercury review of DMS operations, DMS requires additional resources just to fulfill its current limited mission. Staffing/contractor support may be needed to supplement current DMS staffing. However, we are not proposing the level of staffing suggested in the study related to a more "centralized" approach.

Fleet Management Business Case for the State of Florida, December 2013, presented by Mercury Associates, Inc.; Page 51 excerpts continued:

The following types of state owned and leased equipment are required to be tracked in the FLEET system. Agencies are assessed a service charge for each of the required assets (currently $1.75 per item per month).

- Automobiles (e.g., Coupes, Sedans, Hatchbacks, Station Wagons)
- Light Trucks (e.g., Pickups, Chassis-Cabs, Vans, Sport Utility Vehicles)
- Small Vehicle or Equipment, only if:
  - Designed Primarily for Transporting Persons, and,
  - Legal to Operate on Public Roads (i.e., with license plate)
    - (e.g., Motorcycle)
- Large Vehicle (> 1 ton) or Equipment, only if:
  - Designed Primarily for Transporting Persons, and,
  - Legal to Operate on Public Roads (i.e., with license plate)
    - (e.g., Bus, Mini-Bus)
- Watercraft (e.g., Boats over 12 feet in length, Airboats, Personal Watercraft)
- Aircraft (e.g., Airplanes, Helicopters)

The following types of state owned and leased equipment are optional for tracking in the FLEET system. Agencies are not charged for these optional items.

- Medium and Heavy Trucks
- Small Vehicle or Equipment (except as described above)
- Large Vehicle (> 1 ton) or Equipment (except as described above)
- Tractors (to include wheel and track types)
- Heavy Equipment (e.g., Backhoes, Crawlers, Excavators, Loaders, Scrapers)
- Trailers (e.g., Boat, Utility, Cargo, Lowboy, Transport)
- Forklifts
- Other Types of Mobile Equipment (e.g., Plows, Mowers, Message Boards, Generators, Chippers, etc.)
- Marine Engines

Preventative maintenance (PM) and scheduled services can be tracked in FLEET using either accumulated meter (miles/hours) or elapsed time (weeks, months, years etc.) Each agency determines their own PM programs by identifying PM type, PM cycle, PM cycle length, and PM sequence. Individual PMs are assigned an alphanumeric reference. The tasks included in each echelon of PM are the responsibility of the agency to identify and maintain. The system does not include any hierarchical logic to track nested PMs.

We found the PM parameters and schedules to be overly complex in deployment and daily application, but lacking in basic maintenance management scheduling and reporting capabilities. Furthermore, the system identifies the specific PM due on a vehicle, based on the cycle and cycle length calculated on the previous logged PM Service. However, most times

the maintenance organizations rely on the technician or vendor to determine the level of PM that should be completed and ignore results generated from the system.

The system is not capable of capturing the specific PM that was completed and just logs that a PM Service was performed. While agencies can add the PM service in the comments section of the work order, this approach is sub-optimal. For agencies that have shops such as FDOT, the system is capable of capturing specific PM information. However, the logic driving the layers of service (i.e. echelons) that define where a lower level service is nested within a higher level on (e.g. a B service by definition includes an A service) reportedly do not update service intervals properly.

FMIS applications should support multi-tiered (hierarchical) and progressive PM programs to ensure compliance with manufacturer or industry recommendations. The system should allow PMs to be scheduled using the most applicable cycle and cycle length for the vehicle class and deployment and can be based on combinations of accumulated meter, elapsed time, fuel consumption etc. PM Service due dates should be monitored and a forecast automatically published and distributed at least 30 days in advance. The FMIS should provide capabilities to facilitate automated shop scheduling and loading, and include detailed task checklists and parts required lists.

Vehicle/Driver assignments – Currently the system does not have a driver module that would allow agencies to track vehicle assignments to drivers and the drivers certifications, licenses etc. and the expiration or retesting requirements of each.

Fuel transaction tracking – The system does interface with several fuel systems (WEX, ARI, P-Card) through batch process to provide fuel cost and quantity tracking and calculate a utilization cost for fuel. Most agencies however, manually enter individual fuel details, utilization entries and vendor invoices into the FLEET application.

Work Order system and tracking capabilities – there are generally two types of work orders used to support the maintenance and repair operation in the FLEET system. A "general" work order is used for unscheduled maintenance and repairs. A PM work order is used for costs associated with maintenance activities performed because of the vehicle being taken in for scheduled service based on its PM schedule (i.e. 5 months/5,000 miles, etc.).

A robust work management system incorporates various elements (shop managers portal, shop floor or technicians tools, industry accepted repair coding schemas, etc.), to provide a comprehensive tool for scheduling, assigning and tracking in house and vendor provided labor and parts

transactions and is capable of providing detailed reports and analysis by vehicle, agency, class etc. Furthermore, since many agencies employ technicians and service workers, a suitable system must be capable of capturing actual labor hours, job standards and maintaining an industry acceptable maintenance and repair coding structure (ATA/VMRS). The current system does not provide support for these functions.

Other deficiencies noted during review of the FLEET system include:

- No vehicle replacement module

- No depreciation calculation or tracking

- No accident management

- No motor pool management

- Manufacturers or extended warranties not linked to work orders. (no automated notification)

Another important major module absent from FLEET is a parts management and warehousing function. **Currently the State has no effective method for managing automotive replacement and repair parts warehoused at State-owned maintenance facilities**. This frequently results in over stocked parts rooms, missing parts due to lack of accurate tracking, and inability to document the total cost of the parts inventory. Parts are added to work orders in an attempt to capture costs, but there is little or no historical reporting available to track the frequency of use, warranty coverage, predicative failure rates, or quality of parts used.

Currently, FLEET is capable of producing five standard reports.

- Inventory report by agency.

- Missing Log Report – Identifies when a monthly mileage and fuel report has not been provided from the assigned agency.

- Cost & Utilization Report – Fuel and maintenance costs per period with utilization (e.g., cost per mile, etc.) analysis.

- Delinquent PM Report – List of PMs that are past due.

- Scheduled or Due PM Report – List of PMs that are due or scheduled.

There are no ad-hoc reporting capabilities and the existing reports cannot be modified. The reports (lists) can be filtered only by location and are then exported to MS Excel. This is not considered a reporting engine and does not provide formatting, analysis or management reporting capabilities but is in actuality a list of specific data that can then be further manipulated or analyzed using external tools (MS Excel, etc.)

There is no dashboard functionality, management trend analysis or performance indicator comparisons available in the current system.

3.　　Rationale for Selection

Fleet Management Business Case for the State of Florida, December 2013, presented by Mercury Associates, Inc.; Page 55 excerpts:

Commercial Off-the-Shelf (COTS) Systems

COTS solutions are commercially available FMIS applications developed to manage a wide variety of fleet operations from small fleets of several hundred units to large, diverse operations with tens of thousands of fleet assets. These systems can include specialized stand-alone management tools, such as motor pool dispatch and reservation software modules, telematics, and GPS-based systems, fuel management systems (FMS) as well as fully integrated enterprise-level software programs.

Typical strengths and features of desirable FMIS, (including nearly all of the "fleet-specific" applications), include these attributes:

- Web-based technology resulting in lower support costs with wider user accessibility.
- Complete life cycle management for vehicles, equipment, parts, and work orders.
- Comprehensive transactional details captured in sensible business driven processes.
- Ease of integration and interfacing with third party applications.
- Intuitive graphical user interface and consistent user experience throughout.
- Modern database and operating system compatibility increases security and data integrity.
- Code-based data capture provides consistent, reportable information and efficient grouping of details for reporting and analysis.
- Industry standard reports and ad hoc reporting engines allow effective data analysis for a wide user audience.
- Easy distribution of management information to enterprise customers through standard reports and dashboard tools.
- Efficient maintenance and shop operation management modules.
- Fully capable integrated parts management capabilities.
- Tight integration with fuel management, motor pool, telematics, and other third-party fleet specialty management modules.

- Flexibility and scalability to accommodate future technology and business process evolution and growth.

FMIS applications range from solutions that feature near-turnkey functionality, to robust fully configurable systems that feature moderate to fully customizable database, screens, and functional elements and objects. These systems generally fall into two broad categories – customizable (requires a level of screen design, function development and configuration) and out-of-the-box (OOB; characterized by a more rigid user interface and includes user-defined business rules built into the core application).

System configuration, design, and follow-on administration is typically more complex for the customizable systems involving process definition and screen design compatibility, functional specifications and development, user security and permissions and integration of components within the application. OOB systems generally involve setting up pre-defined switches and options, code tables and user roles and security, since these systems often already include predefined processes and procedural functions. The leading systems accommodate nearly all information management needs, are aligned with best practice processes, include standard reports and analysis tools, all wrapped in fully integrated applications. The Exhibit below shows several differences between the OOB turnkey systems and the customizable systems.

Exhibit 22: OOB Turnkey Systems VS Customizable Systems

OOB	Customizable
• Application business rules are built in to dictate how data is managed, processed, and validated.	• Business rules must be incorporated into the system customization or configuration.
• Standard designed screens, modules, and functions allow best practice fleet processes to occur.	• Generally require a higher level of systems knowledge to configure and develop screens, functions and processes.
• Include a set number of common asset schemas and data attribute listings.	• Typically allows flexible data capture and nearly unlimited attribute tracking.
• Generally more rigid in data capture and work flow processing management.	• Allow options to accommodate non-standard business processes or alternate procedures.

There are several considerations for COTS Applications that must be kept in mind, as listed below:

- **Initial Cost** – Systems are available as hosted software-as-a-service (SAAS) and as internally hosted applications. Costs are typically based on a per-unit or per-asset fee.
- **Ongoing Cost** – Continuing costs for systems includes software and hardware maintenance and support, which is usually calculated at twenty percent of total software licensing and any provided customization.
- **Ability to Meet Requirements** – COTS systems are fully capable of providing comprehensive fleet management functionality meeting all current needs and requirements for asset, maintenance, and inventory stock management.
- **Ease of Acquisition** – Usually a competitive Request for Proposal (RFP) and selection process would be required to define and procure these systems. Selection and implementation processes could take two years or more and the system could be introduced to the organization in phases.
- **Training and Support** – On-site, process-based classroom training is typical and is usually provided in several stages. Fleet management and administrator training, key users, users, and go-live sessions are common. Complete user guides and on-line help are available.
- **Other** – Systems generally keep pace with industry best practice and typically develop features and functions based on user request. Because there is a relatively large and educated user base for most of these systems, the software continues to evolve to meet those needs.

Management Analysis and Reporting

The best fleet system available is, of course, of limited use unless it supports analysis of data and production of management reports. Ready access to these features should be at the top of the list when a fleet organization is contemplating purchasing a FMIS. Data collected through daily operations is used to analyze the effectiveness and efficiency of the organization and provides a snapshot of trends and real-time activities used to make management decisions based on actual operational information.

It is also important that the FMIS provide read-only reports that are accessed through secure Internet and Intranet web pages. This allows fleet customers to participate in managing their vehicles by looking at reports that show utilization, fuel consumption, billing records, and inventory details. Such reports also improve customer relations by providing transparency and a feeling on the part of customers that the fleet organization is ready and willing to provide complete information on fleet operations.

Making reports and key performance indicators available online to demonstrate service level statistics and performance ratings is an efficient method of 'advertising' the fleet's benefits to its customers. Additionally, providing a current snapshot of operations (e.g., work in progress, vehicle history, and completed work) allows customers to monitor the readiness of their vehicles without having to contact the fleet agency for a status.

Leading FMIS systems typically include dashboards including key performance indicator meters, charts and graphs and user defined lists and tables to display a snapshot of operations and statuses. These are usually deployed based on user roles, user accounts, or other groupings. The dashboard can provide a snapshot of current operational activities and indicators allowing ease of localized and centralized review.

Exhibit 23: Example FMIS Dashboard

Key Performance Indicators (KPIs) are used to evaluate, measure, and assess the operational effectiveness of the organization. Trending tools made available to non-FMIS users and customers enable them to review operating cost, vehicle status, mission readiness and other key fleet information. Some typical management metrics routinely evaluated in effective fleet operations are illustrated in the Exhibit below.

Exhibit 24: Fleet Performance Indicators and Metrics

Performance Measure	Description	Target
Fleet Availability Rate	The degree to which the fleet service provider is able to ensure the regular availability of fleet units to their user agencies. Availability rates should be highest for mission critical fleet units.	95%
PM Program Compliance	Measures the number of PM's performed on the date scheduled. A low compliance rate indicates that PM's are not being performed regularly. A high PM compliance rate is a basic building block for an effective maintenance and repair program.	95% on-time
Scheduled Repair Rate	Measures the portion of all repairs identified and conducted in a controlled, planned manner.	50 to 66%

	The combined purpose of the PM program, operator inspections, and service writing is to identify and take care of problems in a planned, scheduled manner so they do not result in unscheduled and costly breakdowns.	
Road Call/Tow Rate	Measures the percentage of all repairs conducted on broken-down or towed vehicles that cannot be driven to the shop. In combination with scheduled service rate, it provides an indication of PM program effectiveness.	2%
Comeback Rate	Measures the percentage of time a customer returns a vehicle or piece of equipment back to the shop for the same problem within a specified period of time. It is a measure of service quality that reflects the accuracy of service writing and diagnostic activities as well as repair quality.	1%

FMIS applications also feature comprehensive, integrated reporting functionality allowing users to easily access, sort, query and report on data element captured within the system. Using the integrated query tools, or report builders, users can easily create and save complex queries or reports against any table using simple and intuitive tools. Individual queries are usually saved against a user's profile and can be opened and modified later. Furthermore, queries or KPIs centrally created and deployed to remote system users usually presents only the data that the user is authorized to view.

Exhibit 25: Ad Hoc Query Tool and Sample Report

Equipment Number	Model Year	Unit Make	Unit Model	License
0023668	2012 THOMAS		BUS 40 PASS	110-3532
0024355	2012 TOYOTA		TUNDRA	113-0298
0024386	2012 CHEVROLET		1500 EXT 2WD	112-9673
0024250	2012 FORD		F550 4DR 4WD	112-9647
0024387	2012 CHEVROL			
0024388	2012 CHEVROL			
0024389	2012 CHEVROL			
0009611	2012 TOYOTA			
0024922	2012 FORD			
DC045027	2012 DIRECT			
0024627	2012 CHEVROL			
0024679	2012 DODGE			
0024713	2012 DODGE			
0023669	2012 THOMAS			
0024684	2012 DODGE			
0024712	2012 DODGE			
0024421	2012 TRAILER V			
0024680	2012 DODGE			
0024248	2012 FORD			
0024685	2012 DODGE			
0024614	2012 HI-WAY E			
0024838	2012 FORD			
0024662	2012 CHEVROL			
0024953	2012 COMPETIT			
0024977	2012 JOHN DEE			
0024591	2012 CHEVROLET		TRAVERSE	113-0504
0024757	2012 CHEVROLET		TAHOE 2WD	115-3649

Robust sets of standard management reports are provided as part of the core FMIS applications. These reports are useful to provide the background details for the KPIs discussed above, supply additional performance analysis, present business intelligence findings and supply the basis for management decisions.

Reporting engines used are typically based on Crystal Reports, SQL Server Reporting Services, or internally developed reporting solutions that include tools to provide ad hoc, on demand and web-distributed reporting solutions. The reporting tools generally allow easy modification and customizing of the standard provided reports and enables creation and distribution of new user-developed reports.

Exhibit 26: Examples of Management Reports Included in COTS FMIS

| Parts | Work Order | Fuel | Billing | Motor Pool | System |

Description

FASTER Work Order Print
Technician Accountability - Detail Report
Technician Accountability - Summary Report
Sublet by Vendor - Detail Report
Sublet by Vendor - Summary Report
Deferred Maintenance Report
Work Order Dollars Summary
Flat Rate Setup Report
Fleet Work Order Activity
Flat Rate Comparison Report
Downtime - Detail Report
Downtime - Summary Report
FASTER Work Order Print for a Single Vehicle
Active Work Orders by Shop
Work Orders with Credits
Possible Comeback Report
PM Labor Percentage Report
Indirect Labor Summary
Technician Efficiency Report
Average Repair Time and Cost
Work Order Audit Report
Repair Estimate
Fuel Work Order Meter Reconciliation
Scheduled vs. Non-Scheduled Re
Average Work Order Completion
Repair Reason Frequency
Technician Productivity Percenta
Technician Cost to Labor Dollars
Fleet Availability Summary
TWS Review Report
Customer Returns
Parts and Task List Report
Work Order Notes Report
Company Work Order Numbers
Work Order User Reference List
Operational, Work Order, and Independent Cost Summ...
Work Order Graphics Reference Report

| Equipment | Parts | Work Order | Fuel | Billing | Motor Pool | S |

Report	Description
101	Equipment Screen Verify
102	Preventative Maintenance Table Listing
103	Preventative Maintenance Due
104	Equipment Meter Report
105	Equipment Cost Information - Detail Report
105S	Equipment Cost Information - Summary Report
107	Average Age/Cost per Meter Comparison
109	Equipment Replacement Report
111	Equipment Replacement by Date
112	Average Equipment Age by Class
113	Equipment Usage - D
113S	Equipment Usage - S
114	Equipment Master Li
117	Vehicle Auction Rep
119	Parent/Child Relatio
121	Equipment Audit - D
122	Preventive Maintena
124	Cost Per Mile - Summ
125	Equipment Cost Exce
126	Average Age for Disp
128	Straight Line Depreci
129	Remaining Recovery
130	Mileage Exception R
131	Equipment without Pl
134	Equipment Warranty
140	Equipment User Refe
150	Equipment History: C
150	Equipment History: C
151	Equipment Meter His
152	Possible Meter Setup
160	Equipment Graphics

| Parts | Work Order | Fuel | |

Description

Parts Inventory - Detail Report
Parts Inventory - Summary Repo
Parts Issued - Detail Report
Parts Issued - Summary Report
Vendor List with Purchase Order
Parts Received - Detail Report
Parts Received - Summary Repo
Orders Not Received Report
Parts Order Recommendation R
Parts Transferred - Detail Report
Parts Transferred - Summary Re
FASTER Parts and Related Inte
Interchangeable Parts and Rela
Inventory Count Sheet in Locati
Warranty Parts Report
Independent Issue Transactions
Parts Surplus by Storeroom
Parts Obsolescence Report
Parts Issued to Equipment
Parts Audit Report
Inventory Movement Report
ABC Analysis Report
Inventory Discrepancy Report
Parts Inventory Turns Report
Parts Graphics Reference Report

| Parts | Work Order | Fuel | Billing | Motor Pool | System |

Description

Fuel Transaction - Detail Report
Fuel Transaction - Summary Report
Fuel Meter Override Review
Tank Transactions
Tank Master Record Report
Equipment without Fuel Transactions
Fuel Usage Report
Fuel Budget Report

Costs

The software industry has traditionally based its license fees on two metrics:

1. The number of system users.
2. The number of active assets in the system inventory.

With the advent of Web-based applications, vendor pricing for software licensing has shifted more towards solely using the metric of active asset count. This is largely attributable to their customers (i.e., fleet management organizations) wanting to provide access to parts of the system to their customers (i.e., drivers and internal agencies and divisions) to participate in the management of fleet assets.

Project implementation services are critical to the success of the FMIS project and to securing a positive return on investment. Unfortunately, implementation considerations are often based on the scope of work

defined by the organization purchasing the software, which is typically very weak. In fact, in many cases the organization will leave it up to the software vendor to determine an appropriate level of implementation services and budget to implement their software. Many times, the software vendor may propose a minimal level of implementation services – again to keep the total project price competitive.

4.   Recommended Business Solution

Fleet Management Business Case for the State of Florida, December 2013, presented by Mercury Associates, Inc.; Page 62 excerpts:

We have provided representative pricing for licensing, implementation services and software maintenance and support fees for an internally hosted solution below. There are also estimates for annual application hosting fees in addition to the licensing and implementation services, should DMS determine that a hosted solution is more advantageous to procure. The hosting fees do not include FMIS licensing amortization, but do include system and database administration, backup, and support.

The examples are based on COTS systems licensed for managing up to a 28,000-unit fleet with multiple maintenance repair facilities, motor pool operations and includes vendor pricing for software license fees and basic implementation services. The costs in the following Exhibit are provided as budgetary planning numbers only and should not be considered actual price quotations or proposed solutions when selecting a FMIS provider. Implementation services includes asset and historical data conversion and migration; system installation, setup and configuration; administrator, key user and train- the- trainer user training.

Exhibit 27: Sample FMIS Costs

System	Implementation Services	Software License	Annual Support	Ongoing Subscription[2]	Hosting Contract
System 1 – Semi Customizable (OOB)	$902,490	$523,190	$109,870		$126,000[3]
System 2 – Fully Customizable	$279,000	$280,000	$56,000		$134,000
Current FLEET System	UNK	$727,500[4]	$138,000[5]	$378,000	$42,000[6]

[2] Accumulated annualized per-vehicle charges invoiced to individual agencies.
[3] Annual hosting fee includes all server hardware, operating system and SQL server licensing, hosting center network and DBA support for unlimited users.
[4] Estimated software development costs to date.
[5] 1.5 FTE support technicians.
[6] Database hosting and DBA support paid to Southwood Shared Resource Center (SSRC)

The following cost estimate is for server hardware, SQL Server and Windows Server operating system software, data storage and load distribution appliances for DMS to internally host an enterprise Web-based FMIS. The single source infrastructure estimates include database and application servers with internal RAID configured hard disk storage for both data and application server protection. The redundant infrastructure includes clustered database servers, mirrored application servers, internal RAID configured hard disk storage for O/S and control redundancy, external SAN device storage with fiber channel connectivity for data management and hardware controlled load balancing and failover protection.

Exhibit 28: Infrastructure Cost Estimates

Type	Component	Description	Unit Price	REDUNDANT INFRASTRUCTURE		SINGLE SOURCE STAND-ALONE ENVIRONMENT	
				Quantity	Ext Price	Quantity	Ext Price
Software	Database Server	Microsoft SQL Server 2012 Enter. Core License (2)	$ 12,997	4	$ 51,988	2	$ 25,994
Hardware	Database Server	Dell PowerEdge R620, 2 x Intel Xeon E5-5690 (8 cores), 768 Gb RAM, 6x146 HD	$ 33,312	2	$ 66,624	-	
Hardware	Database Server	Dell PowerEdge R620, 2 x Intel Xeon E5-5690 (8 cores), 768 Gb RAM, 12x146 HD	$ 43,312	-		1	$ 43,312
Software	OS	Microsoft Windows Server 2012 Standard Edition (2 CPU)	$ 790	4	$ 3,161	2	$ 1,580
Network	Fiber Switch	Cisco MDS 9148 Multilayer Fiber Switch 16 x 8GB per channel	$ 6,195	1	$ 6,195	-	
Network	Fiber Cables	SFP+ to SFP+, 10GbE, Copper Twinax Direct Attach Cable	$ 120	10	$ 1,200		
Hardware	Application Server	Dell PowerEdge R320, 2 x Intel Xeon E5-2470 (8 Cores), 192 Gb RAM, 4 x 300 GB HD	$ 11,931	2	$ 23,863	1	$ 11,931
Hardware	SAN	Dell PowerVault MD3600f SAN, 8G Fibre Ch, 2U-12 drive, Dual 4G Cache Controller, 12 x 600GB 15K RPM Self-Enc SAS 6Gbps 3.5in Hot-plug HD,FIPS140-2	$ 31,214	1	$ 31,214	-	
Hardware	Load Balancer	Barracuda Load Balancer 340	$ 3,632	1	$ 3,632	-	
					$ 187,877		$ 82,818

Hosted Versus Internal Deployments[7]

In addition to application choices, deployment methods or system architecture can also affect user access and information disbursement. The primary system architectures are client/server, web based, and hosted applications[8]. Overall, Web-based and hosted solutions benefit deployments with remote or satellite locations, operations with high user counts and mobile or remotely connected users. Web based and hosted applications typically require less administration and management of the application and updates and patches are easily applied since the application resides on single or clustered web servers. In addition to basic application access, some hosting solutions provide a reduced cost over purchasing licensing, offer additional system administration or data analysis services. Most all current client/server architecture systems include web-enabled modules that allow on-line work requests, work order status reviews and other limited functionality typically for access by non-fleet customers.

Hosted systems include the data processing platform on which software applications run and provide associated support services on a subscription

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[7] Monthly application hosting fees range from $.75 to $4.00+ per asset per month depending on the number of users, amortization options and technical requirements.

[8] Hosted applications can be client/server or Web based applications.

basis. Hosted solutions allow organizations to use limited resources to produce and use information without having to maintain systems, thus increasing the return on investment on information technology expenditures.

Organizations select hosted solutions to:

- Take advantage of state-of-the-art management information systems that they otherwise might not be able to afford.
- Avoid large up-front hardware and software costs.
- Obtain better service.
- Leverage core competencies and focus on their core mission.
- Maintain autonomy.
- Improve access to and the distribution of management information.

The following illustrates some of the benefits of acquiring a hosted solution:

<u>Affordability</u>
- No local server platform required
- Minimal IT agency assistance required
- Minimal workstation infrastructure required
- No software license fees
- Simpler implementation process
- Predictable FMIS costs

<u>Speed</u>
- Platform already in place
- No waiting for server hardware or software to be purchased, installed, configured, or tested
- Software modifications, bug fixes, new releases installed immediately and seamlessly
- System response time exceeds that of many local platforms

<u>Accessibility</u>
- Hosted solutions are available anywhere, everywhere and anytime an Internet connection is available
- At work, at home, on the road

- Via PC
- Via Winterm
- Via Tablet PC

Security
- Multiple layers of data encryption
- Complete database backup and disaster recovery procedures
- Anti-virus protection
- Closed-loop broadband connections available
- VLAN available

Support
- All OS, DB, and application software updates
- Security patches
- Anti-virus definition updates
- Network performance tuning and troubleshooting
- Help desk and on-line tools
- Dedicated fleet management support professionals

Cost, while an important consideration, should not be the primary factor in determining the optimal solution to correct the current lack of management information. The long-term costs to the organization in not having the data to properly manage the fleet will far outweigh the initial software and implementation costs. Additionally, a poorly configured system will inflict a much higher resource cost to capture, retrieve and analyze data than a properly developed integrated solution. Furthermore, procurement and implementation of a COTS solution provides support assistance from fleet industry professionals versed in supporting both FMIS application and fleet management organization daily operations.

Because of the current organizational structure of the DMS Fleet operation, the FMIS application must be capable of providing combined access but separately secure environments. Management should be able to access consolidated details about the entire statewide fleet while providing layers of security to allow segregation of operational functions that are specific to individual groups. Examples of this consolidated but separate configuration would include:

- Capability to view utilization trends for the entire fleet

- Maintenance shops prevented from creating or adding to work orders against vehicles assigned to other maintenance locations
- Ability for storekeepers to view and request stock available in other state storerooms without the ability to issue stock from other locations.

Conclusion

The State suffers from a lack of usable management information on fleet operations. In the current environment important decisions regarding fleet size, cost of services, outsourcing, performance levels, etc. cannot be made based on analyses of key data and metrics. This situation hamstrings the State's efforts to manage its fleet and unquestionably costs the State millions of dollars each year – both in real terms as the State overpays for goods and services that cannot currently be monitored effectively and in opportunity costs for functions that could be better managed.

The FLEET system is an inadequate tool that does not support effective fleet management. The State needs to replace its current system with a robust COTS system. Several COTS systems are available that will meet the State's needs. Furthermore, systems contain optional features, add-ons, and interface possibilities to increase the future flexibility of the applications and the likelihood of satisfying future process growth within DMS.

The general native functions and management capabilities of outsourced FMIS applications are quite similar, and most feature a robust level of fully integrated management tools. The differentiating factors between the available applications usually follow optional functionality or available add-on modules, availability of customization, and user defined capabilities of the applications.

Regardless of pricing level, any considered FMIS solution should offer fully integrated fleet management capabilities with the same basic data capture flexibility, real time information access, ad hoc reporting capabilities, key performance indicators, work management and scheduling, notification functions, trend and cost analysis, and also feature distributable information.

Even though an automated, integrated system is crucial to proper fleet management, a system should not 'drive' the operational practices of an organization. Capturing data just for the sake of data capture is generally a time consuming and futile effort with resources that could be allocated more effectively. Capturing the right data with the proper processes to provide meaningful and accurate information is the key to effectively utilizing a fully functioned FMIS. The governance of the project during the selection of the

Fleet product and following implementation will insure that the right data and processes are place to support effective fleet management by agencies.

In addition to the information provided by Mercury in 2013, the project's Functional Steering Committee (FSC) conducted market research which included a comparison of similar procurement projects for Fleet Management Information System (FMIS) solutions in other states as well researched contracting information located on the U.S. General Services Administration's (GSA) contracts website.

Several out-of-state state level chief procurement officials and fleet managers with similar sized fleets and contracted FMIS services responded to the FSC's requests for information regarding recent FMIS procurement activities. As of this date, the research has not yielded any recent procurement activities suitable for use as a basis for comparison for this project. We expect more information to become available from other states' procurement efforts for similar projects. The team will follow up when the information becomes available and the results will be used to refine the current high level budgetary estimate provided.

However, the FSC's review of currently published FMIS contract pricing information on the GSA's website yielded detailed current pricing for services comparable to those being sought by the State of Florida. Until responses are received for an ITN with our specific requirements, this is the only cost information available to the project team. The information gleaned from this site is summarized below:

Mercury's Cost Estimate

	Mercury's Suggested 1st Yr. Cost Estimates [Note (1) (2)]	Mercury's Estimated Annual Subscription Cost [Note (1) (2)]	Seamless Full Integration	Comprehensive Operational Costs Accounting	Reporting, Data Management & Analysis	Workshop Work Order Tracking and Coordination	Bulk Fuel Management	Motor Pool & Reservation Portal	Fuel Tracking & Analysis	Repair Coordination & Tracking	Preventive Maintenance Tracking, Scheduling & Alerts	Risk Management & Accident Tracking and Subrogation	Asset Management (Parts, Inventory, etc.)	Vendor Hosting Option	Training & Support
Summary of Mercury's Estimate for FMIS Services	$ 1,661,550	$ 759,060	X	X	X	X		X	X	X	X		X	X	X

Note 1 - Mercury's cost estimate for the 1st Year and Annual subscription for FMIS services totaling $1.6M excludes Bulk Fuel Management tracking and reporting as well as Risk Management/Accident Tracking and Subrogation. For several state agencies (i.e. DOT, DACS, DOC, FWC & DEP), Bulk Fuel Management tracking and reporting is an essential function in our fleet management operations; however, Risk Management/Accident Tracking and Subrogation are optional.

Note 2 - For informational purposes, the study from Mercury Associates Inc. is excepted as below –
"The examples are based on COTS systems licensed for managing up to a 28,000-unit fleet with multiple maintenance repair facilities, motor pool operations and includes vendor pricing for software license fees and basic implementation services. The costs in the following Exhibit are provided as budgetary planning numbers only and should not be considered actual price quotations or proposed solutions when selecting a FMIS provider. Implementation services includes asset and historical data conversion and migration; system installation, setup and configuration; administrator, key user and train-the-trainer user training."

All Pricing Information Acquired From the GSA Schedule Site

GSA Contract	GSA Vendor

GS-35F-0721R   **CHEVIN FLEET SOLUTIONS**

FleetWave- Web-based FMIS: Modules include: Vehicle/Asset Management, Work Order, Inventory, Fuel, Warranty, Defect, Driver and Accident Management, Maintenance Scheduling and integrated Crystal Report run time licensing.

		Initial Cost		Annual Subscription *		
FWG11000 FleetWave Over 10,001 + Units with Unlimited user access		$ 681,250.00	$	681,250.00		25,000 MV @ $27.25 per MV
FWG1100 Annual Support		$ 136,250.00	$	136,250.00		25,000 @ $5.45 per MV

Professional Services	Hourly Rate	Daily Rate					
Project Manager	$ 150.00			$ 72,000.00	$	36,000.00	Initial: Assist DMS and Agencies with Migration and implementation. Ongoing: DMS & Agencies, business support.
Technical Business Consultant	$ 125.00			$ 375,000.00	$	93,750.00	Initial: Configure, test and implement software, all agencies. Ongoing: DMS & Agencies, business support.
Training Consultant	$ 122.50	$	980	$ 58,800.00	$	19,600.00	Develop and Deliver training for DMS and Agencies.
				$ 1,323,300.00	$	966,850.00	* Other fees may apply - unable to determine from the GSA contracts site.

GSA Contract	GSA Vendor

GS-35F-0858N   **Government Marketing & Procurement (Sub-Contractor Agile Access Controls)**

FleetCommander FMIS: See breakout Below - Does Not Include Bulk Fuel Management

	Initial Cost		Annual Subscription		
Inventory Module 3,500+ MVs	$ 10,500.00	$	10,500.00		25,000 MVs @ $0.42 per MV
Assigned Vehicle (Online Vehicle usage tracking) w/ Tech Support	$ 254,264.64	$	254,264.64		20,244 MVs @ $12.56 per MV
Maintenance/ Workshop Module 150+ vehicles w/ Tech Support	$ 269,250.00	$	269,250.00		25,000 MVs @ $10.77 per MV
Parts Management Module 150+ vehicle w/ Tech Support	$ 52,533.01	$	52,533.01		19,529 MVs @ $2.69 per MV (Agencies w/Workshops)
Risk Management Module 100+ vehicle w/ Tech Support	$ 403,750.00	$	403,750.00		25,000 MVs @ $16.15 per MV
FleetCommander setup fee $4,785.63 Per 5,000 MVs	$ 23,928.15	$	-		25,000 MVs @ $4,785.63 per 5,000 MV (Bulk Pricing could be lower)
Annual Hosting $6,460.59 per 5,000 MVs	$ 32,302.95	$	32,302.95		25,000 MVs @ $6,460.59 per 5,000 MV (Bulk Pricing could be lower)
Fuel Module 100+ MVs	$ 134,500.00	$	134,500.00		25,000 MVs @ $5.38 per MV
Motor Pool / Reservation Module 251+ MVs	$ 544,997.90	$	544,997.90		16,873 MVs @ $32.30 per MV
Bulk Fuel Management (Not Included)	$ -	$	-		
Professional Services	$ 505,800.00	$	149,350.00		Assumed same as Chevin above
	$ 2,231,826.65	$	1,851,448.50		

Market Research - Summary

Vendor	GSA Contract Pricing 1st Yr. Cost Estimates [See notes (1) (2) (4)]	GSA Contract Pricing Annual Subscription Cost [See notes (1) (3) (4)]	Seamless Full Integration	Comprehensive Operational Costs Accounting	Reporting, Data Management & Analysis	Workshop Work Order Tracking and Coordination	Bulk Fuel Management	Motor Pool & Reservation Portal	Fuel Tracking & Analysis	Repair Coordination & Tracking	Preventive Maintenance Tracking, Scheduling & Alerts	Risk Management & Accident Tracking and Subrogation	Asset Management (Parts, Inventory, etc.)	Vendor Hosting Option	Training & Support
CHEVIN Fleet Solutions	$ 1,323,300	$ 966,850	X	X	X	X	X	X	X	X	X	X	X	X	X
Agile Fleet Commander (Note 2)	$ 2,231,827	$ 1,851,449	X	X	X	X		X	X	X	X	X	X	X	X

Note 1: Annual Subscription pricing is estimated at 25,000 units and is based upon information obtained from the GSA Contracting Site.
Actual pricing for services will be determined by a formal ITN process.

Note 2: Year 1 includes additional costs related to setup and implementation services. Hours estimated are based on an anticipated
implementation team size. Actual hours and hourly rates will be determined by a formal ITN process.

Note 3: Recurring Annual Costs include Annual Subscription costs and estimated ongoing DMS & Agencies' business support.

Note 4: For these estimates, the implementation and ongoing support costs were assumed to be the same for both vendors.

GSA E-Library Contractor's Listing

D.   Functional and Technical Requirements

Purpose: To identify the functional and technical system requirements that must be met by the project.

In addition the recommendations of the Mercury Business Case, the project's FSC conducted market research resulting in the following high-level requirements which will be used for the procurement of the IT solution. The FSC will continue to refine requirements in preparation for procurement. Technical requirements for the FMIS include:

- Enable full integration and seamless interface of all fleet related activities and data bases containing fleet management data (i.e. Workshop/Garage Work-order systems, Motor Pool/Reservation, property inventory, parts management, User input, WEX, FLAIR, Bulk Fuel Management, etc.).

- Provide comprehensive cost accounting inclusive of all fleet management related expenditures (i.e. goods, services, staff time, and other fleet management operating expenditures).

- Provide comprehensive data collection for all relevant fleet processes, with the capability for robust ad hoc reporting to enable sound decision making regarding effective and efficient management of the state's fleet resources (human and fiscal).

- Enable real time tracking and input of all fleet related data elements (i.e. statutory data, vehicle utilization, staff time, preventive maintenance activities, repair activities, bulk fuel management, fuel consumption, inventories, workshop/garage work-order operations, accidents, disposal schedules, etc.).

- Include vendor supplied training and ongoing software support that will ensure successful deployment and ongoing, smooth FMIS operations.

- Provide a secure cloud-based solution capable of protecting the state's fleet related data from loss, attack or compromise.

Functional Requirements provided by the Mercury Business Case, and supplemented by the FSC include:

Data Migration and Integration

- The vendor will provide migration of current FLEET data as well as related state information for establishing core fleet data in the new system. Accuracy and reliability of current data will be a factor.
- Migration of agency specific Fleet data such as spreadsheets, custom databases, ARI, or FleetCommander is outside the scope of this project. Agencies that wish to

contract with the vendor for additional data migration can pursue that option as a separate project effort.

- The system shall have access to relevant real-time enterprise statewide data such as FLAIR, WEX and Bulk Fuel Management databases.

Data Management & Reporting

- Provide a fully integrated interactive web-based portal for data entry, management and reporting activities
- Provide Vehicle and Vessel Utilization reports: Electronic tracking and reporting and report utilization, fuel consumption, billing records, inventory details, ad-hoc reporting
- Provide robust statistical and analysis reports for Agency, DMS or Legislative oversight
- Real time access to database with the ability to create standard and customized reports using all data fields.
- Accurate capture of maintenance expenses and history
    - Labor hours for agency garages (common labor rates for government employees),
    - Work orders with common maintenance codes for agency garages,
    - Parts management and inventories (on-time reordering) for agency garages,
    - Detailed history of commercial vender maintenance.
- Tracking and reporting of alternative fueled vehicles and alternative fuels used in the fleet for EPAct Mandatory reporting.
- Tracking and reporting of Vehicle Equivalent Unit (VEU) values for vehicles in each class.

- Law enforcement suite/tab (like FDLE's AIM) that will capture generic information without divulging specifically identifiable information to the system. Note: This will be especially important for undercover vehicles. The Law enforcement suite/tab will generate a substitute vehicle identification that will allow the vehicle to be tracked in the system but not allow the actual vehicle, or its location to be displayed except by the agency that owns it.
- Provide a dashboard application capable of showing daily key performance indicators (KPI's) in text or graphic formats that are fully customizable by agency users;
- Provide real-time access to view vehicle data 24 hours a day, 7 days a week.
- Search function (the ability to insert a word or phrase to find additional information to list like items).
- Custom reporting tool that allows Authorized Users to save customized reports.

Workshop Work Order Tracking and Coordination

- Provide a fully integrated interactive web-based portal for Workshop/Garage Work order management and reporting activities
- Improved Workflow: Manage daily operations and efficiently schedule work and workforce
- Parts Inventory Module

- Provide a Work Order/Shop Module: Work order/shop maintenance, employee labor time track and parts maintenance module for 87 maintenance facilities, 261 FTEs, and 124 inmates;
- Receive vehicle repair activity (electronically or direct user input)
- Track inventory parts and mechanics labor or time
- Provide authorization/approval levels
- Utilize American Trucking Association (ATA) Codes for repairs
- Customer billing

Bulk Fuel Management

- Provide a fully integrated interactive web-based portal for bulk fuel management and reporting activities
- Provide for accurate real time tracking and accounting of bulk fuel purchases, distribution and agency billing

Motor Pool / Reservation Portal

- Provide a fully integrated interactive web-based portal for Motor Pool and reservation management and reporting activities
- Offer agency-centralized Motor Pool Scheduling and Reservation Management: Including driver vehicle logs, mileage tracking, location tracking and commuter mileage tracking

Repair Coordination, Tracking & Billing

- Provide a fully integrated interactive web-based portal for repair coordination management activities
- Receive, store, and archive maintenance and repair activity via an electronic feed or manual input
- Capture maintenance data from the Suppliers maintenance network
- Provide authorization and approval levels
- Utilize American Trucking Association (ATA) Codes for repairs
- Provide a Call Center with a toll-free number
  - Available 24 hours a day / 7 days a week
  - ASE-certified technicians
- Provide warranty recovery services that prevents Authorized Users from paying for warranty repairs
- Provide hierarchy billing monthly

Preventive Maintenance Tracking, Scheduling & Alerts

- Provide Robust Preventive Maintenance reports: Advanced notifications for scheduled service, automated shop scheduling, to include detailed task checklists, parts required lists, and warranties.
- Provide preventive maintenance schedules and routine scheduled maintenance activities.
- Provide preventive maintenance e-notifications (advance, due, and overdue)
- Warrantee and Manufacture's Recall tracking & notifications:
  - Fleet-wide and individual vehicle alerts for recalls,
  - Preventive maintenance alerts for individual vehicles.

- Provide a Vehicle Preventive Maintenance (PM) Program which, at a minimum, is consistent with original equipment manufacturer (OEM) specifications and warranty requirements, government regulations that apply, and generally accepted fleet practices.

Risk Management & Accident Tracking and Subrogation

- Provide support for Accident Management Program to track and report accidents involving State vehicles and make referrals for repairs when appropriate.
- Review and subrogate (if opted by the State) all accident and vandalism claims where third parties are responsible.

Asset Management (Parts, Inventory, Classifications, etc.)

- Provide a fully integrated interactive web-based portal for asset management activities
- Provide Real Time Inventory Management
- Standardize Vehicle Equipment Inventory: Using industry standard language for make/model/type ½ ton, ¾ ton, 1 ton
- Standardize Vessel Equipment Inventory
- Standardize Special Equipment Inventory: Motorized fire equipment, agriculture equipment, construction equipment, etc.
- Standardize Vehicle Replacement Schedule
- The system must provide a Standard Vehicle & Equipment Classification Code to address the deficiencies of the various classification schemes in use today. Examples include classification codes currently accepted industrywide by the following organizations: National Association of Fleet Administrators, American Public Works Association, or General Services Administration.

Support & Training

- Provide virtual or online training for state users
- Provide access to Webinar training sessions and webcasts

Security

- Secure system that requires multi-tiered user permissions (hierarchy) that can be appropriately managed within agencies. Department of Management Services (DMS) will be the Fleet Administrator and primary contact between all State agencies and new vendor. Software vendor will provide system maintenance and updates.
- Provide security features according to the individual's authorization level.

III.   Success Criteria

Purpose: To identify the critical results, both outputs and outcomes, that must be realized for the project to be considered a success.

The project team identified the following critical success factors:

- Sufficient initial and ongoing agency funding to support the cost of the new application
- Support by the Department of Financial Services (DFS) for any accounting changes necessary to improve reliability of cost information
- Adequate centralized fleet information system management oversight by DMS
- Decommissioning of the current FLEET application
- Dispersed fleet operations with standardized data definitions, data input fields, and data reports
- Information communicated using industry standard fleet terminology, data fields, performance measures, reports, etc.
- Statistical history-enabled comparisons over time (longitudinal statistical reports), and across organizational divisions
- Faster and more reliable information available to fleet managers and supervisors
- Availability of Ad Hoc Query functionality for selecting, extracting and reporting data in various formats and from different perspectives
- Ability to integrate with related data such as FLAIR, fuel, etc. resulting in more reliable cost information and the opportunity to save money

IV.   Schedule IV-B Benefits Realization and Cost Benefit Analysis

Once implementation and subscription costs become available, additional cost benefit information will be provided. The following ROI information is based on information from the Mercury Report and Mercury estimates. We believe these are soft estimates and will require additional information and review before we can stand behind these claims. If the Mercury estimates and claims are accurate, we may experience productivity gains and in-house garage parts management gains as discussed below.

By implementing a modern FMIS, based on industry best practices and experience, the Mercury study expects savings to be realized in infrastructure, support and maintenance costs vs. the current FLEET system. The study expects productivity gains of 5%. This would be realized from employee time related efficiencies; e.g., increased automation of data entry, report generation and analysis. (Per the study, current baseline spend for all agencies for fleet management, administration and support services - $11.1M x 5% = $555,000.)

The Mercury study expects the in-house garage parts management gains of 10% when reliable data would be available to lower carrying costs and parts inventory management costs. (Per the study, in-house garage parts management with a current baseline cost of $11.1M with an expected 10% reduction = $1.1M.)

5% productivity gain	$555,000
10% In-house garage parts management gains	$1,100,000
Total estimated annual savings	**$1,655,000**
First year investment	$1,661,550

Note: The Mercury study states that on-going maintenance/subscription costs would require funding upon full system implementation.

V.   Schedule IV-B Major Project Risk Assessment

Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight and to improve the likelihood of project success. The risk assessment summary identifies the overall level of risk associated with the project and provides an assessment of the project's alignment with business objectives.

NOTE: All multi-year projects must update the Risk Assessment Component of the Schedule IV-B along with any other components that have been changed from the original Feasibility Study.

The Risk Assessment Tool and Risk Assessment Summary are included in Appendix B on the Florida Fiscal Portal and must be completed and submitted with the agency's Schedule IV-B.

A.   Risk Assessment Summary

Appendix B on the Florida Fiscal Portal includes the Risk Assessment Summary. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

Please note that some of the Risk Assessment responses available are not a good fit for this project, which may impact the scoring of the assessment.

RAForm 1 / Project Assessment

Project	Fleet Management Information System	
Agency	DMS	
FY 2015-16 LBR Issue Code:	FY 2015-16 LBR Issue Title:	
4400600	Fleet Management Information System	
Risk Assessment Contact Info (Name, Phone #, and E-mail Address):		
Rebecca Northup, 850-245-8284 Rebecca.Northup@DEP.state.fl.us		
Executive Sponsor	D Forbess 850-487-9911; R Greene 850-245-2144	
Project Manager	TBD	
Prepared By	Vicki Bradford	11/18/2014

Risk Assessment Summary

Business Strategy (Most Aligned / Least Aligned)

Level of Project Risk (Least Risk / Most Risk)

Project Risk Area Breakdown

Risk Assessment Areas	Risk Exposure
Strategic Assessment	LOW
Technology Exposure Assessment	MEDIUM
Organizational Change Management Assessment	MEDIUM
Communication Assessment	LOW
Fiscal Assessment	HIGH
Project Organization Assessment	MEDIUM
Project Management Assessment	MEDIUM
Project Complexity Assessment	HIGH
Overall Project Risk	MEDIUM

Agency: DMS	Project: Fleet Management Information System	

Section 1 -- Strategic Area			
#	Criteria	Values	Answer
1.01	Are project objectives clearly aligned with the agency's legal mission?	0% to 40% -- Few or no objectives aligned	81% to 100% -- All or nearly all objectives aligned
		41% to 80% -- Some objectives aligned	
		81% to 100% -- All or nearly all objectives aligned	
1.02	Are project objectives clearly documented and understood by all stakeholder groups?	Not documented or agreed to by stakeholders	Documented with sign-off by stakeholders
		Informal agreement by stakeholders	
		Documented with sign-off by stakeholders	
1.03	Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project?	Not or rarely involved	Project charter signed by executive sponsor and executive team actively engaged in steering committee
		Most regularly attend executive steering committee meetings	
		Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	
1.04	Has the agency documented its vision for how changes to the proposed technology will improve its business processes?	Vision is not documented	Vision is completely documented
		Vision is partially documented	
		Vision is completely documented	
1.05	Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented?	0% to 40% -- Few or none defined and documented	81% to 100% -- All or nearly all defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
1.06	Are all needed changes in law, rule, or policy identified and documented?	No changes needed	No changes needed
		Changes unknown	
		Changes are identified in concept only	
		Changes are identified and documented	
		Legislation or proposed rule change is drafted	
1.07	Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions?	Few or none	Few or none
		Some	
		All or nearly all	
1.08	What is the external (e.g. public) visibility of the proposed system or project?	Minimal or no external use or visibility	Minimal or no external use or visibility
		Moderate external use or visibility	
		Extensive external use or visibility	
1.09	What is the internal (e.g. state agency) visibility of the proposed system or project?	Multiple agency or state enterprise visibility	Multiple agency or state enterprise visibility
		Single agency-wide use or visibility	
		Use or visibility at division and/or bureau level only	
1.10	Is this a multi-year project?	Greater than 5 years	Between 1 and 3 years
		Between 3 and 5 years	
		Between 1 and 3 years	
		1 year or less	

Agency: DMS			Project: Fleet Management Information System
Section 2 -- Technology Area			
#	Criteria	Values	Answer
2.01	Does the agency have experience working with, operating, and supporting the proposed technology in a production environment?	Read about only or attended conference and/or vendor presentation	Read about only or attended conference and/or vendor presentation
		Supported prototype or production system less than 6 months	
		Supported production system 6 months to 12 months	
		Supported production system 1 year to 3 years	
		Installed and supported production system more than 3 years	
2.02	Does the agency's internal staff have sufficient knowledge of the proposed technology to implement and operate the new system?	External technical resources will be needed for implementation and operations	External technical resources will be needed for implementation and operations
		External technical resources will be needed through implementation only	
		Internal resources have sufficient knowledge for implementation and operations	
2.03	Have all relevant technology alternatives/ solution options been researched, documented and considered?	No technology alternatives researched	All or nearly all alternatives documented and considered
		Some alternatives documented and considered	
		All or nearly all alternatives documented and considered	
2.04	Does the proposed technology comply with all relevant agency, statewide, or industry technology standards?	No relevant standards have been identified or incorporated into proposed technology	Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards
		Some relevant standards have been incorporated into the proposed technology	
		Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
2.05	Does the proposed technology require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Minor or no infrastructure change required
		Moderate infrastructure change required	
		Extensive infrastructure change required	
		Complete infrastructure replacement	
2.06	Are detailed hardware and software capacity requirements defined and documented?	Capacity requirements are not understood or defined	Capacity requirements are defined only at a conceptual level
		Capacity requirements are defined only at a conceptual level	
		Capacity requirements are based on historical data and new system design specifications and performance requirements	

Agency: DMS	Project: Fleet Management Information System		
Section 3 -- Organizational Change Management Area
#	Criteria	Values	Answer
3.01	What is the expected level of organizational change that will be imposed within the agency if the project is successfully implemented?	Extensive changes to organization structure, staff or business processes	Minimal changes to organization structure, staff or business processes structure
		Moderate changes to organization structure, staff or business processes	
		Minimal changes to organization structure, staff or business processes structure	
3.02	Will this project impact essential business processes?	Yes	No
		No	
3.03	Have all business process changes and process interactions been defined and documented?	0% to 40% -- Few or no process changes defined and documented	41% to 80% -- Some process changes defined and documented
		41% to 80% -- Some process changes defined and documented	
		81% to 100% -- All or nearly all processes defined and documented	
3.04	Has an Organizational Change Management Plan been approved for this	Yes	Yes
		No	
3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	Less than 1% FTE count change
		1% to 10% FTE count change	
		Less than 1% FTE count change	
3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	1 to 10% contractor count change
		1 to 10% contractor count change	
		Less than 1% contractor count change	
3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Moderate changes
		Moderate changes	
		Minor or no changes	
3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	No experience/Not recently (>5 Years)
		Recently completed project with fewer change requirements	
		Recently completed project with similar change requirements	
		Recently completed project with greater change requirements	

Agency: Agency Name			Project: Project Name
Section 4 -- Communication Area
#	Criteria	Value Options	Answer
4.01	Has a documented Communication Plan been approved for this project?	Yes	Yes
		No	
4.02	Does the project Communication Plan promote the collection and use of feedback from management, project team, and business stakeholders (including end users)?	Negligible or no feedback in Plan	Proactive use of feedback in Plan
		Routine feedback in Plan	
		Proactive use of feedback in Plan	
4.03	Have all required communication channels been identified and documented in the Communication Plan?	Yes	Yes
		No	
4.04	Are all affected stakeholders included in the Communication Plan?	Yes	Yes
		No	
4.05	Have all key messages been developed and documented in the Communication Plan?	Plan does not include key messages	Some key messages have been developed
		Some key messages have been developed	
		All or nearly all messages are documented	
4.06	Have desired message outcomes and success measures been identified in the Communication Plan?	Plan does not include desired messages outcomes and success measures	Success measures have been developed for some messages
		Success measures have been developed for some messages	
		All or nearly all messages have success measures	
4.07	Does the project Communication Plan identify and assign needed staff and	Yes	Yes
		No	

Agency: DMS		Project: Fleet Management Information System	
Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes	No
		No	
5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% -- None or few defined and documented	0% to 40% -- None or few defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown	Unknown
		Greater than $10 M	
		Between $2 M and $10 M	
		Between $500K and $1,999,999	
		Less than $500 K	
5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes	No
		No	
5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%)	Placeholder – actual cost may exceed estimate by more than 100%
		Order of magnitude – estimate could vary between 10-100%	
		Placeholder – actual cost may exceed estimate by more than 100%	
5.06	Are funds available within existing agency resources to complete this project?	Yes	No
		No	
5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency	Funding from other state agencies
		Funding from local government agencies	
		Funding from other state agencies	
5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received	Neither requested nor received
		Requested but not received	
		Requested and received	
		Not applicable	
5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated	All or nearly all project benefits have been identified and validated
		Some project benefits have been identified but not validated	
		Most project benefits have been identified but not validated	
		All or nearly all project benefits have been identified and validated	
5.10	What is the benefit payback period that is defined and documented?	Within 1 year	Within 3 years
		Within 3 years	
		Within 5 years	
		More than 5 years	
		No payback	

5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and documented	Stakeholders have reviewed and approved the proposed procurement strategy
		Stakeholders have not been consulted re: procurement strategy	
		Stakeholders have reviewed and approved the proposed procurement strategy	
5.12	What is the planned approach for acquiring necessary products and solution services to successfully complete the project?	Time and Expense (T&E)	Combination FFP and T&E
		Firm Fixed Price (FFP)	
		Combination FFP and T&E	
5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined	Just-in-time purchasing of hardware and software is documented in the project schedule
		Purchase all hardware and software at start of project to take advantage of one-time discounts	
		Just-in-time purchasing of hardware and software is documented in the project schedule	
5.14	Has a contract manager been assigned to this project?	No contract manager assigned	Contract manager assigned is not the procurement manager or the project manager
		Contract manager is the procurement manager	
		Contract manager is the project manager	
		Contract manager assigned is not the procurement manager or the project manager	
5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes	No
		No	
5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified	Some selection criteria and outcomes have been defined and documented
		Some selection criteria and outcomes have been defined and documented	
		All or nearly all selection criteria and expected outcomes have been defined and documented	
5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed	Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor
		Multi-stage evaluation not planned/used for procurement	
		Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	
5.18	For projects with total cost exceeding $10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed	Not applicable
		No, bid response did/will not require proof of concept or prototype	
		Yes, bid response did/will include proof of concept or prototype	
		Not applicable	

Agency: DMS		Project: Fleet Management Information System	
Section 6 -- Project Organization Area			
#	Criteria	Values	Answer
6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	Yes
		No	
6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented	All or nearly all have been defined and documented
		Some have been defined and documented	
		All or nearly all have been defined and documented	
6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	System Integrator (contractor)
		Agency	
		System Integrator (contractor)	
6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	1
		2	
		1	
6.05	Has a project staffing plan specifying the number of required resources (including project team, program staff, and contractors) and their corresponding roles, responsibilities and needed skill levels been developed?	Needed staff and skills have not been identified	Some or most staff roles and responsibilities and needed skills have been identified
		Some or most staff roles and responsibilities and needed skills have been identified	
		Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
6.06	Is an experienced project manager dedicated fulltime to the project?	No experienced project manager assigned	No, project manager is assigned 50% or less to project
		No, project manager is assigned 50% or less to project	
		No, project manager assigned more than half-time, but less than full-time to project	
		Yes, experienced project manager dedicated full-time, 100% to project	
6.07	Are qualified project management team members dedicated full-time to the project	None	No, business, functional or technical experts dedicated 50% or less to project
		No, business, functional or technical experts dedicated 50% or less to project	
		No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
		Yes, business, functional or technical experts dedicated full-time, 100% to project	
6.08	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	Few or no staff from in-house resources	Mostly staffed from in-house resources
		Half of staff from in-house resources	
		Mostly staffed from in-house resources	
		Completely staffed from in-house resources	
6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Moderate impact
		Moderate impact	
		Extensive impact	
6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	Yes
		No	
6.11	Are all affected stakeholders represented by functional manager on the change review and control board?	No board has been established	Yes, all stakeholders are represented by functional manager
		No, only IT staff are on change review and control board	
		No, all stakeholders are not represented on the board	
		Yes, all stakeholders are represented by functional manager	

Agency: DMS		Project: Fleet Management Information System	
Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No Project Management team will use the methodology selected by the systems integrator Yes	Yes
7.02	For how many projects has the agency successfully used the selected project management methodology?	None 1-3 More than 3	More than 3
7.03	How many members of the project team are proficient in the use of the selected project management methodology?	None Some All or nearly all	All or nearly all
7.04	Have all requirements specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented 41 to 80% -- Some have been defined and documented 81% to 100% -- All or nearly all have been defined and documented	41 to 80% -- Some have been defined and documented
7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented 41 to 80% -- Some have been defined and documented 81% to 100% -- All or nearly all have been defined and documented	41 to 80% -- Some have been defined and documented
7.06	Are all requirements and design specifications traceable to specific business rules?	0% to 40% -- None or few are traceable 41 to 80% -- Some are traceable 81% to 100% -- All or nearly all requirements and specifications are traceable	41 to 80% -- Some are traceable
7.07	Have all project deliverables/services and acceptance criteria been clearly defined and documented?	None or few have been defined and documented Some deliverables and acceptance criteria have been defined and documented All or nearly all deliverables and acceptance criteria have been defined and documented	Some deliverables and acceptance criteria have been defined and documented
7.08	Is written approval required from executive sponsor, business stakeholders, and project manager for review and sign-off of major project deliverables?	No sign-off required Only project manager signs-off Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables
7.09	Has the Work Breakdown Structure (WBS) been defined to the work package level for all project activities?	0% to 40% -- None or few have been defined to the work package level 41 to 80% -- Some have been defined to the work package level 81% to 100% -- All or nearly all have been defined to the work package level	0% to 40% -- None or few have been defined to the work package level
7.10	Has a documented project schedule been approved for the entire project lifecycle?	Yes No	Yes

Section 7 Continued

7.11	Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources?	Yes	Yes
		No	
7.12	Are formal project status reporting processes documented and in place to manage and control this project?	No or informal processes are used for status reporting	Project team uses formal processes
		Project team uses formal processes	
		Project team and executive steering committee use formal status reporting processes	
7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	All planning and reporting templates are available
		Some templates are available	
		All planning and reporting templates are available	
7.14	Has a documented Risk Management Plan been approved for this project?	Yes	Yes
		No	
7.15	Have all known project risks and corresponding mitigation strategies been identified?	None or few have been defined and documented	Some have been defined and documented
		Some have been defined and documented	
		All known risks and mitigation strategies have been defined	
7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	Yes
		No	
7.17	Are issue reporting and management processes documented and in place for this project?	Yes	Yes
		No	

Agency: DMS	Project: Fleet Management Information System

Section 8 -- Project Complexity Area			
#	Criteria	Values	Answer
8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time More complex Similar complexity Less complex	More complex
8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location 3 sites or fewer More than 3 sites	More than 3 sites
8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location 3 sites or fewer More than 3 sites	3 sites or fewer
8.04	How many external contracting or consulting organizations will this project require?	No external organizations 1 to 3 external organizations More than 3 external organizations	1 to 3 external organizations
8.05	What is the expected project team size?	Greater than 15 9 to 15 5 to 8 Less than 5	Less than 5
8.06	How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system?	More than 4 2 to 4 1 None	More than 4
8.07	What is the impact of the project on state operations?	Business process change in single division or bureau Agency-wide business process change Statewide or multiple agency business process change	Statewide or multiple agency business process change
8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes No	No
8.09	What type of project is this?	Infrastructure upgrade Implementation requiring software development or purchasing commercial off the shelf (COTS) software Business Process Reengineering Combination of the above	Implementation requiring software development or purchasing commercial off the shelf (COTS) software
8.10	Has the project manager successfully managed similar projects to completion?	No recent experience Lesser size and complexity Similar size and complexity Greater size and complexity	Lesser size and complexity
8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience Lesser size and complexity Similar size and complexity Greater size and complexity	Lesser size and complexity

VI.   Schedule IV-B Technology Planning

This information is covered in other sections of this Schedule IV-B.

VII.   Schedule IV-B Project Management Planning

This project is a procurement project with an implementation component. It is not a full life cycle application development project. As such, the Project Management Planning documents for this project have been adapted and combined into an Operational WorkPlan (OWP), which is provided below:

STATE OF FLORIDA
OPERATIONAL WORK PLAN (OWP)
FOR
FLEET MANAGEMENT INFORMATION SYSTEM (FMIS)

SECTION 1 — OVERALL PROJECT PLAN

The information provided in this section relates to the entire project, not just the planning period for which the agency may be requesting budget authority. This project plan will be used to communicate important project information to project members and stakeholders, and is the basis for the information provided in the Schedule IV-B.

I. Project Charter

Provide an executive summary of the project and the agency's intentions regarding the project. This charter should identify and bind the project scope from a business perspective and must represent the contract between agency management and the project team.

Replace the existing Florida Equipment Electronic Tracking (FLEET) system application (built on Ruby on Rails framework) with a more robust, fully-featured and user-friendly, intuitive commercial off-the-shelf (COTS) application that allows easy distribution of information to all fleet users, customers and management in a real-time environment. This may be a Software as a Service (SaaS) cloud-based solution, hosted by a vendor with Fleet Management expertise.

A. Legal Mission

Describe the agency's legal mission as related to this project. How is the program core to the agency's mission?

The mission of Fleet Management is to adopt and enforce rules, regulations and best practices for the efficient and safe acquisition, assignment, use, maintenance and disposal of state-owned mobile equipment for use by state agencies. In accordance with Chapter 287, Part II, Florida Statutes, Fleet Management manages the acquisition, operation, maintenance and disposal of the state's fleet of motor vehicles and watercraft. The state's fleet includes approximately 25,000 pieces of equipment: automobiles, light trucks, medium and heavy trucks, construction and industrial equipment, tractors, mowers, small utility vehicles, motorcycles and all-terrain vehicles.

- Fleet Management determines motor vehicles and watercraft to be included on state contracts, develops technical bid specifications, and helps evaluate the contracts. Fleet Management reviews and approves state agency purchase requisitions for selected mobile equipment commodity codes to ensure fleet purchases are cost-effective, fuel efficient and appropriate for the stated purpose.

- Fleet Management maintains the Florida Equipment Electronic Tracking (FLEET) system, which is a management and reporting system that includes more than 25,000 pieces of equipment (valued at more than $500 million dollars) of which approximately 18,000 are cars and light trucks. The FLEET system provides limited management and cost information for state agencies to manage the state's vehicle and watercraft fleet.

- Fleet Management provides administrative and fiscal oversight for the approval, auction and accountability of the disposal of state-owned mobile equipment that has met replacement eligibility. By using established criteria, state agencies are better able to identify and prioritize vehicles for replacement, reducing both the number of vehicles eligible for replacement and fleet operating costs each year.

B. Vision for the Project

Describe how the proposed technology will improve business processes.

This project will result in a new information technology (IT) solution that will provide agencies with greater functionality and more reliable information for managing their fleets more effectively. No change in oversight by the Department of Management Services (DMS) in regard to Fleet Management compliance is planned as a result of the new IT solution. We will determine appropriate resources needed to provide application support and training and conduct performance, trend analysis and business intelligence reporting. Based on the Mercury review of DMS operations, DMS requires additional resources just to fulfill its current limited mission. Staffing/contractor support may be needed to supplement current DMS staffing. However, we are not proposing the level of staffing suggested in the study related to a more "centralized" approach.

The following information is based on the Mercury study and follow-up information in regard to replacing the current in-house FLEET system:

> Modern fleet management information systems (FMIS) can extract key data elements by equipment type, user agency, or functional area, and can easily track performance and cost in a number of ways. Key data elements can be instantly compiled, sorted, and summarized to produce information on activities and performance that simply was not available in the past. Real-time access to vehicle repair histories and inventory records enables fleet management organizations to plan, direct, and control service delivery activities with a degree of precision and efficiency never before possible. At the same time, increased levels of accountability and benchmarking against other organizations have all increased pressure on fleet management organizations to develop and use management information to facilitate improvements and demonstrate proficiency in all areas of performance. Information systems that are specifically designed for fleet management have become one of the most important tools for delivering fleet management and maintenance services cost effectively. Some of the advantages of implementing such a solution include the following:

> - Dispersed fleet operations work with standardized data definitions, data input fields, and data reports.

> - Information can be communicated using industry standard fleet terminology, data fields, performance measures, reports, etc.

> - Statistical history enables comparisons over time (longitudinal statistical reports), and across organizational divisions.

- Managers and supervisors can more speedily identify problems and unearth answers to management questions.

- Query programs enable flexibility for selecting and extracting data and reporting in different formats and from different statistical perspectives.

According to the Mercury study in regard to the current FLEET system, the long-term opportunity costs of having limited system functionality, questionable data quality, and limited management tools far exceeds any short-term financial benefit that may have been realized by not procuring a commercially available robust FMIS. While in-house and legacy systems can provide effective data warehousing and reporting platforms, they lack daily work management features and functions needed to properly manage and maintain a complicated fleet operation. Custom-built in-house software solutions are burdened with hidden support and development costs and require a substantial amount of continual development to keep up with the demands for information that constantly evolve.

The State cannot optimize the cost and performance of its fleet operations without ready access to actionable management information. According to Mercury, replacing FLEET with a robust purpose-built commercial FMIS, such as those used by other states, needs to be one of Florida's key strategic initiatives.

The following is information provided by Mercury defining the expected results of replacing the current system with a new Fleet Management Information System:

FLEET SYSTEM ROI FACTORS

Mercury provided the following examples of FMIS improvements to realize return on investment (ROI):

Return on Investment realized by replaced antiquated or inefficient Fleet Management Information Systems (FMIS) can be influenced in both direct and indirect categories. Specialty fleet software helps organizations improve their maintenance operations by lowering parts inventory holding costs, reducing labor costs through efficient distribution of work, enabling management decisions about internal vs. external maintenance and repair scheduling and extending the useful life of equipment and vehicles. Modern FMIS applications provide the tools to manage and control equipment assets, parts inventory and technicians, all components for tracking and managing total cost of ownership.

FMIS applications provide fleets with intelligent, intuitive tools that allow them to better manage equipment and vehicles throughout its entire lifecycle, helping fleet managers and technicians manage day-to-day operations more efficiently and economically and giving them insight into the trends and analysis that can improve their long-term planning.

Mercury suggests expected ROI in these areas (adopting a fully centralized approach):

We estimate improved organizational productivity with typical overall production gains of 5%. Examples of areas a modern FMIS would be expected to improve, resulting in the ability to realize ROI, include:

- Better management of preventive and predictive maintenance increasing vehicle availability and reliability;
- Optimized utilization;
- Improved real time information access and management reporting allowing timely decisions based on actual statistics;
- Increased inventory management and accountability; and
- Enhanced tracking and recovery for extended warranties and parts warranties.

We believe these are soft estimates and will require additional information and review before we can stand behind these claims. If the Mercury estimates and claims are accurate, we may experience productivity gains and in-house garage parts management gains as discussed below:

By implementing a modern FMIS, based on industry best practices and experience, we expect savings to be realized in infrastructure, support and maintenance costs vs. the current FLEET system.

Per the Mercury study, we would expect productivity gains of 5%. This would be realized from employee time-related efficiencies; e.g., increased automation of data entry, report generation and analysis. (Per the study, current baseline spent for all agencies for fleet management, administration and support services - $11.1M x 5% = $555,000.)

Per the Mercury study, we would expect the in-house garage parts management gains of 10% when reliable data would be available to lower carrying costs and parts inventory management costs. (Per the study, in-house garage parts management with a current baseline cost of $11.1M with an expected 10% reduction = $1.1M.)

5% productivity gain	$555,000
10% In-house garage parts management gains	$1,100,000
Total estimated annual savings	$1,655,000
First year investment	$1,661,550

Note: The Mercury study states that on-going maintenance/subscription costs would require funding upon full system implementation.

C. Scope Statement

Provide a comprehensive statement defining the scope of the project.

The State suffers from a lack of useable management information on fleet operations. In the current environment important decisions regarding fleet size, cost of services, outsourcing,

performance levels, etc. cannot be made based on analyses of key data and metrics. This situation negatively impacts the State's efforts to manage its fleet and costs the State millions of dollars each year – both in real terms as the State overpays for goods and services that cannot currently be monitored effectively, and in opportunity costs for functions that could be better managed. To address the lack of good decision-making data, the project scope will include:

- Replacing the existing FLEET application with a more robust, fully-featured and user-friendly, intuitive commercial off-the-shelf (COTS) application that allows easy distribution of information to all fleet users, customers and management in a real-time environment. The new application will allow agencies to manage their own vehicles more effectively. (This may be a Software as a Service (SaaS) cloud-based solution, hosted by a vendor with Fleet Management expertise.)
- Using the information provided in the Mercury study as a basis, developing detailed requirements and solicitation documents leading to the procurement of an integrated SaaS FMIS solution.
- Determining appropriate resources needed to provide application support and training and conduct performance, trend analysis and business intelligence reporting. Based on the Mercury review of DMS operations, DMS requires additional resources just to fulfill its current limited mission. Staffing/contractor support may be needed to supplement current DMS staffing. However, we are not proposing the level of staffing suggested in the study related to a more "centralized" approach.
- Developing management and ad-hoc reporting requirements and ensuring business processes and data capture directly support the reporting needs.

Potential modules to be included in the scope for the procurement of the new application (as funding permits) include:

- Fleet operations management, preventative maintenance and scheduled service, automated shop scheduling and loading, including detailed task checklists and parts required lists, warranties
- Vehicle/Driver module – track vehicle assignments, driver certifications, licenses, expiration, etc.
- Fuel Tracking – interface to fuel systems (WEX, ARI, P-Card) via batch for fuel quantity and cost
- Work Order tracking: unscheduled maintenance/repairs, scheduled preventative maintenance
- Shop management/parts management
- Vehicle replacement module
- Depreciation calculation and management
- Accident management
- Motor pool management
- Utilization tracking and reporting, fuel consumption, billing records, inventory details, ad-hoc reporting, GPS-based systems, tie to key performance indicators

D. Project Objectives and Business Benefits

Define the business objectives for this project and link each objective to the business benefits and opportunities that the agency plans to realize as the result of this project.

The Mercury Business Case was used as a basis for the following project planning information, including estimated reductions/gains opportunities.

The items below line up with the DMS core mission Goal #9: To provide efficient fleet management of motor vehicles and watercraft.	
Project Objective	**Business Benefit – Problem or Opportunity Addressed (Mercury Suggests the Following Returns)**
Offer agency-centralized Motor Pool Scheduling and Management: Including driver vehicle logs, mileage tracking, location tracking	Maximizing equipment availability reduces fleet size and increases overall productivity allowing up to an estimated 10% reduction in fleet size and maximizing replacement capital by efficiently projecting replacement schedules
Automate Fuel tracking for gallons and costs	Reducing manual data input reduces errors, reduces paper and maximizes efficiency Improved organizational productivity with typical overall production gains of 5% Improved Workflow to manage daily operations and efficiently schedule work and workforce
Standardize Vehicle Equipment Inventory: Using industry standard language for make/model/type ½ ton, ¾ ton, 1 ton	Increased inventory management and accountability; and Enhanced tracking and recovery for Original Equipment Manufacturer (OEM) extended and parts warranties
Standardize Vessel Equipment Inventory	Statutory asset tracking of watercraft
Standardize Special Equipment Inventory: Motorized fire equipment, agriculture equipment, construction equipment, etc.	Statutory asset tracking of motorized equipment
Offer Robust Preventive Maintenance reports: Advanced notifications for scheduled service, automated shop scheduling, to include detailed task checklists, parts required lists, and warranties	Reduced operating maintenance expenses by efficient and accurate scheduling and tracking of maintenance services realizing savings of up to 15% Improved preventative maintenance and scheduled service compliance to 95%, reducing breakdowns by as much as 15%

	Reduce unscheduled maintenance/repairs, increase scheduled preventative maintenance, shop management/parts management
Provide Vehicle and Vessel Utilization reports: Electronic tracking and reporting and report utilization, fuel consumption, billing records, inventory details, ad-hoc reporting	Optimized utilization, fleet size, asset tracking, accountability and statutory guidelines
Real Time Inventory Management:	Increase inventory management and accountability; and enhanced tracking and recovery for OEM, extended and parts warranties
Improved Workflow: Manage daily operations and efficiently schedule work and workforce	Improve organizational productivity with typical overall production gains of 5%
Parts Inventory Module	Reduce on hand parts inventory through better management data, saving up to 30% in carrying costs
Standardize Vehicle Replacement Schedule	Give the Legislature an apple-to-apple comparison of an agency's needs
Track Repairs or Accidents	Improve safety, reducing breakdowns by as much as 15%
Work Order/Shop Module: Work order/shop maintenance, employee labor time track and parts maintenance module for 87 maintenance facilities, 261 FTEs, and 124 inmates; Mercury reports $47.5m spent in 2012/13 ($21.9m private, $25.6m state owned facilities –not including overhead or facility costs and some parts)	Increase technician productivity through the accurate recording, analysis and reporting of labor hours and trends with increased shop productivity of up to 20%
Provide robust statistical and analysis reports for Agency, DMS or Legislative oversight	Required by statute
Provide interfacing and integration with third-party system applications: WEX fuel card data, Flair data	Improved organizational productivity with typical overall production gains of 5%

E. Critical Success Factors

Identify the critical results, both outputs and outcomes that must be realized for the project to be considered a success.

- Sufficient initial and ongoing agency funding to support the cost of the new application
- Support by the Department of Financial Services (DFS) for any accounting changes necessary to improve reliability of cost information
- Adequate centralized fleet information system management oversight by DMS
- Decommissioning of the current FLEET application
- Dispersed fleet operations with standardized data definitions, data input fields, and data reports
- Information communicated using industry standard fleet terminology, data fields, performance measures, reports, etc.
- Statistical history-enabled comparisons over time (longitudinal statistical reports), and across organizational divisions
- Faster and more reliable information available to fleet managers and supervisors
- Availability of ad-hoc query functionality for selecting, extracting and reporting data in various formats and from different perspectives
- Ability to integrate with related data such as FLAIR, fuel, etc. resulting in more reliable cost information and the opportunity to save money

F. Major Deliverables

Identify the key tangible outputs of this project.

Major Deliverable	Deliverable Description
Business Requirements	The Functional Steering Committee (FSC) developed a comprehensive list of requirements suitable for inclusion in an ITN to procure a Software as a Service (SaaS) solution for the initial phase of this projects. These requirements include functional (what the system must do), non-functional (how the system must perform in regard to availability, response time, security requirements, etc.) and data requirements. This includes any data requirements needed in the fleet system to support subsequent integration with key financial and other systems (FLAIR, fuel, etc.)
Market Research	The project team conducted market research to better inform the LBR and supporting Schedule IV-B. Several other states have similar procurement projects underway and should have good information on cloud offerings in regard to general pricing and licensing, as well as functionality provided by available solutions. The details are not yet available, but should be by early 2015. The team will follow up when the information becomes available and the results will be used to

Major Deliverable	Deliverable Description
	refine the current high level budgetary estimate provided.
Invitation to Negotiate (ITN)	An ITN will be developed and issued to the fleet management system vendor community to competitively solicit formal proposals based on the State's business and technical requirements for the fleet solution desired.
Final Contract	A contract, including service level agreement specifications, will be developed with the vendor selected through the ITN.
Implementation Plan	The Vendor and State project team will develop an implementation plan that provides the detailed system set-up, configuration, data cleanup/migration (if needed), testing, training, and final production system roll-out tasks with the associated detailed schedule.
Data Migration Plan & Data Migration Tasks for current FLEET system (if determined to be necessary). Migration of agency data from agency shadow systems is out of scope for this project. If desired, agencies may contract with the vendor separately for additional data migration needs.	If any historical data from the current FLEET system will be migrated to the new system, this plan will define the tasks needed to complete a successful migration. This includes data discovery, data cleanup, identifying any source-to-target data transformations needed, as well as actual migration processes and post-migration testing and clean-up.
Training Plan and Training Materials	The Vendor, as part of the contract, will provide a training plan and training materials, as well as conduct the system training. The training plan details the training the Vendor will provide, for both agency system administrators as well as system users. Training will include provision of user guides and other appropriate training materials for all levels of users.
System and User Acceptance Test Plans	The Vendor will develop, and the State project team will approve, the system and user acceptance test plans. Once the system has been configured according to the business and technical requirements, the system will be tested by all levels of users before final system sign-off and production closeout.
Final System Acceptance	The project sponsors will sign off on final system acceptance after all system and user acceptance testing has successfully completed.

G. Significant Project Assumptions and Constraints

Purpose: To identify important conditions affecting this project.

Project Assumptions

1. Effective communication and collaboration among FSC members and other primary stakeholders.
2. Effective system procurement without delays.
3. Agencies were given the opportunity to participate in providing needs assessment and requirements as part of the Mercury Business Case, completed December 2013. This phase of the project will not be revisited.
4. Key agencies, in regard to size of their fleet, are included in the governance of the project and will have the opportunity to participate in the remaining phases, including vendor selection and implementation strategy.
5. The Fleet Interagency Project Team has reviewed and accepted the recommendations of the Mercury Business Case regarding an IT solution. The information provided by the study is the basis for the IT project being proposed.
6. The remaining seven functional recommendations made by the Mercury Business Case are out of scope of the current IT project.
7. The new IT solution will provide agencies with more reliable information that will be used to manage their fleets more effectively.
8. We will determine appropriate resources needed to provide application support and training, conduct performance, trend analysis and business intelligence reporting. Based on the Mercury review of DMS operations, DMS requires additional resources just to fulfill its current limited mission. Staffing/contractor support may be needed to supplement current DMS staffing. However, we are not proposing the level of staffing suggested in the study related to a more "centralized" approach.
9. The recommended IT solution involves procurement of a Commercial off-the-Shelf (COTS) or subscription-based cloud solution (SaaS) provided by a vendor with Fleet Management expertise.
10. Agency for State Technology (AST) approval and support for this type solution is assumed.
11. This project is a procurement project with an implementation phase, not an application development project. Some project deliverables, as well as Schedule IV-B components, may not be applicable to this type of project, which may result in streamlined or modified deliverables.

Project Constraints

1. Agency participation and commitment.
2. Availability of a solution that meets the minimum requirements at a price that is acceptable.

H. Project Roles and Responsibilities

Discuss the project's staffing plan and governance structure.

Project Role	Resources	Responsibilities & Assignments
Executive Sponsors	Debra Forbess, DMS Director of Administration Randy Greene, DEP Chief Operating Officer	Ensures that the project is funded and that all necessary resources are in place to ensure project success • Approves overall project as acceptable; can also approve major deliverables • Champions the project across the agencies • Provides guidance on executive (overall) strategic direction • Resolves budget issues
Project Management Office (PMO)	Rebecca Northup, DEP PMO	Provides direction for the methodology used (DEP) for successfully managing the statewide project
Contract Manager	Ray Spaulding, DMS Chief of Fleet Management	Responsible for all aspects of contract management related to procurement, scope, time, cost, and deliverable sign-off • Negotiates the acquisition of software and services from computer technology vendors • Understands business requirements • Structures the terms and conditions of the deal • Develops the contract • Oversees the final sign-off

Project Role	Resources	Responsibilities & Assignments
Procurement Lead	Ann Reeves, DMS Departmental Purchasing Director	Provides procurement expertise and assists with the development of procurement documents
State Project Manager	To Be Determined	The state project manager's role is to ensure compliance by the vendor project manager for successful planning, execution, monitoring, control and closure of an outsourced project. • Ensures effective project communication • Provides input and presentations to Legislature as required • Provides oversight of project scope throughout the project, project schedule and associated tasks • Provides oversight for compliance with project plan/proposal and all established PMO standards

Project Role	Resources	Responsibilities & Assignments
Vendor Project Manager	To Be Determined (after vendor selection)	Responsible for all aspects of the outsourced project related to the following: project initiation, project integration, scope, time, cost, quality, communication, risk, human resources, and deliverable sign-off. The vendor project manager's role is to ensure compliance by the vendor project manager for successful planning, execution, monitoring, control and closure of a project.

Project Role	Resources	Responsibilities & Assignments
Management Steering Committee (MSC)	**Chair: Randy Greene, DEP** (850) 245-2144 Randy.Greene@dep.state.fl.us 1. Department of Transportation (DOT) Tim Lattner, (850) 410-5656 Tim.Lattner@dot.state.fl.us 2. Department of Corrections (DOC) Sandra (Jodi) Bailey, (850) 717-3694 Bailey.Jodi@mail.dc.state.fl.us 3. Department of Highway Safety and Motor Vehicles (HSMV) Steven Fielder, (850) 617-3400 StevenFielder@flhsmv.gov 4. Florida Fish & Wildlife Conservation Commission (FWC) Alexandra Weimorts, (850) 617-9690 Alexandra.Weimorts@MyFWC.com 5. Department of Environmental Protection (DEP) Bob Wilson, (850) 245-2308 Bob.Wilson@dep.state.fl.us 6. Department of Management Services (DMS) Debra Forbess, (850) 487-9911 Debra.Forbess@dms.myflorida.com 7. Executive Office of the Governor (EOG) Laurie Grasel, (850) 717-9396 Laurie.Grasel@laspbs.state.fl.us 8. Florida Department of Law Enforcement (FDLE) Michelle Pyle, (850) 410-7136 MichellePyle@fdle.state.fl.us 9. Agency for State Technology (AST) Curtis Unruh, (850) 412-6053 Curtis.Unruh@AST.MyFlorida.com	The Management Steering Committee provides high-level leadership and oversight for the inter-agency project: • Resolves any issues elevated by the Functional Steering Committee • Provides guidance on overall strategic direction • Champions the project at a statewide level

Project Role	Resources	Responsibilities & Assignments
Functional Steering Committee (FSC)	**Chair: Randy Landers, DEP** (239) 344-5600 Randal.Landers@dep.state.fl.us 1. Department of Transportation (DOT) Angel Birriel, (850) 410-5517 Angel.Birriel@dot.state.fl.us 2. Department of Agriculture and Consumer Services (DACS) Wayne Glembin, (850) 617-7226 Wayne.Glembin@freshfromflorida.com 3. Department of Corrections (DOC) Brian Middleton, (850) 717-3953 middleton.charles@mail.dc.state.fl.us 4. Department of Highway Safety and Motor Vehicles (HSMV) Bill Reakes, (850) 617-3342 BillReakes@flhsmv.gov 5. Florida Fish & Wildlife Conservation Commission (FWC) David Sauls, (850) 617-9659 David.Sauls@MYFWC.Com 6. Department of Environmental Protection (DEP) Valerie Lacy, (850) 245-3185 Valerie.Lacy@dep.state.fl.us 7. Department of Management Services (DMS) Ray Spaulding, (850) 488-4693 Raymond.Spaulding@dms.myflorida.com 8. Forest Service Marvin Seagroves, (850) 681-5857 Marvin.Seagroves@freshfromflorida.com 9. Florida Department of Law Enforcement (FDLE) Justin Payne, (850) 410-7300 JustinPayne@fdle.state.fl.us	Provides subject matter expertise for Fleet Management; Agency Fleet Administrators with the largest fleets are members of this committee.

Project Role	Resources	Responsibilities & Assignments
Technical Review Committee (TRC)	**Chair: Adam Jones, DEP (850) 245-8251,** Adam.Jones@dep.state.fl.us 1. Department of Transportation (DOT) To Be Determined 2. Agency for State Technology (AST) Eric Larson, (850) 412-6045, Eric.Larson@AST.MyFlorida.com 3. Department of Agriculture and Consumer Services (DACS) James Kummer, (850) 617-7595 James.Kummer@FreshFromFlorida.com 4. Department of Corrections (DOC) Tom Bonesteel, (772) 410-2059 Bonesteel.Thomas@mail.dc.state.fl.us 5. Department of Management Services (DMS) Cherie Ferrell, (850) 488-5134, Cherie.Ferrell@DMS.MyFlorida.com 6. Florida Department of Law Enforcement (FDLE) Brian Browning, (850) 410-8341 BrianBrowning@fdle.state.fl.us	• Provides technical and security expertise • Reviews and provides final approval for all technical aspects of the project • Works closely with the state project manager to ensure that all business requirements are technologically feasible • Ensures that all environments are appropriately established, configured and tested • Ensures that state security and privacy requirements are properly addressed by the vendor solution
Data Architect	To Be Determined	Responsible for ensuring that the data assets in the project are supported by a data architecture that aids the state in achieving its strategic goals. The data architecture should cover databases, data integration and the means to get to the data. The data architect must achieve these goals while conforming to the state's data standards.

I. FMIS Organizational Chart

Executive Sponsors

Debra Forbess, DMS
Randy Greene, DEP

Contract Manager
Ray Spaulding, DMS

State Project Manager
TBD

Management Steering Committee
Chair: Randy Greene, DEP
Tim Lattner, DOT
Sandra (Jodi) Bailey, DOC
Steven Fielder, HSMV
Alexandra Weimorts, FWC
Bob Wilson, DEP
Debra Forbess, DMS
Laurie Grasel, EOG
Michelle Pyle, FDLE
Curtis Unruh, AST

PMO - SME
Rebecca Northup, DEP

Procurement Lead
Ann Reeves, DMS

Vendor Project Manager
TBD

Functional Steering Committee
Chair: Randy Landers, DEP
Angel Birriel, DOT
Wayne Glembin, DACS
Brian Middleton, DOC
Bill Reakes, HSMV
David Sauls, FWC
Valerie Lacy, DEP
Ray Spaulding, DMS
Marvin Seagroves, Forest Svc
Justin Payne, FDLE

Technical Review Committee
Chair: Adam Jones, DEP
TBD, DOT
Eric Larson, AST
James Kummer, DACS
Tom Bonesteel, DOC
Cherie Ferrell, DMS
Brian Browning, FDLE
Data Architect, TBD

Data Architect
TBD

J. Project Management Methodology

Identify and discuss the agency's project management framework this project will utilize (commercially purchased, industry standard or internally developed). If an industry standard (e.g., Project Management Institute, Prince, etc.) is used, the selected project management methodology should be identified, but not discussed in detail unless any variance from the methodology will occur. Extensive details should be included, however, if using an internally developed methodology. Project Control processes also should be described, if an internally developed method is used.

This project is governed by DEP's Project Management Standard for Vendor-Managed Projects (STD-09052701.1.0), which adopts by reference the Project Management Institute's (PMI®) Guide to the Project Management Body of Knowledge (PMBOK®). The Fleet project will use this PMI-based project management methodology to manage the scope, schedule, cost, quality, human resources, communications, risks and procurement activities of the project.

II. Baseline Schedule

Identify high-level tasks and major milestones for the project.

Milestone	Planned Start	Planned Finish	Responsible
Initiate statewide project	Nov 2014	Nov 2014	Executive Sponsors
Establish project governance	Nov 2014	Nov 2014	Executive Sponsors
Develop initial business & technical requirements	Dec 2014	Dec 2014	FSC, Technical Review Committee
Conduct and analyze market research, including cost models	Dec 2014	Dec 2014	FSC
Develop and submit Schedule IV-B	Dec 2014	Dec 2014	MSC
Amend LBR and update Schedule IV-B as needed	Jan 2015	Feb 2015	MSC
Develop ITN	Apr 2015	June 2015	Contract Manager, FSC
LBR approved/budget released to DMS	July 2015	July 2015	MSC
Procurement process (issue ITN, evaluate responses, select system/vendor)	July 2015	Feb 2016	Procurement Lead, Contract Manager, ITN Evaluation Team (select FSC, TRC, Sponsor members)
Submit LBR for ongoing maintenance	Oct 2015	Oct 2015	MSC
Initiate contract	Mar 2016	Apr 2016	Contract Manager, DMS, Vendor
Configure and test system	May 2016	Sept 2016	Vendor, State Project Team, TRC, Data Architect
Train system administrators and users	Oct 2016	Dec 2016	Vendor, State Project Team, select Users
Incrementally implement agencies	Jan 2017	June 2017	Vendor, State Project Team
Close Project	June 2017	June 2017	Executive Sponsors, Project Manager

III. Communication Plan

Identify and discuss the agency's processes and procedures for managing project risks and complete the project risk table.

Communications provide regular updates on the contributions, commitments and challenges for the project effort to all project participants as defined in the project roles and responsibilities and/or the project organizational chart.

The following table summarizes the Project Status Reporting processes:

Communication	Description	Plan	
Project Kickoff Meeting	Introduce the approved Project Charter	Frequency:	once
		Initiator:	project manager
		Audience:	all
Individual Status Report (ISR)	Report task completion, issues and concerns, lost time, tasks expected to be completed in the next reporting period, and time reporting by task (including actual effort hours, effort estimates-to-complete, estimated completion date)	Frequency:	monthly or as needed
		Initiator:	team members
		Audience:	project manager
Project Status Meeting	Share overall project status, celebrate accomplishments, discuss issues and concerns, and review goals and assignments	Frequency:	monthly or as needed
		Initiator:	project manager
		Audience:	customer(s), team members
Steering Committee Status Meeting	Review overall project status, including: • Project risks • Escalated issues • Change log • Acceptance log	Frequency:	quarterly or as needed
		Initiator:	project manager
		Audience:	sponsor(s), customer(s)
Project Status Report (PSR)	Summarize overall project status, accomplishments, issues and schedule	Frequency:	monthly or as needed
		Initiator:	project manager
		Audience:	all stakeholders
Project Notebook	Maintain the project document repository for reference in SharePoint library accessible by team members and others as needed	Frequency:	as needed
		Initiator:	project manager
		Audience:	all

IV. Business Process Organizational Change Management Plan

Identify and discuss how the agency plans on using this project to improve the supporting business structure (people and processes), and its plans for implementation of required changes.

We do not anticipate any significant changes to the impacted organizations' business processes. Once the vendor and solution is selected through the ITN process, the resulting contract will require detailed implementation plans, as well as a detailed training plan and associated training materials. Through a series of training sessions, the Vendor will provide structure training sessions at both the administrator and user levels before the system is approved for production use and the legacy system retired.

V. Project Change Management

Any changes to the project will be managed according to the following Project Change Management Process:

At a minimum, the Project Manager (PM) conducts the following activities when a change is requested:

1. The PM logs the change request into a Change Request Log and track its status.

2. Complete a change request form. This form includes a description of the change, justification for the change, as well as impacts to the project scope/deliverables, schedule and project cost. The PM works with the project team and other subject-matter experts to analyze the impacts of the requested change on the project. If other projects will be impacted by the change, those impacts are analyzed as well.

3. The PM submits the Change Request to the MSC for review and approval (or rejection).

4. If approved, the PM, as well as the Contract Manager and Vendor PM, applies changes specified in the request as needed to their respective project and contract documented scope, schedule and/or budget.

5. The PM updates the Change Request Log to reflect the final change request status.
6. DMS will be responsible for establishing appropriate governance, including change management, after implementation. Any changes to the operational baseline will be coordinated with agencies and documented for historical reference.

Change Criteria

The following items require Change Management:
- Any change to the approved Project Management Plan, contract/purchase order, or any approved Change Request, including the following:
  - Scope, including critical success factors, priorities, or deliverables
  - Project management approach

- o   Technical approach
- o   Deliverable acceptance criteria
- o   Changes in roles and responsibilities
- Most changes to the project schedule, including the following:
  - o   Additional, fewer or altered deliverables, work products, and/or activities
  - o   Additional, fewer or altered tasks, task assignments or task dependencies
  - o   Changes to an accepted deliverable
- Realization of a risk event, which requires execution of contingent activities (i.e., new project tasks) to mitigate the risk
- Time spent to investigate and/or estimate a Change Request in excess of two (2) hours effort

VI.   Project Risk Management Plan

Identify and discuss the agency's processes and procedures for managing project risks and complete the project risk table.

A risk is an uncertain event or condition that, if it occurs, has an effect on at least one project objective. Objectives can include scope, schedule, cost, and quality. A risk may have one or more causes and, if it occurs, may have one or more impact. A cause may be a requirement, assumption, constraint, or condition that creates the possibility of negative or positive outcomes.

A key focus of risk management is to anticipate, identify, and address possible future events or occurrences that, left unabated, could negatively impact the success of a project. This project will use a five (5) step process to manage risks:

1. Identify risks: Identify risks that are relevant to the project and could be encountered anytime during the project.
2. Analyze risks: Analyze the risks to determine what is driving them, how great their impact might be, and what the likelihood of the risk occurring (probability) is.
3. Prioritize risks: Establish a risk short list. The list will be used to determine the most important risks to track and respond to.
4. Risk Response Strategy: Plan the action(s) that will be taken to mitigate the risks on the short list.
5. Monitor risks: Monitor, on a regular basis, the progress of the risks, risk response plans that have been initiated, and risks that have been adequately resolved. This is also where new risks will be identified.

Each risk will be documented in the project risk register, and an occurrence probability and impact rating will be assigned. The risk severity will be calculated by multiplying the occurrence probability by the impact of the risk. All risks of a severity rating > 0.48 (i.e., Risk Level above Moderate) will have a documented risk response strategy. The following is the initial risk register for this project:

Risk Description/Impact	Probability of Occurrence	Impact Scale	Risk Severity Rating	Response Strategy	Assigned Owner
1. Lack of agency participation	0.10	0.90	0.09 (Low)	Continue communication from executive sponsors and individual agency leadership regarding project importance; assign named staff to project roles	Project Sponsors, Project Mgr
2. Lack of sufficient funding	0.30	0.90	0.27 (Moderate)	Feasibility study must clearly capture all of the up-front, as well as ongoing project costs, for the lifespan of the selected solution	Project Sponsors, Project Mgr
3. Change in scope and business requirements	0.30	0.90	0.27 (Moderate)	Project manager and FSC will closely control scope and requirements. Any changes to either will be controlled through a formal change management process.	Project Sponsors, Project Mgr, FSC
4. Agency staff possessing the necessary skills and abilities to complete the project and support the system	0.30	0.90	0.27 (Moderate)	Train relevant agency staff in the necessary skills required to use and support the system	Project Sponsors, Agency Senior Mgt.

Occurrence Probability and Impact Scale: 0.10 (Very Low), 0.30 (Low), 0.50 (Moderate), 0.70 (High), 0.90 (Very High)

Risk Response Threshold: 0.01-0.08 (Very Low), 0.09-0.24 (Low), 0.25-0.48 (Moderate), 0.49-0.80 (High), >0.80 (Very High)

VII. Capacity Plan

Projects that involve the purchase/lease, configuration, and installation of significant computer hardware (more than 5% of project costs) should prepare a Capacity Plan. For purposes of capacity planning, computer hardware includes servers, storage, and network infrastructure. A template is available upon request, if the agency does not have an existing capacity planning tool.

We do not believe a Capacity Plan is relevant for this project. If, as expected, the selected COTS is a cloud-based SaaS solution, the cost of hardware and software is bundled into the overall project cost and ongoing annual subscription/licensing fee.

VIII. Appendices

Number and include all required spreadsheets along with any other tools, diagrams, charts, etc. chosen to accompany and support the narrative data provided by the agency within the Schedule IV-B.

Appendix A: Eight Mercury Recommendations

The Mercury report outlined eight recommendations. This project focuses on the replacement of the fleet management information system. The remaining seven functional recommendations made by the Mercury Business Case are out of scope of the current IT project.

1. Fleet Administration - Expand DMS role and increase staff resources to provide increased and centralized oversight, analysis, and services to manage the State's fleet.
2. **Fleet Management Information System - Replace the existing in-house developed system (Florida Equipment Electronic Tracking – FLEET) with a more robust, fully featured and user friendly, intuitive Commercial Off the Shelf (COTS) application that allows easy distribution of information to all fleet users, customers and management in a real-time environment.**
3. Fleet Replacement and Financing – Centralize fleet replacement planning and budgeting in DMS, identify optimal replacement cycles for key types of vehicles, develop a long-term fleet replacement planning program, and adopt leasing as the primary means of financing fleet renewal.
4. Fleet Size and Utilization - Conduct a study to reduce the size of the fleet by eliminating low use vehicles, study the feasibility of establishing shared-use motor pool locations in Tallahassee, develop and implement an ongoing fleet utilization monitoring system, and mandate the use of charge-back rates as a financial incentive for agencies to maintain an optimized fleet size.
5. Fleet Acquisition - Develop, formalize and document a policy and process for vehicle specification, solicitation and selection that incorporates best practice elements.
6. Fleet Disposal - Conduct an analysis of the cost and benefits of employing various resale methods to dispose of vehicles. Use the results to establish core methods for various types of equipment. Formalize and document a policy and process for vehicle disposal that incorporates the best practice elements, including minimizing days to sale and return of funds to the agency fleet. Establish performance metrics to actively monitor and manage disposal outcomes.
7. Fleet Maintenance and Repair - Open shops to all agencies; develop standards and consistent shop procedures; consolidate shops; outsource large shops and outsource all sublet repair to a maintenance service provider.
8. Fleet Fueling - Review the current State contract for bulk fuel; complete a justification audit of all current sites; develop uniform pricing, chargeback and processing methods; develop and implement a fuel management program; establish electronic interface for fuel, mileage and repair data.

Appendix B: Mercury Study Excerpt of Fleet Management Information System

As a courtesy, the FMIS section of the Fleet Business Case is repeated below.

Introduction and Industry Best Practices

In all fleet organizations, a tremendous amount of information is recorded and compiled in the normal course of procuring, operating, and maintaining the vehicles and equipment used in the operation. Prior to 1980, fleet information was kept primarily in a hard-copy format, on documents that were manually recorded, compiled, and filed.

Modern fleet management information systems (FMIS) can extract key data elements by equipment type, user agency, or functional area, and can easily track performance and cost in a number of ways. Key data elements can be instantly compiled, sorted, and summarized to produce information on activities and performance that simply was not available in the past. Real-time access to vehicle repair histories and inventory records enables fleet management organizations to plan, direct, and control service delivery activities with a degree of precision and efficiency never before possible. At the same time, increased levels of accountability and benchmarking against other organizations have all increased pressure on fleet management organizations to develop and use management information to facilitate improvements and demonstrate proficiency in all areas of performance. Information systems that are *specifically designed for fleet management* have become one of the most important tools for delivering fleet management and maintenance services cost effectively. Some of the advantages of implementing such a solution include the following:

- ✓ Dispersed fleet operations work with standardized data definitions, data input fields, and data reports
- ✓ Information can be communicated using industry standard fleet terminology, data fields, performance measures, reports, etc.
- ✓ Statistical history enables comparisons over time (longitudinal statistical reports), and across organizational divisions
- ✓ Managers and supervisors can more speedily identify problems and unearth answers to management questions
- ✓ Query programs enable flexibility for selecting and extracting data and reporting in different formats and from different statistical perspectives

One of the leading trends in the industry is that fleet management organizations are providing their customers with information stored in their information systems through read-only reports that are accessed through secure Internet and Intranet web pages. This reporting capability allows fleet customers to manage their own vehicles and equipment by looking at reports that show utilization, fuel consumption, billing records, and inventory

details. Such reports also improve customer relations by providing transparency and a feeling on the part of customers that the fleet organization is ready and willing to provide complete information on fleet operations.

In today's data intense environment it is critical to consolidate vehicle fleet data and have the ability to track and report this information. Utilizing an information system that is designed specifically for fleet management makes this task much easier for fleet managers.

DMS currently uses an internally developed web-based application - the Florida Equipment Electronic Tracking (FLEET) system - to track state fleet inventory information and maintenance activities. This system replaced an older legacy system known as Equipment Management Information System (EMIS) that was also developed in-house.

It is unusual in our experience for a large government to develop a custom fleet management application in-house. In-house development of a fleet system places tremendous pressure on an organization's information technology and fleet business staff to fully understand the fleet industry and then translate this knowledge into a robust fully-functional fleet management information system (FMIS).

While we understand the State had little time and budget to replace EMIS, and was attempting to be financially prudent, we believe the long-term opportunity costs of having limited system functionality, questionable data quality, and limited management tools far exceeds any short-term financial benefit that may have been realized by not procuring a commercially available robust FMIS. Furthermore, we were told that to date, development costs for FLEET are approaching $459,792. This is more than most other states have spent implementing a commercial system and, therefore, it is likely the State has not saved money from its custom-built system approach. A high-level cost comparison will provide context to the internal development costs and is provided later in this section of the report.

In-house development of specialty applications in place of commercially available industry leading solutions does not generally produce the most effective, efficient or cost-effective management solution. While in-house and legacy systems can provide effective data warehousing and reporting platforms, they lack daily work management features and functions needed to properly manage and maintain a complicated fleet operation. In our experience, custom-built in-house software solutions are burdened with hidden support and development costs and require a substantial amount of continual development to keep up with the demands for information that constantly evolve.

The State cannot optimize the cost and performance of its fleet operations without ready access to actionable management information. As demonstrated in the discussion below, it is clear that the FLEET system does not meet Florida's needs in this regard. Moreover, while it is theoretically possible to enhance FLEET so it matches the functionality of commercial systems, it would cost millions of dollars and take years of effort to reach this

goal. Consequently, replacing FLEET with a robust purpose-built commercial FMIS such as used by other states needs to be one of Florida's key strategic initiatives.

Below we provide a detailed assessment of the FLEET system, provide information on commercial systems, explore related costs, and provide recommendations for the best options for Florida.

Analysis and Findings

As previously noted DMS is responsible for the development, maintenance and operation of an equipment management information system for use by state agencies. State agencies are responsible for accurate and timely data input into the FLEET system. The current system has been in use for approximately 18 months. It was developed in 2011 based on then-current functionality of the legacy mainframe EMIS system, which had also been developed in-house. EMIS was no longer supportable due to its outdated technology and was slated for retirement. Ten years of historical data from EMIS was brought into FLEET during the transition. It was reported that the validity of some data imported from EMIS is questionable. Fuel data and other fleet related costs are also stored in a variety of localized systems and locations.

FLEET is an open source application developed using Ruby on Rails development tools and utilizing a low-cost database management system - MySQL. The FLEET system is centrally hosted in a State managed data center in Tallahassee and includes development, test and production environments. Individual agencies are charged a monthly or quarterly fee for access and support. There are currently 30 agencies utilizing the FLEET system.

There are currently 318 agency level administrators that can add/edit information for their agency including equipment, roles, assign roles, add locations, add organizational codes, etc.; 840 agency data-entry users that can add monthly logs, work orders and PMs for their respective agencies; and there are 81 read only users. Allowing many users to make code changes throughout the organization affects the consistency and quality of the data being collected downstream, and minimizes the effectiveness of any reporting or analysis that can be done at a centralized management level. Furthermore, the system cannot manage operational processes when each agency can dictate what or how data is collected and maintained.

At a minimum, a centralized system administration team must be created to oversee the configuration and data consistency of the enterprise application. FMIS applications are complex systems when they are implemented on the scale required to manage a fleet the size of Florida's. Operations can benefit from support staff that understands critical fleet performance indicators, data structure, and data storage schemas. DMS should establish FMIS System Administrator/Fleet Data Analyst positions responsible for data analysis and extraction, development of management reports and business intelligence to measure performance, and who possess communications skills to present those findings.

Furthermore, the System Administrator should provide system users with information, assistance, and training, and serve as the liaison between fleet users; the DMS technical support group, and the FMIS application vendor's support team.

The following types of state owned and leased equipment are required to be tracked in the FLEET system. Agencies are assessed a service charge for each of the required assets (currently $1.75 per item per month).

- Automobiles (e.g., Coupes, Sedans, Hatchbacks, Station Wagons)
- Light Trucks (e.g., Pickups, Chassis-Cabs, Vans, Sport Utility Vehicles)
- Small Vehicle or Equipment, only if:
    - Designed Primarily for Transporting Persons, and,
    - Legal to Operate on Public Roads (i.e., with license plate)
        - (e.g., Motorcycle)
- Large Vehicle (> 1 ton) or Equipment, only if:
    - Designed Primarily for Transporting Persons, and,
    - Legal to Operate on Public Roads (i.e., with license plate)
        - (e.g., Bus, Mini-Bus)
- Watercraft (e.g., Boats over 12 feet in length, Airboats, Personal Watercraft)
- Aircraft (e.g., Airplanes, Helicopters)

The following types of state owned and leased equipment are optional for tracking in the FLEET system. Agencies are not charged for these optional items.[9]

- Medium and Heavy Trucks
- Small Vehicle or Equipment (except as described above)
- Large Vehicle (> 1 ton) or Equipment (except as described above)
- Tractors (to include wheel and track types)
- Heavy Equipment (e.g., Backhoes, Crawlers, Excavators, Loaders, Scrapers)
- Trailers (e.g., Boat, Utility, Cargo, Lowboy, Transport)
- Forklifts
- Other Types of Mobile Equipment (e.g., Plows, Mowers, Message Boards, Generators, Chippers, etc.)
- Marine Engines

Preventative maintenance (PM) and scheduled services can be tracked in FLEET using either accumulated meter (miles/hours) or elapsed time (weeks, months, years etc.) Each agency determines their own PM programs by identifying PM type, PM cycle, PM cycle length, and PM sequence. Individual PMs are assigned an alphanumeric reference. The tasks included in each echelon of PM are the responsibility of the agency to identify and

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[9] Logs must be completed at least yearly for all optional items tracked in FLEET.

maintain. The system does not include any hierarchical logic to track nested PMs.

Examples of current existing PM structures are listed in the following Figure:

Exhibit 21: FLEET PM Scheduling Module

Preventive Maintenance Schedules

Add a Pm Schedule

Archived ○ Active ●

	Pm code	Month interval	Unit interval	Pm cycle	Meter type	Service sequer	Agency
Edit	A(2MO/100HRS)	2	100	20 / 1000	HOURS	4A 1B 4A 1C	
Edit	B(4MO/100HRS)	4	100	20 / 500	HOURS	1A 1B 1A 1B 1C	
Edit	C(4MO/2,000MI)	4	2000	48 / 24000	MILES	5A 1B 5A 1C	
Edit	D(4MO/3,000MI)	4	3000	32 / 24000	MILES	3A 1B 3A 1C	
Edit	E(4MO/4,000MI)	4	4000	24 / 24000	MILES	2A 1B 2A 1C	
Edit	F(5MO/5,000MI)	5	5000	30 / 30000	MILES	2A 1B 2A 1C	
Edit	G(5MO/250HRS)	5	250	30 / 0	HOURS	2A 1B 2A 1C	
Edit	H(3MO/3,000MI)	3	3000	18 / 18000	MILES	2A 1B 2A 1C	
Edit	HR(12MO/10,000	12	10000	12 / 10000	MILES	1A	BPR
Edit	I(6MO/10,000MI)	6	10000	18 / 30000	MILES	1A 1B 1C	
Edit	J(5MO/5,000MI)	5	5000	30 / 30000	MILES	5A 1C	
Edit	K(5MO/25,000MI)	5	25000	30 / 0	MILES	5A 1C	
Edit	K1(5MO/1,000HR	5	1000	30 / 6000	HOURS	5A 1C	DOT

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We found the PM parameters and schedules to be overly complex in deployment and daily application, but lacking in basic maintenance management scheduling and reporting capabilities. Furthermore, the system identifies the specific PM due on a vehicle, based on the cycle and cycle length calculated on the previous logged PM Service. However, most times the maintenance organizations rely on the technician or vendor to determine the level of PM that should be completed and ignore results generated from the system.

The system is not capable of capturing the specific PM that was completed and just logs that a PM Service was performed. While agencies can add the PM service in the comments section of the work order, this approach is sub-optimal. For agencies that have shops such as FDOT, the system is capable of capturing specific PM information. However, the logic driving the layers of service (i.e. echelons) that define where a lower level service is nested within a higher level on (e.g. a B service by definition includes an A service) reportedly do not update service intervals properly.

FMIS applications should support multi-tiered (hierarchical) and progressive PM programs to ensure compliance with manufacturer or industry recommendations. The system should allow PMs to be scheduled using the most applicable cycle and cycle length for

the vehicle class and deployment and can be based on combinations of accumulated meter, elapsed time, fuel consumption etc. PM Service due dates should be monitored and a forecast automatically published and distributed at least 30 days in advance. The FMIS should provide capabilities to facilitate automated shop scheduling and loading, and include detailed task checklists and parts required lists.

Vehicle/Driver assignments – Currently the system does not have a driver module that would allow agencies to track vehicle assignments to drivers and the drivers certifications, licenses etc. and the expiration or retesting requirements of each.

Fuel transaction tracking – The system does interface with several fuel systems (WEX, ARI, P-Card) through batch process to provide fuel cost and quantity tracking and calculate a utilization cost for fuel. Most agencies however, manually enter individual fuel details, utilization entries and vendor invoices into the FLEET application.

Work Order system and tracking capabilities – there are generally two types of work orders used to support the maintenance and repair operation in the FLEET system. A "general" work order is used for unscheduled maintenance and repairs. A PM work order is used for costs associated with maintenance activities performed because of the vehicle being taken in for scheduled service based on its PM schedule (i.e. 5 months/5,000 miles, etc.).

A robust work management system incorporates various elements (shop managers portal, shop floor or technicians tools, industry accepted repair coding schemas, etc.), to provide a comprehensive tool for scheduling, assigning and tracking in house and vendor provided labor and parts transactions and is capable of providing detailed reports and analysis by vehicle, agency, class etc. Furthermore, since many agencies employ technicians and service workers, a suitable system must be capable of capturing actual labor hours, job standards and maintaining an industry acceptable maintenance and repair coding structure (ATA/VMRS). The current system does not provide support for these functions.

Other deficiencies noted during review of the FLEET system include:

- No vehicle replacement module

- No depreciation calculation or tracking

- No accident management

- No motor pool management

- Manufacturers or extended warranties not linked to work orders. (no automated notification)

Another important major module absent from FLEET is a parts management and warehousing function. **Currently the State has no effective method for managing automotive replacement and repair parts warehoused at State-owned maintenance facilities**. This frequently results in over stocked parts rooms, missing parts due to lack of

accurate tracking, and inability to document the total cost of the parts inventory. Parts are added to work orders in an attempt to capture costs, but there is little or no historical reporting available to track the frequency of use, warranty coverage, predicative failure rates, or quality of parts used.

Currently, FLEET is capable of producing five standard reports.

- Inventory report by agency.

- Missing Log Report – Identifies when a monthly mileage and fuel report has not been provided from the assigned agency.

- Cost & Utilization Report – Fuel and maintenance costs per period with utilization (e.g., cost per mile, etc.) analysis.

- Delinquent PM Report – List of PMs that are past due.

- Scheduled or Due PM Report – List of PMs that are due or scheduled.

There are no ad-hoc reporting capabilities and the existing reports cannot be modified. The reports (lists) can be filtered only by location and are then exported to MS Excel. This is not considered a reporting engine and does not provide formatting, analysis or management reporting capabilities but is in actuality a list of specific data that can then be further manipulated or analyzed using external tools (MS Excel, etc.)

There is no dashboard functionality, management trend analysis or performance indicator comparisons available in the current system.

Commercial Off-the-Shelf (COTS) Systems

COTS solutions are commercially available FMIS applications developed to manage a wide variety of fleet operations from small fleets of several hundred units to large, diverse operations with tens of thousands of fleet assets. These systems can include specialized stand-alone management tools, such as motor pool dispatch and reservation software modules, telematics, and GPS-based systems, fuel management systems (FMS) as well as fully integrated enterprise-level software programs.

Typical strengths and features of desirable FMIS, (including nearly all of the "fleet-specific" applications), include these attributes:

- Web-based technology resulting in lower support costs with wider user accessibility.

- Complete life cycle management for vehicles, equipment, parts, and work orders.

- Comprehensive transactional details captured in sensible business driven processes.

- Ease of integration and interfacing with third party applications.

- Intuitive graphical user interface and consistent user experience throughout.

- Modern database and operating system compatibility increases security and data integrity.

- Code-based data capture provides consistent, reportable information and efficient grouping of details for reporting and analysis.

- Industry standard reports and ad hoc reporting engines allow effective data analysis for a wide user audience.

- Easy distribution of management information to enterprise customers through standard reports and dashboard tools.

- Efficient maintenance and shop operation management modules.

- Fully capable integrated parts management capabilities.

- Tight integration with fuel management, motor pool, telematics, and other third-party fleet specialty management modules.

- Flexibility and scalability to accommodate future technology and business process evolution and growth.

FMIS applications range from solutions that feature near-turnkey functionality, to robust fully configurable systems that feature moderate to fully customizable database, screens, and functional elements and objects. These systems generally fall into two broad categories – customizable (requires a level of screen design, function development and configuration) and out-of-the-box (OOB; characterized by a more rigid user interface and includes user-defined business rules built into the core application).

System configuration, design, and follow-on administration is typically more complex for the customizable systems involving process definition and screen design compatibility, functional specifications and development, user security and permissions and integration of components within the application. OOB systems generally involve setting up pre-defined switches and options, code tables and user roles and security, since these systems often already include predefined processes and procedural functions. The leading systems accommodate nearly all information management needs, are aligned with best practice processes, include standard reports and analysis tools, all wrapped in fully integrated applications. The Exhibit below shows several differences between the OOB turnkey systems and the customizable systems.

Exhibit 22: OOB Turnkey Systems VS Customizable Systems

OOB	Customizable
• Application business rules are built in to dictate how data is managed, processed, and validated. • Standard designed screens, modules, and functions allow best practice fleet processes to occur. • Include a set number of common asset schemas and data attribute listings. • Generally more rigid in data capture and work flow processing management.	• Business rules must be incorporated into the system customization or configuration. • Generally require a higher level of systems knowledge to configure and develop screens, functions and processes. • Typically allows flexible data capture and nearly unlimited attribute tracking. • Allow options to accommodate non-standard business processes or alternate procedures.

There are several considerations for COTS Applications that must be kept in mind, as listed below:

- **Initial Cost** – Systems are available as hosted software-as-a-service (SAAS) and as internally hosted applications. Costs are typically based on a per-unit or per-asset fee.
- **Ongoing Cost** – Continuing costs for systems includes software and hardware maintenance and support, which is usually calculated at twenty percent of total software licensing and any provided customization.
- **Ability to Meet Requirements** – COTS systems are fully capable of providing comprehensive fleet management functionality meeting all current needs and requirements for asset, maintenance, and inventory stock management.
- **Ease of Acquisition** – Usually a competitive Request for Proposal (RFP) and selection process would be required to define and procure these systems. Selection and implementation processes could take two years or more and the system could be introduced to the organization in phases.
- **Training and Support** – On-site, process-based classroom training is typical and is usually provided in several stages. Fleet management and administrator training, key users, users, and go-live sessions are common. Complete user guides and on-line help are available.
- **Other** – Systems generally keep pace with industry best practice and typically develop features and functions based on user request. Because there is a

relatively large and educated user base for most of these systems, the software continues to evolve to meet those needs.

Management Analysis and Reporting

The best fleet system available is, of course, of limited use unless it supports analysis of data and production of management reports. Ready access to these features should be at the top of the list when a fleet organization is contemplating purchasing a FMIS. Data collected through daily operations is used to analyze the effectiveness and efficiency of the organization and provides a snapshot of trends and real-time activities used to make management decisions based on actual operational information.

It is also important that the FMIS provide read-only reports that are accessed through secure Internet and Intranet web pages. This allows fleet customers to participate in managing their vehicles by looking at reports that show utilization, fuel consumption, billing records, and inventory details. Such reports also improve customer relations by providing transparency and a feeling on the part of customers that the fleet organization is ready and willing to provide complete information on fleet operations.

Making reports and key performance indicators available online to demonstrate service level statistics and performance ratings is an efficient method of 'advertising' the fleet's benefits to its customers. Additionally, providing a current snapshot of operations (e.g., work in progress, vehicle history, and completed work) allows customers to monitor the readiness of their vehicles without having to contact the fleet agency for a status.

Leading FMIS systems typically include dashboards including key performance indicator meters, charts and graphs and user defined lists and tables to display a snapshot of operations and statuses. These are usually deployed based on user roles, user accounts, or other groupings. The dashboard can provide a snapshot of current operational activities and indicators allowing ease of localized and centralized review.

Exhibit 23: Example FMIS Dashboard

Key Performance Indicators (KPIs) are used to evaluate, measure, and assess the operational effectiveness of the organization. Trending tools made available to non-FMIS users and customers enable them to review operating cost, vehicle status, mission readiness and other key fleet information. Some typical management metrics routinely evaluated in effective fleet operations are illustrated in the Exhibit below.

Exhibit 24: Fleet Performance Indicators and Metrics

Performance Measure	Description	Target
Fleet Availability Rate	The degree to which the fleet service provider is able to ensure the regular availability of fleet units to their user agencies. Availability rates should be highest for mission critical fleet units.	95%
PM Program Compliance	Measures the number of PM's performed on the date scheduled. A low compliance rate indicates that PM's are not being performed regularly. A high PM compliance rate is a basic building block for an effective maintenance and repair program.	95% on-time

Scheduled Repair Rate	Measures the portion of all repairs identified and conducted in a controlled, planned manner. The combined purpose of the PM program, operator inspections, and service writing is to identify and take care of problems in a planned, scheduled manner so they do not result in unscheduled and costly breakdowns.	50 to 66%
Road Call/Tow Rate	Measures the percentage of all repairs conducted on broken-down or towed vehicles that cannot be driven to the shop. In combination with scheduled service rate, it provides an indication of PM program effectiveness.	2%
Comeback Rate	Measures the percentage of time a customer returns a vehicle or piece of equipment back to the shop for the same problem within a specified period of time. It is a measure of service quality that reflects the accuracy of service writing and diagnostic activities as well as repair quality.	1%

FMIS applications also feature comprehensive, integrated reporting functionality allowing users to easily access, sort, query and report on data element captured within the system. Using the integrated query tools, or report builders, users can easily create and save complex queries or reports against any table using simple and intuitive tools. Individual queries are usually saved against a user's profile and can be opened and modified later. Furthermore, queries or KPIs centrally created and deployed to remote system users usually presents only the data that the user is authorized to view.

Exhibit 25: Ad Hoc Query Tool and Sample Report

Equipment Number	Model Year	Unit Make	Unit Model	License
0023668	2012	THOMAS	BUS 40 PASS	110-3532
0024355	2012	TOYOTA	TUNDRA	113-0298
0024386	2012	CHEVROLET	1500 EXT 2WD	112-9673
0024250	2012	FORD	F550 4DR 4WD	112-9647
0024387	2012	CHEVROLE		
0024388	2012	CHEVROLE		
0024389	2012	CHEVROLE		
0009611	2012	TOYOTA		
0024922	2012	FORD		
DC045027	2012	DIRECT		
0024627	2012	CHEVROLE		
0024679	2012	DODGE		
0024713	2012	DODGE		
0023669	2012	THOMAS		
0024684	2012	DODGE		
0024712	2012	DODGE		
0024421	2012	TRAILER W		
0024680	2012	DODGE		
0024248	2012	FORD		
0024685	2012	DODGE		
0024614	2012	HI-WAY E		
0024838	2012	FORD		
0024662	2012	CHEVROLE		
0024953	2012	COMPETIT		
0024977	2012	JOHN DEE		
0024591	2012	CHEVROLET	TRAVERSE	113-0504
0024757	2012	CHEVROLET	TAHOE 2WD	115-3649

Robust sets of standard management reports are provided as part of the core FMIS applications. These reports are useful to provide the background details for the KPIs discussed above, supply additional performance analysis, present business intelligence findings and supply the basis for management decisions.

Reporting engines used are typically based on Crystal Reports, SQL Server Reporting Services, or internally developed reporting solutions that include tools to provide ad hoc, on demand and web-distributed reporting solutions. The reporting tools generally allow easy modification and customizing of the standard provided reports and enables creation and distribution of new user-developed reports.

Parts	Work Order	Fuel	Billing	Motor Pool	System

Description
FASTER Work Order Print
Technician Accountability - Detail Report
Technician Accountability - Summary Report
Sublet by Vendor - Detail Report
Sublet by Vendor - Summary Report
Deferred Maintenance Report
Work Order Dollars Summary
Flat Rate Setup Report
Fleet Work Order Activity
Flat Rate Comparison Report
Downtime - Detail Report
Downtime - Summary Report
FASTER Work Order Print for a Single Vehicle
Active Work Orders by Shop
Work Orders with Credits
Possible Comeback Report
PM Labor Percentage Report
Indirect Labor Summary
Technician Efficiency Report
Average Repair Time and Cost
Work Order Audit Report
Repair Estimate
Work Order Meter Reconciliation
Scheduled vs. Non-Scheduled R
Average Work Order Completion
Repair Reason Frequency
Technician Productivity Percenta
Technician Cost to Labor Dollars
Fleet Availability Summary
TWS Review Report
Customer Returns
Parts and Task List Report
Work Order Notes Report
Company Work Order Numbers
Work Order User Reference List
Operational, Work Order, and Independent Cost Summ...
Work Order Graphics Reference Report

Equipment	Parts	Work Order	Fuel	Billing	Motor Pool	S

Report	Description
101	Equipment Screen Verify
102	Preventative Maintenance Table Listing
103	Preventative Maintenance Due
104	Equipment Meter Report
105	Equipment Cost Information - Detail Report
105S	Equipment Cost Information - Summary Report
107	Average Age/Cost per Meter Comparison
109	Equipment Replacement Report
111	Equipment Replacement by Date
112	Average Equipment Age by Class
113	Equipment Usage - C
113S	Equipment Usage - S
114	Equipment Master Li
117	Vehicle Auction Rep
119	Parent/Child Relatior
121	Equipment Audit - De
122	Preventive Maintena
124	Cost Per Mile - Summ
125	Equipment Cost Exce
126	Average Age for Disp
128	Straight Line Depreci
129	Remaining Recovery
130	Mileage Exception R
131	Equipment without Pl
134	Equipment Warranty
140	Equipment User Refe
150	Equipment History: C
150	Equipment History: C
151	Equipment Meter His
152	Possible Meter Setup
160	Equipment Graphics

Parts	Work Order	Fuel	

Description
Parts Inventory - Detail Report
Parts Inventory - Summary Repo
Parts Issued - Detail Report
Parts Issued - Summary Report
Vendor List with Purchase Order
Parts Received - Detail Report
Parts Received - Summary Repo
Orders Not Received Report
Parts Order Recommendation R
Parts Transferred - Detail Report
Parts Transferred - Summary Re
FASTER Parts and Related Inte
Interchangeable Parts and Rela
Inventory Count Sheet in Locatic
Warranty Parts Report
Independent Issue Transactions
Parts Surplus by Storeroom
Parts Obsolescence Report
Parts Issued to Equipment
Parts Audit Report
Inventory Movement Report
ABC Analysis Report
Inventory Discrepancy Report
Parts Inventory Turns Report
Parts Graphics Reference Report

Parts	Work Order	Fuel	Billing	Motor Pool	System

Description
Fuel Transaction - Detail Report
Fuel Transaction - Summary Report
Fuel Meter Override Review
Tank Transactions
Tank Master Record Report
Equipment without Fuel Transactions
Fuel Usage Report
Fuel Budget Report

Costs

The software industry has traditionally based its license fees on two metrics:

1. The number of system users.
2. The number of active assets in the system inventory.

With the advent of Web-based applications, vendor pricing for software licensing has shifted more towards solely using the metric of active asset count. This is largely attributable to their customers (i.e., fleet management organizations) wanting to provide access to parts of the system to their customers (i.e., drivers and internal agencies and divisions) to participate in the management of fleet assets.

Project implementation services are critical to the success of the FMIS project and to securing a positive return on investment. Unfortunately, implementation considerations are often based on the scope of work defined by the organization purchasing the software, which is typically very weak. In fact, in many cases the organization will leave it up to the software vendor to determine an appropriate level of implementation services and budget to implement their software. Many times, the software vendor may propose a minimal level of implementation services – again to keep the total project price competitive.

We have provided representative pricing for licensing, implementation services and software maintenance and support fees for an internally hosted solution below. There are also estimates for annual application hosting fees in addition to the licensing and implementation services, should DMS determine that a hosted solution is more advantageous to procure. The hosting fees do not include FMIS licensing amortization, but do include system and database administration, backup, and support.

The examples are based on COTS systems licensed for managing up to a 28,000-unit fleet with multiple maintenance repair facilities, motor pool operations and includes vendor pricing for software license fees and basic implementation services. The costs in the following Exhibit are provided as budgetary planning numbers only and should not be considered actual price quotations or proposed solutions when selecting a FMIS provider. Implementation services includes asset and historical data conversion and migration; system installation, setup and configuration; administrator, key user and train- the- trainer user training.

Exhibit 27: Sample FMIS Costs

System	Implementation Services	Software License	Annual Support	Ongoing Subscription [10]	Hosting Contract
System 1 – Semi Customizable (OOB)	$902,490	$523,190	$109,870		$126,000[11]
System 2 – Fully Customizable	$279,000	$280,000	$56,000		$134,000
Current FLEET System	UNK	$727,500[12]	$138,000[13]	$378,000	$42,000[14]

The following cost estimate is for server hardware, SQL Server and Windows Server operating system software, data storage and load distribution appliances for DMS to internally host an enterprise Web-based FMIS. The single source infrastructure estimates include database and application servers with internal RAID configured hard disk storage for both data and application server protection. The redundant infrastructure includes clustered database servers, mirrored application servers, internal RAID configured hard

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[10] Accumulated annualized per-vehicle charges invoiced to individual agencies.
[11] Annual hosting fee includes all server hardware, operating system and SQL server licensing, hosting center network and DBA support for unlimited users.
[12] Estimated software development costs to date.
[13] 1.5 FTE support technicians.
[14] Database hosting and DBA support paid to Southwood Shared Resource Center (SSRC)

disk storage for O/S and control redundancy, external SAN device storage with fiber channel connectivity for data management and hardware controlled load balancing and failover protection.

Exhibit 28: Infrastructure Cost Estimates

Type	Component	Description	Unit Price	REDUNDANT INFRASTRUCTURE		SINGLE SOURCE STAND-ALONE ENVIRONMENT	
				Quantity	Ext Price	Quantity	Ext Price
Software	Database Server	Microsoft SQL Server 2012 Enter. Core License (2)	$ 12,997	4	$ 51,988	2	$ 25,994
Hardware	Database Server	Dell PowerEdge R620, 2 x Intel Xeon E5-5690 (8 cores), 768 Gb RAM, 6x146 HD	$ 33,312	2	$ 66,624	-	
Hardware	Database Server	Dell PowerEdge R620, 2 x Intel Xeon E5-5690 (8 cores), 768 Gb RAM, 12x146 HD	$ 43,312	-		1	$ 43,312
Software	OS	Microsoft Windows Server 2012 Standard Edition (2 CPU)	$ 790	4	$ 3,161	2	$ 1,580
Network	Fiber Switch	Cisco MDS 9148 Multilayer Fiber Switch 16 x 8GB per channel	$ 6,195	1	$ 6,195	-	
Network	Fiber Cables	SFP+ to SFP+, 10GbE, Copper Twinax Direct Attach Cable	$ 120	10	$ 1,200	-	
Hardware	Application Server	Dell PowerEdge R320, 2 x Intel Xeon E5-2470 (8 Cores), 192 Gb RAM, 4 x 300 GB HD	$ 11,931	2	$ 23,863	1	$ 11,931
Hardware	SAN	Dell PowerVault MD3600f SAN, 8G Fibre Ch, 2U-12 drive, Dual 4G Cache Controller, 12 x 600GB 15K RPM Self-Enc SAS 6Gbps 3.5in Hot-plug HD,FIPS140-2	$ 31,214	1	$ 31,214	-	
Hardware	Load Balancer	Barracuda Load Balancer 340	$ 3,632	1	$ 3,632	-	
					$ 187,877		$ 82,818

Hosted Versus Internal Deployments[15]

In addition to application choices, deployment methods or system architecture can also affect user access and information disbursement. The primary system architectures are client/server, web based, and hosted applications[16]. Overall, Web-based and hosted solutions benefit deployments with remote or satellite locations, operations with high user counts and mobile or remotely connected users. Web based and hosted applications typically require less administration and management of the application and updates and patches are easily applied since the application resides on single or clustered web servers. In addition to basic application access, some hosting solutions provide a reduced cost over purchasing licensing, offer additional system administration or data analysis services. Most all current client/server architecture systems include web-enabled modules that allow on-line work requests, work order status reviews and other limited functionality typically for access by non-fleet customers.

Hosted systems include the data processing platform on which software applications run and provide associated support services on a subscription basis. Hosted solutions allow organizations to use limited resources to produce and use information without having to maintain systems, thus increasing the return on investment on information technology expenditures.

Organizations select hosted solutions to:

- Take advantage of state-of-the art management information systems that they otherwise might not be able to afford.

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[15] Monthly application hosting fees range from $.75 to $4.00+ per asset per month depending on the number of users, amortization options and technical requirements.

[16] Hosted applications can be client/server or Web based applications.

- Avoid large up-front hardware and software costs.

- Obtain better service.

- Leverage core competencies and focus on their core mission.

- Maintain autonomy.

- Improve access to and the distribution of management information.

The following illustrates some of the benefits of acquiring a hosted solution:

<u>Affordability</u>
- No local server platform required

- Minimal IT agency assistance required

- Minimal workstation infrastructure required

- No software license fees

- Simpler implementation process

- Predictable FMIS costs

<u>Speed</u>
- Platform already in place

- No waiting for server hardware or software to be purchased, installed, configured, or tested

- Software modifications, bug fixes, new releases installed immediately and seamlessly

- System response time exceeds that of many local platforms

<u>Accessibility</u>
- Hosted solutions are available anywhere, everywhere and anytime an Internet connection is available

- At work, at home, on the road

- Via PC

- Via Winterm

- Via Tablet PC

<u>Security</u>
- Multiple layers of data encryption

- Complete database backup and disaster recovery procedures

- Anti-virus protection

- Closed-loop broadband connections available

- VLAN available

Support

- All OS, DB, and application software updates

- Security patches

- Anti-virus definition updates

- Network performance tuning and troubleshooting

- Help desk and on-line tools

- Dedicated fleet management support professionals

Cost, while an important consideration, should not be the primary factor in determining the optimal solution to correct the current lack of management information. The long-term costs to the organization in not having the data to properly manage the fleet will far outweigh the initial software and implementation costs. Additionally, a poorly configured system will inflict a much higher resource cost to capture, retrieve and analyze data than a properly developed integrated solution. Furthermore, procurement and implementation of a COTS solution provides support assistance from fleet industry professionals versed in supporting both FMIS application and fleet management organization daily operations.

Because of the current organizational structure of the DMS Fleet operation, the FMIS application must be capable of providing combined access but separately secure environments. Management should be able to access consolidated details about the entire statewide fleet while providing layers of security to allow segregation of operational functions that are specific to individual groups. Examples of this consolidated but separate configuration would include:

- Capability to view utilization trends for the entire fleet

- Maintenance shops prevented from creating or adding to work orders against vehicles assigned to other maintenance locations

- Ability for storekeepers to view and request stock available in other state storerooms without the ability to issue stock from other locations.

Conclusion

The State suffers from a lack of useable management information on fleet operations. In the current environment important decisions regarding fleet size, cost of services, outsourcing, performance levels, etc. cannot be made based on analyses of key data and metrics. This situation hamstrings the State's efforts to manage its fleet and unquestionably costs the State millions of dollars each year – both in real terms as the State overpays for goods and services that cannot currently be monitored effectively and in opportunity costs for functions that could be better managed.

The FLEET system is an inadequate tool that does not support effective fleet management. The State needs to replace its current system with a robust COTS system.

Several COTS systems are available that will meet the State's needs. Furthermore, systems contain optional features, add-ons, and interface possibilities to increase the future flexibility of the applications and the likelihood of satisfying future process growth within DMS.

The general native functions and management capabilities of the Tier 1 FMIS applications are quite similar, and most feature a robust level of fully integrated management tools. The differentiating factors between the available applications usually follow optional functionality or available add-on modules, availability of customization, and user defined capabilities of the applications.

Regardless of pricing level, any considered FMIS solution should offer fully integrated fleet management capabilities with the same basic data capture flexibility, real time information access, ad hoc reporting capabilities, key performance indicators, work management and scheduling, notification functions, trend and cost analysis, and also feature distributable information.

Even though an automated, integrated system is crucial to proper fleet management, a system should not 'drive' the operational practices of an organization. Capturing data just for the sake of data capture is generally a time consuming and futile effort with resources that could be allocated more effectively. Capturing the right data with the proper processes to provide meaningful and accurate information is the key to effectively utilizing a fully functioned FMIS.

Defining needs and system requirements, followed by selection and subsequent configuration of a new system should be determined through a review and identification of system capabilities to meet optimized business processes. An example of a functionality matrix that should be used to ensure system compatibility is shown below.

Exhibit 29: FMIS Functional Matrix Example

Functional Features	Yes	Add On	Under Dev.	Mod	Custom	No
GENERAL APPLICATION ATTRIBUTES System supports maintenance activities on a variety of equipment including: fleet equipment, specialty items including specialty maintenance and other medium use equipment and non-rolling stock, auxiliary engines, electronic and communications devices, facilities and plant equipment.						

System provides key functional management of equipment, long term leasing, reservation and dispatch for short term rentals, in house and external parts, comprehensive charge calculation with intra and inter agency billing, vendor invoice processing and payment validation					
Auxiliary items, such as compressors, generators, or aerial equipment, can be tracked by vehicle, facility, or agency.					
Basic system design conforms to the ATA/VMRS standards.					
System minimizes the use of paper data collection forms.					
System provides for bar code input for vehicle inspections and receiving, labor and parts issues, returns and receipts.					
Labor collection is coded with a user defined system/component/part coding schema that follows the ATA/VMRS schema (American Trucking Association - Vehicle Maintenance Reporting Standards).					
System is oriented to providing pertinent information, when needed, upon direct request of user, rather than relying on large regular output reports that must then be organized and kept for later reference.					
Information can be organized and defined to easily support information retrieval and reporting.					
System supports the provision of maintenance service for a variety of customers.					
System accumulates costs, generates invoices and provides detailed and summary billing information for a variety of customers and multi functioned billing scenarios.					
Application allows system administrators to alter menus, screen appearance (define and highlight required fields in color, re-label and re-purpose					

fields) and edit field- and tab-level security on-screen.						
MAINTENANCE WORKFLOW MANAGEMENT						
System allows user to update an open work order at any time.						
System assigns work order numbers during work order creation. When the Unit Number is entered, the System displays, Projected Unit replacement year and month, next PM due and date due, Emission inspection and License due dates, Deferred Maintenance indicator, Warranty available						
System allows initial work order data to be described, entered and scheduled directly without need for using paper forms.						
System allows user to directly create, and then print a work order.						
System allows work orders to be cloned in order to ease data entry of similar multiple work orders.						
System allows user to create a work order with multiple sequential work steps.						
System provides parts, tasks, instructions and estimated repair costs on a work order.						
When user is adding parts required on work order, system allows user to see parts availability and to reserve parts from inventory.						
System allows user to quickly display unit's current work order status using user defined status codes.						
System allows user to identify and view all work orders with a given status.						

Interfacing and integration strategies should be an important consideration during the requirements definition phase and should include a functional review of interface requirements to the finance and purchasing system, bulk and retail fuel imports, GPS or other technology integrations.

Recommendations

1. Replace the existing FLEET application with a more robust, fully featured and user friendly, intuitive COTS application that allows easy distribution of information to all fleet users, customers and management in a real-time environment.

2. Conduct a needs and requirements assessment leading to the procurement of an integrated COTS FMIS solution.

3. Perform a benefits analysis comparing in-house VS hosted solutions for the COTS FMIS application.

4. Create an FMIS system administration/fleet data analyst team to provide application support and training, conduct performance, trend analysis and business intelligence reporting.

5. Develop management reporting requirements and ensure business processes and data capture procedures directly support the reporting model.

Fleet Management Information System

Timeline:

Provide the timeline with key events from the beginning of the procurement process through the expiration of a contract.

The following is an outline of the general tasks necessary to procure and implement a new fleet management information system. DMS should consider contracting with a consultant or system integrator to assist with the acquisition of an appropriate COTS system.

Phase I – Needs Assessment and System Selection (Sample Work Plan)

- Needs Assessment, RFP Development and Issuance
- RFP Questions And Answer Processing
- Bid Receipt and Courtesy Communications
- FMIS Bid Review and Vendor Final Pool Selection
- Vendor Demonstrations
- Functional Review
- Vendor Customer Site Visit (Optional)
- Selection Process
- Contract Review and Pricing Negotiation
- The second phase includes tasks to install and configure the selected system and then to train users and move the system into operational production.

Phase II – System Implementation (Sample Work Plan)

- System Implementation

- Data Conversion
  - Data Scrubbing and Normalization
  - Data Conversion Management
  - Data Conversion Testing
  - Production Data Conversion
- Interface Definition Development
- System Screen Design, KPI Setup, & Reports
- Screen Design
- Key Performance Indicators
- Management Report Development
- System Installation
- System Codification, Configuration and Administration Training
- Training Materials Development
- Pre-Production Training
- Production Support

Typical timelines are anticipated to be approximately four to six months to complete the tasks in phase I and 10-12 months for phase II tasks, depending on availability of key fleet personnel. Ideally, a phased implementation would be employed to bring segments of the organization onto the application over an 18-24 month period.

Transition Plan:

Provide a transition plan for the full implementation of the fleet management recommended option, which addresses, as applicable:

A. *Changes in the number of agency personnel (and reemployment and retraining assistance plan for affected employees) and affected business processes.*

This issue has already been covered in the Fleet Administration discussion above.

B. *Employee transition issues*

Not applicable.

C. *Required Statutory changes*

This issue has already been covered in the Fleet Administration discussion above.

D. *Budget changes required by agencies*

Agencies should be required to pay DMS a fee of $1.75 per month for all fleet assets, not just light-duty vehicles as stipulated in current law. DMS currently collects $383,000 per year in FLEET fees. Expanding fees collection to all types of vehicles and equipment would produce an additional $142,000 per year. Once this change is made, fees per agency would be:

Exhibit 46: Proposed FLEET System Fees

Agency	Fleet	Fees[17]	Agency	Fleet	Fees
DOT	5,362	$ 112,602	OAG	126	$ 2,646
ACS	4,290	$ 90,090	DMS	103	$ 2,163
DOC	3,147	$ 66,087	DMA	100	$ 2,100
HSMV	2,925	$ 61,425	DOE	45	$ 945
FWC	2,779	$ 58,359	SDB	43	$ 903
DEP	1,628	$ 34,188	DOS	27	$ 567
FDLE	654	$ 13,734	PSC	26	$ 546
JAC	570	$ 11,970	EOG	24	$ 504
DFS	569	$ 11,949	DVA	19	$ 399
DCF	552	$ 11,592	DOR	17	$ 357
DJJ	551	$ 11,571	DEO	6	$ 126
BPR	485	$ 10,185	AHCA	2	$ 42
DOH	417	$ 8,757	FPC	2	$ 42
APD	331	$ 6,951	CIT	1	$ 21
DOL	190	$ 3,990	**Totals**	**24,991**	**$ 524,811**

The State should also require colleges and universities to use the new COTS fleet system to track and report their assets. Consequently, the FLEET system fee should be extended to the approximately 5,000 vehicles operated by these institutions[18]. This would produce an additional $105,000 per year in revenue for DMS to help defray its costs.

E. *Communication with affected stakeholders*

Changes to affected stakeholders should be communicated as part of the fleet committee process created for this project.

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[17] Based on $1.75 per month per asset.
[18] Including 3,000 licensed vehicles and an estimated 2,000 pieces of construction, landscape, and material handling equipment.

Compensation

If applicable, identify all forms of compensation to the vendor(s), e.g., direct payments, transfer of state property, free use of state assets, and revenues that do not pass through state accounts.

- Compensation to contractors and software vendors to assist with the acquisition and implementation of a new fleet system would be in the form of cash for services rendered.

Responsibilities

Document what responsibilities and costs will be retained by the agency once the solution has been implemented; the estimated expenditures by fiscal year over the expected life of the project; the specific performance measures that will be achieved or impacted; specific performance standards that must, at a minimum, be met to ensure adequate performance; and a contingency plan to address potential vendor nonperformance.

No change from current practices and responsibilities will be required.

Other Options

Explain why other options evaluated are not in the best interest of the state.

Improving data collection and analysis capabilities is a prerequisite for optimizing the cost and performance of the State's fleet program. All other strategic and tactical initiatives depend upon a new tier 1 COTS system being put in place. The old adage that "No measures equals no improvement" applies well in this situation.

Policy Impacts

Describe any differences in current state agency policies or processes that would need to be standardized, consolidated, or reviewed to reduce needed customization of the recommended option.

None that have not already been noted (redefining the term vehicle, requiring the universities to use a new COTS system).

Appendix C: Mercury Study Excerpt of Costs and Benefits

This State's statement of work specified that this section is intended to document the direct and indirect baseline costs, savings, and qualitative and quantitative benefits resulting from the implementation of the recommended options and the estimated timeline for realizing the benefits. In addition, all elements of cost were to be clearly identified and supported by applicable records and reports.

Mercury's ability to detail cost savings was limited by a number of factors, most notably the lack detailed data available from the State. Even where we were able to obtain data, the granularity did not exist to assign costs to specific activities. For example, while we were able to obtain some data on employee time expended on "fleet management" activities, detailing that time by specific activity, e.g. paying bills for fuel vs. paying bills for repair vs. entering data into the FLEET system vs. making decisions on replacement vehicles, was not available. As a result, cost savings could only be estimated based upon the data elements provided.

The second limitation in terms of identifying the actual cost benefit of a given option is that actual savings from recommended outsourcing options can only be precisely identified when actual bids are received from vendors. Similarly with fleet renewal or rightsizing, a refined savings estimate can be provided only when the replacement parameters have been determined and number of vehicles being eliminated from the fleet identified. While the data won't entirely support analysis of costs at the activity level, we were able to project savings for the State's fleet operations as a whole. Our savings estimates later in this section of the report are based on available State data as well as percentage cost reductions that are typical of what we have seen with other clients who have implemented the best practices recommended.

Recommendation and Benefit Summary

This project is intended to identify best practices as they could be applied to the existing methods employed in the management of the State's fleet, with optimized ones, which will enable substantial improvements in how the fleet program is operated and managed. A number of specific opportunities have been identified to reduce the cost of current practices that are duplicative, labor intensive, sub-optimal, or otherwise inefficient. These opportunities – when realized – will yield a significant economic benefit.

Implementing best practices in fleet management will result in replacing ineffective and inefficient technology, to improvements in business processes, to standardization of practices across agencies, to maximizing employee productivity, and to outsourcing activities better performed in the private sector.

The Exhibit below summarizes the functional recommendations and expected benefits associated with their successful execution. It is important to note that the Exhibit focusses on *tangible* benefits. There are a host of qualitative and intangible benefits that result from a well-run fleet including safe, functional fleet vehicles that support the execution of the State's various missions in a way that not only reduces cost, but minimizes the employee time associated with the operation of the required transportation. Every hour an employee does not have to spend on securing and maintaining fleet vehicles is an hour that can be dedicated to core mission activities. For example if only one less repair per vehicle occurred each year, there would be a minimum time savings of one hour that would have been spent in transporting the vehicle to and from a maintenance facility. That is over 20,000 hours or 10 full time equivalent positions.

Exhibit 47: Functional Recommendations and Expected Benefits Summary

Rec. #	Functional Activity	Strategic Direction Recommended	Summary of Benefits	Estimated Implementation Timeline[19]
1	Administration	A) Expand DMS' role in providing oversight, analysis, and services to manage the State's fleet.	• Best practice fleet management execution • Realization of economies of scale	12 months
2	Information Systems and Reporting	A) Replace the existing FLEET application with a more robust, fully featured and user-friendly COTS application that allows easy distribution of information to all fleet users, customers and management in a real-time environment. B) Develop management reporting requirements and ensure business processes and data capture procedures directly support the reporting model.	• Provides data and information required to engage in best practice fleet management • Eliminates time consuming manual data entry and audit processing	18-24 months

19 Note that timelines assume changes to statutes and budget changes have already been approved.

3	Replacement Planning and Financing	A) Centralize Fleet replacement planning and budgeting B) Identify optimal replacement cycles C) Develop and execute Fleet Replacement and Financing Plan using data based optimum replacement cycles and minimum TCO D) Develop and execute annual prioritization process	• Modernize the fleet • Optimize the total cost of ownership • Cost savings from improved performance, less downtime • Streamlined consistent replacement financing and budgeting	18 months
4	Acquisition	A) Develop and execute vehicle specification, solicitation and selection process that incorporates best practice elements. Including A) Standardization working committee B) Life cost procurement selection C)Optimized Delivery Cycle	• Assures right vehicle for the job • Minimizes acquisition cost component through specification, standardization and timing of delivery • Potential maintenance and repair cost savings from proper specification and standardization.	• 12 months
5	Disposal	A) Conduct data based analysis to select core sale methods for various types of equipment. B) Establish performance metrics to actively monitor and manage disposal outcomes.	• Maximize resale return • Minimize state agency time in the disposal process	12 months

6	Fleet Size and Utilization	A) Conduct a study to reduce the size of the fleet by eliminating low use vehicles	• Right size the fleet • Lower capital and operating costs	12-18 months
		B) Study the feasibility of establishing shared-use motor pool locations in Tallahassee		
		C) Develop and implement an ongoing fleet utilization monitoring system		
		D) Consider the use of charge-back rates as a financial incentive for agencies to maintain an optimized fleet size.		
7	Maintenance and Repair	A) Open Shops to all Agencies	• Improve maintenance and reliability of the State's fleet • Right size state garage staffing • Cost savings from improved performance, less downtime, more effective management • Consistent repair data across agencies available in automated format	12-18 months
		B) Develop shop standards and consistent shop procedures and centralize the policy and practice requirements for State garage operations in DMS. Daily operational management of vendor and state operated facilities to remain with individual agencies		
		C) Consolidate Shops		
		D) Outsource Large Shops		
		E) Outsource all Commercial repairs to a maintenance management service provider; develop and execute RFP for these services and require agencies to use the		

		contract for ALL maintenance and repair at non state facilities.		
8	In-House Fuel Operations	A) Review the current State contract for bulk fuel to determine if methods for savings exist. B) Complete a justification audit of all current sites. C) Develop uniform pricing, chargeback and processing methods to ensure total costs are identified, adequate controls in place, and required data captured	• Potential for significant cost savings • Improved Fuel Management and controls	12-18 months
9	Contract Fuel Operations	A) Develop and implement a fuel management program that establishes policies, requires odometer entry and streamlines audit process. B) Establish electronic interface for fuel, mileage and repair data into the FLEET system. C) Detail more of the State's business requirements in future contracts D) Curtail use of fuel card for repairs once alternate method is available.	• Significant decrease in State time associated with fleet data entry and audit processes. • Improved overall fuel management	6-12 months
10	Personal and Rental Vehicles	A) Calculate personal vehicle and rental vehicle break-even analysis	• Optimized transportation method	12 months

		B) Issue statewide policy on selection of transportation options C) Develop tool for agency use in selecting best option D) Assign state owned vehicles as appropriate	selection • Consistent, cost effective practices • Decrease total costs associated with travel	

Value of Benefits

Implementation of the fleet best practice recommendations will transform the way the fleet is managed. As indicated above, our savings estimates below are based percentages or specific factors that are typical of what we have seen with other clients who have implemented similar best practices. The baseline current costs are derived from the **direct cost provided plus a percentage factor for indirect costs.** Given that the data was available only at the general activity level, our estimates can only be provided at this level. We believe the baseline data provided may be understated due to the lack complete and accurate cost information available. Thus our estimates are conservative and actual savings may be higher than projected.

We have segmented savings into two categories, one for operational cost savings and the second for savings associated with replacement, fleet renewal and right sizing. This is followed by recommended implementation and benefit realization matrixes that detail a proposed timelines for implementation of best practices and the realization of expected benefits.

Operational Benefit

The Exhibit below, provided in the Mercury study, details the operational savings associated with implementing our best practice recommendations. **Once all recommendations are executed, an $8.8 million annual savings is estimated.**

Exhibit 48: Operational Benefits Summary

Expense Category	Current Baseline TOTAL Cost[1]	Current State Employees	Proposed State Employees	Estimated Savings (Cost)	Realized Savings Timeline	Recommendation Numbers Applicable	Comments
DMS Fleet Management[2]	$ 655,462	5.4	19.0	$ (1,117,000)	Cost incurred as employees secured - 12-18 months. Annually thereafter	ALL	Proposed FTE is max. as some positions could be contracted. Increased cost is for state and contractual staff. This cost will be offset by decreased cost realized by departments in functional areas below.
Fleet IT System	$ 278,486			$ (1,425,680)	Cost incurred as system developed-18-24 months. Annual cost $235K thereafter	ALL	Baseline costs of $278,486 represent total cost in the FY12-13 DMS Fleet budget for all IT related activity (Develop & Ops) plus 20%. DMS estimates future costs for support and operation of the current FLEET system are estimated at $140,000.The estimated cost of $1.4 million for the new system includes initial development plus ongoing annual operations of $235,870 . The new system development and operational costs will be offset by decreases in department expenditures in the functional areas below.
Department Fleet Management, Administration and Support Services	$ 11,131,036	135.2	94.6	$ 2,782,759	Savings for fleet realized as new processes are instituted 12-24 months. Annually Thereafter	ALL	30% reduction in FTE required via automation of current manual processes and increased information and analysis from DMS. In some departments position count represents small percentages of time from a number of staff. This time may be realigned to focus on core mission service delivery.
Fuel CC Charges	$ 45,058,291						Recommended improvements in fuel process accrue to the Fleet Asset Mgt. function.
Bulk Fuel	$ 22,608,758			$ 355,883	12-18 Months; Annual savings	1,2,8	Savings estimated at $.10 per gallon for 70% of Fuel.
Contracted M&R	$ 26,308,420						
In House Garage Parts	$ 11,160,451			$ 6,102,240	12-18 Months; Annual savings	1,2,3,7	Reduction of cost per VEU by $160 (approximately 10%).
Vendor Operated Garage	$ 1,169,795						
In House Garage Operations	$ 21,018,729	265.8	TBD				
Personal Vehicle Reimbursement	$ 13,116,826			$ 491,881		10	Reduction in premium reimbursement by 15% netted against cost of providing vehicles - savings is 25% of reimbursement savings
Rental Vehicles	$ 972,662					10	
Net Resale Return	$ (2,836,627)			$ 275,200		5	Additional net revenue of $200 per unit; assumes sales at historic numbers.
Liability Insurance	$ 1,326,124						
Total	$ 151,968,414			$ 7,465,283			
Annual Ongoing Operating Savings after IT System Implementation				$ 8,798,891			A 5.9 % decrease in annual cost (direct + indirect) associated with management and operation of the fleet.

1 Overhead added to FY2012-13 reported expenditures plus 30% in-house repair and 20% all other categories
2 Excludes IT and Disposal shown separately; Disposal cost netted against revenue, net is resale return

Replacement, Renewal and Rightsizing Benefit

Replacement and renewal are primarily associated with the capital cost of fleet operations, which is the actual life cost expended in procuring fleet vehicles. This is typically referenced as *actual* depreciation defined as acquisition cost less resale value. Best practice recommendations made for the acquisition and disposal of vehicles are aimed at minimizing the actual depreciation realized by the state for vehicles it procures. However, it is assignment, utilization, and replacement practices that determines *when and how often* a vehicle is procured and thus it is these factors that drive overall fleet capital cost. A life cycle cost analysis will provide the data and information required to determine how often a vehicle should be replaced. Executing that schedule impacts a number of factors all of which can be estimated to obtain the total cost of ownership (TCO).

Replacement cycles obviously have a major impact on the both acquisition expenditures (and their corresponding annual depreciation) and resale return. As referenced in our Section B analysis, replacement cycles also impact maintenance, fuel cost and fleet size. Therefore, the cost impact of any change in how often vehicles are replaced must consider the impact on capital acquisition expenditures/depreciation, resale return, maintenance and fuel. Only when all these factors are detailed and analyzed in detail can the *TCO* and costs/benefits of specific replacement decisions be determined.

Our recommendations call for development of optimal replacement cycles, a replacement plan based on those cycles, and movement to renew the fleet via operating leases. We

believe that an *economic* comparison is the most appropriate way to quantify if it would be in the State's long-term interests to replace its fleet assets more frequently. We recognize the fact, however, that *economic* arguments for taking a particular course of action are largely irrelevant if they cannot be reconciled with *fiscal* realities. Strategies that clearly are beneficial to taxpayers over the long term must still be affordable in the short term. Otherwise, they simply will not be pursued. To this end, the State should quantify the *fiscal* impacts of the recommended plan under various capital financing methods. **Given the advanced age of Florida's fleet, continuing with the practice of the last several years is really not a viable option.** Therefore identifying methods and associated costs to renew the fleet is essential.

Beyond indicating that any recommended action on replacement cycles and fleet renewal would minimize *TCO* while ensuring fleet vehicles are available to deliver core mission services, it is not possible to precisely detail the cost impact or benefits without actually completing the detailed analysis. However, we were able to provide a representative forecast based on available data and our work with other states. This representative forecast, which was provided in Section B of this report, is repeated below.

Exhibit 49: Projected Five-Year Fleet Renewal Plan

Financing Method	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Ad Hoc Cash	$ 100.19	$ 100.94	$ 100.94	$ 100.94	$ 100.94	$ 503.95
Lease	$ 13.38	$ 27.63	$ 40.79	$ 53.47	$ 64.79	$ 200.06
Lease v Cash Savings (Cost)	$ 86.81	$ 73.31	$ 60.15	$ 47.47	$ 36.15	$ 303.89
Average Age (10.1 Years Start)	9.6	8.9	8.2	7.2	6.4	

We have maintained throughout the report that tying fleet renewal with rightsizing would maximize the potential benefits to the State. We calculated examples of potential savings from rightsizing based on our work with other fleets. If rightsizing is paired with renewal it is anticipated that an additional 5 to 10-percent decrease in the size of the fleet is possible. There are two areas of financial benefits associated with decreasing fleet size. The first is one-time revenue from the sale of the assets eliminated from the fleet. The second is an *annual* decrease in capital and operating costs. Capital savings come in the form of avoidance of the cost of securing the vehicle, measured here as annual depreciation. Operational savings is an avoidance of repair costs as it is more costly to maintain two units than one, even if one of the units is used infrequently. As detailed in Section B, we utilized averages realized in California to estimate Florida's cost savings.

As the Exhibit below indicates, on the low end there is a potential of $2.1 million dollars in annual savings if the statewide fleet is downsized by 5-percent.

Exhibit 50: Savings from Fleet Rightsizing

Activity	Estimated Savings
Right Size the Fleet - Annual	$1.6 - $3.2 Million
Right Size the Fleet - One Time	$2.1- $4.2 Million

When the annual savings from rightsizing is added to the estimates in operational savings from best practice implementation, the result is a potential annual savings of $11.0 million annually ($2.1M + $8.9M).

Implementation Matrix

Given the scale and complexity of the recommendations from the Mercury study, it is not feasible or desirable to attempt to implement them all at the same time. Our recommended approach to implementation is summarized in the Exhibit below. It envisions a three-year process that begins with four major efforts including expanding DMS role, replacing FLEET system, developing a plan to renew the fleet, and right sizing the fleet. Such a timeline is feasible only if execution of the plan is given a priority statewide. In addition, all timelines in this report presume that Legislative approval and budget authority has been obtained. To the extent that obtaining approval and funds requires a significant amount of time, then timelines would need to be adjusted.

Exhibit 51: Implementation Matrix

Recommendations	Estimated Implementation Timeline in Quarters (3 Months)											
	1-3	4-6	7-9	10-12	13-15	16-18	19-21	22-24	25-27	28-30	31-33	34-36
1A) Expand DMS' fleet mgt. role	X	X	X	X								
2A) Replace the existing FLEET application		X	X	X	X	X	X	X				
2B) Develop management reporting requirements									X			
3A) Centralize Fleet replacement planning and budgeting		X	X	X	X	X	X					
3B) Identify optimal replacement cycles		X	X									
3C) Develop and execute Fleet Replacement and Financing Plan			X	X	X	X	X					
3D) Develop and execute annual prioritization process							X					
4A) Develop and execute vehicle specification and selection process							X	X	X	X		
5A) Conduct data based analysis to select core sale methods									X	X	X	X
5B) Establish performance metrics									X	X	X	X
6A) Conduct a study to reduce the size of the fleet		X	X	X	X							
6B) Study the feasibility of shared-use motor pools Tallahassee				X	X							
6C) Develop an ongoing fleet utilization monitoring system						X	X					
6D) Consider the use of charge-back rates												X
7A) Open shops to all agencies					X	X						
7B) Develop shop standards and consistent shop procedures					X	X	X	X				
7C) Consolidate Shops						X	X	X	X			
7D) Outsource Large Shops						X	X	X	X			
7E) Outsource all sublet repair to a maintenance service provider	X	X	X									
8A. Review the current State contract for bulk fuel						X	X					
8B. Complete a justification audit of all current sites.						X	X	X				
8C) Develop uniform pricing, chargeback and processing methods									X	X	X	
9A) Develop and implement a fuel management program				X	X							
9B) Establish electronic interface for fuel, mileage and repair data				X	X	X						
10A) Calculate personal vehicle and rental vehicle break-even analysis				X	X							
10B) Issue statewide policy on selection of transportation options						X						
10C) Develop tool for agency use in selecting best option						X						
10D) Assign state owned vehicles as appropriate						X	X	X				

Benefit Realization Matrix

Since implementation of improvements will proceed incrementally not all of the benefits of optimizing fleet management will be available immediately. This is because the execution of best practices must be in place before the benefits are realized. For example, some operating expense savings are secured through process changes and outsourcing and are realized annually thereafter. Other improvements, such as fleet renewal, impact capital expenditures and are realized over the life of the vehicle while others, such as a new FMIS system, represent a one-time expense.

The five year cumulative benefit of implementing the operating best practice and right sizing recommendations is a potential $26.8 million dollar savings as summarized in the Exhibit below.

Exhibit 52: Five-Year Costs and Benefits

Expense Category	Current Baseline TOTAL Cost	Estimated Savings (Cost)	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Cumulative Total
DMS Fleet Management	$ 655,462	$ (1,117,000)	$ (1,117,000)	$ (1,117,000)	$ (1,117,000)	$ (1,117,000)	$ (1,117,000)	$ (5,585,000)
Fleet IT System	$ 278,486	$ (1,425,680)	$ (1,069,260)	$ (356,420)	$ (3,798)	$ (3,798)	$ (3,798)	$ (1,437,074)
Department Fleet Management	$ 11,131,036	$ 2,782,759		$ 1,391,380	$ 2,782,759	$ 2,782,759	$ 2,782,759	$ 9,739,657
Bulk Fuel	$ 22,608,758	$ 355,883			$ 177,942	$ 355,883	$ 355,883	$ 889,708
Maintenance and Repair	$ 59,657,395	$ 6,102,240		$ 610,224	$ 1,830,672	$ 4,576,680	$ 6,102,240	$ 13,119,816
Personal Vehicle Reimbursement	$ 13,116,826	$ 491,881		$ 491,881	$ 491,881	$ 491,881	$ 491,881	$ 1,967,524
Rental Vehicles	$ 972,662							$ -
Net Resale Return	$ (2,836,627)	$ 275,200			$ 275,200	$ 275,200	$ 275,200	$ 825,600
Operating Total	$ 105,583,999	$ 7,465,283	$ (2,186,260)	$ 1,020,064	$ 4,437,655	$ 7,361,605	$ 8,887,165	$ 19,520,230
Right Sizing Total		$ 3,500,000		$ 2,500,000	$ 1,600,000	$ 1,600,000	$ 1,600,000	$ 7,300,000
Grand Total			$ (2,186,260)	$ 3,520,064	$ 6,037,655	$ 8,961,605	$ 10,487,165	$ 26,820,230

Appendix D: Mercury Study Excerpt of Outline of an FMIS Implementation Work Plan

Fleet Management Business Case for the State of Florida, December 2013, presented by Mercury Associates, Inc.; Page 163 excerpt:

The following work plan represents a standard list of tasks for an FMIS implementation project. DMS should consider contracting with a consultant or system integrator to assist the agencies with the implementation of the selected system.

Task 1.0 - Project Kick-Off Workshop

This meeting is to initiate the project by reviewing the project tasks and scope of work, identifying staff members that will be assigned to the project, and review and refine a detailed project timeline, establish project management and communication protocols, and discuss project risks. Additionally, the workshop would cover key project activities, such as developing specifications for interfaces, verification of functionality for system acceptance, and training methodology and materials. Following this meeting, a project timeline is created based on the mutually approved milestones discussed during the kick-off workshop.

Task 2.0 – Project Interviews

DMS management and agency interviews will identify and validate the sections of the system that will need to be utilized to support the needs of each entity. For DMS to utilize the system as an agency wide management tool, the individual system reporting, security and system configuration, equipment master, KPI features, and interface management modules should support individual agency needs and work procedures.

Task 3.0 - Data Conversion

Data conversion will be required to migrate DMS data and core inventory onto the system platform and will involve migrating information from systems, such as FLEET, locally managed systems or other applications and other stand-alone data sources, such as MS Excel files will also need to be addressed as part of a formal data conversion plan that should be finalized as part of data conversion task. Additional data conversion steps that will need to be performed include the following.

Task 3.1 - Data Scrubbing and Normalization

"Cleaning up" and normalizing the data that is to be migrated is usually required. It is very common to find variations in spelling of key pieces of information, such as vehicle make and model or vendor names. To address this issue, we recommend that vehicle and equipment inventories be processed through a VIN decoder, which will normalize inventory with real VIN values. Other records should be analyzed utilizing exception identification techniques.

Additional data normalization and exception identification can be performed using queries that will be utilized to identify records that require attention. Invalid records may be purged

prior to the data migration. Upon completing this task, the data export process can begin.

Note: Prior to entering into production used of the system we recommend a final data analysis to address any new data issues that may exist.

Task 3.2 - Data Conversion Mapping

After the information from these data sources has been normalized, the process of mapping the data between the DMS systems and the FMIS system must occur. This process is necessary to ensure that the data will be migrated to the proper fields in the system. Additionally, consideration must be given for variances in system use among components that are utilizing the same system to compensate for differences in business practices and use of the systems.

Task 3.3 - Data Conversion

A formal process and methodology for extracting data from the existing systems should be developed, which may include developing SQL statements to create data exports, utilizing native export features with these systems, or collaborating with other IT resources to provide these data extracts. This methodology is used to perform an initial data extract and document the procedures. Modifications to the data extract tools and methodology will be performed and the extract process repeated until a satisfactory data set is produced.

Upon producing a satisfactory dataset import scripts are developed that following the initial data conversion map. These import scripts will take the export files originating from the systems and import these records into a TEST database that is accessible through the application.

Task 3.4 - Data Conversion Testing

Upon completing the initial data conversion testing is required to validate the accuracy of the conversion. This is a time consuming process because each feature within the system (e.g. creating work orders, editing vendor records, and running reports should be tested. During this testing phase the DMS' project team will test and validate the results of the converted data documenting issues. Any issues that are found must be addressed and the conversion processes repeated until a successful conversion is established.

Upon successfully completing the testing phase, a final TEST database will be utilized for training. This database should be established using the DMS approved conversion scripts and methodology and include DMS's most current fleet data from all systems. This training TEST database should be attached and made accessible through the application for all authorized DMS and component personnel to begin evaluating the data within the new system.

Task 3.5 - Production Data Conversion

Prior to entering into the production phase of the project, a final data conversion should migrate the most current information into the system, which will serve as the initial population of the system. These data sets, where appropriate will be maintained by interfaces and business processes identified by the system implementer.

Task 4.0 - Interface Definition and Development

During this task, the interfaces necessary to integrate with all of the sources of fleet related data (e.g., commercial fuel transactions) and export to other State systems would be defined and developed. It is anticipated that the following interfaces may be required as part of this project:

- Bulk Fuel System
- Commercial Fuel Card Systems
- DMS & Component property accountability systems
- DMS & Component financial systems

As part of the interface development process the system implementer will require any sample data files, interface definitions, and field mappings documents that are available. The documentation is then used to develop the interfaces required by DMS.

The completed interfaces will be installed on a test platform. Part of the interface testing is to validate that the imported data has populated the proper Exhibits in the database. The tester' will document any issues found during the interface testing. After rework, the testing is repeated until the interfaces are working properly.

Validation of the interface functionality is usually performed using management reports, SQL queries, and selecting random data sets to verify the information is processing properly. Additionally, testing of the interface exception reporting and data correction methodology must occur prior to interface acceptance. Each interface should be tested individually rather than as a group to allow more quality control over each utility.

Task 5.0 - System Screen Design, KPI Setup, & Reports

Although it is understood that there are standard reporting and system elements that apply globally to DMS and its components, it is anticipated that there will be a requirement to tailor the system to complement operational needs. As such, the system implementer will need to address the unique requirements of DMS based on interviews and sample materials provided by the agency (e.g. reports). The requirements will have been documented during the initial interviews; however, the screen designs, key performance indicators (KPI), and reporting requirements should be verified as part of this task.

Task 5.1 - Screen Design

The systems may include native features that allow for the tailoring of system screens. As such, we anticipate that these tools will be leveraged to tailor screens and application layout.

Task 5.2 - Key Performance Indicators

KPIs are real-time monitors that graphically represent operational measures. For example, a common KPI is vehicle downtime, which measures the amount of time that a vehicle is not available for use due to maintenance or repairs. These types of measures

are highly desired because they monitor and summarize key areas of an operation without the traditional method of having to run reports for each measure. Additionally, KPIs can be configured to notify system users by email or SMS messages when thresholds are met.

It is anticipated that there may be 10-15 common or global KPIs that can be used by all users. However, it is expected that some key users may require additional KPIs to support their operational needs. KPIs will be developed and implemented for the appropriate component in the test environment.

Task 5.3 - Management Report Development

Any required management reports not available in the standard reports provided by the fleet management system can be addressed by developing ad hoc reports. These reports can be developed through the included system report builder, Crystal Reports, or MS SQL Reporting Services

Task 6.0 - System Installation

The project plan assumes that the selected system will be a hosted solution. As such, the system installation will be limited to verifying that the connectivity to the hosted application and key features, such as import and export data, printing, and invoking interfaces is working properly. Further involvement of DMS personnel and resource would be required in the case of an internally hosted system.

Task 7.0 – Training Materials Development

Prior to initiating personnel training, user-training materials are developed that include all of the key modules that DMS will utilize.

Generally, system administrator manuals and standard user manuals are required. The system administrator manual will address topics, such as system security, configuration and settings, invoking interfaces, and maintenance activities. The standard user manual will include topics, such as standard report execution, KPI development, ad hoc report development, data exporting, and managing the equipment inventory records.

Task 8.0 – System Configuration and Administration Training

DMS personnel will be trained on the administration features of the system and advanced functions within the application. Guidance and recommendations are based on industry best-practices on how the system should be configured to meet DMS's needs.

The users included in this training should be decision-makers and key personnel that have a direct impact on "how business is done" as it relates to the fleet operation, reporting, and administration information requirements.

Task 9.0 – Pre-Production Training

Immediately prior to production standard users should participate in pre-production training. The training should include standard report execution, KPI development, ad hoc report development, data exporting, and managing the equipment inventory records. The

instructor will also present workshop scenarios in which the users use the system to create reports, extract information into an MS Excel spreadsheet, add vehicle records to the system, and create basic queries to find data. At the conclusion of this training, the system users will have the core skills to use the system.

Task 10.0 – Production Support

During the first week of production use, a technical resource should be provided at DMS headquarters that will be available to support DMS personnel on the use of the system and address technical issues. This resource will be responsible for documenting technical issues and coordinating with DMS, the system vendor, and other resources as necessary to resolve issues that are identified.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2016 - 2**

Department: Management Services   **Chief Internal Auditor:** Yolanda Lockett

Budget Entity: Motor Vehicle & Watercraft Management   **Phone Number:** (850) 487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN
			There are no findings for Motor Vehicle & Watercraft Management.	

Office of Policy and Budget - July 2015

017

(6)

ISSUE CODE

Purchasing Oversight

Exhibits and Schedules

Purchasing Oversight

Schedule I Series

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72600400 Purchasing Oversight
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.)
X	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 2014 - 15	**FY 2015 - 16**	**FY 2016 - 17**
Receipts:			
State Term Contract Vendor User Fees	24,775,412	19,913,982	24,600,900
Pride Recycling	21,750	43,500	43,500
Refunds	153		
State Purchasing Card Transaction Fee	4,187,651	4,020,903	4,020,903
Interest Earnings - Purchasing	318,585	351,000	351,000
Interest Earnings - PPM		-	-
Restitution - PPM			
TR From DOC for Major Repairs - PPM		-	-
Total Fee Collection to Line (1) - Section III	29,303,551	24,329,385	29,016,303
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	3,393,529	4,033,504	4,033,504
Other Personal Services		10,000	10,000
Expenses	286,814	399,182	399,182
Operating Capital Outlay	1,474	15,859	15,859
Sp.Cat.:Risk Management Insurance	10,570	9,764	9,764
Sp. Cat.: Web-Based E-Proc System	10,755,938	10,972,309	10,972,309
Lease/Purchase/Equipment	3,924	4,000	4,000
HR Statewide Contract	15,529	15,286	15,286
Private Prison-Maint/Repair			
Contracted Services	31,985	88,847	88,847
Legal Services		30,000	30,000
Project Mgmt Prof Training	56,565	60,000	60,000
Data Processing Services State Data Center-AST		151,966	151,966
TR/Dept. Financial Services	350,000	500,000	500,000
Data Processing Services - SSRC	255,506		

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72600400 Purchasing Oversight
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) ACTUAL FY 2014 - 15	(3) ESTIMATED FY 2015 - 16	(4) REQUEST FY 2016 - 17	
Indirect Costs Charged to Trust Fund				
TR to GR-8% Srvc Chrg (PO)	2,306,186	1,944,271	2,319,224	
Compensated Absences Liability @ 6/30/2015	(3,034)			
Transfer to 2021-Admin.Assess. Fee	525,487	490,117	495,018	
TR to GR-8% Srvc Chrg (PO) Prior Years				
Refunds- Non-State Revenues.	5,866			
Transfer to Admin TF-Legal Procurement Sect	683,830	729,694	729,694	
6/30/2014 Cert Forward B's	5,958			A
TR to 72600300-2510	375,000	375,000	375,000	
TR to 72600500-2510	432,181	452,128	452,463	
TR to 72010100-2510	46,339	50,000	50,000	
Cert Forward Reversions @ 9/30/2014	(5,256)			A
SWCAP Payment to U S Treasury				A
5% Trust Fund Reserve - PO				
Cert Forward Reversions @ 9/30/2015				
Legislative Cash Sweep				
Assessment for Investments 890000 - 310403	24,266	26,000	26,000	
Rounding	1			
Estimated July to June Cost MFMP 104502				
Total Full Costs to Line (2) - Section III	19,558,659	20,357,927	20,738,116	

Basis Used: Accrual

SECTION III - SUMMARY

		(2) ACTUAL FY 2014 - 15	(3) ESTIMATED FY 2015 - 16	(4) REQUEST FY 2016 - 17
TOTAL SECTION I	(A)	29,303,551	24,329,385	29,016,303
TOTAL SECTION II	(B)	19,558,659	20,357,927	20,738,116
TOTAL - Surplus/Deficit	(C)	9,744,893	3,971,458	8,278,187

EXPLANATION:
Special Cat: Private Prison - Maint & Repairs in PC 1206. All other amounts in PC 1601.

Office of Policy and Budget - July, 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title:	MANAGEMENT SERVICES
Trust Fund Title:	OPERATING TRUST FUND
Budget Entity:	PURCHASING OVERSIGHT (72600400)
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	91,863	(A)		91,863
ADD: Other Cash (See Instructions)	284,771	(B)		284,771
ADD: Investments	25,302,736	(C)		25,302,736
ADD: Outstanding Accounts Receivable	190,323	(D)		190,323
ADD:		(E)		
Total Cash plus Accounts Receivable	25,869,693	(F)	0	25,869,693
LESS Allowances for Uncollectibles	0	(G)		
LESS Approved "A" Certified Forwards	1,127,082	(H)		1,127,082
Approved "B" Certified Forwards	26,965	(H)		26,965
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Non Operating)	537,594	(I)		537,594
LESS: Other Accounts Payable	0	(J)		
Unreserved Fund Balance, 07/01/15	24,178,051	(K)	0	24,178,051 **

Notes:

*SWFS = Statewide Financial Statement

**** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal
year and Line A for the following year.**

Office of Policy and Budget - July 2015

72600400 2510.xlsxSCHIC 510069

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: **720000   MANAGEMENT SERVICES**
Trust Fund Title: **Purchasing Oversight Operating Trust Fund**
LAS/PBS Fund Number: **2510**

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds: | **24,185,238** |(A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) | |(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment # and Description | |(C)

SWFS Adjustment # and Description | |(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS | (26,965) |(D)

Compensated Absences Liability | 19,547 |(D)

A/P not C/F-Operating Categories | 231 |(D)

| |(D)

| |(D)

| |(D)

ADJUSTED BEGINNING TRIAL BALANCE: | **24,178,051** |(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | **24,178,051** |(F)*

DIFFERENCE: | **(0)** |(G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2016 - 2017

Department: Management Services

Chief Internal Auditor: Yolanda Lockett

Budget Entity: Purchasing Oversight

Phone Number: (850) 487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings for Purchasing Oversight.		

Office of Policy and Budget - July 2015

Office of Supplier Diversity

Exhibits and Schedules

Office of Supplier Diversity

Schedule I Series

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 MANAGEMENT SERVICE   **Budget Period: 2016 - 17**
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 I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

(1) **SECTION I - FEE COLLECTION**	(2) **ACTUAL** **FY 2014 - 15**	(3) **ESTIMATED** **FY 2015 - 16**	(4) **REQUEST** **FY 2016 - 17**
Receipts:			
Reimbursements			
Total Fee Collection to Line (A) - Section III	-	-	-
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	323,024	336,348	336,348
Other Personal Services			
Expenses	55,996	55,641	55,641
Operating Capital Outlay			
Sp.Cat.:Contracted Services	7,371	11,573	11,573
Sp.Cat.:Risk Management Insurance	1,860	836	836
HR Statewide Contract	3,359	3,166	3,166
Data Processing Services State Data Center-AST		11,087	11,087
Data Processing Services-SSRC	9,606		
Indirect Costs Charged to Trust Fund:			
TR to 2021-Admin.Assess.Fee	30,965	33,477	33,812
TR to Police & Firefighters TF			
TR from 72600400-2510	(432,181)	(452,128)	(452,463)
Cert Forward Reversions @ 9/30/2014			
Rounding	4		
Total Full Costs to Line (B) - Section III	4	-	-

Basis Used: Accrual

SECTION III - SUMMARY

		ACTUAL	ESTIMATED	REQUEST
TOTAL SECTION I	(A)	-	-	-
TOTAL SECTION II	(B)	4	-	-
TOTAL - Surplus/Deficit	(C)	(4)	-	-

EXPLANATION:

Office of Policy and Budget - July, 2015

72600500 2510.xlsSCH1A

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: OPERATING TRUST FUND
Budget Entity: OFFICE OF SUPPLIER DIVERSITY (72600500)
LAS/PBS Fund Number: 2510

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	21,985	(A)		21,985
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)		0
ADD:		(E)		0
Total Cash plus Accounts Receivable	21,985	(F)		21,985
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	21,985	(H)		21,985
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Non Operating)	0	(I)		0
LESS: Other Accounts Payable		(J)		0
Unreserved Fund Balance, 07/01/15	0	(K)		0 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2016 - 2017**

Department: Management Services   **Chief Internal Auditor:** Yolanda Lockett

Budget Entity: Office of Supplier Diversity   **Phone Number:** (850) 487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no issues or findings to report for the Office of Supplier Diversity.		

Office of Policy and Budget - July 2015

Private Prison Monitoring

Exhibits and Schedules

Private Prison Monitoring

Schedule I Series

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

Department:	72 Management Services	**Budget Period: 2016-17**
Program:	72600800 Private Prison Monitoring	
Fund:	2510 Operating Trust	

Specific Authority:	2006-79, Laws of Florida
Purpose of Fees Collected:	Transfer from Dept. of Corrections: for the major maintenance and
	repair for Correctional Facilities overseen by Private Prison
	Monitoring.

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

	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

	(1)	(2)	(3)	(4)
SECTION I - FEE COLLECTION		**ACTUAL**	**ESTIMATED**	**REQUEST**
		FY 2014 - 15	**FY 2015 - 16**	**FY 2016 - 17**
Receipts:				
Interest Earnings - PPM		122,983	122,983	122,983
Refunds & Reimbursements - PPM		7,420		
TR From DOC for Major Repairs - PPM		1,546,932	1,546,932	1,546,932
Total Fee Collection to Line (1) - Section III		1,677,335	1,669,915	1,669,915
SECTION II - FULL COSTS				
Direct Costs:				
Salaries and Benefits				
Other Personal Services				
Expenses				
Operating Capital Outlay				
Sp.Cat.:Risk Management Insurance				
Sp. Cat.: Web-Based E-Proc System				
HR Statewide Contract		421	397	397
Private Prison-Maint/Repair		1,272,934	1,500,000	1,500,000
Contracted Services				
Legal Services				
Project Mgmt Prof Training				
Data Processing Services - SSRC				

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

Department:	72 Management Services	**Budget Period: 2016-17**
Program:	72600800 Private Prison Monitoring	
Fund:	2510 Operating Trust	

Specific Authority: 2006-79, Laws of Florida

Purpose of Fees Collected: Transfer from Dept. of Corrections: for the major maintenance and repair for Correctional Facilities overseen by Private Prison Monitoring.

	(2) **ACTUAL** **FY 2014 - 15**	(3) **ESTIMATED** **FY 2015 - 16**	(4) **REQUEST** **FY 2016 - 17**
Indirect Costs Charged to Trust Fund			
TR to GR-8% Srvc Chrg (PPM)	9,143	9,091	9,091
Transfer to 2021-Admin.Assess. Fee			
Budget Amendment EOG# B0170			
Refunds- Non-State Revenues.			
Cert Forward Reversions @ 6/30/2015	(21,611)		
6/30/2012 Cert Forward B Paid			
Rounding	(1)		
5% Trust Fund Reserve - PPM			80,704
Assessment for Investments 890000 - 310403	9,345	9,345	9,345
Total Full Costs to Line (2) - Section III	1,270,231	1,518,833	1,599,537

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	1,677,335	1,669,915	1,669,915
TOTAL SECTION II	(B)	1,270,231	1,518,833	1,599,537
TOTAL - Surplus/Deficit	(C)	407,104	151,082	70,378

EXPLANATION:

Special Cat: Private Prison - Maint & Repairs in PC 1206. All other amounts in PC 1601.

Office of Policy and Budget - July, 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: OPERATING TRUST FUND
Budget Entity: PRIVATE PRISONS MONITORING (72600800)
LAS/PBS Fund Number: 2510

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	16,394	(A)		16,394
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	8,226,274	(C)		8,226,274
ADD: Outstanding Accounts Receivable	136,738	(D)		136,738
ADD:		(E)		
Total Cash plus Accounts Receivable	8,379,406	(F)	0	8,379,406
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	0	(H)		0
Approved "B" Certified Forwards	811,817	(H)		811,817
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Non Operating)	2,869	(I)		2,869
LESS: Other Accounts Payable	0	(J)		
Unreserved Fund Balance, 07/01/15	7,564,720	(K)	0	7,564,720 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: Private Prisons Monitoring (72600800)
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15

Total all GLC's 5XXXX for governmental funds: | 8,376,537
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment # and Description

SWFS Adjustment # and Description

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS | (811,817)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

A/P not C/F-Operating Categories

ADJUSTED BEGINNING TRIAL BALANCE: | 7,564,720

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | 7,564,720

DIFFERENCE: | -

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2016 - 2017

Department: Management Services

Chief Internal Auditor: Yolanda Lockett

Budget Entity: Private Prisons

Phone Number: (850) 487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
IA 2014-8555	6/30/2014	Bureau of Private Prison Monitoring	Program requests submitted each year by the contractors vary from the amounts allocated. Also, almost half of the programs requested were denied. The primary reason these denials is that the programs requested are already a part of the contract, ITN, or ACA standards or that the program does not meet requirements for this trust fund. **We recommend** that the Bureau establish specific objectives and guidance regarding the program request and budget submission process to help ensure contractors are submitting program requests that align with allocation and Bureau expectations. This guidance should also include more specific information regarding eligible programs. Also, we recommend that the Bureau develop performance reports for contractors that would measure their performance as it relates to meeting these objectives and adhering to this guidance.	The Bureau is revising Policy 09-103 to be more prescriptive, offering more clarity and guidance to contractors. The Bureau's master monitoring tool, Contract Performance Indicators, will be modified to add indicators to improve the monitoring and measurement of the approved programs. The Bureau revised Policy 09-103. The policy has been routed for review and is pending final approval. Indicators will be developed once the policy is approved.	

| IA 2014-8555 | | 6/30/2014 | Bureau of Private Prison Monitoring | The Bureau's monthly review of revenue receipts and reimbursement requests is manual and requires a significant amount of time and data entry. Also, the documentation provided by the contractors varies by facility and by month. The Bureau noted that a design for the architecture of financial and data management for the POIIWTF was in process. **We recommend** that this design include the following:
 ☐ A method that would allow the contractors to submit information regarding revenue receipts and reimbursement requests electronically, eliminating the need for data entry by the Bureau.
 ☐ Format and templates for the contractors to use in the revenue receipt and reimbursement request packages. This should also include exactly what constitutes appropriate supporting documentation for each revenue source.
 ☐ Specific authority for the contractors regarding allowable deductions for the determination of net proceeds.
 ☐ We also recommend that the Bureau implement additional criteria for the telephone commission rates for private prisons to ensure consistency in telephone commissions. | The Bureau is revising Policy 09-103 to be more prescriptive, offering more clarity and guidance to contractors. We are updating Policy 09-103 to provide the necessary guidance and methodology to verify the telephone commission rate identified in contractors' subcontracts are reflected in the deposits to the POIIWTF, however the Bureau will not be looking to be more prescriptive to contractor's subcontractors on commission rates.

 The Bureau revised Policy 09-103. The policy has been routed for review and is pending final approval. | |

IA 2014-8555		6/30/2014	Bureau of Private Prison Monitoring	Although DMS has implemented property inventory tracking; however, roles and responsibilities between DMS and DOC for the accountability and control of capital assets purchased through the trust fund is not clear. **We recommend** that the Bureau coordinate with the DOC to establish a Memorandum of Understanding (MOU) regarding a system of ensuring accountability and control of State-owned property at privately operated prisons.	The Bureau is revising Policy 09-103 to be more prescriptive, offering more clarity and guidance to contractors and will seek assistance from the Office of General Counsel and work in partnership with DOC in developing and implementing a Memorandum of Understanding that will define each agency's responsibilities. The Bureau revised Policy 09-103. The policy has been routed for review and is pending final approval. The MOU has been drafted and is pending execution.	
IA 2014-8555		6/30/2014	Bureau of Private Prison Monitoring	The audit revealed inconsistencies in contract and DMS policy regarding monthly and annual reporting requirements. Also, we noted that the contractors were not preparing the annual report of trust fund activity required by policy before the final reimbursement for expenditures is made. Further, we noted that audited financial statements provided by the contractors' independent auditors did not comply with reporting requirements. We were unable to obtain any evidence of monitoring of contractor performance for these requirements. **We recommend** that the Bureau update their policies and procedures for trust fund activity reporting to address the observations noted in the table above and to ensure the contractors are resolving noncompliance issues. The Bureau had begun working on these updates to the policy and additional guidance for contractors before the completion of this audit report.	The Bureau is revising Policy 09-103 to be more prescriptive, offering more clarity and guidance to contractors. The Bureau revised Policy 09-103. The policy has been routed for review and is pending final approval.	

IA 2014-8555		6/30/2014	Bureau of Private Prison Monitoring	The Bureau shares monitoring and oversight responsibilities for trust fund activity as it relates to the maintenance and operation of the fund by the contractor with DOC. Management noted challenges preparing reports of trust fund activity as a result of difficulty obtaining information regarding fund activity from DOC. Also, we noted very little documentation describing the specific responsibilities of DOC related to the trust fund. **We recommend** that the Bureau partner with DOC to establish a MOU or some other type of agreement that defines the Bureau's responsibilities and authority relative to DOC's, as it relates to the POIIWTF. At a minimum, we recommend this MOU include specific responsibilities for reconciling and reporting trust fund activity, sharing of information related to the trust fund account and as outlined in observation #3, the accounting and reporting of capital assets and tangible personal property.	The Bureau will seek assistance from the Office of General Counsel and work in partnership with DOC in developing and implementing a Memorandum of Understanding that will define each agency's responsibilities. The MOU has been drafted and is pending execution.	

Office of Policy and Budget - July 2015

Insurance Benefits Administration

Exhibits and Schedules

Insurance Benefits Administration

Schedule I Series

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

Department:	72 Management Services	**Budget Period: 2016-17**
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 I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

(1) SECTION I - FEE COLLECTION	(2) **ACTUAL** **FY 2014 - 15**	(3) **ESTIMATED** **FY 2015 - 16**	(4) **REQUEST** **FY 2016 - 17**
Receipts:			
Employee Contributions	27,625,019	25,000,000	25,500,000
Savings	19,702,302	22,000,000	22,000,000
Interest Earnings	325,931		
Supplemental Plan Premiums	73,838,773	77,500,000	78,000,000
Refunds	103,429		
Penalties	64,250		
Total Fee Collection to Line (1) - Section III	121,659,704	124,500,000	125,500,000

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	372,400	382,006	382,006
Other Personal Services		14,803	14,803
Expenses	19,785	47,531	47,531
Operating Capital Outlay		10,000	10,000
Sp.Cat.:Risk Management Insurance	770	770	770
HR Statewide Contract	4,058	3,825	3,825
Contracted Services	325,575	348,505	348,505
Data Processing Services State Data Center AST		2,811	2,811
Data Processing Services - SSRC	2,435		

Indirect Costs Charged to Trust Fund:

TR to Health Fund-2668	18,910,000	20,000,000	20,000,000
Reimbursement of Claims	27,487,144	25,000,000	25,500,000
Payment of Premiums	74,209,928	77,500,000	78,000,000
Refunds	396,249		
Employer/Employee Adjustments	779		
Rounding	(1)		
Post Closing Adjustment	553,919		
TR to 2021-Admin.Assess.Fee	130,975	166,410	168,074
6/30/2014 Compensated Leave Liability	(3,236)		
6/30/2014 Certified Forward B's	64,355		
Cert Forward Reversions @ 9/30/2014	(70,023)		
Assessment for Investments 890000 - 31040	24,408		
Total Full Costs to Line (2) - Section III	122,429,520	123,476,661	124,478,325

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	121,659,704	124,500,000	125,500,000
TOTAL SECTION II	(B)	122,429,520	123,476,661	124,478,325
TOTAL - Surplus/Deficit	(C)	(769,816)	1,023,339	1,021,675

EXPLANATION:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title:	MANAGEMENT SERVICES
Trust Fund Title:	PRETAX BENEFITS TRUST
Budget Entity:	INSURANCE BENEFITS ADMINISTRATION (72750200)
LAS/PBS Fund Number:	2570

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	992,710	(A)		992,710
ADD: Other Cash (See Instructions)	1,256,612	(B)		1,256,612
ADD: Investments	7,771,132	(C)		7,771,132
ADD: Outstanding Accounts Receivable	17,968	(D)	0	17,968
ADD:		(E)		0
Total Cash plus Accounts Receivable	**10,038,422**	(F)		**10,038,422**
LESS Allowances for Uncollectibles	0	(G)		0
LESS Approved "A" Certified Forwards	178,473	(H)		178,473
Approved "B" Certified Forwards	90,680	(H)		90,680
LESS: Other Accounts Payable (Non-Operating)	1,619,712	(I)	553,919	2,173,631
LESS: Unearned Revenue	7,568,411	(J)		7,568,411
LESS: Other Accounts Payable	0	(J)		0
Unreserved Fund Balance, 07/01/15	**581,145**	(K)		**27,226** **

Notes:

   *SWFS = Statewide Financial Statement

   ** **This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.**

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: **720000   MANAGEMENT SERVICES**
Trust Fund Title: **Pretax Benefits Trust Fund**
LAS/PBS Fund Number: **2570**

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmetal funds;   **569,834** (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)   (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment to Accounts Payable   (553,919) (C)

SWFS Adjustment # and Description   (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS   (90,680) (D)

Compensated Absences Liability   101,991 (D)

A/P not C/F-Operating Categories   (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: **27,226** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)   **27,226** (F)*

DIFFERENCE: **(0)** (G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

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

Department:	72 Management Services	**Budget Period: 2016-17**
Program:	72750200 Insurance Benefits Administration	
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 I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

(1)	(2)	(3)	(4)
SECTION I - FEE COLLECTION	**ACTUAL** **FY 2014 - 15**	**ESTIMATED** **FY 2015 - 16**	**REQUEST** **FY 2016 - 17**
Receipts:			
Contributions	32,485,467	31,000,000	30,000,000
Interest Earnings	55,072	55,072	55,072
Proposed Premium Increase	-	-	-
Miscellaneous	134	-	-
Refund from Prudential	-	-	-
Transfer In From Disability Trust Fund	-	-	-
Total Fee Collection to Line (1) - Section III	32,540,673	31,055,072	30,055,072
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits		21,579	21,579
Expenses		1,984	1,984
Sp.Cat.:Risk Management Insurance	201	201	201
TR/DMS/HR Svcs/STWD Contract			
Data Processing Services - SSRC			
Indirect Costs Charged to Trust Fund:			
Refunds	69,274		
Adj.to Employee/Employer Contrib.	265		
Payment of Premiums	32,401,919	32,000,000	30,000,000
TR to 2021-Admin.Assess.Fee	2,125	2,618	2,644
Post Clng Adjustment to A/R	(9)		
Assessment for Investments 890000 - 31(	4,199	4,199	4,199
Reserve for Pay Package	-	-	-
Total Full Costs to Line (2) - Section III	32,477,974	32,030,581	30,030,607

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	32,540,673	31,055,072	30,055,072
TOTAL SECTION II	(B)	32,477,974	32,030,581	30,030,607
TOTAL - Surplus/Deficit	(C)	62,699	(975,509)	24,465

EXPLANATION:

Office of Policy and Budget - July, 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: STATE EMPLOYEE LIFE INSURANCE TRUST
Budget Entity: INSURANCE BENEFITS ADMINISTRATION (72750200)
LAS/PBS Fund Number: 2667

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	154,320	(A)		154,320
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments	3,457,682	(C)		3,457,682
ADD: Outstanding Accounts Receivable	3,126	(D)	9	3,135
ADD:	0	(E)		0
Total Cash plus Accounts Receivable	**3,615,129**	(F)	**9**	**3,615,138**
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	330	(I)		330
LESS: Unearned Revenue	2,547,780	(J)	0	2,547,780
Unreserved Fund Balance, 07/01/15	**1,067,019**	(K)	**9**	**1,067,028** **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000   MANAGEMENT SERVICES
Trust Fund Title: State Employees Life Insurance Trust Funds
LAS/PBS Fund Number: 2667

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds; | 1,067,019 |(A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) | |(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment - to Accounts Receivable | 9.00 |(C)

SWFS Adjustment # and Description | |(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS | |(D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS | |(D)

A/P not C/F-Operating Categories | |(D)

| |(D)

| |(D)

| |(D)

ADJUSTED BEGINNING TRIAL BALANCE: | 1,067,028 |(D)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | 1,067,028 |(E)

DIFFERENCE: | (0) |(F)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72750200 Insurance Benefits Administration
Fund: 2668 State Employees Health 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.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

(1) **SECTION I - FEE COLLECTION**	(2) **ACTUAL** **FY 2014 - 15**	(3) **ESTIMATED** **FY 2015 - 16**	(4) **REQUEST** **FY 2016 - 17**
Receipts:			
SEE ATTACHED LISTING			
Total Fee Collection to Line (1) - Section III	2,245,137,716	2,231,587,680	2,259,796,240
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	1,309,544	1,377,103	1,377,103
Other Personal Services	71,254	140,772	140,772
Expenses	183,912	294,096	294,859
Operating Capital Outlay	7,540	10,000	10,000
Sp.Cat.:TR to Div.of Admin.Hearings	17,033	46,759	46,759
Sp.Cat.:ASO Contract/Health Ins.	46,278,260	51,100,000	51,100,000
Sp.Cat.:Prescription Drug Claims Ad.	231,184	4,406,020	4,406,020
Sp.Cat.: Risk Management Insurance	2,378	4,815	4,815
Sp.Cat:Post Payment Claims/Svcs	3,594	400,000	400,000
Sp.Cat.: Contracted Services	1,076,705	1,099,157	2,099,157
Contracted Legal Services	50,000	50,000	50,000
Pymt Employer/HSA Custodian	1,009,201	1,508,000	1,508,000
Deferred-Pay Com Contracts			
HR Statewide Contract	11,584	10,919	10,919
Sp.Cat.: Contracted Bank Services	18,369	-	-
Lease/Purchase/Equipment	3,859	4,435	4,435
Data Processing Services-AST 210001		8,750	8,750
Data Processing Services-SSRC	13,461		
Indirect Costs Charged to Trust Fund:			
Payments to Health Maint. Orgs.	283,580,042	297,700,000	320,100,000
Payments to Self Insured Health Maint.Orgs.	555,806,652	670,900,000	742,800,000
TR to Health Claims Bank Account	1,195,721,563	1,199,700,000	1,310,000,000
Pymt of Participant to HSA Custodian	1,510,779	1,692,000	1,692,000
Refunds	5,112,396	4,000,000	4,000,000
Adj. to E/E Contributions	27,526		
Prior Year Accounts Payable not Certified Forward	(11,621)		
TR to 2021-Admin.Assess.Fee	402,015	496,503	501,468
Transfer to Admin TF for Contracted Legal Services	250,000	250,000	
6/30/2014 CF B's	381,208		
Cert Forward Reversions @ 9/30/2014	(269,732)		
6/30/2014 Compensated Leave Liability	(39,149)		
Cert Forward Reversions @ 9/30/2015			
Federal Patient Protection Affordable Care Act	14,457,076	12,200,000	10,700,000
Post Closing Adjustment-Decrease Cash in Bank	517,633		
Post Closing Adjustment-Decrease Accounts Receiv	20,092,450		
Post Closing Adjustment-Decrease Accounts Payabl	(2,171,733)		
Assessment for Investments 890000 - 310403	540,613	487,680	396,240
Total Full Costs to Line (2) - Section III	2,126,195,597	2,247,887,009	2,451,651,297

Basis Used: Accural

TR to Health Claims Bank Account

SECTION III - SUMMARY

		(2)	(3)	(4)
TOTAL SECTION I	(A)	2,245,137,716	2,231,587,680	2,259,796,240
TOTAL SECTION II	(B)	2,126,195,597	2,247,887,009	2,451,651,297

| TOTAL - Surplus/Deficit | (C) | 118,942,119 | (16,299,329) | (191,855,057) |

EXPLANATION:

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

Department: Management Services   **Budget Period: 2016-17**
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 FY 2014 - 15	(3) ESTIMATED FY 2015 - 16	(4) REQUEST FY 2016 - 17
Receipts:			
Employee/Employer Contributions	2,064,424,534	1,863,700,000	1,883,800,000
Health Saving Account Employer Contributions		3,200,000	3,200,000
Contributions-Medicare Part D Subsidy	20,767,132	20,500,000	22,100,000
Interest Earnings	7,105,275	6,887,680	5,596,240
Reimbursements & Refunds (TPA & PBM Rebates	130,809,069	87,200,000	85,000,000
Non-Employee Contributions		231,100,000	241,100,000
Prior Year Warrant Cancellations & Misc	7,645		
Transfer from 72750200-2570	18,910,000	19,000,000	19,000,000
Penalties	3,114,062		
Total Fee Collection to Line (1) - Section III	2,245,137,716	2,231,587,680	2,259,796,240

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: STATE EMPLOYEE HEALTH INSURANCE TRUST
Budget Entity: INSURANCE BENEFITS ADMINISTRATION (72750200)
LAS/PBS Fund Number: 2668

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,323,015	(A)		1,323,015
ADD: Cash in Claims Bank Account	996,573	(B)	(517,632.72)	478,941
ADD: Investments	432,767,745	(C)		432,767,745
ADD: SPIA Accounts	116,176,034	(D)	-	116,176,034
ADD: Outstanding Accounts Receivable	42,673,597	(E)	(20,092,450)	$ 22,581,147.09
ADD: *Proposed Premium Increase*		(E)		-
Total Cash plus Accounts Receivable	**593,936,965**	(F)	**-20,092,450**	**573,326,883**
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	1,645,316	(H)		1,645,316
Approved "B" Certified Forwards	2,528,547	(H)		2,528,547
LESS: Other Accounts Payable (Non_Operating)	164,516,323	(I)	(2,171,733)	162,344,590
LESS: Other Accounts Payable		(J)		-
LESS: Unearned Revenue	147,892,594	(J)	-	147,892,594
Unreserved Fund Balance, 07/01/15	**277,354,185**	(K)	**-17,920,717**	**258,915,835** **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000   MANAGEMENT SERVICES
Trust Fund Title: State Employees Health Insurance Trust Fund
LAS/PBS Fund Number: 2668

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds; | **279,694,880** |(A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) | |(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment - Decrease Cash in Bank | (517,632) |(C)

SWFS Adjustment - Decrease Accounts Receivable | (20,092,450) |(C)

SWFS Adjustment - Decrease Accounts Payable | 2,171,733 |(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS | (2,528,547) |(D)

Compensated Absences Liability | 187,749 |(D)

A/P not C/F-Operating Categories | 102 |(D)

| |(D)

ADJUSTED BEGINNING TRIAL BALANCE: | **258,915,836** |(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | **258,915,835** |(F)*

DIFFERENCE: | **0** |(G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

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

Department: 72 Management Services   **Budget Period: 2016-17**
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.)
X	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 2014 - 15	**FY 2015- 16**	**FY 2016- 17**
Receipts:				
Contributions		517,424	520,000	520,000
Interest Earnings		46,832	46,832	46,832
Refunds		2,381	-	-
Total Fee Collection to Line (1) - Section III		566,637	566,832	566,832

SECTION II - FULL COSTS

	(1)	(2)	(3)	(4)
Direct Costs:				
Salaries and Benefits			28,249	28,249
Other Personal Services				
Expenses			2,875	2,875
HR Statewide Contract				
Sp.Cat.:Risk Management Insurance				
Data Processing Services-SSRC				
Indirect Costs Charged to Trust Fund:				
Refunds		5		
Employee/Employer Adjustments				
Payment of Claims		315,945	320,000	318,000
TR to 2021-Admin.Assess.Fee		1,558	4,483	4,528
Post Closing Adj.by Statewide Fin.				
Assessment for Investments 890000 - 31(		3,551	3,551	3,551
Reserve for Pay Package		-		
Total Full Costs to Line (2) - Section III		321,059	359,158	357,203

Basis Used: Accrual

SECTION III - SUMMARY

		(2)	(3)	(4)
TOTAL SECTION I	(A)	566,637	566,832	566,832
TOTAL SECTION II	(B)	321,059	359,158	357,203
TOTAL - Surplus/Deficit	(C)	245,578	207,674	209,629

EXPLANATION:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: STATE EMPLOYEE DISABILITY INSURANCE TRUST
Budget Entity: INSURANCE BENEFITS ADMINISTRATION (72750200)
LAS/PBS Fund Number: 2671

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	**60,973**	(A)		60,973
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments	3,095,551	(C)		3,095,551
ADD: Outstanding Accounts Receivable	2,920	(D)		2,920
Total Cash plus Accounts Receivable	**3,159,443**	(F)		3,159,443
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)	308	(I)		308
LESS: <u>Unearned Revenue</u>	43,045	(J)		43,045
Unreserved Fund Balance, 07/01/15	**3,116,090**	(K)		3,116,090 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: State Employees Disability Insurancee Trust Fund
LAS/PBS Fund Number: 2671

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds; $\boxed{3,116,090}$ (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) $\boxed{}$ (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment # and Description $\boxed{}$ (C)

SWFS Adjustment # and Description $\boxed{}$ (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS $\boxed{}$ (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS $\boxed{}$ (D)

A/P not C/F-Operating Categories $\boxed{}$ (D)

$\boxed{}$ (D)

$\boxed{}$ (D)

$\boxed{}$ (D)

ADJUSTED BEGINNING TRIAL BALANCE: $\boxed{3,116,090}$ (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) $\boxed{3,116,090}$ (F)*

DIFFERENCE: $\boxed{(0)}$ (G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2016 - 2017

Department: Management Services

Chief Internal Auditor: Yolanda Lockett

Budget Entity: Insurance Benefits Administration

Phone Number: (850) 487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no issues or findings to report for Insurance Benefits Administration.		

Office of Policy and Budget - July 2015

Retirement Benefits Administration

Exhibits and Schedules

Retirement Benefits Administration

Schedule I Series

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72750300 Retirement Benefits Administration
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 II.)
X	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 FY 2014 - 15**	**ESTIMATED FY 2015 - 16**	**REQUEST FY 2016 - 17**
Receipts:			
SEE ATTACHED LISTING			
Total Fee Collection to Line (1) - Section III	17,248,861	18,417,960	18,417,960
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	9,697,045	10,046,744	9,821,744
Other Personal Services	3,875	6,029	231,029
Expenses	2,571,044	2,425,066	2,425,066
Operating Capital Outlay	137,768	151,750	100,000
Sp.Cat.:TR to DOAH	40,258	40,258	26,719
Sp.Cat.:Contracted Services	4,416,475	4,586,419	4,811,581
Sp.Cat.:Overtime	68,870	122,571	122,571
Sp.Cat.:Risk Management Insurance	50,505	52,633	52,633
Contracted Legal Services	159,755	159,872	148,891
Lease/Purchase/Equipment	19,663	23,571	23,571
HR Statewide Contract	55,775	52,574	52,574
Data Processing Services-St Data Center		345,446	345,446
Data Processing Services-SSRC	279,231		
Indirect Costs Charged to Trust Fund:			
6/30/2013 Certified Forward B's not in CFO	19,772		
Cert Forward Reversions @ 9/30/2013			
Cert Forward Reversions @ 9/30/2014	(346,486)		
Rounding			
Compensated Leave Liability in CFO Balanc	(184,189)		
Assessment on Investments 590000 - 31040	1,392		
Total Full Costs to Line (2) - Section III	16,990,753	18,012,933	18,161,825

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	17,248,861	18,417,960	18,417,960
TOTAL SECTION II	(B)	16,990,753	18,012,933	18,161,825
TOTAL - Surplus/Deficit	(C)	258,108	405,027	256,135

EXPLANATION:

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

Department: 72 Management Services   **Budget Period: 2016-17**
Budget Entity: 72750300 Retirement Benefits Administration
Fund: 2510 Operating Trust

Specific Authority: 121.031, F.S.
Purpose of Fees Collected: Employee Benefits Plan

(1) **SECTION I - FEE COLLECTION**	(2) **ACTUAL FY 2014 - 15**	(3) **ESTIMATED FY 2015 - 16**	(4) **REQUEST FY 2016 - 17**
Receipts:			
TR in from 72750300-2309	16,850,000	18,400,000	18,400,000
Interest Earnings	17,960	17,960	17,960
Sales - State	67,139		
Refunds & Reimbursements	313,762		
Total Fee Collection to Line (1) - Section III	17,248,861	18,417,960	18,417,960

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SER
Trust Fund Title: FRS OPERATING TRUST
Budget Entity: RETIREMENT BENEFITS ADMINISTRATION (72750300)
LAS/PBS Fund Number: 2510

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	**50,528**	(A)	0	50,528
ADD: **Cash on Hand & Cash in Bank**	**2,892**	(B)	0	2,892
ADD: Investments	1,645,819	(C)	-	1,645,819
Total Cash and Investments	**1,699,239**		**0**	**1,699,239**
ADD: Outstanding Accounts Receivable	289,564	(D)		289,564
Total Cash, Investments and Accounts Receivable	**1,988,803**	(F)	**0**	**1,988,803**
LESS Unearn Revenue	0	(G)	-	0
LESS Approved "A" Certified Forwards	1,481,507	(H)	0	1,481,507
Approved "B" Certified Forwards	21,005	(H)	0	21,005
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable	138	(I)	0	138
Unreserved Fund Balance, 07/01/15	**486,153**	(K)	**0**	**486,153** **

Notes:

*SWFS = Statewide Financial Statement

** **This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.**

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: **720000   MANAGEMENT SERVICES**
Trust Fund Title: **FRS Operating Trust Fund**
LAS/PBS Fund Number: **2510**

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds; | **311,064** |(A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) | |(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

  SWFS Adjustment # and Description | |(C)

  SWFS Adjustment # and Description | |(C)

Add/Subtract Other Adjustment(s):

  Approved "B" Carry Forward (Encumbrances) per LAS/PBS | (21,005) |(D)

Compensated Absences Liability | 789,922 |(D)

  A/P not C/F-Operating Categories | |(D)

Property Value in Net Assets Unrestricted-Fiduciary Fund | (593,829) |(D)

                                                                 | |(D)

                                                                 | |(D)

ADJUSTED BEGINNING TRIAL BALANCE: | 486,153 |(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | 486,153 |(F)*

DIFFERENCE: | 0 |(G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

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

Department:	72 Management Services	**Budget Period: 2016-17**
Program:	72750300 Retirement Benefits Administration	
Fund:	2517 Optional Retirement Program Trust	

Specific Authority:	121.35, 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.)
X	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 2014 - 15	**FY 2015 - 16**	**FY 2016 - 17**
Receipts:				
Contributions from Employers		209,860,384	210,000,000	210,000,000
Interest Earnings		87,621	87,621	87,621
Fines & Forfeitures				
Reimbursement				
Total Fee Collection to Line (1) - Section III		209,948,005	210,087,621	210,087,621
SECTION II - FULL COSTS				
Direct Costs:				
Salaries and Benefits		204,232	204,189	204,189
Other Personal Services				
Expenses		19,358	28,011	28,011
Operating Capital Outlay				
Sp.Cat.:Contracted Services		339	1,000	1,000
Sp.Cat.:Risk Management Insurance				
HR Statewide Contract		1,327	1,251	1,251
Data Processing Services - SSRC				
Indirect Costs Charged to Trust Fund:				
Payments to Annuity Companies 310181		168,587,709	169,000,000	169,000,000
Transfers Funds Unfunded Acturial-FRS 181153		40,794,785	41,000,000	41,000,000
Compensated Absences Liability in CFO Balance		(2,754)		
Certified Forward Reversions @ 9/30/2013				
Certified Forward Reversions @ 9/30/2014		(43,363)		
Trans to Admin TF for Contracted Legal Svcs		50,000		
Assessment for Investments 890000 -310403		6,584	6,584	6,584
Total Full Costs to Line (2) - Section III		209,618,216	210,241,035	210,241,035

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	209,948,005	210,087,621	210,087,621
TOTAL SECTION II	(B)	209,618,216	210,241,035	210,241,035
TOTAL - Surplus/Deficit	(C)	329,789	(153,414)	(153,414)

EXPLANATION:

Negative balances are offset by cash balances brought forward. See Schedule I

Office of Policy and Budget - July, 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: OPTIONAL RETIREMENT PROG TRUST
Budget Entity: RETIREMENT BENEFITS ADMINISTRATION (72750300)
LAS/PBS Fund Number: 2517

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	**5,514**	(A)		5,514
ADD: Other Cash on Hand		(B)		0
ADD: Investments	4,234,664	(C)		4,234,664
ADD: Outstanding Accounts Receivables	24,889	(D)		24,889
ADD:	0	(E)		0
Total Cash plus Accounts Receivable	**4,265,067**	(F)		4,265,067
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	4,519	(H)		4,519
Approved "B" Certified Forwards		(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Non-Operating)	484	(I)		484
Unreserved Fund Balance, 07/01/15	**4,260,064**	(K)		4,260,064 **

Notes:

*SWFS = Statewide Financial Statement

** **This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.**

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: Optional Retirement Program Trust Fund
LAS/PBS Fund Number: 2517

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds;　　　　　　| 4,226,253 |(A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)　　　| |(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments;

SWFS Adjustment # and Description　　　　　　　　　　| |(C)

SWFS Adjustment # and Description　　　　　　　　　　| |(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS　| |(D)

Compensated Absences Liability　　　　　　　　　　　| 33,811 |(D)

A/P not C/F-Operating Categories　　　　　　　　　　| |(D)

　　　　　　　　　　　　　　　　　　　　　　　　| |(D)

　　　　　　　　　　　　　　　　　　　　　　　　| |(D)

　　　　　　　　　　　　　　　　　　　　　　　　| |(D)

ADJUSTED BEGINNING TRIAL BALANCE:　　　　　　| 4,260,064 |(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)　| 4,260,064 |(F)*

DIFFERENCE:　　　　　　　　　　　　　　　　| 0 |(G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

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

Department:	72 Management Services	**Budget Period: 2016-17**
Program:	72750300 Retirement Benefits Administration	
Fund:	2532 Municipal Police/Firemen Premium Tax Trust	

Specific Authority: 175.041; 175.091; 175.101; 185.03; 185.07; 185.08
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.)
X	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 FY 2014 - 15**	**ESTIMATED FY 2015 - 16**	**REQUEST FY 2016 - 17**
Receipts:			
Insurance Premium Tax	167,000,000	178,700,000	186,400,000
Interest Earnings	338,586	338,586	338,586
Net Appreciation/Depreciation in Fair Market Value	41,454	41,454	41,454
Refunds			
Transfer from Within Agency			
Total Fee Collection to Line (1) - Section III	167,380,039	179,080,040	186,780,040
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	22,037	800,362	800,362
Other Personal Services			
Expenses	52,982	104,089	104,089
Operating Capital Outlay			
Contracted Services	145,225	191,355	191,355
Lease/Purchase/Equipment	1,240	2,000	2,000
HR Statewide Contract	4,168	3,929	3,929
Data Processing Services - SSRC			
Indirect Costs Charged to Trust Fund:			
TR to Firefighters Supplemental Comp	-	15,123,178	15,123,178
6/30/2014 Accounts Receivable deleted	46,014		
Aid to Municipalities	(428,581)	149,180,822	156,264,822
S.C. to GR - 8%	13,360,000	14,296,000	14,912,000
SBA Administrative Fee	70	70	70
Transfer to Dept of Revenue	100,000	100,000	100,000
Cert Forward Reversions @ 9/30/2014	(87,307)		
Cert Forward Reversions @ 9/30/2015			
Post Clng Adjustment to A/R-Ins Opremium Tax	(3,704,392)		
Post Clng Adjustment to A/P-DOR Trans to FFSC TF	15,123,178		
Post Clng Adjustment to A/P-Dist to Municipalities	140,904,863		
Post Clng Adjustment to A/P-S.C. to GR	216,351		
Total Full Costs to Line (2) - Section III	165,755,848	179,801,805	187,501,805

Basis Used: Accrual

SECTION III - SUMMARY

		(2)	(3)	(4)
TOTAL SECTION I	(A)	167,380,039	179,080,040	186,780,040
TOTAL SECTION II	(B)	165,755,848	179,801,805	187,501,805
TOTAL - Surplus/Deficit	(C)	1,624,191	(721,765)	(721,765)

EXPLANATION:

Office of Policy and Budget - July, 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: MUNICIPAL POLICE/FIREMENT PREMIUM TAX TRUST
Budget Entity: RETIREMENT BENEFITS ADMINISTRATION (72750300)
LAS/PBS Fund Number: 2532

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	12,001,555	(A)		12,001,555
ADD: **Cash with State Board of Administration**		(B)		0
ADD: Investments	224,973,176	(C)		224,973,176
ADD: Outstanding Accounts Receivable		(D)	3,704,392	3,704,392
ADD:	0	(E)		0
Total Cash plus Accounts Receivable	**236,974,731**	(F)	**3,704,392**	240,679,123
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	101,891	(H)		101,891
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable	9,840,000	(I)	156,244,392	166,084,392
Unreserved Fund Balance, 07/01/15	**227,032,840**	(K)	**-152,540,000**	74,492,840 **

Notes:

*SWFS = Statewide Financial Statement

**** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal
  year and Line A for the following year.**

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: Police & Firefighters Premium Tax TF
LAS/PBS Fund Number: 2532

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15	
Total all GLC's 5XXXX for governmental funds;	**227,032,840**
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments:	
SWFS Adjustment - Increase Accounts Receivable	3,704,392.16
SWFS Adjustment - Accounts Payable	(156,244,392)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	0.00
Compensated Absences Liability	
A/P not C/F-Operating Categories	

ADJUSTED BEGINNING TRIAL BALANCE:	**74,492,840**
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	**74,492,840**
DIFFERENCE:	**0**

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72750300 Retirement Benefits Administration
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 II.)
X	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** **FY 2014 - 15**	**ESTIMATED** **FY 2015 - 16**	**REQUEST** **FY 2016 - 17**
Receipts:				
Interest Earnings		209,887	109,689	109,689
Contributions from Employers		381,680,984	489,392,877	525,676,000
Proposed Contribution Increases				
Total Fee Collection to Line (1) - Section III		381,890,871	489,502,566	525,785,689
SECTION II - FULL COSTS				
Direct Costs:				
Salaries and Benefits		129,729	129,696	129,696
Other Personal Services				
Expenses		17,817	17,817	17,817
Operating Capital Outlay				
Contracted Services		40,000	40,000	40,000
HR Statewide Contract		1,106	1,043	1,043
Indirect Costs Charged to Trust Fund:				
Refunds		126		
Pensions & Benefits	311031	425,081,197	447,565,588	469,000,000
SBA Administrative Fee		634	300	100
Cert Forward Reversions @ 9/30/2015				
Reserve for Pay Package				
Total Full Costs to Line (2) - Section III		425,270,609	447,754,444	469,188,656

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	381,890,871	489,502,566	525,785,689
TOTAL SECTION II	(B)	425,270,609	447,754,444	469,188,656
TOTAL - Surplus/Deficit	(C)	(43,379,738)	41,748,122	56,597,033

EXPLANATION:

Negative balance is offset by cash balance brought forward (See Schedule I).

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017
Department Title: MANAGEMENT SERVICES
Trust Fund Title: RETIREE HIS TRUST
Budget Entity: RETIREMENT BENEFITS ADMINISTRATION (72750300)
LAS/PBS Fund Number: 2583

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	75,463	(A)		75,463
ADD: **Cash on Hand and with SBA**		(B)		
ADD: Investments	15,399,687	(C)		15,399,687
ADD: Outstanding Accounts Receivable	34,545,018	(D)		34,545,018
ADD:	0	(E)	0	0
Total Cash, Investments and Accounts Receivable	**50,020,169**	(F)	**0**	50,020,169
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	10,985	(H)		10,985
Approved "B" Certified Forwards		(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Nonoperating)	3,473	(I)	-	3,473
Unreserved Fund Balance, 07/01/15	**50,005,711**	(K)	**0**	50,005,711 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: Retiree Health Insurance Subsidy TF
LAS/PBS Fund Number: 2583

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds; | 50,005,711 | (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) | | (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments;

SWFS Adjustment # and Description | | (C)

SWFS Adjustment # and Description | | (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS | | (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS | | (D)

A/P not C/F-Operating Categories | | (D)

| | (D)

| | (D)

| | (D)

ADJUSTED BEGINNING TRIAL BALANCE: | 50,005,711 | (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | 50,005,711 | (F)*

DIFFERENCE: | 0 | (G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   Budget Period: 2016 - 2017

Department: Management Services   **Chief Internal Auditor:** Yolanda Lockett

Budget Entity: Retirement   **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**
AG 2015-37	41912	Local Government	Finding No. 8: The Florida Department of Management Services needed to enhance its procedures to ensure timely contact of newly created local governmental entities, to timely obtain data on retirement systems or plans, and timely contact of entities that change to the Florida Retirement System from a local plan.	DMS has established procedures to annually search for new local government entities using available databases, and to contact any such new entities to determine whether the entity maintains a local government retirement plan. DMS has also established procedures to perform local government surveys at least on a triennial basis.	

Office of Policy and Budget - July 2015

State Personnel Policy Administration

Exhibits and Schedules

State Personnel Policy Administration

Schedule I Series

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72750400 State Personnel Policy Administration
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.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

(1) SECTION I - FEE COLLECTION	(2) ACTUAL FY 2014 - 15	(3) ESTIMATED FY 2015- 16	(4) REQUEST FY 2016- 17
Receipts:			
SEE ATTACHED LISTING			
Total Fee Collection to Line (1) - Section III	38,601,600	38,468,247	38,441,247
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	1,386,878	1,365,235	1,365,235
Other Personal Services		5,000	5,000
Expenses	97,544	113,762	113,762
Operating Capital Outlay			
Sp.Cat.:Contracted Services	7,079	22,576	22,576
Sp.Cat.:Risk Management Insurance	34,118	9,761	9,761
St. Emp. Charitable Campaign			
TR DMS/Human Res SVC	7,266	6,849	6,849
Legal Services	408,374	100,000	100,000
Lease/Purchase/Equipment	1,672	1,691	1,691
Data Processing Services-AST		21,600	21,600
Data Processing Services-SSRC	18,716		
Indirect Costs Charged to Trust Fund:			
TR to GR- 8% Srvc Chrg	5,347		
TR to 2021 - Admin. Assess. Fee	680,231	732,726	740,053
Transfer to Admin TF for Contracted Le	8,360		
Assessment for Investments 890000 - 3	10,856	8,000	6,400
Transfer out to Budget Entity 72750500	37,812,769	37,948,862	37,700,014
Cert Forward Reversions @ 9/30/2014	(2,870)		
Cert Forward B's @ 6/30/2014	273		
Compensated Leave Liability 6/30/14	(27,620)		
Total Full Costs to Line (2) - Section III	40,448,993	40,336,062	40,092,941
Basis Used: Accrual			
SECTION III - SUMMARY			
TOTAL SECTION I (A)	38,601,600	38,468,247	38,441,247
TOTAL SECTION II (B)	40,448,993	40,336,062	40,092,941
TOTAL - Surplus/Deficit (C)	(1,847,394)	(1,867,815)	(1,651,694)

EXPLANATION:

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

Department: Management Services**Budget Period: 2016-17**
Program: 72750400 State Personnel Policy Administration
Fund: State Personnel System Trust (2678)

Specific Authority: Section 110.125, F.S.
Purpose of Fees Collected: To maintain and administer the Personnel Program

(1) **SECTION I - FEE COLLECTION**	(2) **ACTUAL** **FY 2014 - 15**	(3) **ESTIMATED** **FY 2015- 16**	(4) **REQUEST** **FY 2016- 17**
Receipts:			
TR from Agencies/HR Svcs Assessment	38,437,477	38,360,247	38,360,247
Interest Earnings	144,524	108,000	81,000
Refunds and Reimbursements	19,599		
Miscellaneous			
Total Fee Collection to Line (1) - Section III	38,601,600	38,468,247	38,441,247

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: STATE PERSONNEL SYSTEM TRUST
Budget Entity: STATE PERSONNEL POLICY ADMINISTRATION (72750400)
LAS/PBS Fund Number: 2678

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	15,019	(A)		15,019
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments	3,619,392	(C)		3,619,392
ADD: Outstanding Accounts Receivable	7,439	(D)	-	7,439
ADD:		(E)		
Total Cash plus Accounts Receivable	3,641,850	(F)	0	3,641,850
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	73,415	(H)		73,415
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Non Operating)	3,448	(I)		3,448
LESS: Other Accounts Payable		(J)		0
Unreserved Fund Balance, 07/01/15	3,564,988	(K)	0	3,564,988 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: **720000 MANAGEMENT SERVICES**
Trust Fund Title: **State Personnel Systems Trust Fund**
LAS/PBS Fund Number: **2678**

BEGINNING TRIAL BALANCE:

    Total Fund Balance Per FLAIR Trial Balance, 07/01/15
      Total all GLC's 5XXXX for governmental funds;   (A)
      GLC 539XX for proprietary and fiduciary funds

    Subtract Nonspendable Fund Balance (GLC 56XXX)   (B)

    Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

      SWFS Adjustment # and Description   (C)

      SWFS Adjustment # and Description   (C)

    Add/Subtract Other Adjustment(s):

      Approved "B" Carry Forward (Encumbrances) per LAS/PBS   (D)

    Compensated Absences Liability   (D)

      A/P no C/F-Operating Categories   (D)

          (D)

          (D)

          (D)

ADJUSTED BEGINNING TRIAL BALANCE: **0** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC   **#VALUE!** (F)*

DIFFERENCE: **#VALUE!** (G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2016 - 2017

Department: Management Services

Chief Internal Auditor: Yolanda Lockett

Budget Entity: State Personnel Policy Administration

Phone Number: (850) 487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no issues or findings to report for State Personnel Policy Administration.		

Office of Policy and Budget - July 2015

People First

Exhibits and Schedules

People First

Schedule I Series

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

Department:	72 Management Services	**Budget Period: 2016-17**
Program:	72750500 People First	
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.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

(1) SECTION I - FEE COLLECTION	(2) ACTUAL FY 2014 - 15	(3) ESTIMATED FY 2015 - 16	(4) REQUEST FY 2016 - 17
Receipts:			
SEE ATTACHED LISTING			
Total Fee Collection to Line (1) - Section III	-	-	-
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	1,307,306	1,341,511	1,341,511
Other Personal Services			
Expenses	104,832	104,006	104,006
Operating Capital Outlay			
Sp.Cat.:Contracted Services	319,608	22,575	22,576
Sp.Cat.:Risk Management Insurance	2,083	4,018	4,018
St. Emp. Charitable Campaign			
TR DMS/Human Res SVC	6,412	6,044	6,044
HR Statewide Contract	35,697,363	36,092,972	36,092,973
Legal Services			
Lease/Purchase/Equipment	1,691	1,860	1,860
Data Processing Services-AST		10,855	10,855
Data Processing Services-SSRC	9,405		
Indirect Costs Charged to Trust Fund:			
TR to GR- 8% Srvc Chrg	5,347	-	-
TR to 2021 - Admin. Assess. Fee	108,722	115,021	116,171
Transfer to Admin TF-Legal Services	250,000	250,000	
Transfer in from Budget Entity 72750400	(37,812,769)	(37,948,862)	(37,700,014)
Cert.Forward A Reversions @9/30/2010			
Cert Forward Reversions @ 9/30/2010			
Unfunded Budget		(9,915,800)	
Total Full Costs to Line (2) - Section III	-	(9,915,800)	-
Basis Used: Accrual			
SECTION III - SUMMARY			
TOTAL SECTION I (A)	-	-	-
TOTAL SECTION II (B)	-	(9,915,800)	-
TOTAL - Surplus/Deficit (C)	-	9,915,800	-
EXPLANATION:			

Office of Policy and Budget - July, 2013

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

Department: Management Services   **Budget Period: 2016-17**
Program: 72750500 People First
Fund: State Personnel System Trust (2678)

Specific Authority: Section 110.125, F.S.
Purpose of Fees Collected: To maintain and administer the Personnel Program

(1) **SECTION I - FEE COLLECTION**	(2) **ACTUAL** **FY 2013 - 14**	(3) **ESTIMATED** **FY 2014 - 15**	(4) **REQUEST** **FY 2014 - 15**
Receipts:			
TR from Agencies/HR Svcs Assessment	-	-	-
Interest Earnings	-	-	-
Refunds and Reimbursements			
Miscellaneous			
Total Fee Collection to Line (1) - Section III	-	-	-

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: STATE PERSONNEL SYSTEM TRUST
Budget Entity: PEOPLE FIRST (72750500)
LAS/PBS Fund Number: 2678

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0	(A)		0
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments	3,150,325	(C)		3,150,325
ADD: Outstanding Accounts Receivable	0	(D)	-	0
ADD:		(E)		
Total Cash plus Accounts Receivable	**3,150,325**	(F)	**0**	**3,150,325**
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	3,150,325	(H)		3,150,325
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Non Operating)	0	(I)		0
LESS: Other Accounts Payable		(J)		0
Unreserved Fund Balance, 07/01/15	**0**	(K)	**0**	**0** **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2016 - 2017**

Department: Management Services   **Chief Internal Auditor:** Yolanda Lockett

Budget Entity: PeopleFirst   **Phone Number:** (850) 487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no issues or findings to report for PeopleFirst.		

Office of Policy and Budget - July 2015

Telecommunications Services

Exhibits and Schedules

Telecommunications Services

Schedule I Series

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

Department:	72 Management Services **Budget Period: 2016-17**
Budget Entity:	72900100 Telecommunications Services
Fund:	2105 Communications Working Capital Trust
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.

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

	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

	(1)	(2) ACTUAL FY 2014-15	(3) ESTIMATED FY 2015-16	(4) REQUEST FY 2016-17
SECTION I - FEE COLLECTION				
Receipts:				
SEE ATTACHED LISTING				
Total Fee Collection to Line (1) - Section III		134,771,640	124,552,083	122,472,258
SECTION II - FULL COSTS				
Direct Costs:				
Salaries and Benefits		4,880,037	5,067,770	5,067,770
Other Personal Services		182,663	374,047	374,047
Expenses		489,579	1,006,242	1,006,242
Operating Capital Outlay		72,591	924,264	924,264
S.C.: Centrex & Suncom Payments		105,888,371	108,035,421	108,035,421
S.C.: Contracted Services		2,015,569	2,337,422	2,337,422
FIRN/DIST Bandwidth Support		5,237,709	7,451,217	7,451,217
S.C.: Risk Management Insurance		16,028	21,569	21,569
Lease/Purchase/Equipment		852	1,989	1,989
S.C.: HR Stwd Contract		24,479	23,074	23,074
Data Processing Services - SSRC		446,776		
Data Processing Services - AST			515,604	515,604
Indirect Costs Charged to Trust Fund:				
Administrative Assessment Fee		1,197,989	1,299,580	1,312,576
Refunds		10,315,506	5,685,821	5,685,821
TR to 72010100-2105		1,935	3,453	
TR to 72900200-2105				
6/30/13 CF A not included in CFO 6/30/13 Bal				
Comp Leave Liability		(166,717)		
6/30/2014 CF B's		80		
Cert Forward Reversions @ 9/30/2013				
Cert Forward Reversions @ 9/30/2014		(2,017,621)		
Reserve for Pay Package				
Statewide Post Closing Adjustment 990000		(147,558)		
Rounding				
5% Trust Fund Reserve				
Assessments for Investments 890000 - 3104		19,369	19,369	19,369
Total Full Costs to Line (2) - Section III		128,457,637	132,766,842	132,776,385

Basis Used: Accrual

SECTION III - SUMMARY				
TOTAL SECTION I	(A)	134,771,640	124,552,083	122,472,258
TOTAL SECTION II	(B)	128,457,637	132,766,842	132,776,385
TOTAL - Surplus/Deficit	(C)	6,314,003	(8,214,759)	(10,304,127)

EXPLANATION:

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

Office of Policy and Budget - July, 2013

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

Department: Management Services   **Budget Period: 2016-17**
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) **SECTION I - FEE COLLECTION**	(2) **ACTUAL** **FY 2014-15**	(3) **ESTIMATED** **FY 2015-16**	(4) **REQUEST** **FY 2016-17**
Receipts:			
Suncom/Centrex Revenues	119,045,575	101,639,895	100,639,895
Telecomm. Infrastructure Proj. Fees		4,398,470	3,318,645
Cellular Digital Pkg DA		4,800,000	4,800,000
Interagency Agree.--DOAH-Video Tele	125,000	125,000	125,000
FIRN Revenues - Sales to Customers		5,633,828	5,633,828
FIRN Revenues			
Interest Earnings	256,589	256,589	256,589
Refunds and Reimbursements	15,344,476	7,698,301	7,698,301
Total Fee Collection to Line (1) - Section III	134,771,640	124,552,083	122,472,258

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title:	MANAGEMENT SERVICES
Trust Fund Title:	COMMUNICATIONS WORKING CAPITAL TRUST
Budget Entity:	TELECOMMUNICATIONS SERVICES (72900100)
LAS/PBS Fund Number:	2105

	Balance as of 6/30/2015	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,514,161 (A)		4,514,161
ADD: Other Cash (See Instructions)	449,004 (B)		449,004
ADD: Investments	14,795,746 (C)		14,795,746
ADD: Outstanding Accounts Receivable	27,215,899 (D)	147,558	27,363,457
Total Cash plus Accounts Receivable	46,974,811 (F)	147,558	47,122,369
LESS Allowances for Uncollectibles	0 (G)		0
LESS Approved "A" Certified Forwards	15,484,411 (H)		15,484,411
Approved "B" Certified Forwards	0 (H)		0
Unearn Revenue	0 (H)		0
LESS: Other Accounts Payable	4,444,850 (I)		4,444,850
Unreserved Fund Balance, 07/01/15	27,045,550 (K)	147,558	27,193,108 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000   MANAGEMENT SERVICES
Trust Fund Title: Communications Working Capital Trust Fund
LAS/PBS Fund Number: 2105

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds; | 19,883,014 | (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) | | (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustment(s):

SWFS Adjustment # and Description-Increase accounts | x | (C)

SWFS Adjustment # and Description | | (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PI | | (D)

Compensated Absences Liab ility | | (D)

A/P not C/F-Operating Categories | | (D)

Advance from General Revenue Fund | | (D)

| | (D)

| | (D)

ADJUSTED BEGINNING TRIAL BALANCE: | 19,883,014 | (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | #VALUE! | (F)*

DIFFERENCE: | #VALUE! | (G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72900100 Telecommunications Services
Fund: 2261 Federal Grants Trust

Specific Authority:
Purpose of Fees Collected: Federal grant to cover the expenditures ARRA Broadband Mapping and E911 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.)
X	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 2014 - 15	**FY 2015 - 16**	**FY 2016 - 17**
Receipts:				
Transfer from Federal NTIA-Broadband		425,166		
Transfer from Federal DOT-Enhance 911				
Reimbursement				
Transfer from Div of Emergency Mgmt				
Total Fee Collection to Line (1) - Section III		425,166	-	-
SECTION II - FULL COSTS				
Direct Costs:				
Salaries and Benefits				
Other Personal Services				
Contracted Services-Enhance 911				
Broadband Svcs Deployment-ARRA 2009		471,526		
Indirect Costs Charged to Trust Fund:				
Cert Forward Reversions @ 9/30/2015				
Cert Forward Reversions @ 9/30/2014		(42,544)		
Total Full Costs to Line (2) - Section III		428,982	-	-

Basis Used:

SECTION III - SUMMARY

TOTAL SECTION I	(A)	425,166	-	-
TOTAL SECTION II	(B)	428,982	-	-
TOTAL - Surplus/Deficit	(C)	(3,816)	-	-

EXPLANATION:
Negative balances offset by cash balance brought forward (See Schedule I)

Office of Policy and Budget - July, 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title:	MANAGEMENT SERVICES
Trust Fund Title:	FEDERAL GRANTS
Budget Entity:	TELECOMMUNICATIONS SERVICES (72900100)
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance		(A)		0
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments		(C)		0
ADD: Outstanding Accounts Receivable		(D)	0	0
Total Cash plus Accounts Receivable	**0**	(F)	**0**	0
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards		(H)		0
Approved "B" Certified Forwards	0	(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable		(I)		0
Unreserved Fund Balance, 07/01/15	#VALUE!	(K)	**0**	#VALUE! **

Notes:

*SWFS = Statewide Financial Statement

** **This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.**

Office of Policy and Budget - July 2015

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

Department: 72 Management Services   **Budget Period: 2016-17**
Program: 72900100 Telecommunications Services
Fund: 2344 Wireless Emergency Phone Trust

Specific Authority: Sec 365.172 and 365.173, F.S.
Purpose of Fees Collected: A fee of $.50 per month is assessed to Florida's wireless telephone subscribers to offset Florida

counties' and the service providers' 911 and Emergency 911 capital and operating costs. Fees

are deposited into the fund and subsequent distributions are as follows: 44% to counties;

54% to service providers; and an additional 2% to rural counties.

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

	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

	(1)	(2)	(3)	(4)
SECTION I - FEE COLLECTION		**ACTUAL**	**ESTIMATED**	**REQUEST**
		FY 2014 - 15	**FY 2015 - 16**	**FY 2016 - 17**
Receipts:				
Deposits from Wireless 911 Ser.Providers		56,396,188	56,921,123	58,628,756
Deposits from Wireline 911 Ser.Providers		33,194,884	31,962,976	31,323,540
Deposits from Prepaid Wireless Ser.Provide		4,821,468	21,194,881	21,830,727
Interest Earnings		667,136	667,136	667,136
Refunds		1,425,324		
Total Fee Collection to Line (1) - Section III		96,505,000	110,746,116	112,450,159

SECTION II - FULL COSTS

Direct Costs:

	ACTUAL	ESTIMATED	REQUEST
Salaries and Benefits	364,427	373,942	373,942
Other Personal Services	82,600	84,290	84,290
Expenses	160,263	514,339	514,339
Operating Capital Outlay		3,600	3,600
SC: Contracted Services	151,019	250,827	250,827
SC: Contracted Legal Services	43,647	92,159	92,159
Lease/Purchase/Equipment	922	1,149	1,149
S.C.:HR Stwd Contract			
Data Processing Services State Data Center- AST		3,763	3,763
Data Processing Services - SSRC	3,260		
Aid to Local Governments:			
Wireless 911 Grants to Counties 055617	3,856,199	27,100,000	27,100,000
Non-Wireless 911 Dist to Co 055614	37,284,023	38,146,673	38,146,673
Wireless 911 Dist to Counties 055610	53,381,230	60,289,120	60,289,120
Wireless 911 Dist to Svc Provid 055612	7,164,627	10,000,000	10,000,000

Indirect Costs Charged to Trust Fund:

TR to 2021-Admin.Assess.Fee	78,909	91,048	91,958
Refunds			
Cert Forward Reversions @ 9/30/2014	(105,773)		
6/30/2013 CF B - Not in Beg Bal	23		
Post Closing Adjustment to Accounts Receivable			
Prior Year Accounts Payable not CF	(33)		
Estimated Reversions Wireless 911 Dist to Counties 055610		(18,000,000)	(18,000,000)
Unfunded Budget			
Assessment for Investments 890000 - 31040	50,509	50,509	50,509
Total Full Costs to Line (2) - Section III	**102,515,852**	**119,001,419**	**119,002,329**

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	96,505,000	110,746,116	112,450,159
TOTAL SECTION II	(B)	102,515,852	119,001,419	119,002,329
TOTAL - Surplus/Deficit	(C)	(6,010,852)	(8,255,303)	(6,552,170)

EXPLANATION:

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

Office of Policy and Budget - July, 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: WIRELESS EMERGENCY TELEPHONE SYSTEM TRUST
Budget Entity: TELECOMMUNICATIONS SERVICES (72900100)
LAS/PBS Fund Number: 2344

	Balance as of 6/30/2015	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	**226,547** (A)		226,547
ADD: Other Cash (See Instructions)	**3,199** (B)		3,199
ADD: Investments	45,801,687 (C)		45,801,687
ADD: Outstanding Accounts Receivable	1,938,799 (D)		1,938,799
Total Cash plus Accounts Receivable	**47,970,232** (F)	**0**	**47,970,232**
LESS Allowances for Uncollectibles	(G)		0
LESS Approved "A" Certified Forwards	28,113,627 (H)		28,113,627
Approved "B" Certified Forwards	380 (H)		380
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable (Nonoperating)	4,679 (I)		4,679
Unreserved Fund Balance, 07/01/15	**19,851,547** (K)	**0**	**19,851,547** **

Notes:

   *SWFS = Statewide Financial Statement

   ** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal
       year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2015 - 2016

Department Title: **720000 MANAGEMENT SERVICES**
Trust Fund Title: **E911 Emergency Telephone System Trust Fund**
LAS/PBS Fund Number: **2344**

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds; | **19,851,927** |(A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) | | (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment # and Description-Increase Accounts Receiv | 0.00 |(C)

SWFS Adjustment # and Description | | (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS | (380) |(D)

Post Closing Adjustment to Accounts Receivable | | (D)

A/P not C/F-Operating Categories | | (D)

| | (D)

| | (D)

| | (D)

ADJUSTED BEGINNING TRIAL BALANCE: | **19,851,547** |(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | **19,851,547** |(F)*

DIFFERENCE: | **0** |(G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2016 - 2017**

Department: Management Services   **Chief Internal Auditor:** Yolanda Lockett

Budget Entity: Telecommunication Services   **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
AG 2015-104	6/30/2014	Telecommunications - Public Safety	**Finding No. 1:** Contrary to Department rules, the Department did not always authorize, in writing, an applicant's use of SLERS. **Recommendation:** We recommend that Department management ensure that reviews and authorization for each applicant's use of SLERS is documented in accordance with Department rules.	The Department has begun drafting processes to document and track all requests by third party applicants wanting to use the Statewide Law Enforcement Radio System (SLERS) and ensure that the approval of each application is documented in accordance with Department rules.

Procedures have been finalized and implemented. Supporting documents are the Internal Partner Tracking sheet, signed partner applications, and email correspondence with the applicant. | |
| AG 2015-104 | 6/30/2014 | Telecommunications - Public Safety | **Finding No. 2:** The Department did not appropriately account for the State's proportionate share of revenues provided by the Department's contract with Harris. Additionally, the Department had not established policies and procedures to evaluate the accuracy and completeness of the reported revenue amounts from SLERS partners and third-party tenants. **Recommendation:** To ensure that the State timely receives its proportionate share of revenues from SLERS partners and third-party tenants, we recommend that Department management establish policies and procedures designed to ensure that applicable credits are deducted from the quarterly contract payments. Additionally, to ensure that the State receives all the revenues to which it is entitled, we recommend that Department management establish policies and procedures to evaluate the accuracy and completeness of the reported revenue amounts due from SLERS partners and third-party tenants. | The Department has already begun drafting procedures designed to ensure that all applicable credits are deducted from the quarterly contract payments. Policies will be soon forthcoming. Additionally, policies and procedures to evaluate the accuracy and completeness of the reported revenue amounts due from SLERS partners and third-party tenants will be developed and documented.

Policies and procedures have been documented and implemented. Supporting documents are policies and quarterly reports that can be used for policy and procedure validation. | |

| AG 2015-104 | 6/30/2014 | Telecommunications - Public Safety | **Finding No. 3:** The Department had not sought an independent evaluation of, or requested and reviewed independent service auditor's reports related to, the controls designed and established by Harris Corporation (Harris) for the SLERS Communications System Director. **Recommendation:** We recommend that Department management timely request, obtain, and document review of an independent service auditor's report on the effectiveness of controls established for the CSD. | The Department has taken steps to draft a timely request and upon receipt review an independent service auditor's report on the effectiveness of controls established for the Statewide Law Enforcement Radio System (SLERS) Communications System Director (CSD). Additionally, the Department will ensure that future contract language includes a provision allowing for an independent service auditor's report or an independent review of the system's data by Department staff. The recommendation and request for an independent service audit was sent to Harris and that request was declined. In the response Harris based their decline on the knowledge that the current contract does not require an independent audit report on the effectiveness of controls established for SLERS. The Division of Telecommunications is presently exploring options in order to facilitate this audit at its own expense. | |
| AG 2015-104 | 6/30/2014 | Telecommunications - Public Safety | **Finding No. 4:** Department documentation did not always clearly demonstrate that sufficient contract monitoring had been performed to verify that contractual requirements were met or, if not, that any contractor performance deficiencies were appropriately and timely remedied. **Recommendation:** We recommend that Department management ensure that contract monitoring activities are appropriately documented to clearly demonstrate that contractual requirements were met and, if not, that any contractor performance deficiencies were timely and appropriately remedied. | Contract management processes will continue to be followed, and the Department has already taken steps to draft improved documentation procedures to clearly demonstrate that contractual requirements were met and, if not, that any contractor performance deficiencies were timely and appropriately remedied. The Division of Telecommunications has documented procedures that clearly demonstrate that contractual requirements are met, and if they are not met that any contractor performance deficiencies are timely and appropriately remedied. Also, the Division of Telecommunications is in the process of working with DMS Purchasing to verify the QA program that has been implemented is in line and in accordance with those created by DMS Purchasing. | |

Office of Policy and Budget - July 2015

Wireless Services

Exhibits and Schedules

Wireless Services

Schedule I Series

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

Department: 72 Management Services   **Budget Period: 2016-17**
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 I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

(1) SECTION I - FEE COLLECTION	(2) ACTUAL FY 2014 - 15	(3) ESTIMATED FY 2015 - 16	(4) REQUEST FY 2016 - 17
Receipts:			
From Boat/Veh. Registrations-DHSMV	19,868,077	19,868,077	19,868,077
Tower Rental Fees	16,105	16,105	16,105
800MHZ Rebanding Reimb-Nextel			
Florida Interoperability Network (FIN)			1,038,707
Mutual Aid Build-out (MAB)			867,357
Interest Earnings	238,626	238,626	238,626
Reimbursements	63		
Traffic Infraction Penalties	4,842,224	4,842,224	4,842,224
Total Fee Collection to Line (1) - Section III	24,965,095	24,965,032	26,871,096
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	881,272	921,472	921,472
Other Personal Services	52,512	91,015	91,015
Expenses	163,524	263,436	263,436
Operating Capital Outlay	21,545	22,000	22,000
SC: Acquisition of Motor Vehicles			
SC: Contracted Services	3,669,092	3,410,304	3,183,800
Domestic Security			
Risk Management Insurance	1,611	1,601	1,601
Business Case	512,703		
SW Law Enf Radio Contract Payment	18,220,000	18,220,000	18,220,000
Lease/Purchase/Equipment	852	1,394	1,394
TR to DMS-Human Res. Svcs.	4,445	4,190	4,190
Data Processing Services State Data Center- AST			
Data Processing Services - SSRC	2,622		
Indirect Costs Charged to Trust Fund:			
TR to GR - 8% Service Charge	1,995,305	1,995,754	1,995,754
TR to 2021-Admin. Assess. Fee	241,569	154,589	156,135
A/P not CF at 6/30/2014 in CFO Balance	(150)		
Cert. Forward Reversions @ 9/30/2014	(1,598,668)		
COO Initiative REDM			
Cert. Forward Reversions @ 9/30/2015			
Estimated Reversions from Harris Contract			
Rounding	(7)		
5% Trust Fund Reserve			1,139,620
Assessment for Investments 890000 - 310403	18,107	18,107	18,107
Total Full Costs to Line (2) - Section III	24,186,334	25,103,862	26,018,524

Basis Used: Accrual

SECTION III - SUMMARY				
TOTAL SECTION I	(A)	24,965,095	24,965,032	26,871,096
TOTAL SECTION II	(B)	24,186,334	25,103,862	26,018,524
TOTAL - Surplus/Deficit	(C)	778,761	(138,830)	852,572

EXPLANATION:
Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: LAW ENFORCEMENT RADIO SYSTEM TRUST
Budget Entity: WIRELESS SERVICES (72900200)
LAS/PBS Fund Number: 2432

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	327,870	(A)		327,870	
ADD: Other Cash (See Instructions)		(B)		0	
ADD: Investments	14,321,375	(C)		14,321,375	
ADD: Outstanding Accounts Receivable	604,728	(D)		604,728	
Total Cash plus Accounts Receivable	**15,253,974**	(F)		15,253,974	
LESS Allowances for Uncollectibles		(G)		0	
LESS Approved "A" Certified Forwards	6,556,995	(H)		6,556,995	
Approved "B" Certified Forwards	71	(H)		71	
Approved "FCO" Certified Forwards	0	(H)		0	
LESS: Other Accounts Payable (Nonoperating)	509,133	(I)		509,133	
Unreserved Fund Balance, 07/01/15	**8,187,775**	(K)		8,187,775	**

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: **720000 MANAGEMENT SERVICES**
Trust Fund Title: **State Agency Law Enforcement Radio System Trust Fund**
LAS/PBS Fund Number: **2432**

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds; | **8,187,846** |(A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) | |(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment # and Description | |(C)

SWFS Adjustment # and Description | |(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS | (71) |(D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS | |(D)

A/P not C/F-Operating Categories | |(D)

| |(D)

| |(D)

| |(D)

ADJUSTED BEGINNING TRIAL BALANCE: | **8,187,775** |(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | **8,187,775** |(F)*

DIFFERENCE: | **0** |(G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2016 - 2017**

Department: Management Services   **Chief Internal Auditor:** Yolanda Lockett

Budget Entity: Wireless Services   **Phone Number:** (850) 487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no issues or findings to report for Wireless Services.		

Office of Policy and Budget - July 2015

Public Employees Relations Commission

Exhibits and Schedules

Public Employees Relations Commission

Schedule I Series

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

Department: 72 Management Services   **Budget Period: 2016-17**
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 I and II.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

	(1)	(2) ACTUAL FY 2014- 15	(3) ESTIMATED FY 2015 - 16	(4) REQUEST FY 2016 - 17
SECTION I - FEE COLLECTION				
Receipts:				
Interest Earnings		24,112	25,000	26,000
Refunds/Reimbursements		40,451		
Local Government half-cent Sales Tax		1,746,662	1,800,000	2,000,000
Total Fee Collection to Line (1) - Section III		1,811,226	1,825,000	2,026,000
SECTION II - FULL COSTS				
Direct Costs:				
Salaries and Benefits		1,071,772	1,266,291	1,266,291
Other Personal Services		5,227	53,628	53,628
Expenses		94,853	345,814	345,814
Operating Capital Outlay			5,721	5,721
S.C.: Contracted Services		1,500	32,500	32,500
S.C.: Risk Management Insurance		7,951	7,951	7,951
S.C.: HR Svcs/Stw Contract		5,377	5,068	5,068
S.C.: Tenant Broker CommissionsHR Svcs/Stw Contract				
Data Processing Services State Data center-AST			16,377	16,377
Data Processing Services-SSRC		14,190		
Indirect Costs Charged to Trust Fund:				
Transfer to 2021-Admin Assess Fee		19,718	29,416	29,710
A/P not CF at 6/30/2014 in CFO Balance		(1,595)		
8% Srvc Chrg to GR		1,809	1,840	1,920
Certified Forward B's 6/30/2014		45,652		
Adj. to Line A for Comp Leave Liability		(37,009)		
Assessment on Investments 890000 - 310403		1,498	1,550	1,600
Certified Forward Reversions @ 6/30/2014		(3,730)		
Rounding				
5% Trust Fund Reserve				83,334
Total Full Costs to Line (2) - Section III		1,227,213	1,766,156	1,849,914

Basis Used: Accrual

SECTION III - SUMMARY				
TOTAL SECTION I	(A)	1,811,226	1,825,000	2,026,000
TOTAL SECTION II	(B)	1,227,213	1,766,156	1,849,914
TOTAL - Surplus/Deficit	(C)	584,013	58,844	176,086

EXPLANATION:
Negative balances offset by cash balance brought forward (See Schedule I)

Office of Policy and Budget - July, 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SERVICES
Trust Fund Title: PUBLIC EMPLOYEES RELATIONS COMMISSION TRUST
Budget Entity: PUBLIC EMPLOYEES RELATIONS COMMISSION TRUST (72920100)
LAS/PBS Fund Number: 2558

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	289,864	(A)		289,864
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments	1,801,445	(C)		1,801,445
ADD: Outstanding Accounts Receivable	23,209	(D)		23,209
Total Cash plus Accounts Receivable	2,114,519	(F)		2,114,519
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards	40,640	(H)		40,640
Approved "B" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Nonoperating)	622	(I)		622
LESS:		(J)		0
Unreserved Fund Balance, 07/01/15	2,073,256	(K)		2,073,256 **

Notes:

*SWFS = Statewide Financial Statement

** **This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.**

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: 720000   MANAGEMENT SERVICES
Trust Fund Title: Public Employees Relations Commission TF
LAS/PBS Fund Number: 2558

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
Total all GLC's 5XXXX for governmental funds; | 1,850,642 | (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) | | (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment # and Description | | (C)

SWFS Adjustment # and Description | | (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS | | (D)

Compensated Absences Liability | 222,614.74 | (D)

A/P not C/F-Operating Categories | | (D)

                                                      | | (D)

                                                      | | (D)

                                                      | | (D)

ADJUSTED BEGINNING TRIAL BALANCE: | 2,073,256 | (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) | 2,073,256 | (F)*

DIFFERENCE: | 0 | (G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

Schedule VII: Agency Litigation Inventory

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

Agency:	**Public Employees Relations Commission (PERC)**
Contact Person:	Mary Ann Burns	Phone Number:	(850) 488-8641

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	The Public Employees Relations Commission has no pending or current litigation issues.		
Court with Jurisdiction:			
Case Number:			
Summary of the Complaint:			
Amount of the Claim:			
Specific Statutes or Laws (including GAA) Challenged:			
Status of the Case:			
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
		Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

Office of Policy and Budget – July 2014

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2016 - 2017**

Department: **Management Services**   **Chief Internal Auditor:** Yolanda Lockett

Budget Entity: Public Employee Relations Commission   **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 Public Employee Relations Commission.		

Office of Policy and Budget - July 2015

Florida Commission on Human Relations

Exhibits and Schedules

Florida Commission on Human Relations

Schedule I Series

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

Department:	72 Management Services	**Budget Period: 2016-17**
Program:	72950100 Commission on Human Relations	
Fund:	2510 Operating Trust	

Specific Authority: 2006-79, Laws of Florida
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.)
X	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 FY 2014 - 2015**	**ESTIMATED FY 2015 - 2016**	**REQUEST FY 2016 - 2017**
Receipts:			
HUD Registration	35,720	17,860	-
HUD Grant	559,469	500,000	500,000
EEOC Grant	335,841	350,000	350,000
Interest Earnings	15,954	10,000	5,000
Refunds & Reimbursements	1,174		
Total Fee Collection to Line (1) - Section III	948,158	877,860	855,000
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	806,697	990,994	-
Other Personal Services	15,476	41,040	41,040
Expenses	272,218	282,536	282,536
Operating Capital Outlay		5,000	5,000
Settlement			
Contracted Services	15,986		
Risk Management Insurance	102,020	102,020	102,020
Lease/Purchase/Equipment	13,006		
Administrative Overhead	103,792	103,792	103,792
HR Statewide Contract	5,987	5,643	5,643
Data Processing Services State data center-AST		11,712	11,712
Data Processing SSRC	64,382		
Indirect Costs Charged to Trust Fund:			
Admin Assessment Fee			
Service Charge to G/R - 8%	3,611	2,514	1,085
Unfunded Budget		(192,901)	
Certified Forward B's @ 6/30/2014	4,393		
Certified Forward Reversions @ 9/30/2014	(3,619)		A
Certified Forward Reversions @ 9/30/2015			A
Rounding			A
6/30/2014 Compensated Leave Liability	(1,561)		
Reverse PY A/P Not CF (Incl In Lina A)	(592)		A
Assessments on Investments 890000 - 310403	1,182	800	400
Total Full Costs to Line (2) - Section III	1,402,978	1,353,150	553,228

Basis Used:

SECTION III - SUMMARY

TOTAL SECTION I	(A)	948,158	877,860	855,000
TOTAL SECTION II	(B)	1,402,978	1,353,150	553,228
TOTAL - Surplus/Deficit	(C)	(454,820)	(475,290)	301,772

EXPLANATION:
See 2339 for Actual FY 2005-06 and Estimated FY 2006-07 Information

Office of Policy and Budget - July, 2015

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2016 - 2017

Department Title: MANAGEMENT SER
Trust Fund Title: OPERATING TRUST FUND
Budget Entity: COMMISSION ON HUMAN RELATIONS (72950100)
LAS/PBS Fund Number: 2510

	Balance as of 6/30/2015		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	34,501	(A)		34,501
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments	575,338	(C)		575,338
ADD: Outstanding Accounts Receivable	640	(D)		640
Anticipated Revenue	0		0	0
Total Cash plus Accounts Receivable	**610,480**	(F)	**0**	**610,480**
LESS Allowances for Uncollectibles	0	(G)		0
LESS Approved "A" Certified Forwards	69,255	(H)		69,255
Approved "B" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable(Non-Operating)	948	(H)		948
LESS: Other Accounts Payable Other	0	(I)		0
Unreserved Fund Balance, 07/01/15	**$ 540,278**	(K)	**0**	**540,278** **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2015

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2016 - 2017

Department Title: **720000 MANAGEMENT SERVICES**
Trust Fund Title: **Commission of Human Relations Operating TF**
LAS/PBS Fund Number: **2510**

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/15
  Total all GLC's 5XXXX for governmental funds;   **532,951** (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)   (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustm

  SWFS Adjustment # and Description   (C)

  SWFS Adjustment # and Description   (C)

Add/Subtract Other Adjustment(s):

  Approved "B" Carry Forward (Encumbrances) per LAS/PBS   (D)

Compensated Absences Liability   **7,288.00** (D)

  A/P not C/F-Operating Categories   **39** (D)

    (D)

    (D)

    (D)

ADJUSTED BEGINNING TRIAL BALANCE: **540,278** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)   **540,278** (F)

DIFFERENCE: **0** (G)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July, 2015

Schedule VII: Agency Litigation Inventory

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

Agency:	**Florida Commission on Human Relations (FCHR)**		
Contact Person:	Bobby Jernigan	Phone Number:	(850) 488-7082

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	The Florida Commission on Human Relations has no pending or current litigation issues.
Court with Jurisdiction:	
Case Number:	
Summary of the Complaint:	
Amount of the Claim:	
Specific Statutes or Laws (including GAA) Challenged:	
Status of the Case:	

Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
		Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).		

Office of Policy and Budget – July 2014

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2016 - 2017**

Department: **Management Services**   **Chief Internal Auditor:** Yolanda Lockett

Budget Entity: Florida Commission on Human Relations   **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 Florida Commission on Human Relations.		

Office of Policy and Budget - July 2015

Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Direction and Support Services, State Employee Leasing Program, Facilities Management and Building Construction.

Agency Budget Officer/OPB Analyst Name: Richard Perritti, Budget Officer/ Morgan Helton, OPB Analyst

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

	Action	Program or Service (Budget Entity Codes)				
		72010100	72010300	72400100	72400200	

1. GENERAL

1.1	Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, 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	
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	
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	
1.4	Has security been set correctly? **(CSDR, CSA)**	Y	Y	Y	Y	
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. **A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.**					

2. EXHIBIT A (EADR, EXA)

2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	
2.3	Are the issue codes and titles consistent with *Section 3* of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y	Y	Y	Y	
2.4	Have the coding guidelines in *Section 3* of the LBR Instructions (pages 15 through 29) been followed?	Y	Y	Y	Y	

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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.	Y	Y	Y	Y	
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	

		Program or Service (Budget Entity Codes)				
	Action	72010100	72010300	72400100	72400200	
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	
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. EXHIBIT 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 61 of the LBR Instructions?	Y	Y	Y	Y	
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	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	
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	
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	
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 2014-15 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	

		Program or Service (Budget Entity Codes)				
	Action	72010100	72010300	72400100	72400200	

TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					

7. EXHIBIT D-3A (EADR, ED3A)

7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	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 67-68 of the LBR Instructions.)	Y	Y	Y	Y	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	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	
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 through E-6 of the LBR Instructions.)	Y	Y	Y	Y	
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	
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.	Y	Y	Y	Y	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	
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 #16-002?	Y	Y	Y	Y	
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 not be deleted. (**PLRR, PLMO**)	Y	Y	Y	Y	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	

		Program or Service (Budget Entity Codes)				
	Action	72010100	72010300	72400100	72400200	
7.16	Do the issues relating to *salary and benefits* have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 90 of the LBR Instructions.)	Y	Y	Y	Y	
7.17	Do the issues relating to *Information Technology (IT)* have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y	Y	Y	Y	
7.18	Are the issues relating to *major audit findings and recommendations* properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	
AUDIT:						
7.20	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	
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? **(GENR, LBR1)**	Y	Y	Y	Y	
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? **(GENR, LBR2)**	Y	Y	Y	Y	
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? **(GENR, LBR3)**	Y	Y	Y	Y	
7.24	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))**	Y	Y	Y	Y	
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					

	Action	Program or Service (Budget Entity Codes)				
		72010100	72010300	72400100	72400200	
TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					

8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level *or* SC1R, SC1D - Department Level)

	Action	72010100	72010300	72400100	72400200	
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	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?	Y	Y	Y	Y	
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**;** fixed capital outlay adjustment narrative)?	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	
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	
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to *section 215.32(2)(b), Florida Statutes* - including the Schedule ID and applicable legislation?	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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.)	Y	Y	Y	Y	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	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	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	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	
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	

	Action	Program or Service (Budget Entity Codes)				
		72010100	72010300	72400100	72400200	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	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	
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	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	Y	Y	Y	Y	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	
8.25	Are current year September operating reversions appropriately shown in column A02?	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	
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y	Y	Y	
8.28	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	
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? **(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")**	Y	Y	Y	Y	
8.32	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	
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Y	Y	Y	Y	
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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!					

		Program or Service (Budget Entity Codes)				
	Action	72010100	72010300	72400100	72400200	

TIP	Determine if the agency is scheduled for trust fund review. (See page 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					

9. SCHEDULE II (PSCR, SC2)

AUDIT:

9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? **(BRAR, BRAA - Report should print "No Records Selected For This Request")** Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See *Base Rate Audit* on page 161 of the LBR Instructions.)	Y	Y	Y	Y	

10. SCHEDULE III (PSCR, SC3)

10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	Y	Y	Y	Y	
10.2	Are amounts in *Other Salary Amount* appropriate and fully justified? (See page 99 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	

11. SCHEDULE IV (EADR, SC4)

11.1	Are the correct Information Technology (IT) issue codes used?	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. SCHEDULE 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? Note: FCO issues can now be included in the priority listing.	Y	Y	Y	Y	

13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1	**NOT REQUIRED FOR THIS YEAR**					

14. SCHEDULE VIIIB-2 (EADR, S8B2)

14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	Y	Y	Y	

15. SCHEDULE VIIIC (EADR, S8C)
(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y	Y	Y	Y	
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y	Y	Y	Y	
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y	Y	Y	Y	
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y	Y	Y	Y	

	Program or Service (Budget Entity Codes)				
Action	72010100	72010300	72400100	72400200	
15.5 Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y	Y	Y	Y	
AUDIT:					
15.6 Do the issues net to zero at the department level? **(GENR, LBR5)**	Y	Y	Y	Y	
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)					
16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. **The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.** (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	
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	Y	Y	Y	Y	
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3 Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? **(GENR, ACT1)**	Y	Y	Y	Y	
16.4 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	
16.5 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	
16.6 Has the agency provided the necessary standard (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.)	Y	Y	Y	Y	
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? **(Audit #4 should print "No Discrepancies Found")**	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.					

		Program or Service (Budget Entity Codes)			
Action		72010100	72010300	72400100	72400200	

17. MANUALLY PREPARED EXHIBITS & SCHEDULES

17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	
17.4	Does the LBR include a separate IV-B for each IT project over $1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: **IT@LASPBS.state.fl.us**	Y	Y	Y	Y	
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y	Y	Y	Y	

AUDITS - GENERAL INFORMATION

TIP	Review *Section 6: Audits* of the LBR Instructions (pages 160-162) 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.	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	
18.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.					

19. FLORIDA FISCAL PORTAL

19.1	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	

Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Federal Property Assistance, Motor Vehicle/Watercraft Management, Purchasing Oversight, Office of Supplier Diversity, Private Prison Monitoring

Agency Budget Officer/OPB Analyst Name: Richard Perritti, Budget Officer/ Morgan Helton, OPB Analyst

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)				
	72600200	72600300	72600400	72600500	72600800
1. GENERAL					
1.1 Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, 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)**	Y	Y	Y	Y	Y
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. **A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.**					
2. EXHIBIT A (EADR, EXA)					
2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 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 *Section 3* of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y	Y	Y	Y	Y
2.4 Have the coding guidelines in *Section 3* of the LBR Instructions (pages 15 through 29) been followed?	Y	Y	Y	Y	Y
3. EXHIBIT B (EXBR, EXB)					
3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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.	Y	Y	Y	Y	Y
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

	Action	Program or Service (Budget Entity Codes)				
		72600200	72600300	72600400	72600500	72600800
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. EXHIBIT 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 61 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
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
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
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 2014-15 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y

	Program or Service (Budget Entity Codes)				
Action	72600200	72600300	72600400	72600500	72600800
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)					
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 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 67-68 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 69 through 71 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 through E-6 of the LBR Instructions.)	Y	Y	Y	Y	Y
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.	Y	Y	Y	Y	Y
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y
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 #16-002?	Y	Y	Y	Y	Y
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**)	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y

	Program or Service (Budget Entity Codes)				
Action	72600200	72600300	72600400	72600500	72600800
7.16 Do the issues relating to *salary and benefits* have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.17 Do the issues relating to *Information Technology (IT)* have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y	Y	Y	Y	Y
7.18 Are the issues relating to *major audit findings and recommendations* properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	Y
7.19 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y
AUDIT:					
7.20 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
7.21 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? **(GENR, LBR1)**	Y	Y	Y	Y	Y
7.22 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? **(GENR, LBR2)**	Y	Y	Y	Y	Y
7.23 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? **(GENR, LBR3)**	Y	Y	Y	Y	Y
7.24 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))**	Y	Y	Y	Y	Y
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					

		Program or Service (Budget Entity Codes)				
	Action	72600200	72600300	72600400	72600500	72600800
TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					

8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level *or* SC1R, SC1D - Department Level)

8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB 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 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?	Y	Y	Y	Y	Y
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**;** fixed capital outlay adjustment 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 *section 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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	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 Section 215.20, Florida Statutes 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?	Y	Y	Y	Y	Y
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

	Action	Program or Service (Budget Entity Codes)				
		72600200	72600300	72600400	72600500	72600800
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	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 general revenue 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	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	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y	Y	Y	Y
8.28	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
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? **(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")**	Y	Y	Y	Y	Y
8.32	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
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Y	Y	Y	Y	Y
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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!					

		Program or Service (Budget Entity Codes)				
	Action	72600200	72600300	72600400	72600500	72600800
TIP	Determine if the agency is scheduled for trust fund review. (See page 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					

9. SCHEDULE II (PSCR, SC2)

AUDIT:

9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? **(BRAR, BRAA - Report should print "No Records Selected For This Request")** Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See *Base Rate Audit* on page 161 of the LBR Instructions.)	Y	Y	Y	Y	Y

10. SCHEDULE III (PSCR, SC3)

10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in *Other Salary Amount* appropriate and fully justified? (See page 99 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. SCHEDULE 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. SCHEDULE 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? Note: FCO issues can now be included in the priority listing.	Y	Y	Y	Y	Y

13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1	**NOT REQUIRED FOR THIS YEAR**					

14. SCHEDULE VIIIB-2 (EADR, S8B2)

14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	Y	Y	Y	Y

15. SCHEDULE VIIIC (EADR, S8C)
(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y	Y	Y	Y	Y
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y	Y	Y	Y	Y
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y	Y	Y	Y	Y
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y	Y	Y	Y	Y

	Program or Service (Budget Entity Codes)				
Action	72600200	72600300	72600400	72600500	72600800
15.5 Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y	Y	Y	Y	Y
AUDIT:					
15.6 Do the issues net to zero at the department level? **(GENR, LBR5)**	Y	Y	Y	Y	Y
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)					
16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. **The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.** (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
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3 Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? **(GENR, ACT1)**	Y	Y	Y	Y	Y
16.4 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
16.5 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
16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> 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.)	Y	Y	Y	Y	Y
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? **(Audit #4 should print "No Discrepancies Found")**	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.					

		Program or Service (Budget Entity Codes)				
	Action	72600200	72600300	72600400	72600500	72600800

17. MANUALLY PREPARED EXHIBITS & SCHEDULES

		72600200	72600300	72600400	72600500	72600800
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
17.4	Does the LBR include a separate IV-B for each IT project over $1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: **IT@LASPBS.state.fl.us**	Y	Y	Y	Y	Y
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y	Y	Y	Y	Y

AUDITS - GENERAL INFORMATION

TIP	Review *Section 6: Audits* of the LBR Instructions (pages 160-162) 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.					

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

		72600200	72600300	72600400	72600500	72600800
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
18.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.					

19. FLORIDA FISCAL PORTAL

		72600200	72600300	72600400	72600500	72600800
19.1	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

Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Insurance Benefit Administration, Retirement Benefits Administration, State Personnel Policy Administration, People First.

Agency Budget Officer/OPB Analyst Name: Richard Perritti, Budget Officer/ Morgan Helton, OPB Analyst

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)				
	72750200	72750300	72750400	72750500	

1. GENERAL

1.1	Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, 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	
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	

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	
1.4	Has security been set correctly? **(CSDR, CSA)**	Y	Y	Y	Y	
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. **A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.**					

2. EXHIBIT A (EADR, EXA)

2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	
2.3	Are the issue codes and titles consistent with *Section 3* of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y	Y	Y	Y	
2.4	Have the coding guidelines in *Section 3* of the LBR Instructions (pages 15 through 29) been followed?	Y	Y	Y	Y	

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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.	Y	Y	Y	Y	

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	

		Program or Service (Budget Entity Codes)				
	Action	72750200	72750300	72750400	72750500	
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	
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. EXHIBIT 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 61 of the LBR Instructions?	Y	Y	Y	Y	
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	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	
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	
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	
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 2014-15 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	

		Program or Service (Budget Entity Codes)				
	Action	72750200	72750300	72750400	72750500	

TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					

7. EXHIBIT D-3A (EADR, ED3A)

7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	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 67-68 of the LBR Instructions.)	Y	Y	Y	Y	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	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	
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 through E-6 of the LBR Instructions.)	Y	Y	Y	Y	
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	
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.	Y	Y	Y	Y	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	
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 #16-002?	Y	Y	Y	Y	
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 not be deleted. **(PLRR, PLMO)**	Y	Y	Y	Y	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	

		Program or Service (Budget Entity Codes)				
	Action	72750200	72750300	72750400	72750500	
7.16	Do the issues relating to *salary and benefits* have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 90 of the LBR Instructions.)	Y	Y	Y	Y	
7.17	Do the issues relating to *Information Technology (IT)* have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y	Y	Y	Y	
7.18	Are the issues relating to *major audit findings and recommendations* properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	
AUDIT:						
7.20	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	
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? **(GENR, LBR1)**	Y	Y	Y	Y	
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? **(GENR, LBR2)**	Y	Y	Y	Y	
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? **(GENR, LBR3)**	Y	Y	Y	Y	
7.24	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))**	Y	Y	Y	Y	
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					

		Program or Service (Budget Entity Codes)				
	Action	72750200	72750300	72750400	72750500	

TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					

8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level _or_ SC1R, SC1D - Department Level)

8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	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?	Y	Y	Y	Y	
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**;** fixed capital outlay adjustment narrative)?	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	
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	
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to _section 215.32(2)(b), Florida Statutes_ - including the Schedule ID and applicable legislation?	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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.)	Y	Y	Y	Y	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	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	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	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	
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	

	Action	Program or Service (Budget Entity Codes)				
		72750200	72750300	72750400	72750500	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	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	
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	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	Y	Y	Y	Y	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	
8.25	Are current year September operating reversions appropriately shown in column A02?	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	
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y	Y	Y	
8.28	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	
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? **(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")**	Y	Y	Y	Y	
8.32	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	
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Y	Y	Y	Y	
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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!					

Action	Program or Service (Budget Entity Codes)				
	72750200	72750300	72750400	72750500	

9. SCHEDULE II (PSCR, SC2)

AUDIT:

| 9.1 | Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? **(BRAR, BRAA - Report should print "No Records Selected For This Request")** Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See *Base Rate Audit* on page 161 of the LBR Instructions.) | Y | Y | Y | Y | |

10. SCHEDULE III (PSCR, SC3)

| 10.1 | Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.) | Y | Y | Y | Y | |
| 10.2 | Are amounts in *Other Salary Amount* appropriate and fully justified? (See page 99 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 | |

11. SCHEDULE IV (EADR, SC4)

| 11.1 | Are the correct Information Technology (IT) issue codes used? | 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. SCHEDULE 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? Note: FCO issues can now be included in the priority listing. | Y | Y | Y | Y | |

13. SCHEDULE VIIIB-1 (EADR, S8B1)

| 13.1 | **NOT REQUIRED FOR THIS YEAR** | | | | | |

14. SCHEDULE VIIIB-2 (EADR, S8B2)

| 14.1 | Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? | Y | Y | Y | Y | |

15. SCHEDULE VIIIC (EADR, S8C)
(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y	Y	Y	Y	
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y	Y	Y	Y	
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y	Y	Y	Y	
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y	Y	Y	Y	

		72750200	72750300	72750400	72750500	
15.5	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y	Y	Y	Y	
AUDIT:						
15.6	Do the issues net to zero at the department level? **(GENR, LBR5)**	Y	Y	Y	Y	
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. **The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.** (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	
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	Y	Y	Y	Y	
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? **(GENR, ACT1)**	Y	Y	Y	Y	
16.4	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	
16.5	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	
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> 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.)	Y	Y	Y	Y	
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? **(Audit #4 should print "No Discrepancies Found")**	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.					

Action	Program or Service (Budget Entity Codes)				
	72750200	72750300	72750400	72750500	

17. MANUALLY PREPARED EXHIBITS & SCHEDULES

17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	
17.4	Does the LBR include a separate IV-B for each IT project over $1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: **IT@LASPBS.state.fl.us**	Y	Y	Y	Y	
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y	Y	Y	Y	

AUDITS - GENERAL INFORMATION

TIP	Review *Section 6: Audits* of the LBR Instructions (pages 160-162) 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.					

18. CAPITAL IMPROVEMENTS PROGRAM (CIP)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	
18.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.					

19. FLORIDA FISCAL PORTAL

19.1	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	

Fiscal Year 2016-17 LBR Technical Review Checklist

Department/Budget Entity (Service): Telecommunications Services, Wireless Services, Public Employee Relations Commission, Commission on Human Relations.
Agency Budget Officer/OPB Analyst Name: Richard Perritti, Budget Officer/ Morgan Helton, OPB Analyst

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)				
	72900100	72900200	72920100	72950100	

1. GENERAL

1.1	Are Columns A01, A02, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, 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	
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	

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	
1.4	Has security been set correctly? **(CSDR, CSA)**	Y	Y	Y	Y	
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. **A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading.**					

2. EXHIBIT A (EADR, EXA)

2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	
2.3	Are the issue codes and titles consistent with *Section 3* of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y	Y	Y	Y	
2.4	Have the coding guidelines in *Section 3* of the LBR Instructions (pages 15 through 29) been followed?	Y	Y	Y	Y	

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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.	Y	Y	Y	Y	

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	

	Action	Program or Service (Budget Entity Codes)				
		72900100	72900200	72920100	72950100	
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	
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. EXHIBIT 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 61 of the LBR Instructions?	Y	Y	Y	Y	
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	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	
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	
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	
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 2014-15 approved budget. Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	

		Program or Service (Budget Entity Codes)				
	Action	72900100	72900200	72920100	72950100	

<table>
<tr><td>TIP</td><td>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.</td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

7. EXHIBIT D-3A (EADR, ED3A)

7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 33 of the LBR Instructions.)	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 67-68 of the LBR Instructions.)	Y	Y	Y	Y	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	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	
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 through E-6 of the LBR Instructions.)	Y	Y	Y	Y	
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	
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.	Y	Y	Y	Y	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	
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 #16-002?	Y	Y	Y	Y	
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**)	Y	Y	Y	Y	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	

		Program or Service (Budget Entity Codes)				
	Action	72900100	72900200	72920100	72950100	
7.16	Do the issues relating to *salary and benefits* have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 28 and 90 of the LBR Instructions.)	Y	Y	Y	Y	
7.17	Do the issues relating to *Information Technology (IT)* have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 330010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	Y	Y	Y	Y	
7.18	Are the issues relating to *major audit findings and recommendations* properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	
AUDIT:						
7.20	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	
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? **(GENR, LBR1)**	Y	Y	Y	Y	
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? **(GENR, LBR2)**	Y	Y	Y	Y	
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? **(GENR, LBR3)**	Y	Y	Y	Y	
7.24	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))**	Y	Y	Y	Y	
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 65 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 a state agency needs to include in its LBR a realignment or workload request issue to align its data processing services category with its projected FY 2016-17 data center costs, this can be completed by using the new State Data Center data processing services category (210001).					

		Program or Service (Budget Entity Codes)				
	Action	72900100	72900200	72920100	72950100	

TIP	If an appropriation made in the FY 2015-16 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					

8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level *or* SC1R, SC1D - Department Level)

8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	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?	Y	Y	Y	Y	
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**;** fixed capital outlay adjustment narrative)?	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	
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	
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to *section 215.32(2)(b), Florida Statutes* - including the Schedule ID and applicable legislation?	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)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Section 215.20, Florida Statutes for appropriate general revenue service charge percentage rates.)	Y	Y	Y	Y	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	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	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	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	
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	

	Action	Program or Service (Budget Entity Codes)				
		72900100	72900200	72920100	72950100	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	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	
8.20	Are appropriate general revenue service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	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	Y	Y	Y	Y	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	
8.25	Are current year September operating reversions appropriately shown in column A02?	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	
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y	Y	Y	
8.28	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	
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? **(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")**	Y	Y	Y	Y	
8.32	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	
8.33	Has a Schedule IB been provided for each trust fund and does total agree with line I ?	Y	Y	Y	Y	
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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!					

		Program or Service (Budget Entity Codes)				
	Action	72900100	72900200	72920100	72950100	

TIP	Determine if the agency is scheduled for trust fund review. (See page 130 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					

9. SCHEDULE II (PSCR, SC2)

AUDIT:

9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? **(BRAR, BRAA - Report should print "No Records Selected For This Request")** Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See *Base Rate Audit* on page 161 of the LBR Instructions.)	Y	Y	Y	Y	

10. SCHEDULE III (PSCR, SC3)

10.1	Is the appropriate lapse amount applied in Segment 3? (See page 92 of the LBR Instructions.)	Y	Y	Y	Y	
10.2	Are amounts in *Other Salary Amount* appropriate and fully justified? (See page 99 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	

11. SCHEDULE IV (EADR, SC4)

11.1	Are the correct Information Technology (IT) issue codes used?	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. SCHEDULE 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? Note: FCO issues can now be included in the priority listing.	Y	Y	Y	Y	

13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1	**NOT REQUIRED FOR THIS YEAR**	Y	Y	Y	Y	

14. SCHEDULE VIIIB-2 (EADR, S8B2)

14.1	Do the reductions comply with the instructions provided on pages 104 through 106 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	Y	Y	Y	

15. SCHEDULE VIIIC (EADR, S8C)
(LAS/PBS Web - see page 107-109 of the LBR Instructions for detailed instructions)

15.1	Agencies are required to generate this schedule via the LAS/PBS Web.	Y	Y	Y	Y	
15.2	Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y	Y	Y	Y	
15.3	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y	Y	Y	Y	
15.4	Are the priority narrative explanations adequate and do they follow the guidelines on pages 107-109 of the LBR instructions?	Y	Y	Y	Y	

	Program or Service (Budget Entity Codes)				
Action	72900100	72900200	72920100	72950100	
15.5 Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y	Y	Y	Y	
AUDIT:					
15.6 Do the issues net to zero at the department level? **(GENR, LBR5)**	Y	Y	Y	Y	
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 110-114 of the LBR Instructions for detailed instructions)					
16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. **The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.** (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	
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	Y	Y	Y	Y	
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3 Does the FY 2014-15 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? **(GENR, ACT1)**	Y	Y	Y	Y	
16.4 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	
16.5 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	
16.6 Has the agency provided the necessary standard (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.)	Y	Y	Y	Y	
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? **(Audit #4 should print "No Discrepancies Found")**	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.					

		Program or Service (Budget Entity Codes)				
	Action	72900100	72900200	72920100	72950100	

17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 115 through 158 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	
17.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	
17.4	Does the LBR include a separate IV-B for each IT project over $1 million (see page 134 of the LBR instructions for exemptions to this rule)? Have all IV-B been emailed to: **IT@LASPBS.state.fl.us**	Y	Y	Y	Y	
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y	Y	Y	Y	
AUDITS - GENERAL INFORMATION						
TIP	Review *Section 6: Audits* of the LBR Instructions (pages 160-162) 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.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	
18.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	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.					
19. FLORIDA FISCAL PORTAL						
19.1	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	