

Ron DeSantis, Governor Pedro Allende, Secretary

LEGISLATIVE BUDGET REQUEST

Department of Management Services

Tallahassee, Florida

September 15, 2023

Chris Spencer, Director Office of Policy and Budget Executive Office of the Governor 1702 Capitol Tallahassee, Florida 32399-0001

J. Eric Pridgeon, Staff Director House Appropriations Committee 221 Capitol Tallahassee, Florida 32399-1300

Tim Sadberry, Staff Director Senate Committee on Appropriations 201 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 2024-25 Fiscal Year. This submission has been approved by Pedro Allende, Secretary of the Department of Management Services.

Sincerely,

Pedro Allende Secretary

PA/njk



EXHIBITS AND SCHEDULES

DEPARTMENT LEVEL

the Florida Fiscal Po	rtal.						
Agency:	Department of Management Services						
Contact Person:	Fun	mi Ojetay	70		Phone Number:	850-922-6617	
Names of the Cas (If no case name, the names of the plaintiff and defendant.)		Jami Cla Services	•	s. Sta	te of Florida, I	Department of Management	
Court with Jurisdiction:			States District Court,	Nort	hern District o	f Florida	
Case Number: Summary of the Complaint:		for the 2 Plaintiffs transgen DMS is The emp dismisse The Amo A. B. C.	ntiffs are employees 2nd Judicial Circuit, so claim that the "der reassignment sur a party because it ployers were also nated from the case by the ended Complaint reasonable of the claims brought uncomplete the claims are claims brought uncomplete the claims are claimed to claim the claims brought uncomplete the claims are claimed to claim the claimed th	and to blank rigerical admirmed a he Conquests incluviolal ment live receased ander provintive anaged acceptant compart and co	the Florida Docet exclusion's and related nisters the States parties, but ourt. If the following ading, but not ation of the E of the U.S. Collief with respect enforcement reassignment ide benefits the transportation of the E of the U.S. Collief with respect enforcement reassignment ide benefits the pensatory day and the collies are the VII. It is the following the transportation of the E of the U.S. Collief with respect to the pensatory day are printed to the VII. It is the following the transportation of the E of the U.S. Collies are the transportation of the E of the U.S. Collies are the transportation of the E of the U.S. Collies are the transportation of the E of the U.S. Collies are the U.S. Collies are the transportation of the E of the U.S. Collies are the U.S. Col	of Florida, the Public Defender expartment of Corrections. The insurance Plan procedures is unconstitution at Group Insurance Prograthe employers have since be a relief: limited to, a declaration to equal Protection Clause of constitution, and Title VII. The insect to all Defendants, require of the State Plan Exclusion or modification services that cover Plaintiffs' medical espect to Defendant Flores to prohibit the Department of granting contracts, for head is a permitted by law for costs where allowed by law antiffs may be entitled that	The for nal. am. een that the ing or ally rida aent alth der-

	DMS takes the position that it cannot unilaterally cover the services in question. As an aside, it took an act of the Legislature to cover autism spectrum disorder. See § 627.6686, Fla. Stat. (expressly defining "health insurance plan" to cover the State Group Plan administered by DMS). There are also instances where the Legislature mandates new coverage items via proviso. The Plaintiffs have argued in their summary judgment motion that the coverage exclusions related to reassignment surgeries constitutes sex
	discrimination under Title VII of the Civil Rights Act. Plaintiffs argue the exclusions effectively treat them differently because of the sex they were assigned at birth. The Plaintiffs also argue that the health care coverage exclusions violate the Equal Protection Clause of the U.S. Constitution for the same reasons.
	DMS also filed a motion for summary judgment and argued that the exclusion is not discriminatory as it is an exclusion related to a particular procedure that applies to all members, regardless of their sex. DMS has also argued that there is no evidence of discriminatory intent, that a rational basis exists for the exclusion (cost savings) and that the legislature (not DMS) decides the benefits and exclusions under the plan.
	The case is on-going and the parties are awaiting a ruling on their respective motions for summary judgment.
	Discovery in this case has been completed. Mediation was conducted on February 9, 2021, but resulted in an impasse. Trial was previously scheduled to begin May 17, 2021, but the case was removed by the trial Judge from the court docket unilaterally, pending a ruling on the cross-motions for summary judgment as well as ruling in the <i>Adams v. Sch. Bd. Of St. Johns Cnty</i> case before the 11th Cir, given that Plaintiffs' claim rely in part on the opinion in <i>Adams</i> . The 11th Cir. issued its en banc opinion in <i>Adams</i> , holding that "separating school bathrooms based on biological sex passes constitutional muster" Given the parties' reliance on the <i>Adams</i> opinion, we were all ordered to file supplemental briefs addressing how the en banc decision in <i>Adams</i> affects the merits of Plaintiffs' claims.
	Supplement briefs were filed on Jan. 17, 2023, per the Court's order. We are currently awaiting the judge's ruling on the summary judgment motions.
Amount of the Claim:	Injunctive Relief; Compensatory Damages and Attorneys Fees and Costs (unknown).
Specific Statutes or Laws (including GAA) Challenged:	None
Status of the Case: Who is representing (of record) the state	

in this lawsuit? Check all that apply.		
Specific Statutes or Laws (including GAA) Challenged: Status of the Case:	Discovery has been completed. The parties are awaiting a ruling on the motions for summary judgment.	
Who is representing		Agency Counsel
(of record) the state in this lawsuit? Check all that apply.		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).	N/A	

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Netchoice, LLC and Computer & Communications Industry Association v. the Attorney General of the State of Florida, the Florida Elections Commission, and the Florida Department of Management Services
Court with	United States District Court, Northern District of Florida; United States Court
Jurisdiction:	of Appeals for the Eleventh Circuit; and United States Supreme Court
Case Number:	4:20-cv-0220 – Northern District
	21-12355 – Eleventh Circuit
	22-277 – Supreme Court of the United States

Summary of the Complaint:

During the 2021 legislative session, Senate Bill 7072 was passed, which prevents social media companies from "deplatforming political candidates" as well as other censorship prohibitions. The new law also requires the DMS to maintain an antitrust violator vendor list identifying entities that have been disqualified from the public contracting and purchasing process under the new law. The new law also requires beginning July 1, 2021, that contracts and solicitations contain specific language advising prospective vendors of the ramifications of antitrust violations.

The Plaintiffs are trade associations of online businesses that allege that the law is unconstitutional. The Plaintiffs' claims against DMS include allegations of violations of free speech and free press under the First and Fourteenth Amendments to the U.S. Constitution, equal protection violations under the Fourteen Amendment to the U.S. Constitution, and commerce clause violations under the Fourteen Amendment to the U.S. Constitution.

On Monday, June 28, 2021, a hearing was held on the Plaintiffs' motion for a temporary injunction to allow the Court time to issue a ruling prior to the effective date (July 1, 2021) of the new law. On June 30, 2021, the Court entered an Order granting Plaintiffs' request for a preliminary injunction as to certain parts of the legislation, but the Order specifically excluded the enjoinment of the Antitrust section of the new law, Section 287.137, Florida Statutes, which applies to DMS. On July 12, 2021, the Defendants (including DMS) filed a Notice of Appeal to the United States Court of Appeals for the Eleventh Circuit from the preliminary injunction. On May 23, 2022, the United States Court of Appeals for the Eleventh Circuit issued an opinion affirming in part, and vacating and remanding in part, the preliminary injunction based on the court's analysis as to the likely constitutionality of each provision of the law. The parties requested a stay on issuance of the mandate from the United States Court of Appeals for the Eleventh Circuit in order to petition the United States Supreme Court for a writ of certiorari.

The stay was granted and the petition for writ was filed by Defendant-Petitioners at SCOTUS Sept. 17, 2022. The petition along with amici briefs were distributed for conference on Jan. 20, 2023. The Court invited the Solicitor General of the United States to file a brief in the case expressing the views of the federal government. This matter will come up for consideration in the October 2023 term.

The lower court case is currently stayed during the appeal process.

Amount of the Claim:

Injunctive and Declaratory Relief and Attorneys Fees and Costs (which are unknown at this time)

Specific Statutes or Laws (including GAA) Challenged:

Florida Senate Bill 7072 (2021); sections 106.072, 287.137, 501.2041, and 501.212 F.S. (2021)

Status of the Case: Who is representing (of record) the state in this lawsuit? Check all that apply.	The United States District Court for the Northern District of Florida entered an Order granting Plaintiffs' request for a preliminary injunction as to certain parts of the legislation. The United States Court of Appeals for the Eleventh Circuit issued an opinion affirming in part, and vacating and remanding in part. The United States Court of Appeals for the Eleventh Circuit has agreed to stay the issuance of the mandate pending petition the United States Supreme Court for a writ of certiorari.					
Status of the Case:		Agency Counsel				
Who is representing (of record) the state	X	Office of the Attorney General or Division of Risk Management				
in this lawsuit? Check all that apply. 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).	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).	N/A					

Names of the Case:	United Faculty of Florida vs. Department of Management Services.
(If no case name, list	
the names of the	
plaintiff and	
defendant.)	
Court with	State of Florida Division of Administrative Hearings
Jurisdiction:	
Case Number:	22-3085 - DOAH

Summary of the Complaint:

This matter involves a rule challenge by United Faculty of Florida ("UFF" or "Petitioner"), against statements made by Division of Retirement staff, as unadopted rules. UFF represents faculty at 12 Florida State University System institutions, 8 of which have phased retirement programs as part of their collective bargaining agreements with the universities.

Prior to July 1, 2010, any person who retired under the Florida Retirement System could "not be reemployed by an employer participating in the Florida Retirement System before meeting the definition of termination in s. 121.021..." § 121.091(9)(b), Fla. Stat. Notably, and forming the basis for UFF's claims, § 121.091(9)(b)1., Fla. Stat., created an exception, providing for so-called "phased retirement programs" (hereinafter "PRP"), whereby the Florida College System and the State University System could "reemploy a retiree as an adjunct faculty member or as a participant in a phased retirement program within the [Florida College System or] State University System..." See § 121.091(9)(b)1.b. and c., Fla. Stat. The exception provided that adjunct faculty could be employed during months 2 through 12 of the first year after retirement and collect both a salary and retirement benefits.

After July 1, 2010, the definition of "termination" still requires a retiree to "cease all employment relationships with [FRS] participating employers." However, for retirements effective on or after July 1, 2010, the termination requirement extends for 6 calendar months after the date of retirement. See § 121.021(39)(a)(2), Fla. Stat. After July 1, 2010, "if a member is employed by such employer within the next 6 calendar months, termination shall be deemed not to have occurred." *Id.* Notably absent from the exceptions were the PRPs that were previously provided for in § 121.091(9)(b)1.b., Fla. Stat., for retirements effective prior to July 1, 2010.

On February 11, 2022, the Division received a request from a representative at the University of West Florida ("UWF") regarding a purported "Phased Retirement Program", whereby retired faculty would return to employment after ceasing employment for 1 month and whether such a program violates Florida law. The Division spoke to UWF representatives and sent an email response stating that both Florida law as well as federal regulation, specifically 26 C.F.R. § 1.409A-1, precludes PRPs. The Division also replied to a question from the University of Central Florida regarding a retired faculty member returning to chair a university committee, stating in relevant part that both federal regulation and state law requires bona fide termination and separation from service; however, a pre-arrangement to return to work as contemplated in the PRPs do not satisfy state or federal requirements for termination.

On October 10, 2022, alleging that the Division's statements constituted unadopted rules, UFF filed its "Petition Challenging an Existing and Unadopted Rule Substantially Impairing the Rights, Pursuant to Chapter 121, Fla. Stat., of State University Faculty". Thereafter, on April 25, 2023, Petitioner filed its First Amended Petition Challenging an Existing and Unadopted Rule Substantially Impairing the Rights, Pursuant to Chapter 121, Fla. Stat., of State University Faculty.

A hearing in this matter was held on July 13-14, 2023, and the final order is forthcoming.

Amount of the Claim:	Injunctive and Declaratory Relief and Attorney's Fees and Costs (which are unknown at this time)				
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.	Sec. 121.021, Fla. Stat. Sec. 121.091, Fla. Stat. 26 C.F.R. § 1.409	Agency Counsel Office of the Attorney General or Division of Risk Management			
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).		Outside Contract Counsel			
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A				

Office of Policy and Budget – July 2023

Independent Entities

the Florida Fiscal Port	al.							
Agency:	Publi	c Em	Employees Relations Commission					
Contact Person:	Gregg	g Mor	ton, GC	Phone Number:	(850) 488-8641			
Names of the Case: no case name, list the names of the plaint; and defendant.)	he		da Police Benevole tions Commission	nt Association, Inc	v. v. Florida Public Employees			
Court with Jurisdic	tion:	Divi	sion of Administrat	ive Hearings				
Case Number:		23-0	02823RP					
Summary of the Complaint:			ntiff is challenging t uage in new law.	hree proposed rule	s related to exemption			
Amount of the Clai	m:	\$0						
Specific Statutes or Laws (including GAA) Challenged:		Chap	oter 2023-35, Laws	of Florida				
Status of the Case:		Status conference held on 7/31/23. Hearing is scheduled for Aug 2023.			g is scheduled for August 29,			
Who is representing	`.	X	Agency Counsel					
record) the state in lawsuit? Check all			Office of the Attor	ney General or Div	vision of Risk Management			
apply.	_		Outside Contract Counsel					
If the lawsuit is a claction (whether the is certified or not), provide the name of firm or firms representing the plaintiff(s).	class	N/A						

the Florida Fiscal Port	al.							
Agency:	Publi	ic Em	Employees Relations Commission					
Contact Person:	Gregg	g Mor	ton, GC	Phone Number:	(850) 488-8641			
Names of the Case: no case name, list the names of the plaints and defendant.)	he		Hamilton et al v. Do ic Employees Relat	·	as Chair of the Florida et al.			
Court with Jurisdict	tion:	Mide	dle District of Floric	la (Federal)				
Case Number:		3:23	-CV-827-TJC-MCR					
Summary of the Complaint:		Plaintiffs are challenging various provisions of new law governing dues deduction, forms for union members, and registration renewal requirements for certain unions to give percentages of dues paying members and file a petition if a 60% threshold is not met.						
Amount of the Clai	m:	\$0						
Specific Statutes or Laws (including GAA) Challenged:		Chapter 2023-35, Laws of Florida						
Status of the Case:	s of the Case: Case was working o				e been entered and judge is			
Who is representing	1. ì.	X	Agency Counsel					
record) the state in lawsuit? Check all			Office of the Attor	ney General or Div	vision of Risk Management			
apply.		X	Outside Contract C	Counsel				
If the lawsuit is a claction (whether the is certified or not), provide the name of firm or firms representing the plaintiff(s).	class	N/A						

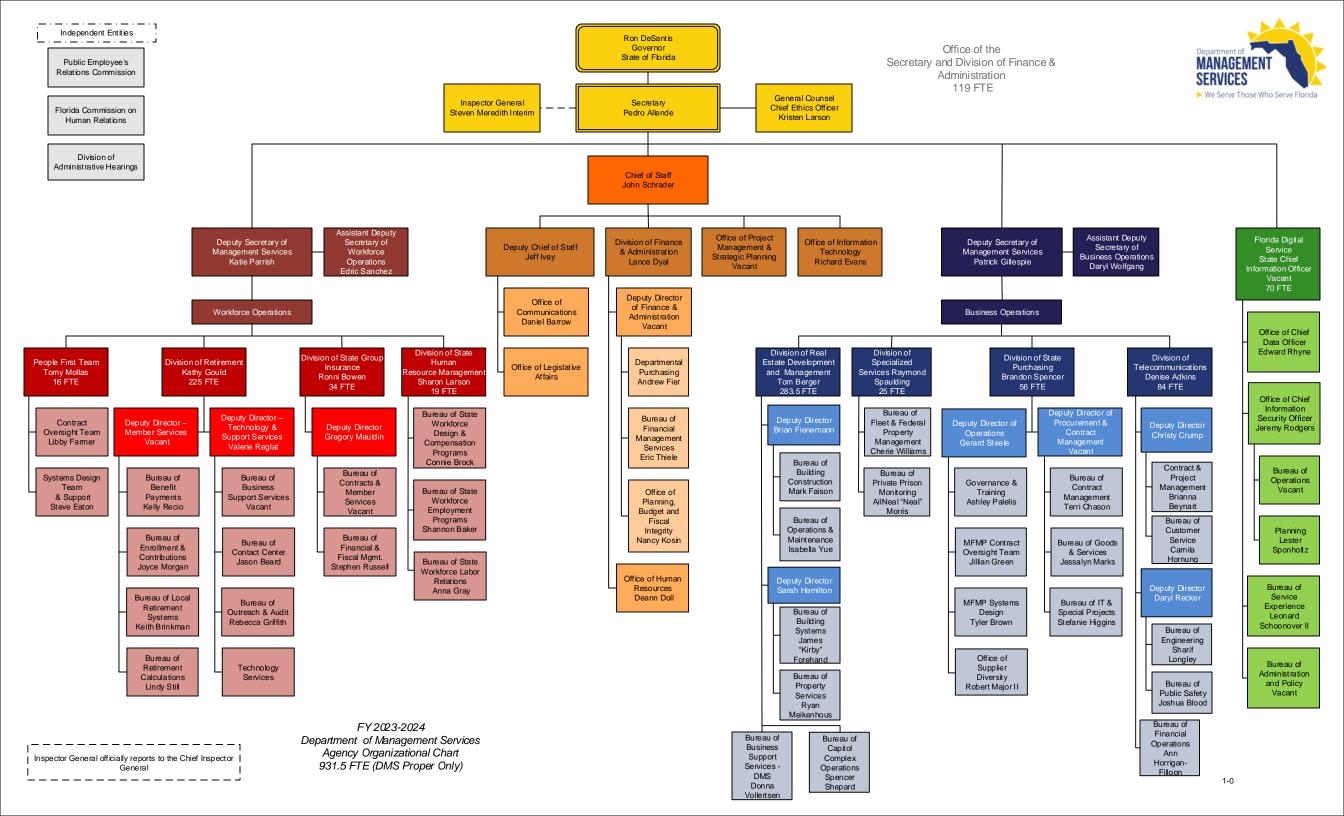
the Florida Florida.								
Agency:	Publi	c Em	c Employees Relations Commission					
Contact Person:	Gregg	g Mor	ton, GC	Phone Number:	(850) 488-8641			
Names of the Case: no case name, list the names of the plainting and defendant.)	he	Alac al.	hua County Educati	ion Association, et	al v. Donald J. Rubottom, et			
Court with Jurisdict	tion:	Nort	hern District of Flor	rida (Federal)				
Case Number:			-cv-00111-MW-HT					
Summary of the Complaint:		Plaintiffs are challenging various provisions of new law governing dues deduction, forms for union members, and registration renewal requirements for certain unions to give percentages of dues paying members and file a petition if a 60% threshold is not met.						
Amount of the Clair	m:	\$0						
Specific Statutes or Laws (including GAA) Challenged:		Chapter 2023-35, Laws of Florida						
Status of the Case:		plair		their complaint to	lenied by federal judge. The add additional defendants tion motion.			
Who is representing record) the state in	• `	X Agency Counsel						
lawsuit? Check all		Office of the Attorney General or Division of Risk Managemer						
apply.		X	Outside Contract C	Counsel				
If the lawsuit is a claction (whether the is certified or not), provide the name of firm or firms representing the plaintiff(s).	class	s N/A						

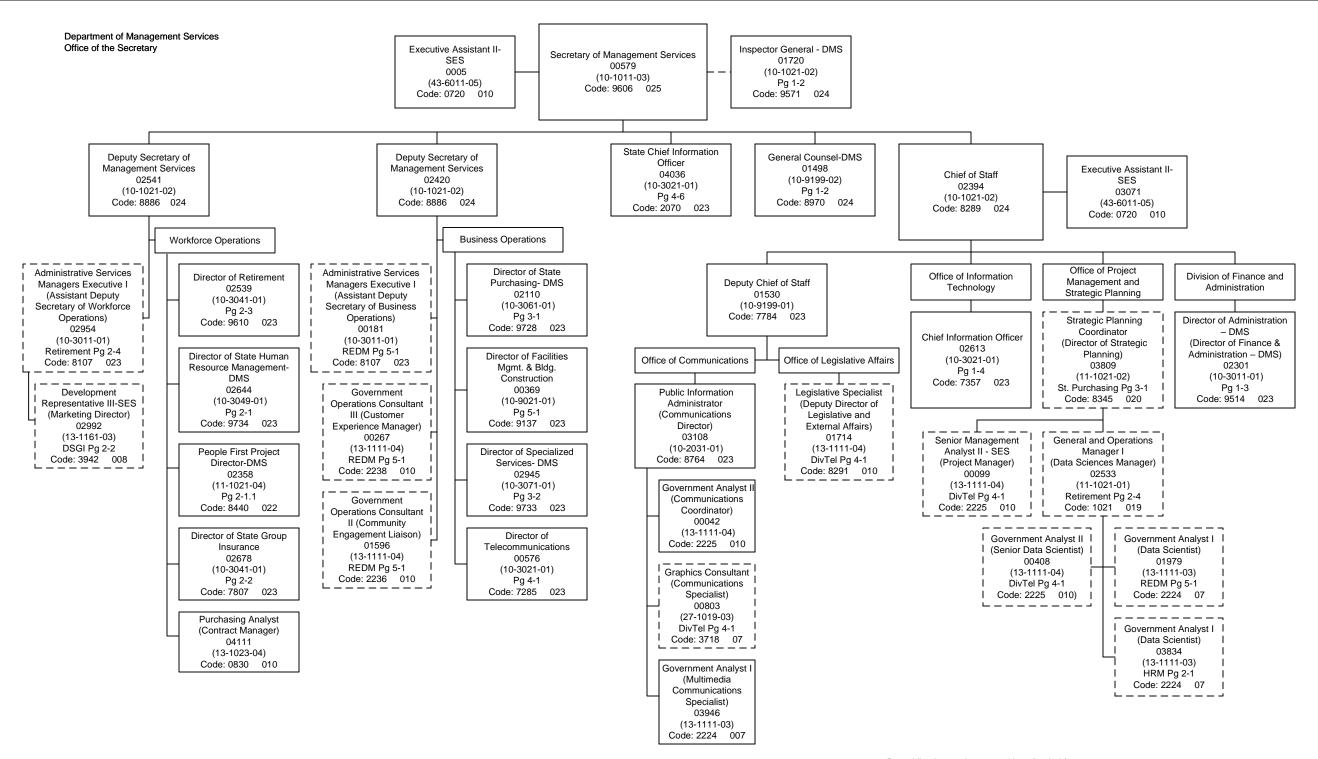
the Florida Fiscal Port	al.								
Agency:	Publi	ic Em	c Employees Relations Commission						
Contact Person:	Gregg	g Mor	ton, GC	Phone Number:	(850) 488-8641				
Names of the Case: no case name, list the names of the plainting and defendant.)	he		Miami Beach Municipal Employees AFSCME Local 1554, AFL-CIO, et al v. The Public Employees Relations Commission.						
Court with Jurisdict	tion:	State	Circuit Court (Leo	n County)					
Case Number:		2023	CA-001492						
Summary of the Complaint:		Plaintiffs are challenging various provisions of new law governing dues deduction, forms for union members, and registration renewal requirements for certain unions to give percentages of dues paying members and file a petition if a 60% threshold is not met.							
Amount of the Clai	m:	\$0							
Specific Statutes or Laws (including GAA) Challenged:		Chap	oter 2023-35, Laws	of Florida					
Status of the Case:		coun			lenied by judge. Outside nd other filings to move case				
Who is representing	`.	X Agency Counsel							
record) the state in lawsuit? Check all			Office of the Attor	rney General or Div	vision of Risk Management				
apply.		X	Outside Contract C	Counsel					
If the lawsuit is a claction (whether the is certified or not), provide the name of firm or firms representing the plaintiff(s).	class	N/A							

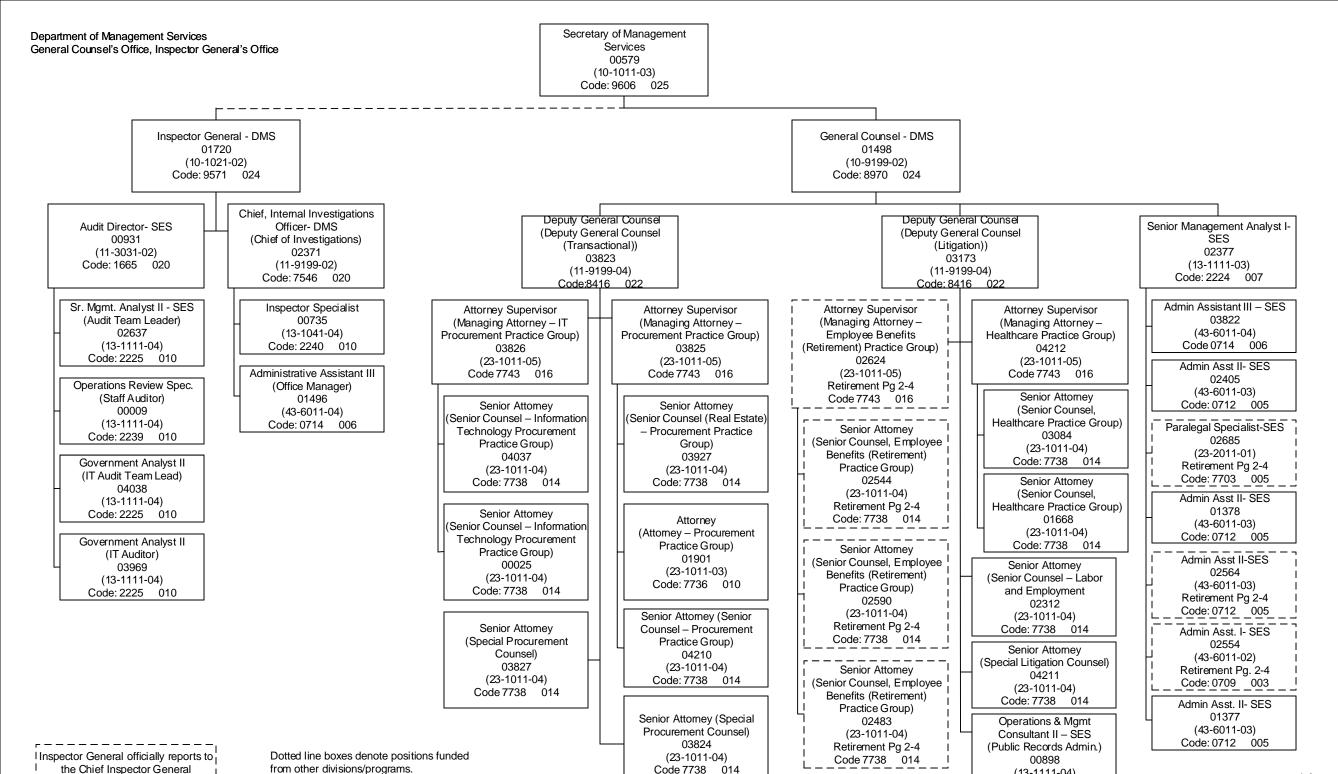
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FHAP Investigations6	
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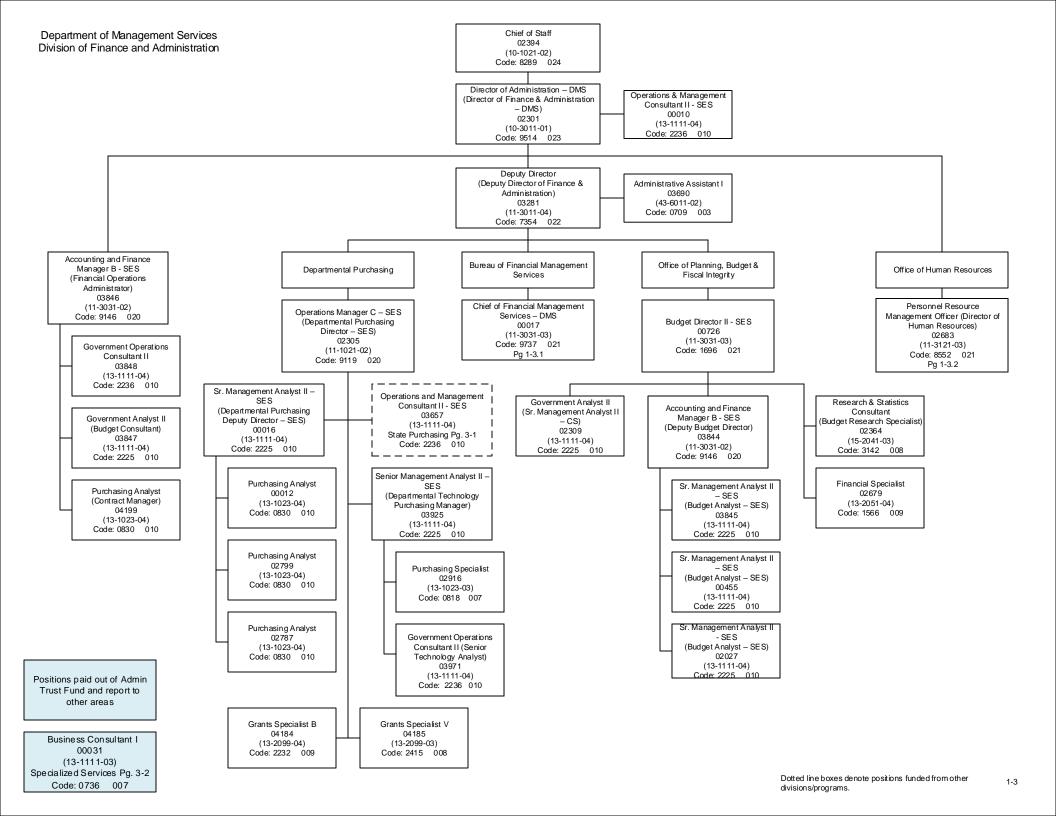


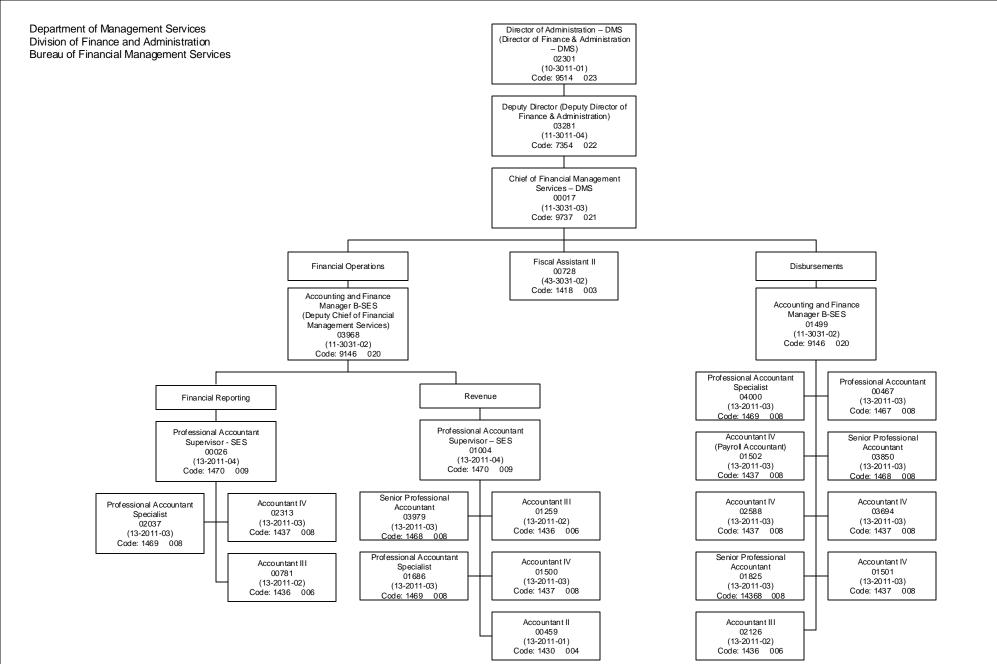


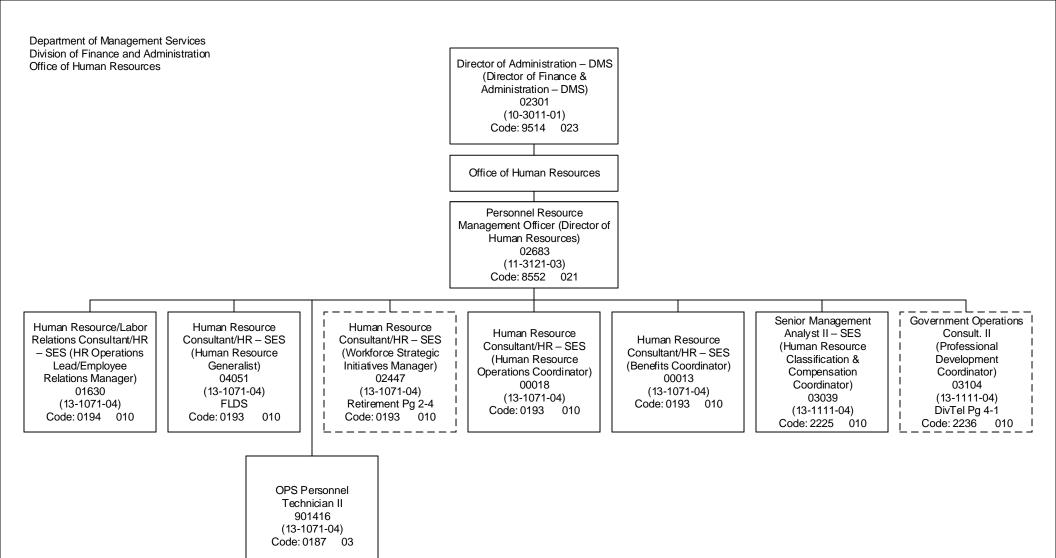


(13-1111-04)

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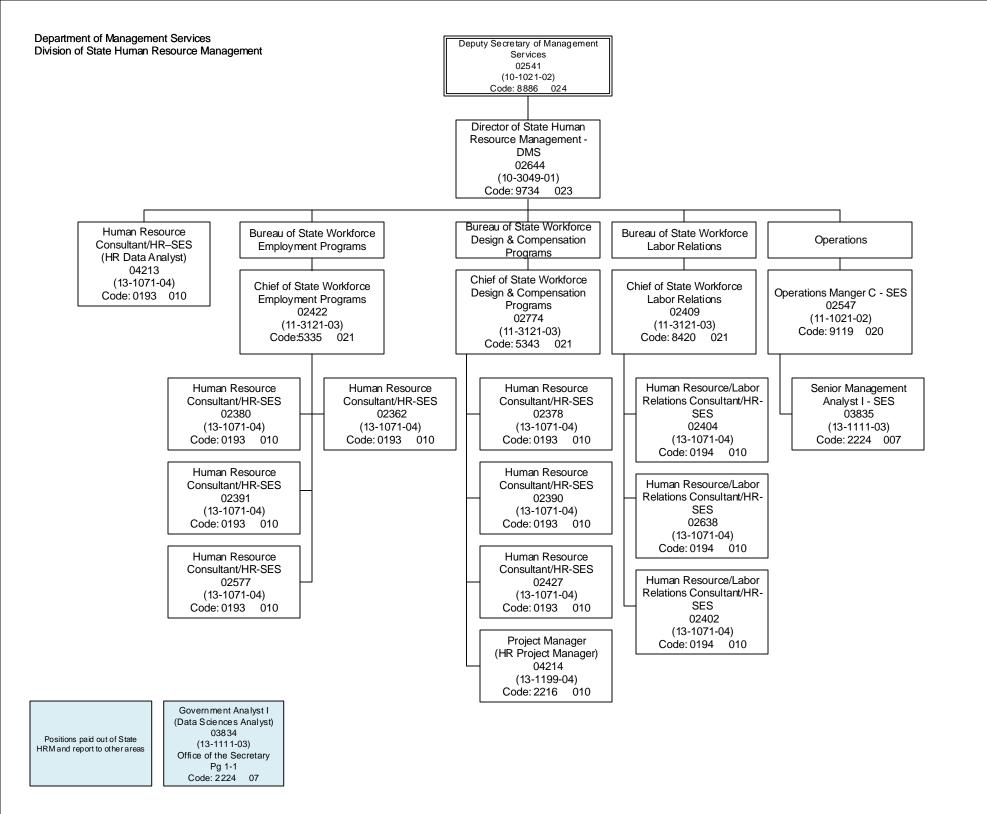






Code: 2118 009

from other divisions/programs.



People First Business

Consultant - SES

(Payroll and Leave &

Attendance Lead)

02401

(13-1111-04)

Code: 1025 010

(Senior Clerk)

02395

(43-9061-02)

Code: 0004 003

People First Business

Consultant - SES

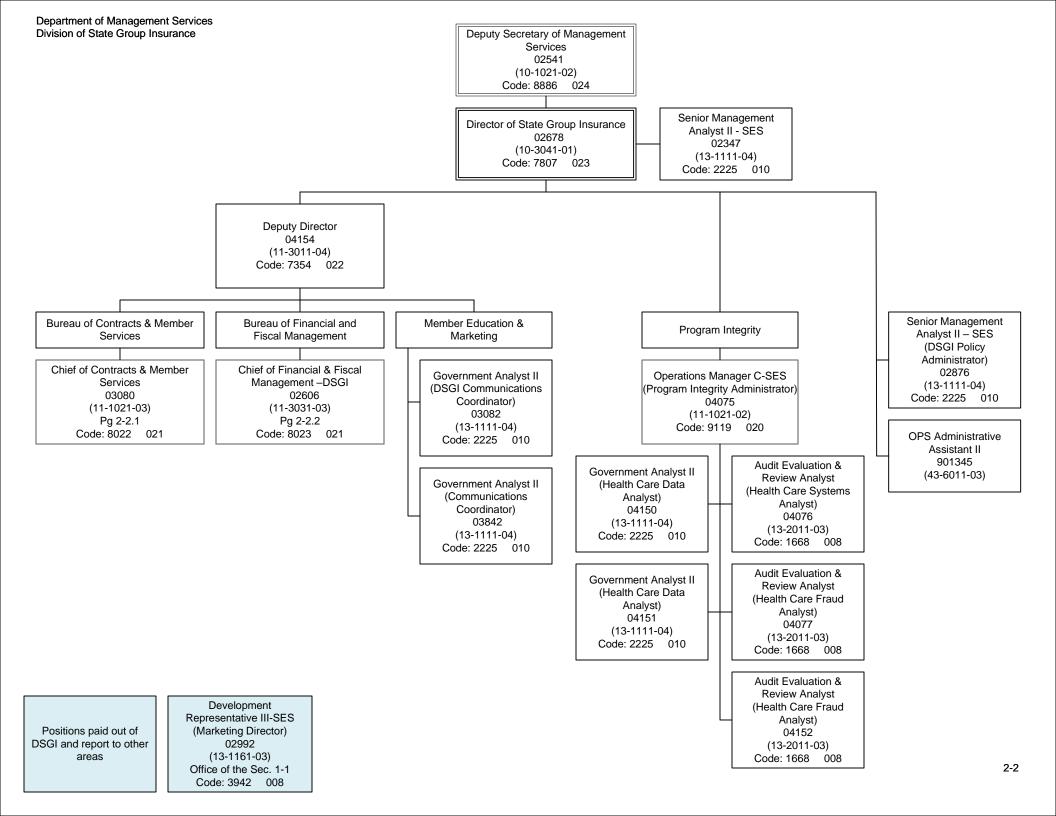
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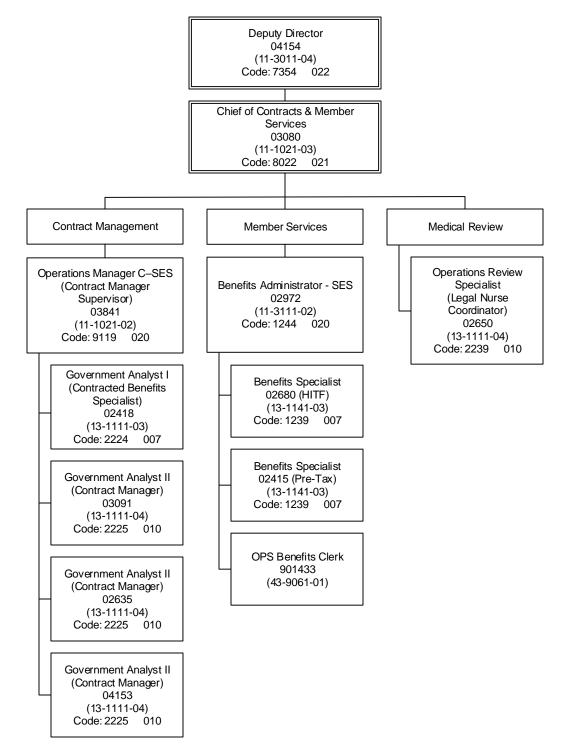
Management & HR Lead)

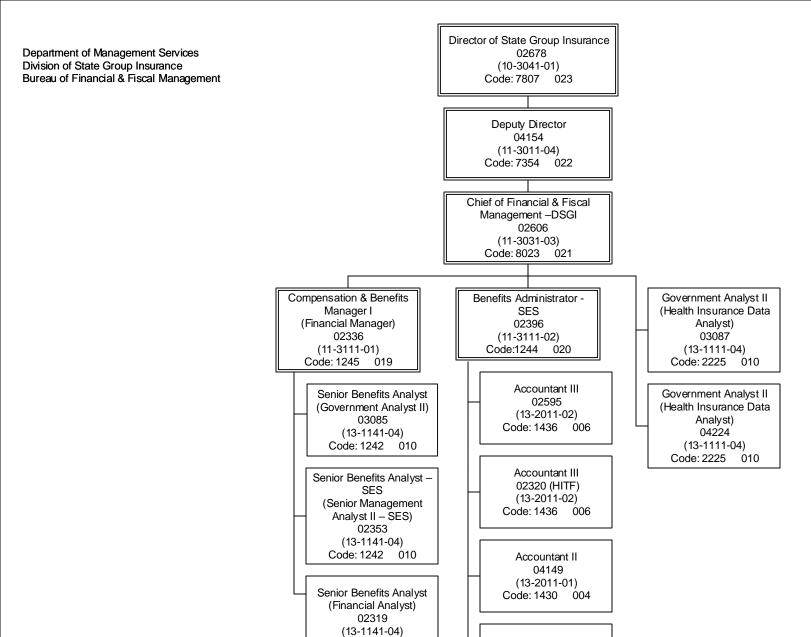
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(13-1111-04)

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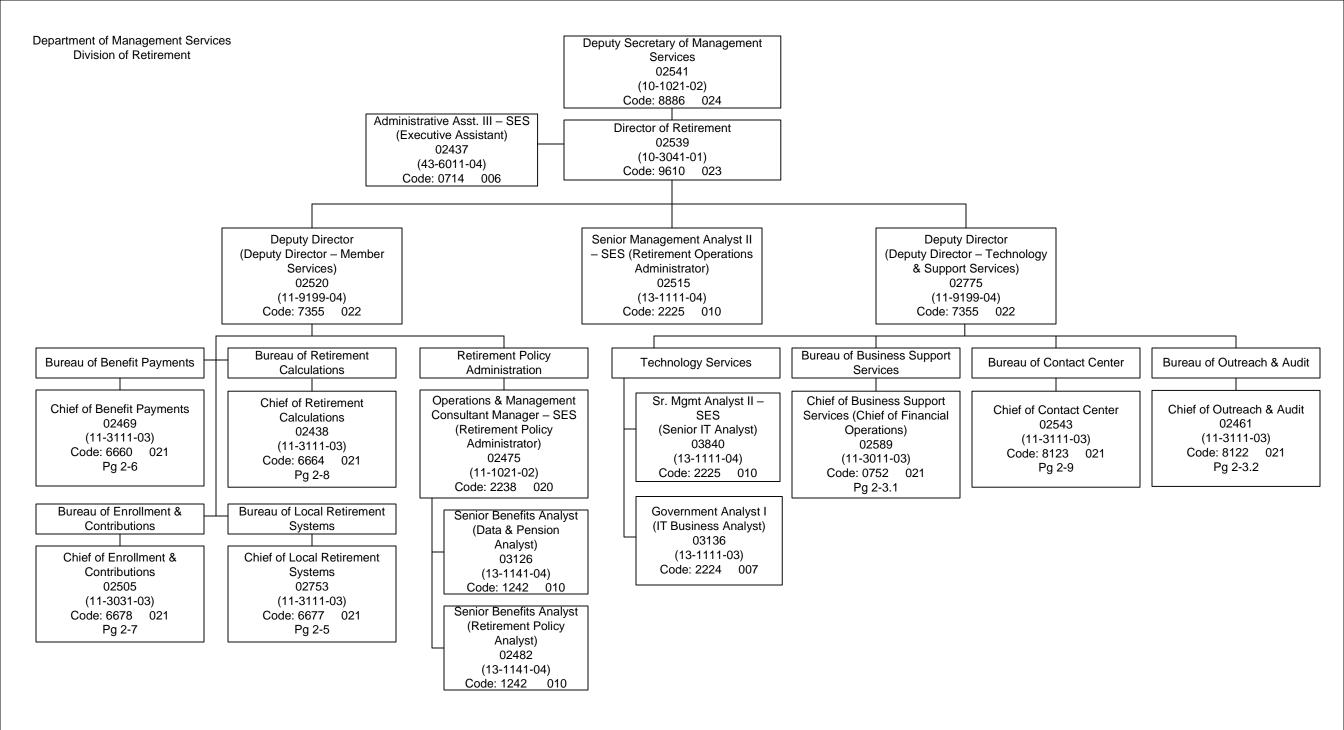


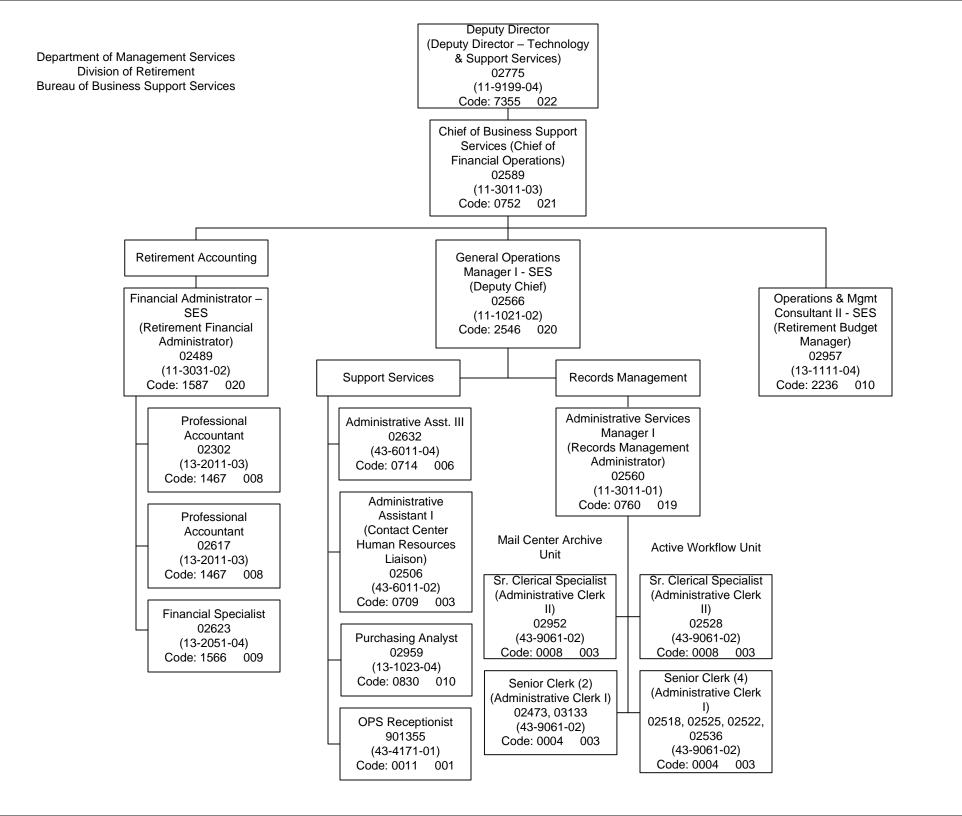


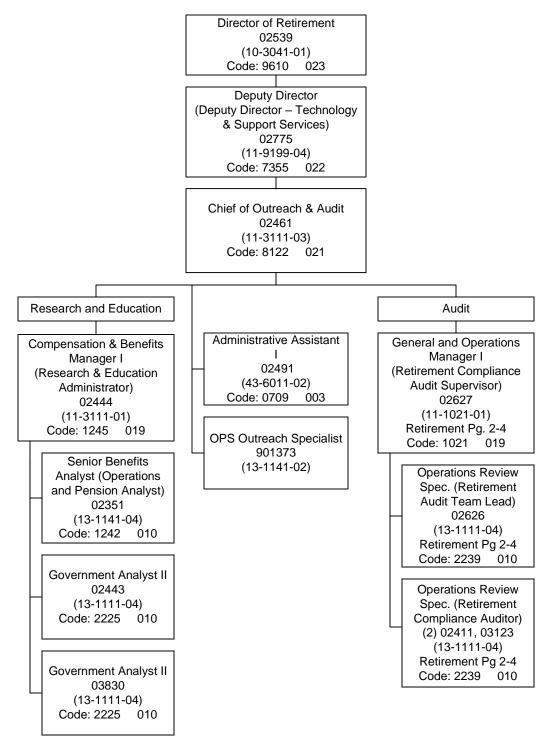


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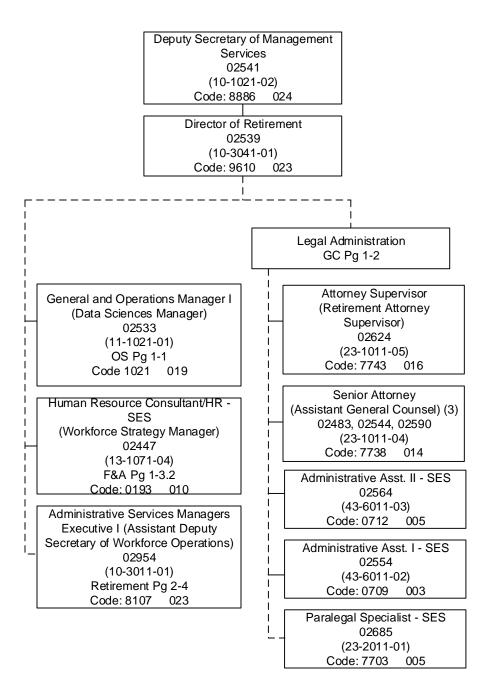
OPS Senior Clerk 901344 (43-9061-02)

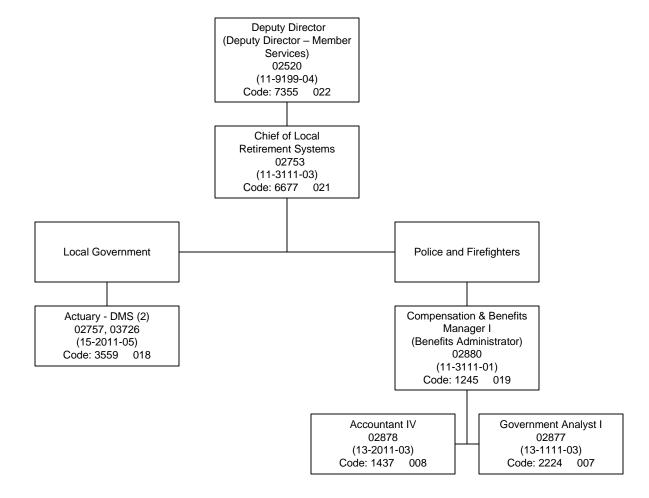


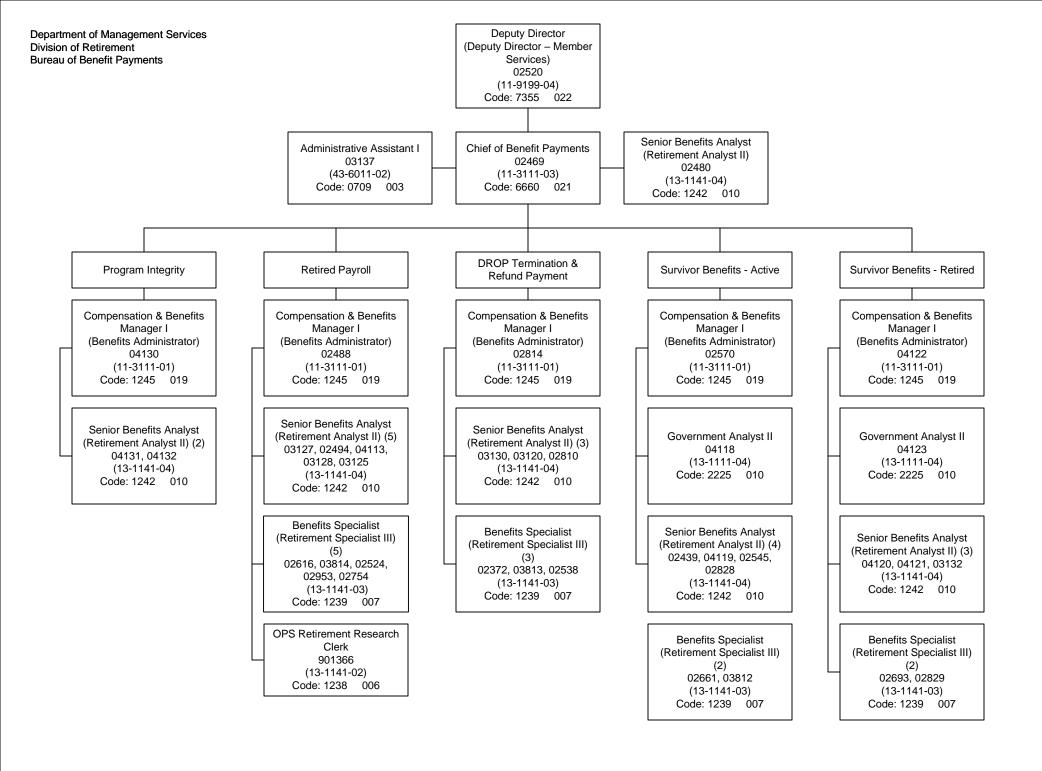


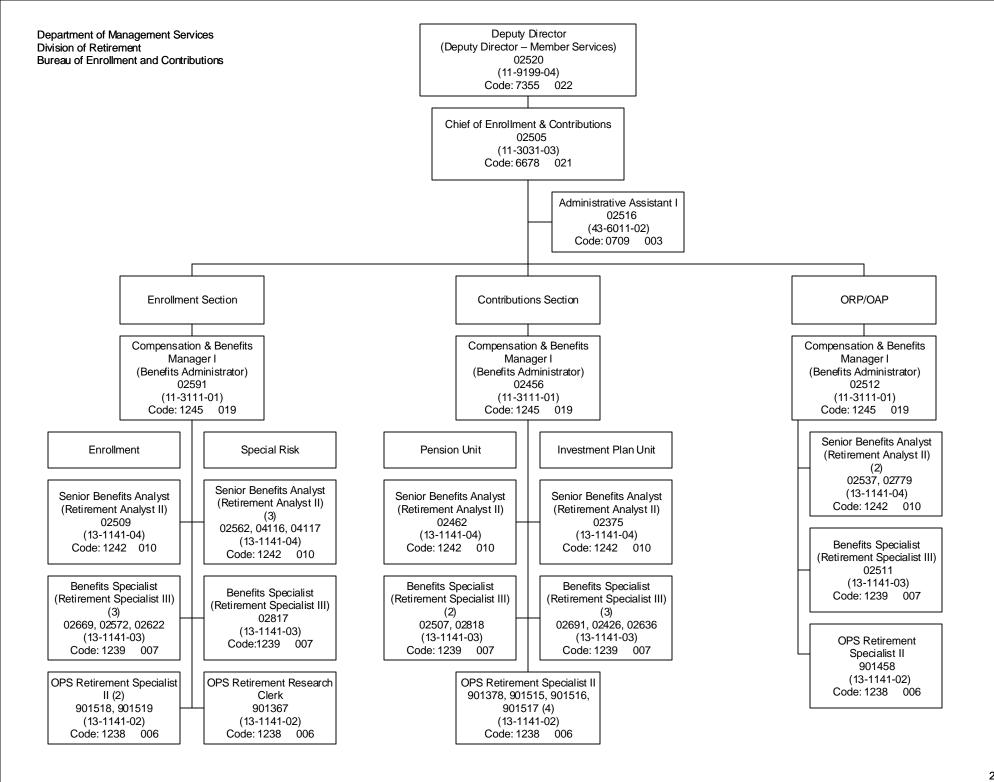


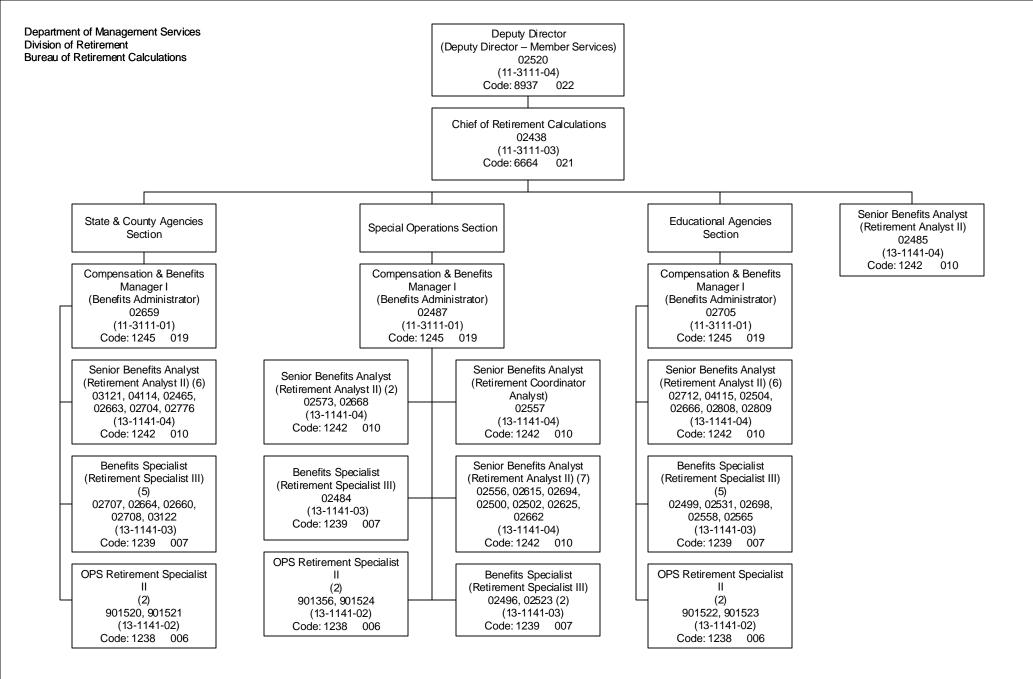
Department of Management Services
Division of Retirement
Positions paid out of Retirement that
report to other divisions/programs



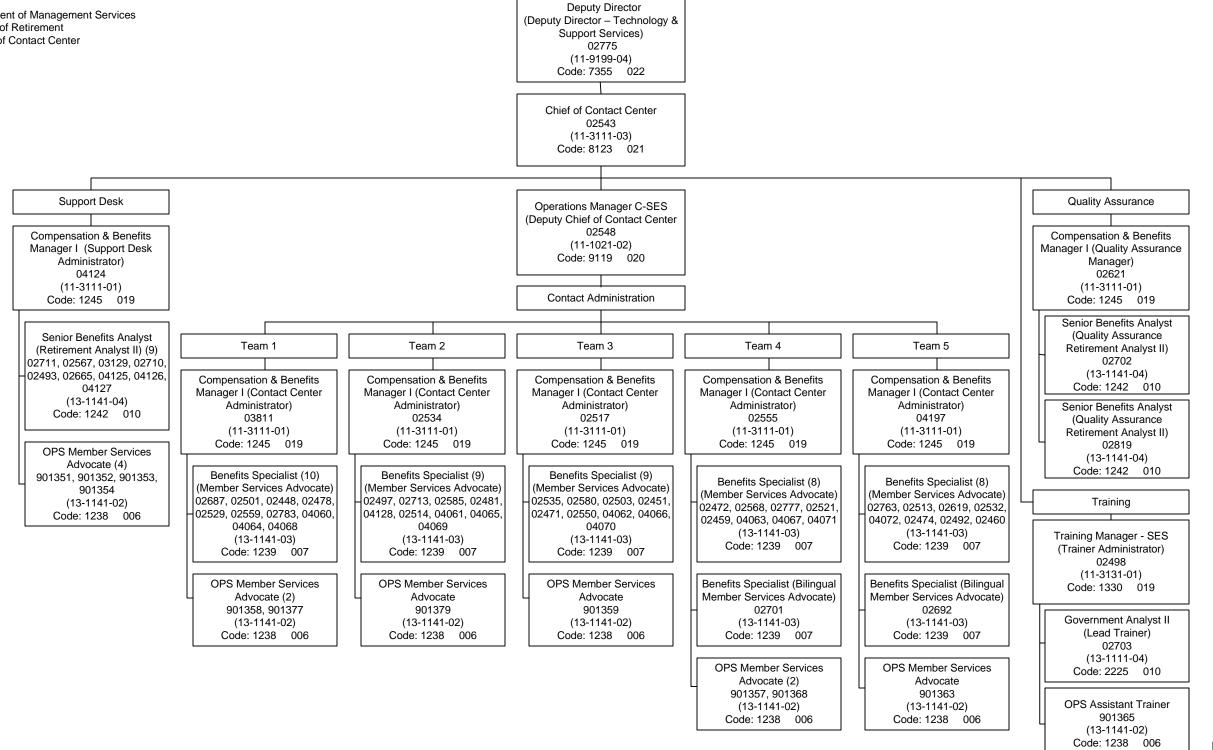






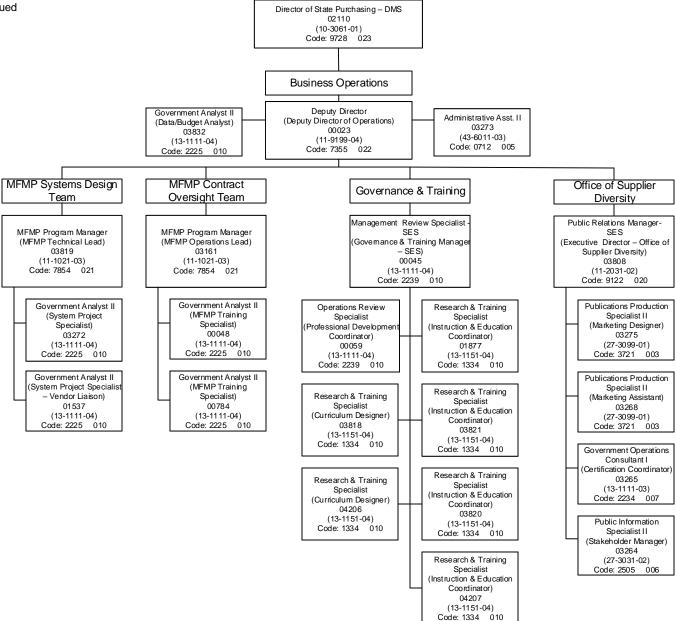


Department of Management Services Division of Retirement **Bureau of Contact Center**



Pg 1-1 Code 8345 020 Code: 2236 010

3-1

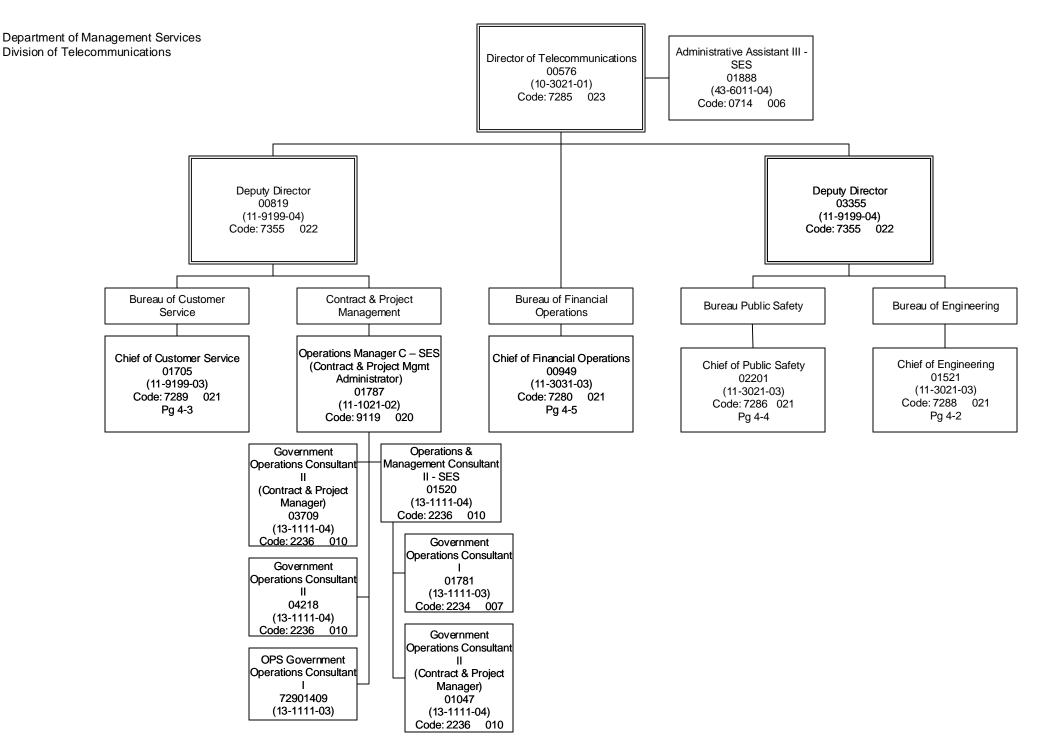


Code: 0736 007

Operations Review

Spe dia list 01613 (13-1111-04) Code: 2239 010 Monitor) 03029 (13-1041-04)

Code: 2240 010



Positions paid out of Telecommunications and report to other areas

Graphics Consultant (Communications Specialist) 00803 (27-1019-03) Off of Sec. Pg 1-1 Code: 3718 007

Legislative Specialist (Deputy Director of Legislative & External Affairs) 01714 (13-1111-04) Off of Sec Pg 1-1 Code: 8291 010

Government Analyst II
(Business Intelligence Analyst)
00408 (13-1111-04) Off of Sec Pg 1-1
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Government Operations Consultant II
(Professional Development Coordinator)
03104
(13-1111-04) F&A Pg 1-3.2
Code: 2236 010

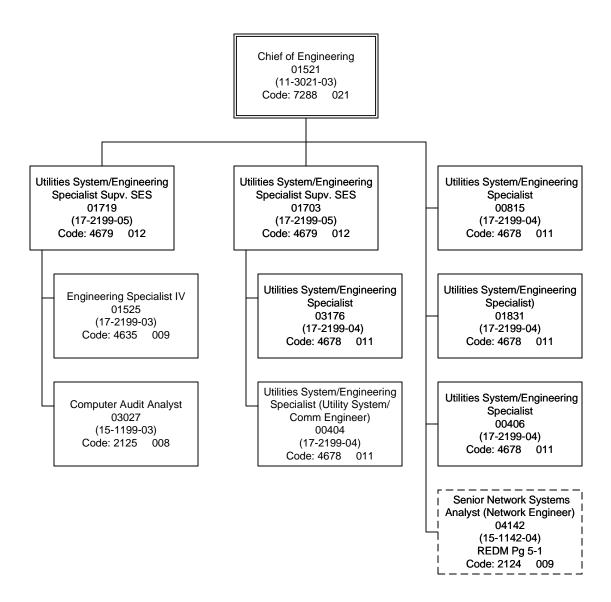
Senior Management Analyst II - SES (Project Manager) 00099 (13-1111-04) Off of Sec. Pg 1-1 Code: 2225 010

> Computer Support Specialist 00415 (15-1151-04) IT Pg 1-4 Code: 2118 009

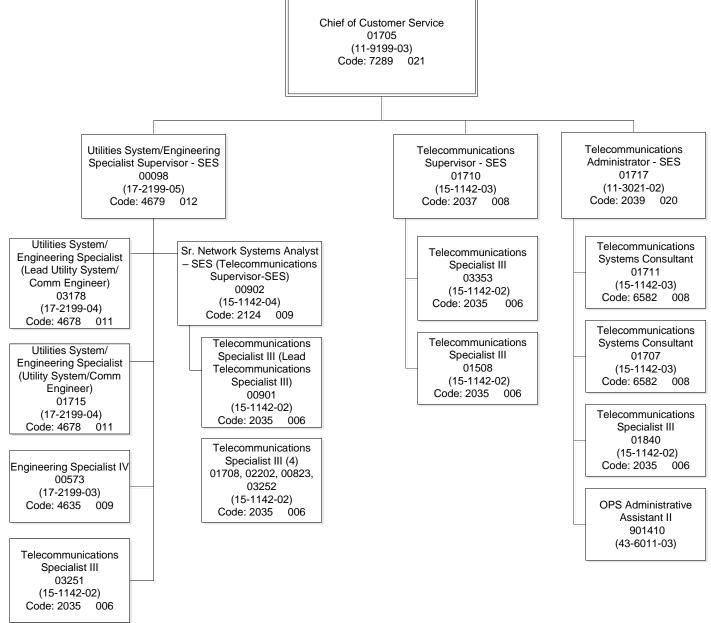
Network Systems Analyst - SES 01740 (15-1142-02) IT Pg 1-4 Code: 2120 006

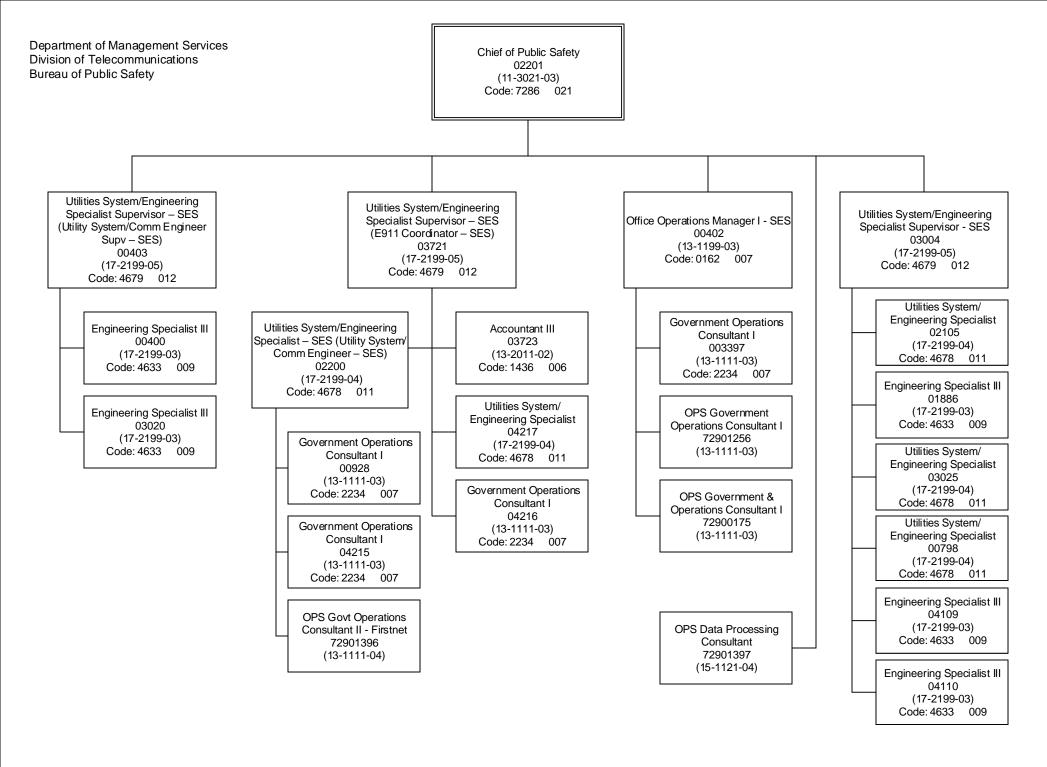
> Office Automation Analyst 02000 (15-1151-02) IT Pg 1-4 Code: 2047 006

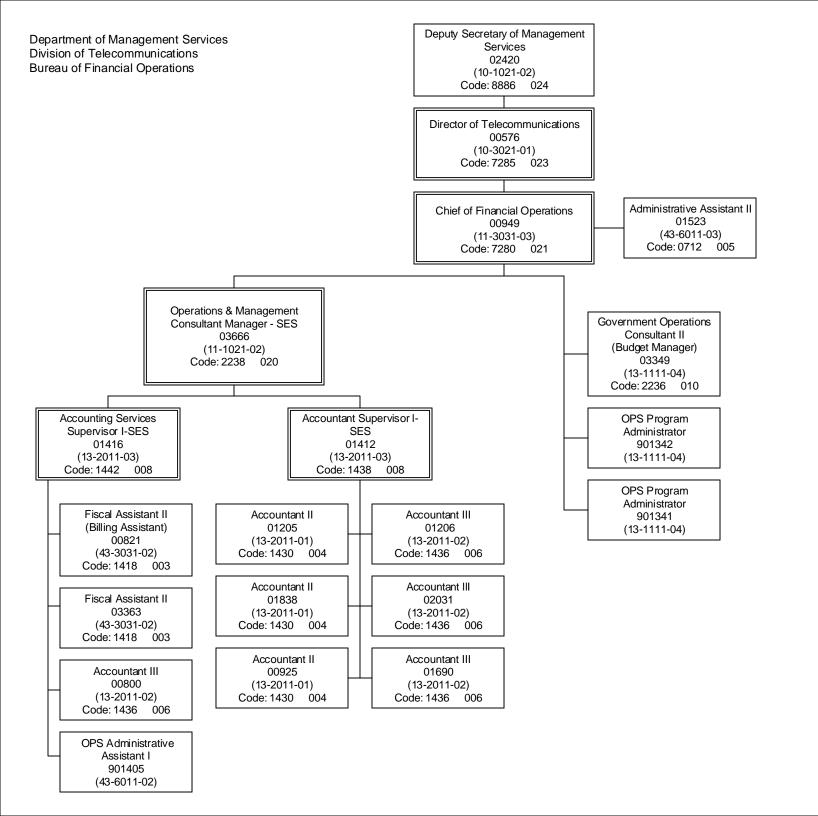
Distributed Computer Systems Analyst 03249 (15-1142-02) IT Pg 1-4 Code: 2052 006

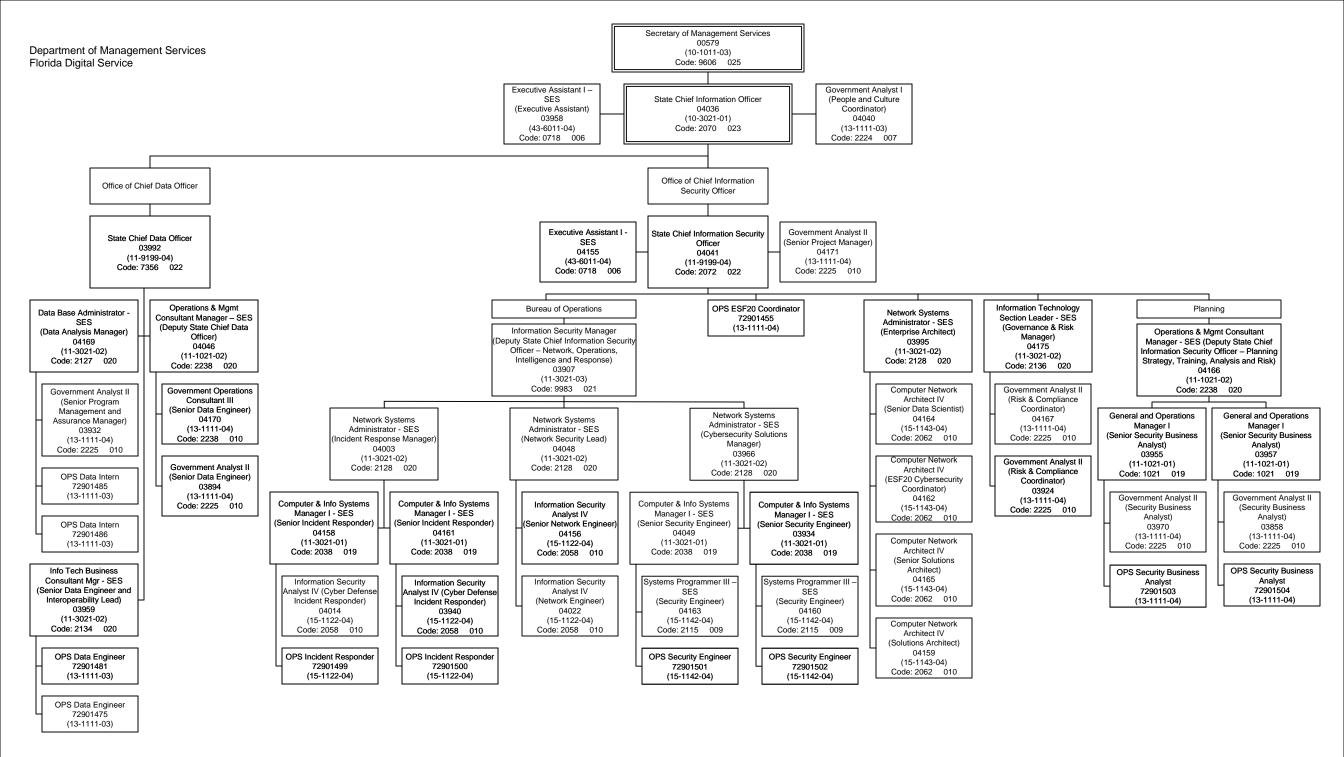


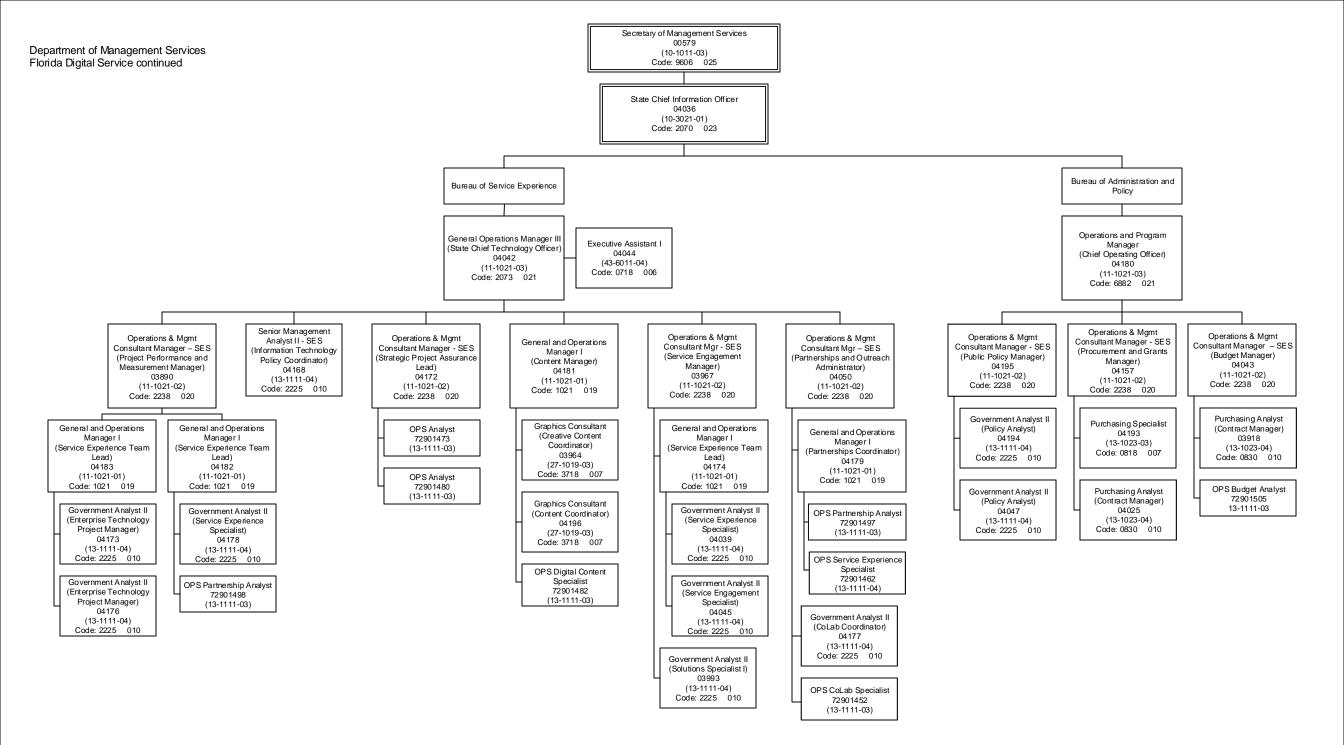
Department of Management Services Division of Telecommunications Bureau of Customer Service

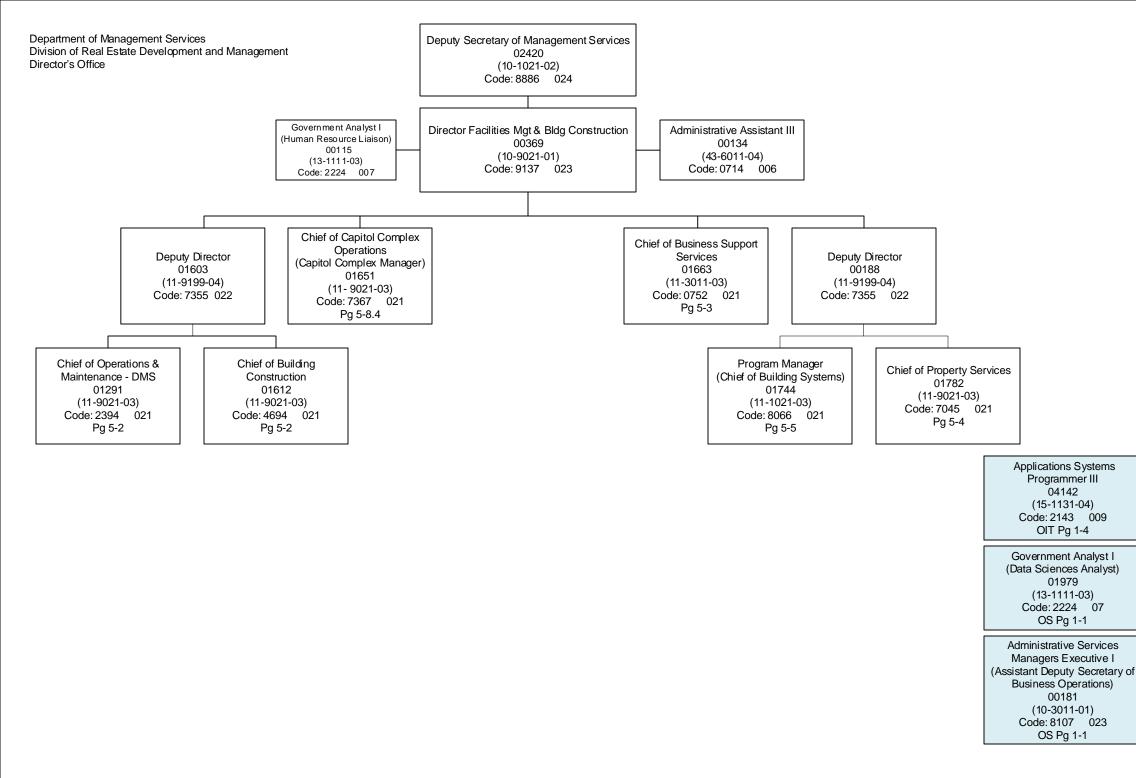












Positions paid out of Real Estate Development and Management and report to other areas

Applications Systems Programmer III 00182 (15-1131-04) IT Pg 1-4 Code: 2143 009

Senior Network Systems Analyst (Network Engineer) 00223 (15-1142-04) Code: 2124 009 IT Pg 1-4

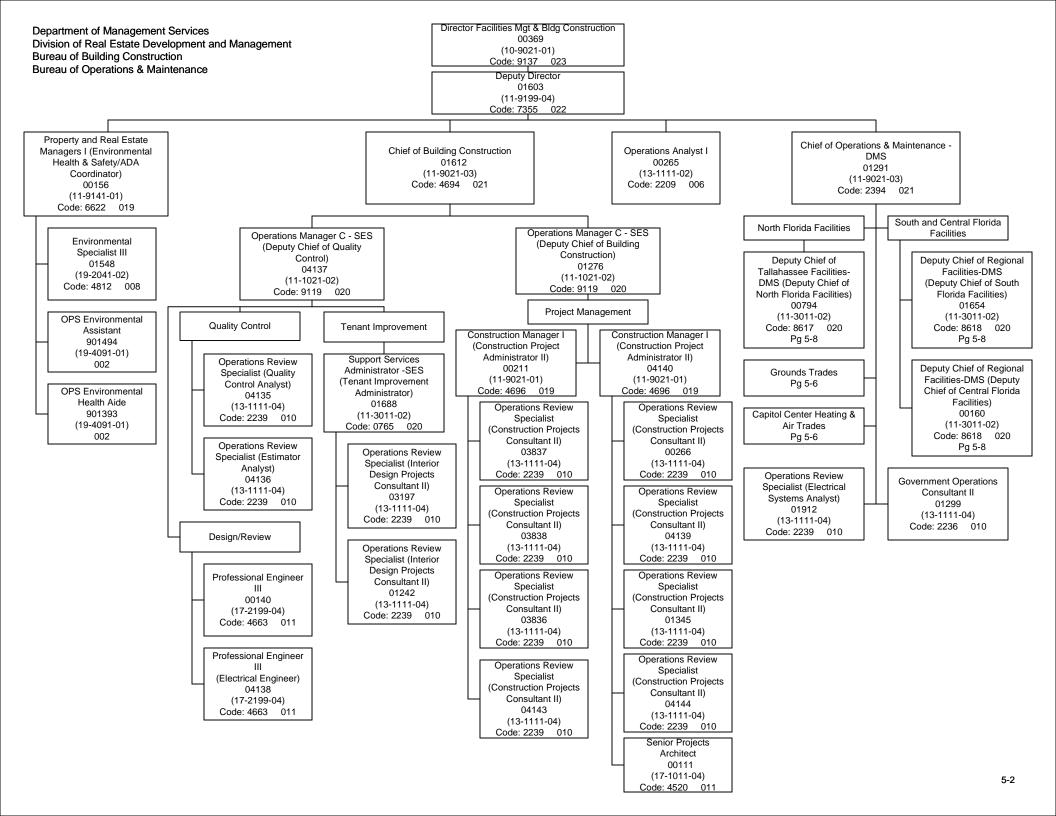
Data Processing Administrator - SES (Desktop LAN Manager) 00322 (11-3021-02) Code: 2130 020 IT Pg 1-4

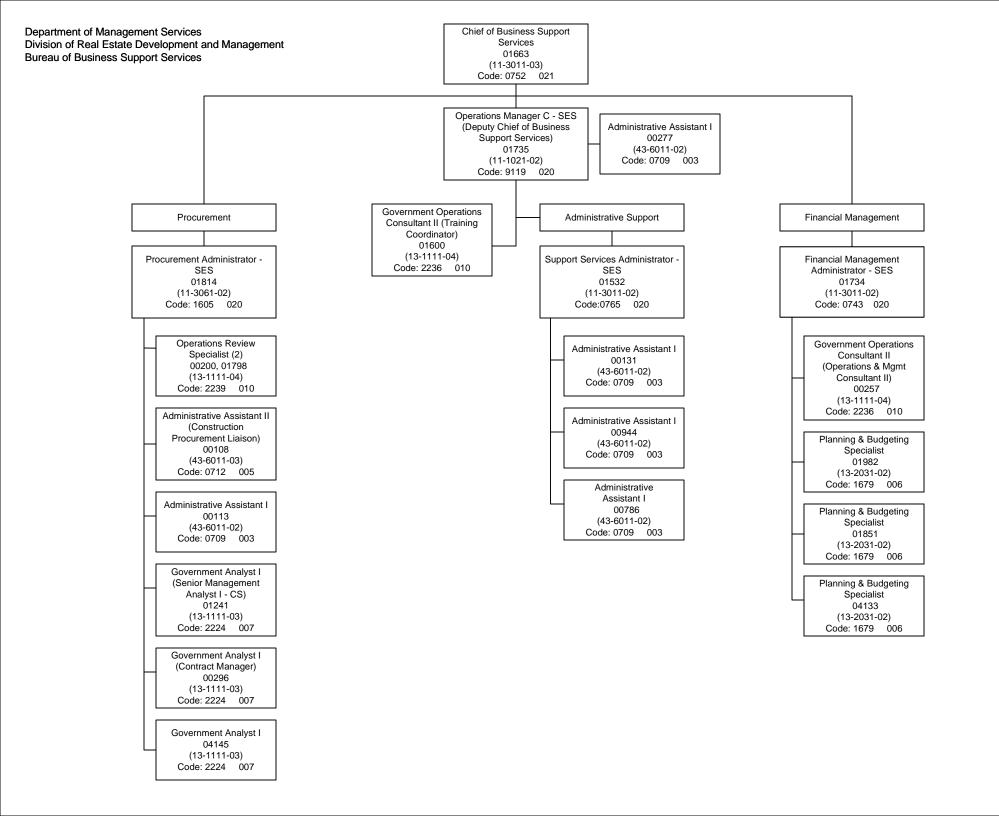
Senior Network Systems Analyst (Engineering Systems Analyst) 00829 (15-1142-04) Code: 2124 009 IT Pg 1-4

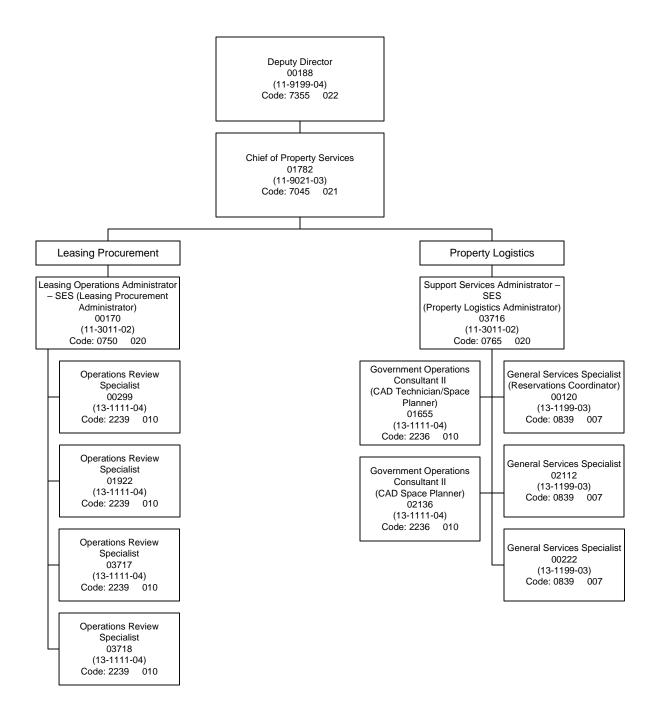
Government Operations Consultant III (Customer Experience Manager) 00267 (13-1111-04) Code: 2238 010 OS Pg 1-1

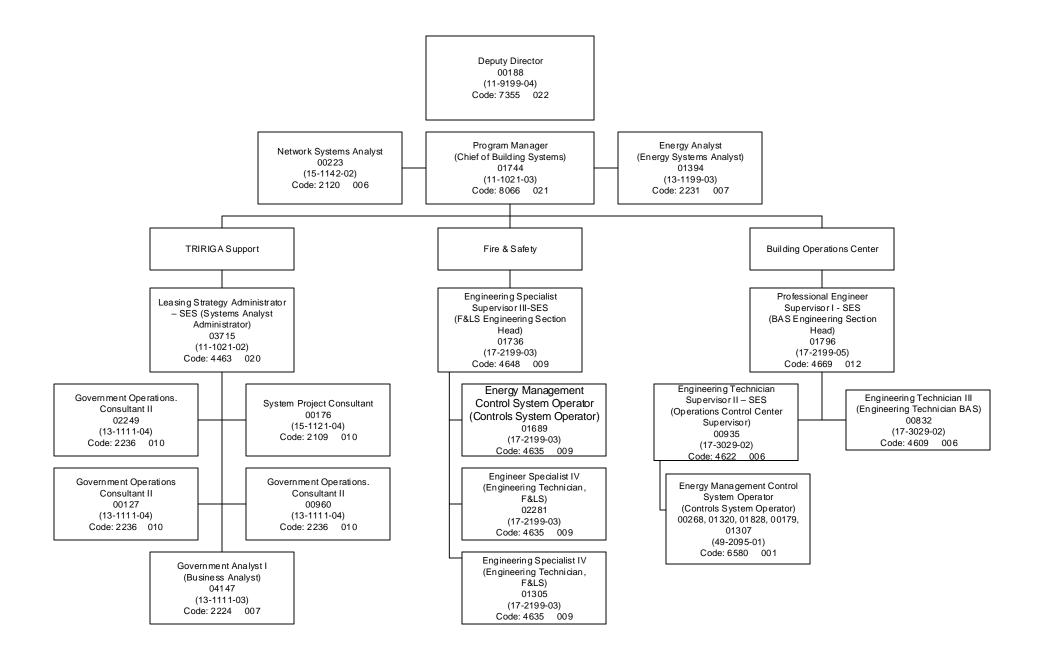
Government Operations Consultant II (Community Engagement Liaison) 01596 (13-1111-04) Code: 2236 010

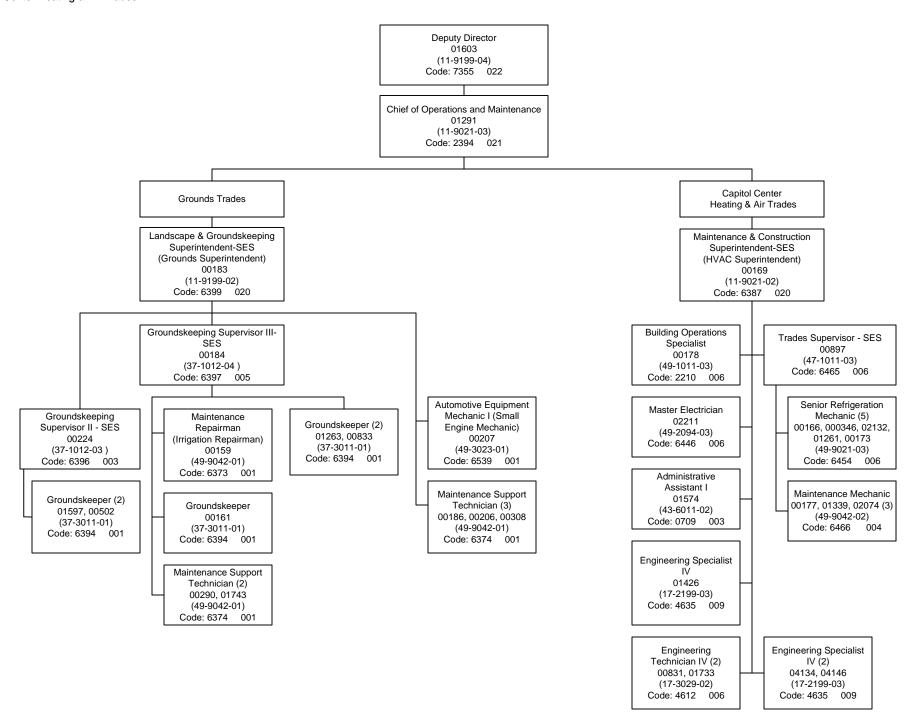
OS Pg 1-1



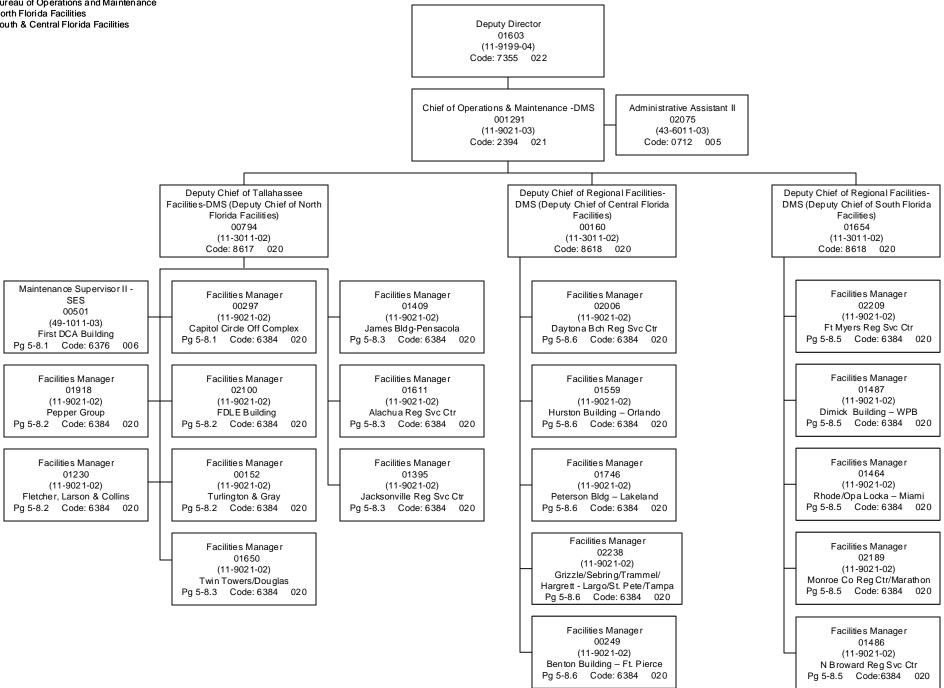




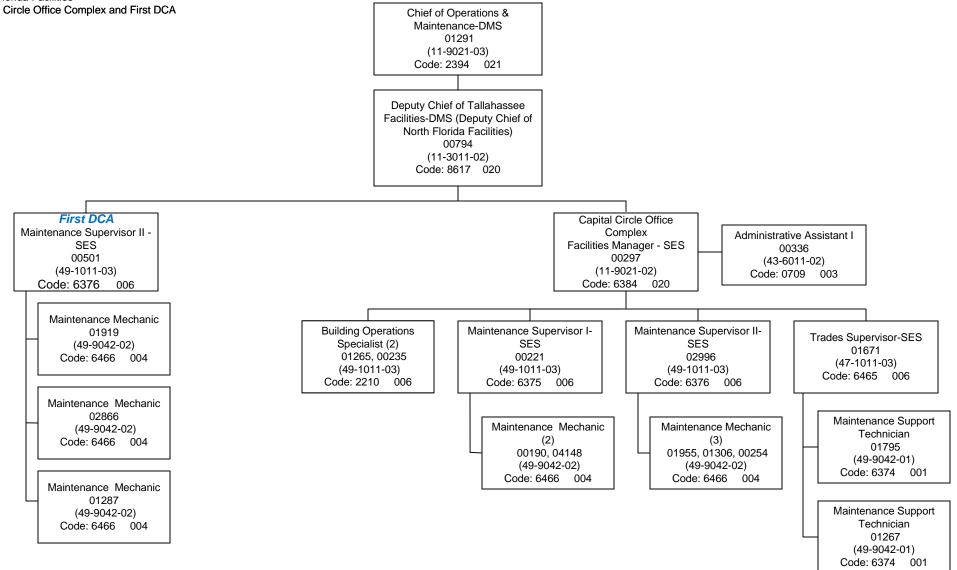


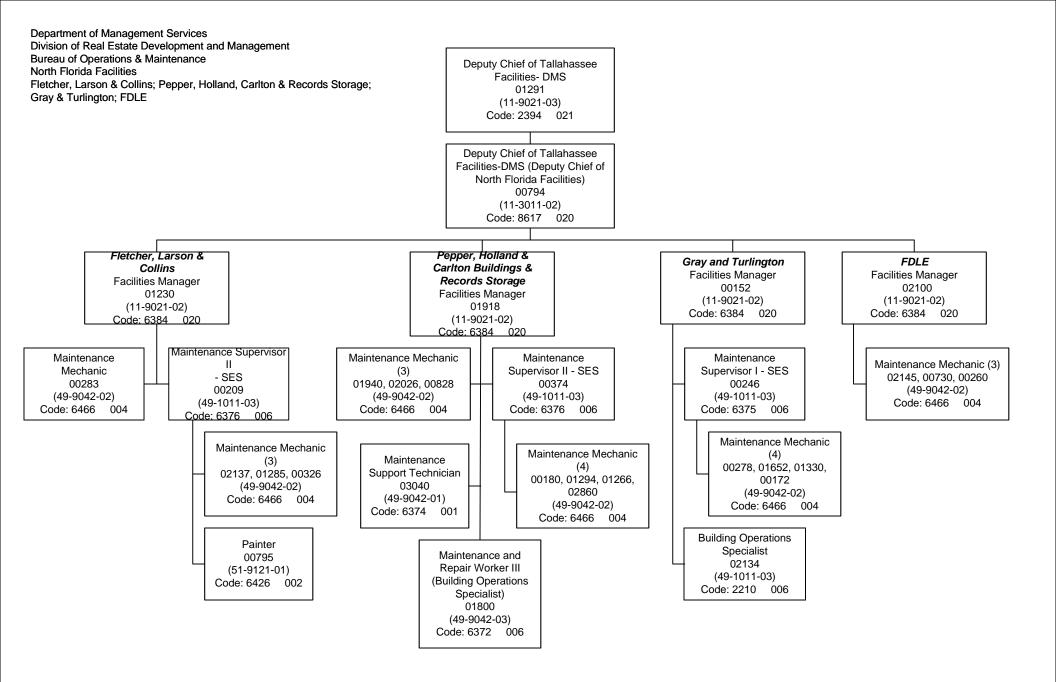


Department of Management Services Division of Real Estate Development and Management Bureau of Operations and Maintenance North Florida Facilities South & Central Florida Facilities

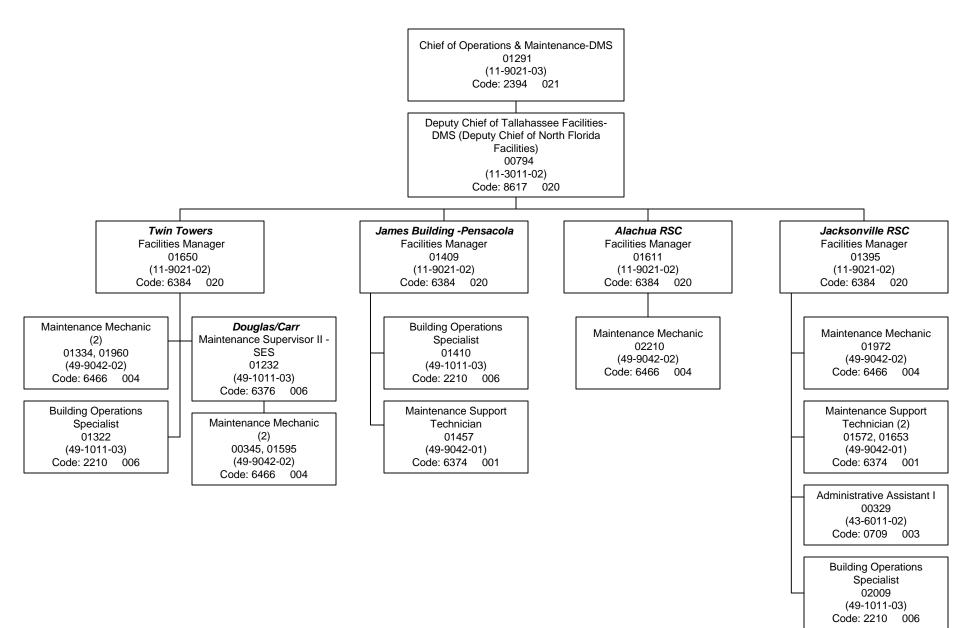


Department of Management Services
Division of Real Estate Development and Management
Bureau of Operations and Maintenance
North Florida Facilities
Capital Circle Office Complex and First DCA

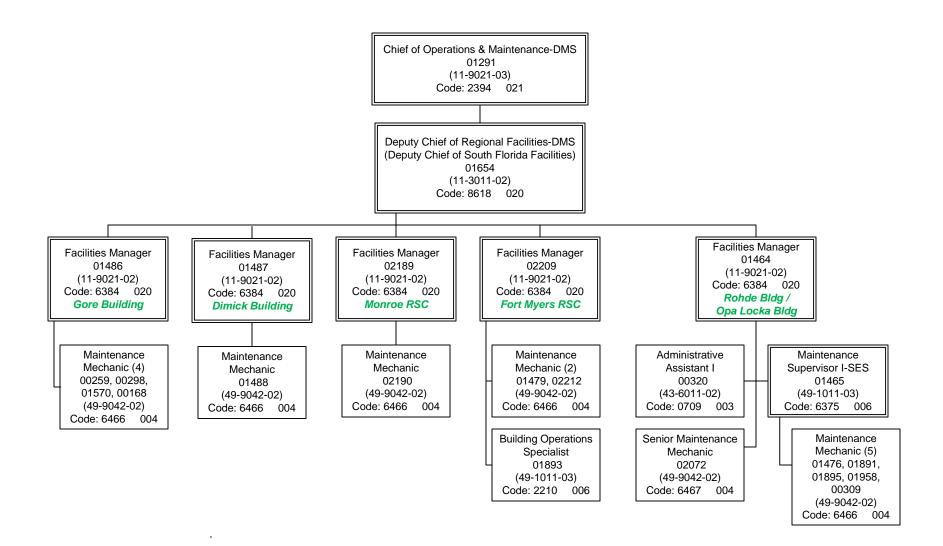




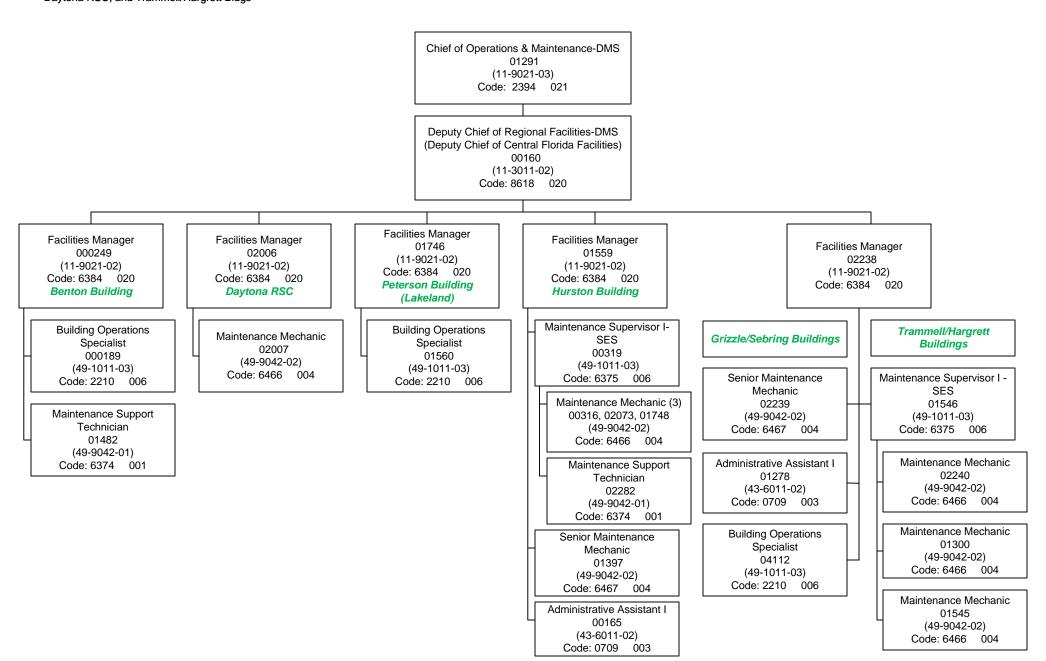
Department of Management Services
Division of Real Estate Development and Management
Bureau of Operations & Maintenance
North Florida Facilities
Twin Towers; Douglas/Carr; James (Pensacola);
Alachua RSC; and Jacksonville RSC Buildings

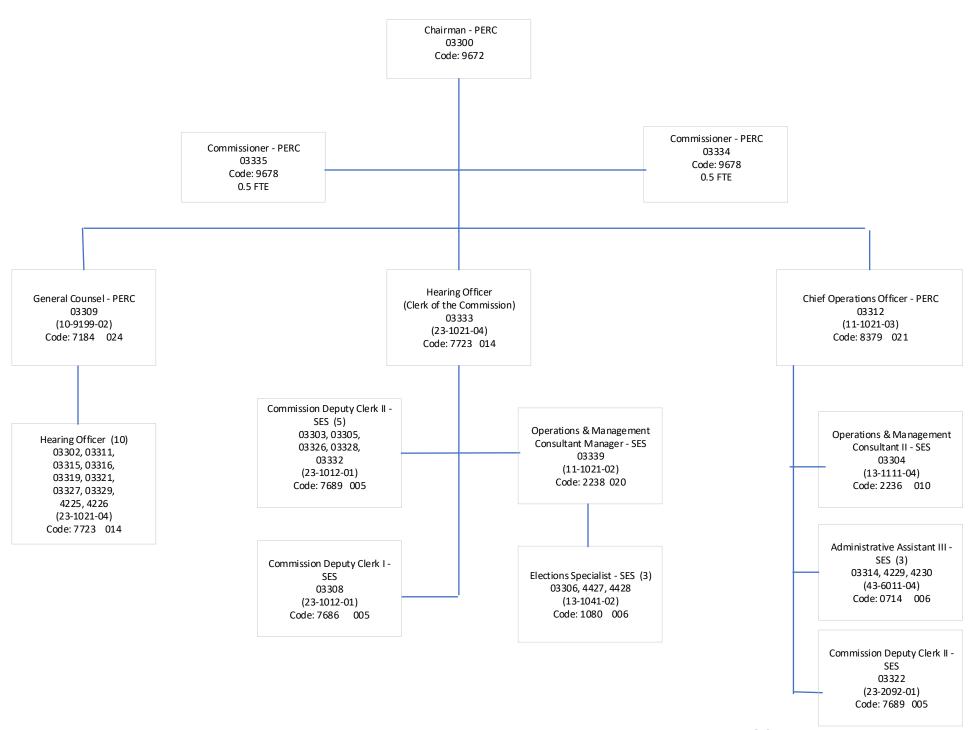


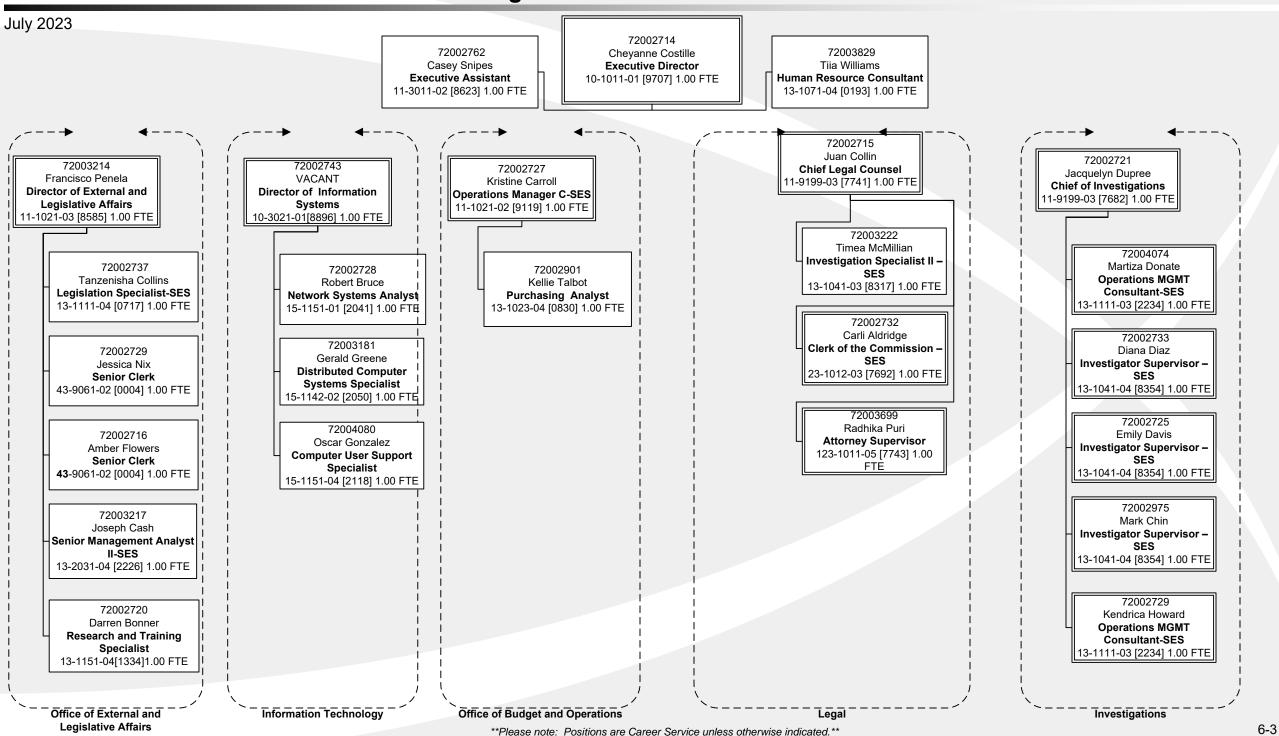
Department of Management Services
Division of Real Estate Development and Management
Bureau of Operations & Maintenance
South and Central Florida Facilities
Dimick Bldg; Benton Bldg; Monroe RSC;
Fort Myers RSC; Rohde and Opa Locka Bldgs; Gore Bldg

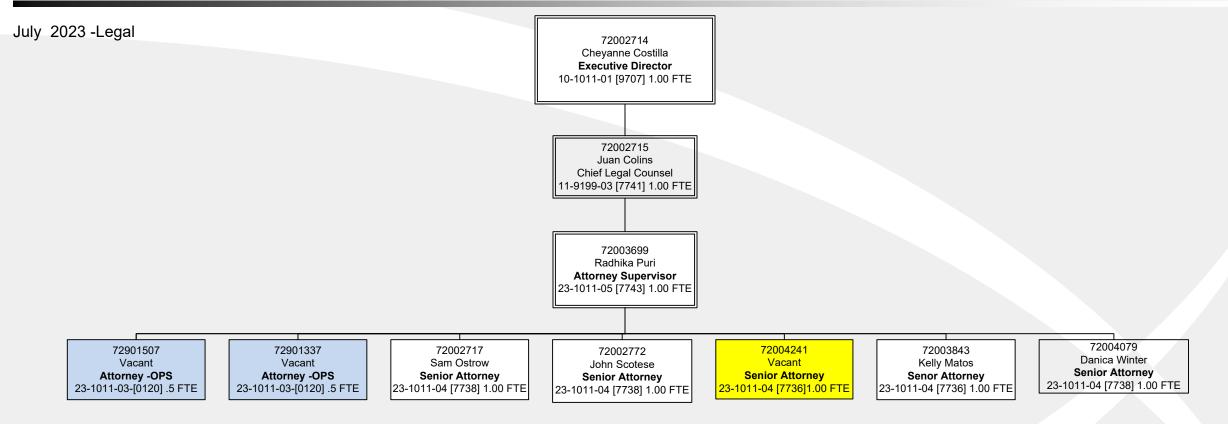


Department of Management Services
Division of Real Estate Development and Management
Bureau of Operations and Maintenance
South and Central Florida Facilities
Hurston Bldg; Grizzle/Sebring Bldgs; Peterson Bldg;
Daytona RSC, and Trammell/Hargrett Bldgs

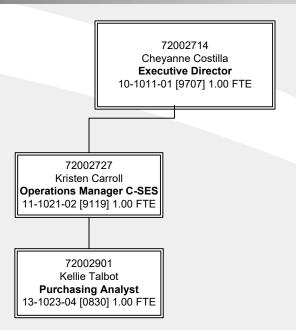


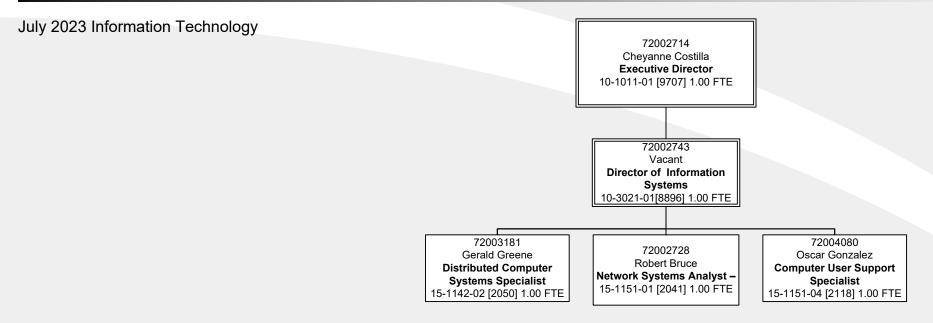


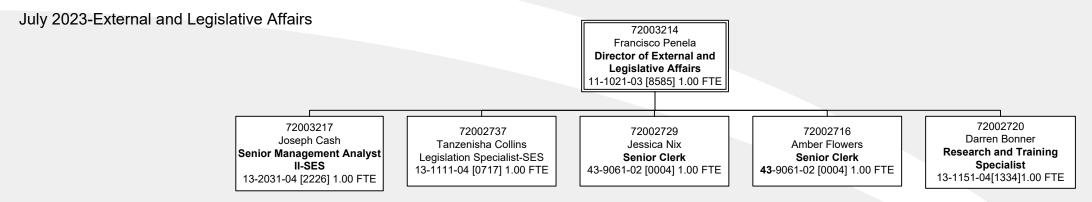


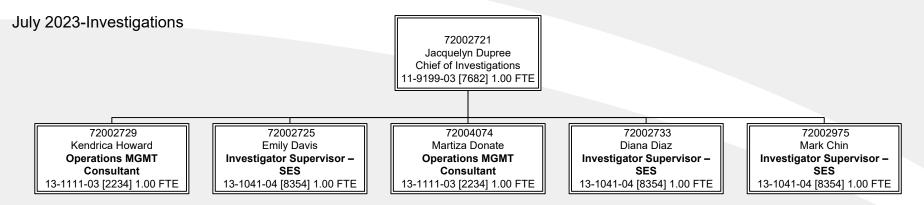


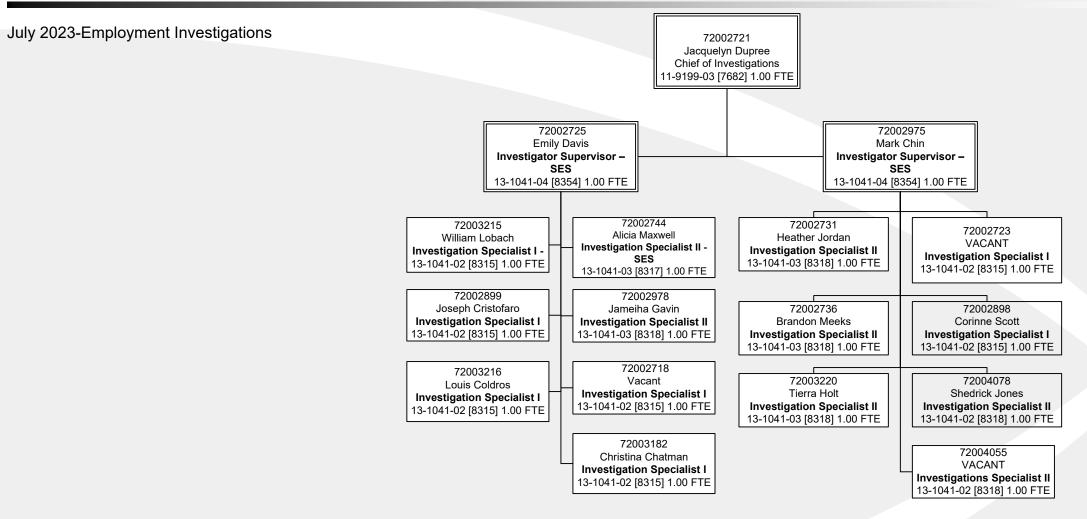
July 2023-Budget and Operations



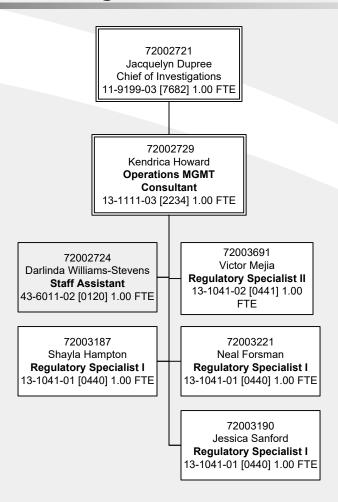




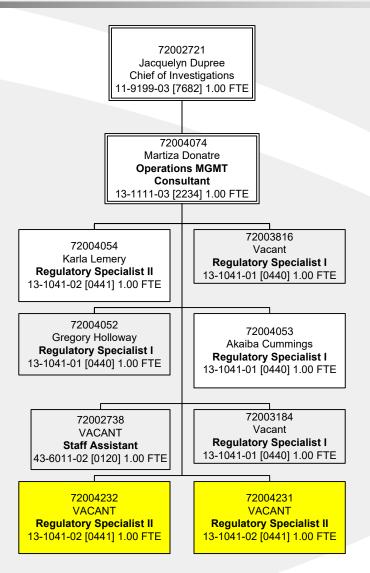


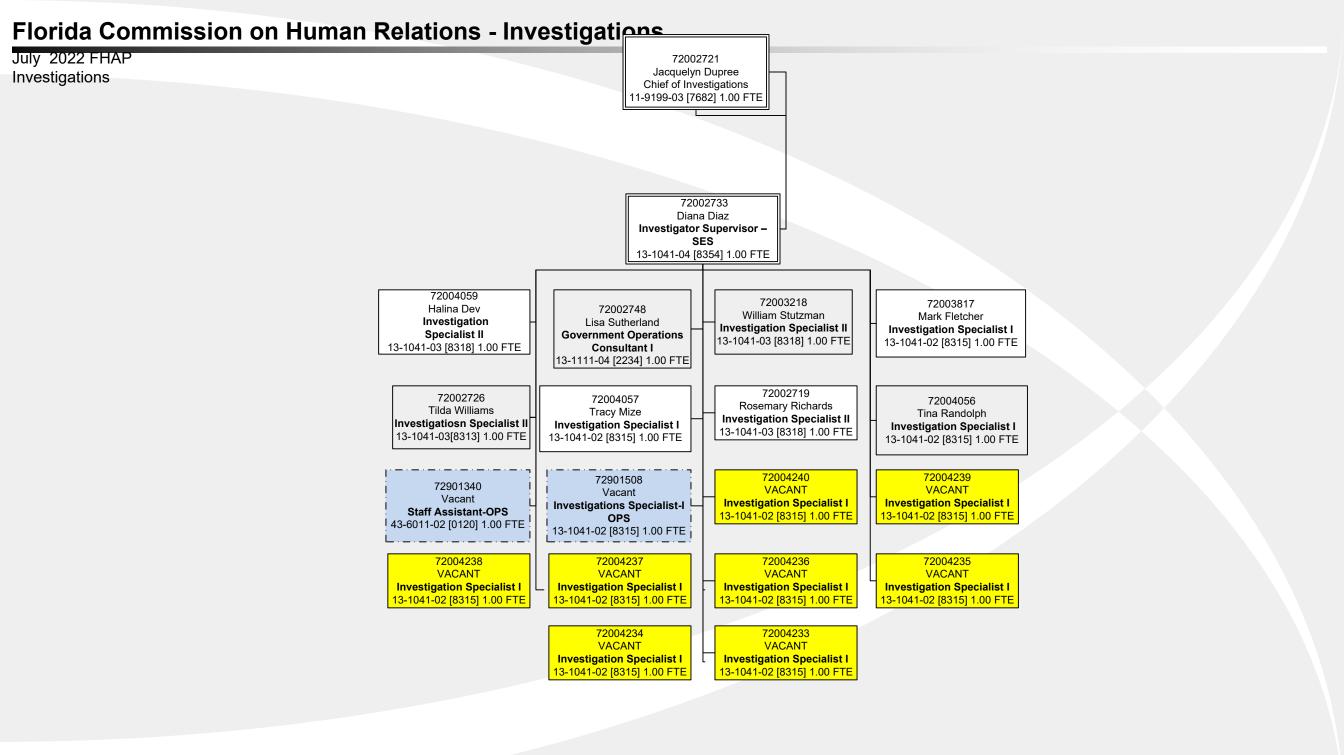


July 2023 Employment Intake



September 2022 Housing Intake





MANAGEMENT SERVICES, DEPARTMENT OF	FISCAL YEAR 2022-23			
SECTION I: BUDGET	SECTION I: BUDGET 0			FIXED CAPITAL OUTLAY
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			988,311,640	85,454,832
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)			-112,086,010	214,351,035
FINAL BUDGET FOR AGENCY			876,225,630	299,805,867
SECTION II: ACTIVITIES * MEASURES	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)				196,467,825
Conduct Administrative Hearings And Proceedings * Number of cases closed	4,907	4,941.38	24,247,346	
Adjudicate And Hear Workers' Compensation Disputes * Number of petitions closed	75,887	703.92	53,418,241	
Facilitate Mediation Of Workers' Compensation Disputes * Number of mediations held Operate And Maintain Non-pool Facilities * Number of maintained square feet (private contract and agency)	19,919 7,680,200	714.97 0.25	14,241,483 1,883,759	
Administer Bonding Program And Plan For State Office Space Requirements * Number of net square feet of pool facilities	6,243,403	1.03	6,399,731	
Manage Private Sector And State Leases For State Agencies * Number of leases managed	1,456	4,538.27	6,607,728	
Special Category: Utility Payments * Utility cost per gross square foot Provide Facilities Security * Number of facilities secured	9,206,556 16	1.63 79,618.13	15,002,406 1,273,890	
Manage Construction Projects * Dollar volume of Fixed Capital Outlay project starts	239,154,487	0.02	4,756,696	
Adjudicate And Facilitate Mediation Of Labor And Employment Disputes Through The Public Employees Relations Commission * Number of labor and employment dispositions	1,595	6,489.18	10,350,236	
Acquire And Redistribute Federal Surplus Property * Dollar value of donated property	88,000,000	0.02	1,394,077	
Acquire And Redistribute Military Excess Property * Dollar value of donated property	88,000,000	0.00	86,884	
Provide New Vehicle And Watercraft Acquisition Support * Number of vehicles and watercraft acquired Operate And Maintain The Florida Equipment Electronic Tracking (fleet) System * Number of state vehicles tracked	1,154 24,652	379.53 42.03	437,977 1,036,108	
Manage State Vehicle And Watercraft Disposal * Number of vehicles and watercraft disposed of	1,044	1,343.63	1,402,751	
Establish And Administer State Term (master) Contracts And Negotiated Agreements * Dollars expended by State Agencies using the State Term Contracts and Negotiated Agreements	750,251,179	0.06	42,204,354	
Provide Minority Access To Contracting Opportunities * Number of businesses certified and registered	1,566	813.08	1,273,287	
Provide Human Resource Management Expertise/Consulting * Number of authorized FTE and OPS employees in the State Personnel System.	107,800	67.32	7,256,823	
People First Contract Management * N/A Administer The Health Insurance Program * Number of enrollees	222,000 167,488	133.51 430.09	29,639,033 72,034,451	
Administer The Life Insurance Program * Number of enrollees	179,464	0.14	25,987	
Administer The Flexible Spending Account Program * Number of enrollees	23,505	4.25	99,817	
Administer The Supplemental Insurance Program * Number of enrollees	229,789	10.59	2,433,516	
Provide Local Government Pension Plan Oversight * Number of Local Pension Plans Reviewed Administer The Florida Retirement System * Number of FRS members	168 1,171,839	20,146.20 78.80	3,384,561 92,339,301	
Administer The Retiree Health Insurance Subsidy Program* Number of Recipients of the Health Insurance Subsidy	402,566	0.53	212,017	
Administer The State University System Optional Retirement Program * Number of participants in the State University System Optional Retirement Program	20,919	82.24	1,720,317	
Contract For The Construction, Operation And Oversight Of Private Prisons * Number of beds occupied Investigate Complaints Of Civil Rights Violations * Number of inquiries/investigations	8,951 11,436	810.92 2,405.97	7,258,517 27,514,700	
	1			<u> </u>
TOTAL			429,935,994	196,467,825
SECTION III: RECONCILIATION TO BUDGET				
PASS THROUGHS TRANSFER STATE ACCIONES			105.000	
TRANSFER - STATE AGENCIES AID TO LOCAL GOVERNMENTS			185,000,484 128,424,207	
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS			120,424,201	
OTHER				
REVERSIONS			132,864,987	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)			876,225,672	196,467,825
	_		0,220,0,2	,,020
SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMAR	Y			

⁽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.

NUCSSP03 LAS/PBS SYSTEM SP 09/12/2023 14:36

BUDGET PERIOD: 2014-2025

SCHED XI: AGENCY-LEVEL UNIT COST SUMMARY

STATE OF FLORIDA

AUDIT REPORT MANAGEMENT SRVCS, DEPT OF

SECTION III - PASS THROUGH ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8: ACT0620 ACT0700 ACT1310 ACT1640 ACT8020 ACT8040

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8: ACT8030

AUDIT #1: THE FOLLOWING STATEWIDE ACTIVITIES (ACT0010 THROUGH ACT0490) HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND SHOULD NOT:

*** NO ACTIVITIES FOUND ***

AUDIT #2: THE FCO ACTIVITY (ACTO210) 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 ***

AUDIT #3: THE ACTIVITIES LISTED IN AUDIT #3 DO NOT HAVE AN ASSOCIATED OUTPUT STANDARD. IN ADDITION, THE ACTIVITIES WERE NOT IDENTIFIED AS A TRANSFER-STATE AGENCIES, AS AID TO LOCAL GOVERNMENTS, OR A PAYMENT OF PENSIONS, BENEFITS AND CLAIMS (ACT0430). ACTIVITIES LISTED HERE SHOULD REPRESENT TRANSFERS/PASS THROUGHS THAT ARE NOT REPRESENTED BY THOSE ABOVE OR ADMINISTRATIVE COSTS THAT ARE UNIQUE TO THE AGENCY AND ARE NOT APPROPRIATE TO BE ALLOCATED TO ALL OTHER ACTIVITIES.

*** NO ACTIVITIES FOUND ***

AUDIT #4: TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 72 EXPENDITURES FCO

FINAL BUDGET FOR AGENCY (SECTION I): 876,225,630 299,805,867

TOTAL BUDGET FOR AGENCY (SECTIONS II + III): 876,225,672 196,467,825

DIFFERENCE: 42- 103,338,042 **

**The difference in FCO is the funds that are placed in the unbudgeted reserve.



Schedule XII

Outsourcing or Privatization of State Service or Activity

Not Applicable

Schedule XIV Variance from Long Range Financial Outlook

gency:	Department of Management Services		Contact: Nancy Kosin, 850-487-0364			
	section 19(a)3 of the Florida Constitution, requires each agency Le financial outlook adopted by the Joint Legislative Budget Comm	_	•	•		
exper Yes) If yes 2025	the long range financial outlook adopted by the Joint Legislative nditure estimates related to your agency? X No No please list the estimates for revenues and budget drivers that reand list the amount projected in the long range financial outlooket request.	eflect an est	imate for your agency	ofor Fiscal Year 2024-		
baag			FY 2024-2025 Estim	ate/Request Amount		
	Issue (Revenue or Budget Driver)	R/B*	Long Range Financial Outlook	Legislative Budget Request		
а	Non-Florida Retirement System Pensions and Benefits - GR	В	0.05	0.05		
b	Other General Government Priorities GR	В	67.90	67.4		
е	State Building Pool - General Repairs and Maintenance - TF	В	17.00	13.00		
f	Life Safety and Americans with Disabilities Act - GR	В	88.50	(
g	Life Safety and Americans with Disabilities Act - TF	В	22.70	1.1		
-	r agency's Legislative Budget Request does not conform to the lo ates (from your Schedule I) or budget drivers, please explain the			espect to the revenue		

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



Schedule XV

Contract Reporting

Not Applicable



EXHIBITS OR SCHEDULES

Executive Direction and Support Services



SCHEDULE I SERIES

Executive Direction and Support Services

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Administrative Trust Fund **Budget Entity:** 72010100 Executive Direction LAS/PBS Fund Number: 2021 SWFS* Balance as of Adjusted 6/30/2023 Balance Adjustments Chief Financial Officer's (CFO) Cash Balance 874,512.40 874,512.40 ADD: Other Cash (See Instructions) ADD: Investments 4.479.060.69 4.479.060.69 ADD: Outstanding Accounts Receivable 8,641.73 8,641.73 ADD: Transfer in From Total Cash plus Accounts Receivable 5,362,214.82 5,362,214.82 LESS: Allowances for Uncollectibles (G) LESS: Approved "A" Certified Forwards 485,315.38 (H) 485,315.38 785,701.61 (H) 785,701.61 Approved "B" Certified Forwards Approved "FCO" Certified Forwards 2,440.08 (1,034.47)LESS: Other Accounts Payable (Nonoperating) 1,405.61 LESS: 4,088,757.75 Unreserved Fund Balance, 07/01/23 1,034.47 4,089,792.22 Notes: *SWFS = Statewide Financial Statement

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

	Budget Period: 2024 - 2025	
epartment Title:	Management Services	
rust Fund Title:	Administrative Trust Fund	
AS/PBS Fund Number:	2021	_
EGINNING TRIAL BALANCE	ii:	
	lance Per FLAIR Trial Balance, 07/01/23	4 974 450 26 1/4
	or proprietary and fiduciary funds	4,874,459.36 (A
Subtract Nons	pendable Fund Balance (GLC 56XXX)	0.00 (B
Add/Subtract	Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adjustm	nent (B7200031) - Due to Other Department	(58.38) (C
SWFS Adjustm	nent (B7200031) - Accounts Payable Reversal Due to	1,092.85 (C
	Vithin The Department Other Adjustment(s):	
Approved "E	3" Carry Forward (Encumbrances) per LAS/PBS	(785,701.61)
Approved Fo	CO Certified Forward per LAS/PBS	(0
A/P not C/F-	Operating Categories	(0
Compensate	ed Absences	(0
Adjustment to	Trial Balance	(0
		(0
DJUSTED BEGINNING TRIA	AL BALANCE:	4,089,792.22 (E
NRESERVED FUND BALAN	CE, SCHEDULE IC (Line K)	4,089,792.22 (F
IFFERENCE:		0.00

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024-2025 Department Title: Department of Manage Trust Fund Title: **Operating Trust** Executive Direction and Administration 72010100 **Budget Entity:** LAS/PBS Fund Number: 2510 Balance as of SWFS* Adjusted 6/30/2023 **Balance** Adjustments Chief Financial Officer's (CFO) Cash Balance 4,037,770.24 (A) 4,037,770.24 ADD: Other Cash (See Instructions) (B) ADD: Investments (C) ADD: Outstanding Accounts Receivable (D) ADD: Anticipated Transfer in from 72600400 251 (E) 4,037,770.24 4,037,770.24 Total Cash plus Accounts Receivable (F) LESS: Allowances for Uncollectibles (G) LESS: Approved "A" Certified Forwards 3,950.18 (H) 3,950.18 840,904.82 (H) 840,904.82 Approved "B" Certified Forwards Approved "FCO" Certified Forwards (H) LESS: Other Accounts Payable (Nonoperating) (1) LESS: Unreserved Fund Balance Adj (GL 53900) Unreserved Fund Balance, 07/01/23 3,192,915.24 3,192,915.24 Notes:

^{*}SWFS = Statewide Financial Statement

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

Department Title: Trust Fund Title: LAS/PBS Fund Number:	Budget Period: 2023-2024 Department of Management Services Operating Trust 2510-Executive Direction and Adminis	
BEGINNING TRIAL BALANCE	::	
Total all GLC	lance Per FLAIR Trial Balance, 07/01/23 Es 5XXXX for governmental funds; For proprietary and fiduciary funds	4,033,820.06 (A)
Subtract Nons	pendable Fund Balance (GLC 56XXX)	(B)
Add/Subtract	Statewide Financial Statement (SWFS)Adju	stments :
SWFS Adjust	tment # and Description	(C)
SWFS Adjust	tment # and Description	(C)
Add/Subtract	Other Adjustment(s):	
Approved "E	3" Carry Forward (Encumbrances) per LAS/F	PBS (840,904.82) (D)
Approved FO	CO Certified Forward per LAS/PBS	(D)
A/P not C/F-	Operating Categories	(D)
Anticipated Tr	ansfer in from 72600400 2510	(D)
Adjustment to	o Offset GL53900 in GL 53800	(D)
		(D)
ADJUSTED BEGINNING TRIA	AL BALANCE:	3,192,915.24 (E)
JNRESERVED FUND BALAN	CE, SCHEDULE IC (Line K)	3,192,915.24 (F)
DIFFERENCE:		0.00 (G)

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2024 - 2025						
Department:	Management Se	ervices	Chief Internal Auditor:	Steven Meredith		
Budget Entity: Executive Direction and Support Services			Phone Number:	850-487-9476		
(1)	(2)	(3)	(4)	(5)	(6)	
REPORT NUMBER	PERIOD ENDING	LINUT/A DE A	SUMMARY OF	SUMMARY OF	ISSUE	
DMS OIG Report		UNIT/AREA Office of Information	FINDINGS AND RECOMMENDATIONS Confidential and Exempt from Public	CORRECTIVE ACTION TAKEN Confidential and Exempt from Public Disclosure. 1	CODE	
	March 2023	Technology (OIT)	Disclosure. ¹	Confidential and Exempt from Public Disclosure.		
DMS OIG Report No. IA 2022-27	Report Dated July 2022	OIT, Personnel Management, and Departmental Purchasing	Confidential and Exempt from Public Disclosure. ¹	Confidential and Exempt from Public Disclosure. 1		
Auditor General Report No. 2023- 022	Report Issued September 2022	OIT	Finding 2: Periodic Review of Network Domain Access Privileges As similarly noted in our report No. 2019-220, Department records did not evidence periodic reviews of the Department network domain privileged accounts' access privileges. Recommendation: We again recommend that Department management conduct and document periodic access reviews of Department privileged network accounts in accordance with established policy. Finding 5: Security Controls – Logical Access, User Authentication, Configuration Management, and Logging and Monitoring Certain security controls related to logical access, user authentication, configuration management, and logging and monitoring need improvement to ensure the confidentiality, integrity, and availability of IRIS data and related IT resources. Recommendation: We recommend that Department and Division management improve certain security controls related to logical access, user authentication, configuration management, and logging and monitoring to ensure the confidentiality, integrity, and availability of IRIS data and related IT resources.	The Division and Office of Information Technology conducted access reviews of privileged accounts. OIT is working to remediate the security issues identified in this finding.		
DMS OIG Report No. IA 2023-32	Report Dated August 2023	OIT, Personnel Management, and Statewide Travel Management System	Confidential and Exempt from Public Disclosure. ¹	Confidential and Exempt from Public Disclosure. ¹		

¹ This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.



EXHIBITS OR SCHEDULES

Facilities Management



SCHEDULE I SERIES

Facilities Management

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Florida Facilities Pool Cleaning Trust Fund Budget Entity: 72400100 LAS/PBS Fund Number: 2313 SWFS* Balance as of Adjusted 6/30/2023 Adjustments Balance Chief Financial Officer's (CFO) Cash Balance 3,644,775.57 3,644,775.57 ADD: Other Cash (See Instructions) 65,955,382.49 65,955,382.49 ADD: Investments ADD: Outstanding Accounts Receivable 925,185.83 (D) (20.072.96) 905,112.87 ADD: Anticipated Revenue 2,834,716.85 (E) 2,834,716.85 **73,360,060.74** (F) (20,072.96)73,339,987.78 Total Cash plus Accounts Receivable LESS: Allowances for Uncollectibles LESS: Approved "A" Certified Forwards Approved "B" Certified Forwards Approved "FCO" Certified Forwards LESS: Other Accounts Payable (Nonoperating) LESS: Fund Balance Reserve for Bond Obligations (J) LESS: Fund Balance Reserve for Bond Obligations (GL 53800) 73,339,987.78 (J) 73,339,987.78 LESS: Other Accounts Payable (Capital Depr) LESS: Other Accounts Payable (Interest Payable) LESS: Deferred Inflows LESS: Unreserved Fund Balance Adjustment (GL 53900) LESS: Adjustment Related to Restricted Fund Balance Anticipated Transfer to TF 2696 BE 72400100 from Funds LESS: Transferred to SBA Unreserved Fund Balance, 07/01/23 **20,072.96** (K) (20,072.96) 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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC Budget Period: 2024 - 2025 Department Title: Department of Management Services Florida Facilities Pool Clearing Trust Fund Trust Fund Title: **Budget Entity:** 72400100 LAS/PBS Fund Number: 2313 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/23 Total all GLC's 5XXXX for governmental funds; (128,871,820.75) (A) GLC 539XX for proprietary and fiduciary funds (B) Subtract Nonspendable Fund Balance (GLC 56XXX) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: 0.00 (C) SWFS Adjustment #B7200039 - Receivable Adjustment (20,072.96)(C) SWFS Adjustment #B7200079 - Unrestricted Fund Balance Adjustment 0.00 (C) SWFS Adjustment #B7200090 - Unrestricted Fund Balance Adjustment 0.00 (C) SWFS Adjustment #B7200104 - Receivable Adjustment 0.00 (C) SWFS Adjustment #B7200122 - Receivable Adjustment 0.00 (C) Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS 0.00 (D) Approved FCO Certified Forward per LAS/PBS 0.00 (D) A/P not C/F-Operating Categories (D) Anticipated Revenue 2,834,716.85 (D) Adjustment to Offset GL 53900 in GL 53800 (D) AP Balance brought forward 126,057,176.86 (D) Anticipated Transfer to TF 2696 BE 72400100 from Funds Transferred to SBA (D) ADJUSTED BEGINNING TRIAL BALANCE: 0.00 (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0.00 (F) DIFFERENCE: 0.00 | (G)* *SHOULD EQUAL ZERO.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANC

Department Title:	Budget Period: 2024 - 2025 Department of Management Services				
rust Fund Title:	Public Facilities Financing Trust Fund				
Budget Entity:	72400100				
AS/PBS Fund Number:	2495				
	Balance as of 6/30/2023	SWFS* Adjustments	Adjusted Balance		
Chief Financial Officer's (CFO) Cash Balance	29.18 (A)		29.18		
ADD: Other Cash (See Instructions)	11,653,043.23 (B)		11,653,043.23		
ADD: Investments	155,211,352.82 (C)		155,211,352.82		
ADD: Outstanding Accounts Receivable	(D)		0.00		
ADD:	(E)		0.00		
otal Cash plus Accounts Receivable	166,864,425.23 (F)	0.00	166,864,425.23		
LESS: Allowances for Uncollectibles	0.00 (G)		0.00		
LESS: Approved "A" Certified Forwards	0.00 (H)		0.00		
Approved "B" Certified Forwards	0.00 (H)		0.00		
Approved "FCO" Certified Forwards	0.00 (H)		0.00		
LESS: Other Accounts Payable (Nonoperating)	3,286,212.50 (I)		3,286,212.50		
LESS: Others Assets - Restricted for Bond Coven	163,578,212.73 (J)		163,578,212.73		
Inreserved Fund Balance, 07/01/23	0.00 (K)	0.00	0.00		
Notes: *SWFS = Statewide Financial Statement					

Department Title: Trust Fund Title: Judget Entity:	Budget Period: 2024 - 2025 Department of Management Services Public Facilities Financing Trust Fund 72400100	
AS/PBS Fund Number:	2495	
EGINNING TRIAL BALANC	CE:	
Total all Gl	alance Per FLAIR Trial Balance, 07/01/23 C's 5XXXX for governmental funds; for proprietary and fiduciary funds	(406,944,067.90) (A
Subtract Nor	nspendable Fund Balance (GLC 56XXX)	(B
Add/Subtrac	t Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adju	stment # and Description	(C
SWFS Adju	stment # and Description	(C
Add/Subtrac	t Other Adjustment(s):	
Approved '	'B" Carry Forward (Encumbrances) per LAS/PBS	(D
Approved	FCO Certified Forward per LAS/PBS	(D
A/P not C/	Operating Categories	(D
Net Capita	Assets 27XXX GL	369,808,749.20 (D
Current Bala	nces brought forward	38,371,212.50 (D
Deferred Ou	tflows	(1,235,893.80) (D
DJUSTED BEGINNING TR	AL BALANCE:	0.00 (E
JNRESERVED FUND BALANCE, SCHEDULE IC (Line K)		0.00 (F
IFFERENCE:		0.00 (G

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services Budget Period: 2024 - 25

72400100 Facilities Management Program: Fund: 696001 - Supervision Trust Fund

Specific Authority: Section 255.503, Florida Statutes

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.)

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

(Complete Sections I, II, and III only.)			
SECTION I - FEE COLLECTION	ACTUAL FY 2022 -23	ESTIMATED FY 2023 -24	REQUEST FY 2024 -25
Receipts:			
Paid Parking Fees - State Agencies	299,188	241,941	241,941
Paid Parking Fees - Non-State	523,105	513,065	513,065
Tower Lease	-	96,031	96,031
Transfer from SBA - O & M	58,285,371	83,992,964	86,079,761
Transfer from SBA - Capital Depreciation	16,758,759	-	-
Anticipated Receiveable Cap Dep Invest	47,381,777	-	-
Anticipated Transfer from 72400100	-	7,797,575	-
Restitution	-	-	-
Rental Receipts (22nd floor of Capitol)	3,000	9,865	9,865
Interest- Investments	132,380	437700	437700
Cash XSFR from DMS 72400100 2510			
(B0392)	2,381,391	0	0
Prior Year Warrant Cancellations	0	0	0
Total Fee Collection to Line (A) - Section III	125,764,971	93,089,141	87,378,363
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	16,926,017	20,230,478	20,325,766

Salaries and Benefits
Issue Code 3000090 Operations and
Other Personal Services
Expenses
Issue Code 3000090 Operations and
Operating Capital Outlay
Issue Code 2401010 Replacement of Real
Acquisition of Motor Vehicles Category
TR/FDLE - Capitol Police
Contracted Services

16,926,017	20,230,478	20,325,766
-	ı	240,977
238,798	270,709	270,709
6,085,046	5,431,586	5,431,586
-	ī	32,020
68,106	323,727	73,727
-	Ī	250,000
149,896	150,000	150,000
8,064,185	8,627,885	8,627,885
12,266,432	14,082,170	14,082,170

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period: 2024 - 25**

Program:72400100 Facilities ManagementFund:696001 - Supervision Trust Fund

DMS/Facilities Security
Issue Interior Refurbishment
Risk Mgmt Insurance
State Utility Payments
Issue Code 4102000 Increase State Utility
Public Assistance - ST
Deferred - Payment Commodity Contract
Lease or Lease Purchase of Equipment
HR Statewide Contract
Issue Code 3000090 Operations and
Capitol Maintenance
Northwest Regional Data Center

1,273,890	1,678,387	1,678,387
1,942,677	2,500,000	2,500,000
516,577	233,128	233,128
15,002,406	14,302,406	14,302,406
-	i	3,697,594
540,521	ī	ı
816,291	1,627,007	1,627,007
94,206	97,570	97,570
85,966	92,035	92,035
-	ı	1,080
249,999	250,000	250,000
285,166	354,897	354,897
64,606,179	70,251,985	74,318,944

Total Full Costs to Line (B) - Section III

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	125,764,971	93,089,141	87,378,363
TOTAL SECTION II	(B)	64,606,179	70,251,985	74,318,944
TOTAL - Surplus/Deficit	(C)	61,158,792	22,837,156	13,059,419

EXPLANATION of LINE C:

Negative balance offset by cash brought forward (see Schedule I).

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Supervision Trust Fund **Budget Entity:** Facilities Management 72400100 LAS/PBS Fund Number: 2696 Balance as of SWFS* Adjusted 6/30/2023 Adjustments Balance 4,712,011.72 (A) Chief Financial Officer's (CFO) Cash Balance 4,712,011.72 ADD: Other Cash (See Instructions) 5,832,739.70 (B) 5,832,739.70 ADD: Investments 968.51 (C) 968.51 ADD: Outstanding Accounts Receivable 93,542.92 (D) (24.00 93,518.92 ADD: Prepaid Items (E) ADD: Anticipated Revenues - FCO 47,381,777.03 (E) 47,381,777.03 ADD: Anticipated Revenues - FCO (E) Anticipated Transfer in from ADD: DMS 72400100 2313 via SBA 58,021,015.88 Total Cash plus Accounts Receivable **58,021,039.88** (F) (24.00)LESS: Allowances for Uncollectibles 0.00 (G) LESS: Approved "A" Certified Forwards 1,023,528.43 (H) 1,023,528.43 Approved "B" Certified Forwards 2,223,140.08 (H) 2,223,140.08 62,920,681.09 (H) 62,920,681.09 Approved "FCO" Certified Forwards LESS: Other Accounts Payable (Nonoperating) 14,638.51 (I) 14,638.51 LESS: -8160972.23 (J) (8,160,972.23) **24.00** (K) (24.00) Unreserved Fund Balance, 07/01/23

Notes:

^{*}SWFS = Statewide Financial Statement

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

Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number: Total Fund Balance Per FLAIR Trial Balance, 07/01/23 Total all GLC's SXXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds Subtract Nonspendable Fund Balance (GLC 56XXX) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment #B7200016 Receivable Adjustment SWFS Adjustment #B7200092 Receivable Adjustment SWFS Adjustment #B7200126 Receivable Adjustment SWFS Adjustment #B7200126 Receivable Adjustment Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories Installment Purchase Contracts (GL 38500, 48500)	(38,491,232.30) (A) (B) (24.00) (C) 0.00 (C) 0.00 (C) 0.00 (C) (2,223,140.08) (D) (62,920,681.09) (D)
Add/Subtract Statewide Financial Statement (SWFS)Adjustment SWFS Adjustment #B7200066 Investment Adjustment SWFS Adjustment #B7200126 Receivable Adjustment SWFS Adjustment #B720016 Receivable Adjustment SWFS Adjustment #B720017 Receivable Adjustment SWFS Adjustment Pending Receivable Adjustment Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	(24.00) (C) 0.00 (C) 0.00 (C) 0.00 (C) 0.00 (C) (2,223,140.08) (D) 0.00 (D)
Total Fund Balance Per FLAIR Trial Balance, 07/01/23 Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds Subtract Nonspendable Fund Balance (GLC 56XXX) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment #B7200016 Receivable Adjustment SWFS Adjustment #B7200092 Receivable Adjustment SWFS Adjustment #B7200126 Receivable Adjustment SWFS Adjustment #B7200126 Receivable Adjustment SWFS Adjustment Pending Receivable Adjustment Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	(24.00) (C) 0.00 (C) 0.00 (C) 0.00 (C) 0.00 (C) (2,223,140.08) (D) 0.00 (D)
Total Fund Balance Per FLAIR Trial Balance, 07/01/23 Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds Subtract Nonspendable Fund Balance (GLC 56XXX) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment #B7200016 Receivable Adjustment SWFS Adjustment #B7200092 Receivable Adjustment SWFS Adjustment #B7200092 Receivable Adjustment SWFS Adjustment #B7200126 Receivable Adjustment SWFS Adjustment Pending Receivable Adjustment Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	(24.00) (C) 0.00 (C) 0.00 (C) 0.00 (C) 0.00 (C) (2,223,140.08) (D) 0.00 (D)
Total all GLC's SXXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds Subtract Nonspendable Fund Balance (GLC 56XXX) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment #B7200016 Receivable Adjustment SWFS Adjustment #B7200066 Investment Adjustment SWFS Adjustment #B7200092 Receivable Adjustment SWFS Adjustment #B7200126 Receivable Adjustment SWFS Adjustment Pending Receivable Adjustment Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	(24.00) (C) 0.00 (C) 0.00 (C) 0.00 (C) 0.00 (C) (2,223,140.08) (D) 0.00 (D)
Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment #B7200016 Receivable Adjustment SWFS Adjustment #B7200066 Investment Adjustment SWFS Adjustment #B7200092 Receivable Adjustment SWFS Adjustment #B7200126 Receivable Adjustment SWFS Adjustment Pending Receivable Adjustment Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	(24.00) (C) 0.00 (C) 0.00 (C) 0.00 (C) (2,223,140.08) (D) 0.00 (D)
SWFS Adjustment #B7200016 Receivable Adjustment SWFS Adjustment #B7200066 Investment Adjustment SWFS Adjustment #B7200092 Receivable Adjustment SWFS Adjustment #B7200126 Receivable Adjustment SWFS Adjustment Pending Receivable Adjustment Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	0.00 (C) 0.00 (C) 0.00 (C) 0.00 (C) (2,223,140.08) (D) 0.00 (D)
SWFS Adjustment #B7200066 Investment Adjustment SWFS Adjustment #B7200092 Receivable Adjustment SWFS Adjustment #B7200126 Receivable Adjustment SWFS Adjustment Pending Receivable Adjustment Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	0.00 (C) 0.00 (C) 0.00 (C) 0.00 (C) (2,223,140.08) (D) 0.00 (D)
SWFS Adjustment #B7200092 Receivable Adjustment SWFS Adjustment #B7200126 Receivable Adjustment SWFS Adjustment Pending Receivable Adjustment Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	0.00 (C) 0.00 (C) 0.00 (C) (2,223,140.08) (D) 0.00 (D)
SWFS Adjustment #B7200126 Receivable Adjustment SWFS Adjustment Pending Receivable Adjustment Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	0.00 (C) 0.00 (C) (2,223,140.08) (D) 0.00 (D)
SWFS Adjustment Pending Receivable Adjustment Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	0.00 (C) (2,223,140.08) (D) 0.00 (D)
Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	(2,223,140.08) (D)
Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	0.00 (D)
Approved FCO Certified Forward per LAS/PBS Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	0.00 (D)
Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories	
A/P not C/F-Operating Categories	(62,920,681.09) (D)
Installment Purchase Contracts (GL 38500, 48500)	0.00 (D)
	2,236,101.89 (D)
Compensated Absences (GL 38600)	385,223.17 (D)
Compensated Absences (GL 48600)	1,150,325.78 (D)
Capital Leases 38700 & 48700	43,267,710.10 (D)
Accrued Interest (GL 32900)	29,566.27 (D)
Deferred Inflows (GL 49200)	1,023,401.00 (D)
Anticipated Revenues - FCO	47,381,777.03 (D)
Anticipated Transfer In from TF 2313 BE 72400100 via SBA	
	8,160,972
ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	0.00 (F)
DIFFERENCE:	0.00 (G)

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2024 - 2025					
Department:	Management S	ervices	Chief Internal Auditor:	Steven Meredith	-
Budget Entity: Facilities Management		ement	Phone Number:	850-487-9476	=
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
DMS OIG Report	*	Facilities Management	This audit and its associated documents and	Confidential and exempt from public disclosure pursuant	
No. IA 2022-27	July 2022		findings are confidential and exempt from	to §282.318, Florida Statutes.	
			public disclosure pursuant to §282.318, Florida Statutes.		
			Statutes.		

SCHEDULE IV-B FOR HEATING, VENTILATION, AND AIR CONDITIONING DEVICE REFRESH

For Fiscal Year 2023-24



September 1, 2023

DEPARTMENT OF MANAGEMENT SERVICES

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SCHEDULE IV-B FOR HEATING, VENTILATION, AND AIR CONDITIONING DEVICE REFRESH			
Confidence in the continuous and con			
DEPARTMENT OF MANAGEMENT SERVICES	_		
	Dog 2 of 17		

I. Schedule IV-B Cover Sheet

Schedule IV-B Cove	er Sheet and Agency Project Approval
Agency:	Schedule IV-B Submission Date:
Department of Management Services	
Project Name:	Is this project included in the Agency's LRPP?
Heating, Ventilation, and Air Conditioning Device Refresh	Yes No
FY 2023-24 LBR Issue Code:	FY 2023-24 LBR Issue Title:
Agency Contact for Schedule IV-B (Name, Pho	one #, and E-mail address):
James Forehand, 850-544-6953, james.forehand	d@dms.fl.gov
AGENCY .	APPROVAL SIGNATURES
estimated costs and benefits documented in the	support of our legislative budget request. I have reviewed the Schedule IV-B and believe the proposed solution can be delivered s to achieve the described benefits. I agree with the information in
Agency Head:	Date:
Printed Name:	
Agency Chief Information Officer (or equivaler	nt): Date:
	Buc.
Printed Name:	
Budget Officer:	Date:
Printed Name:	
Planning Officer:	Date:
Printed Name:	
Project Sponsor:	Date:
	Date.
Printed Name:	
Schedule IV-B Preparers (Name, Phone #, and I	E-mail address):
Business Need:	James Forehand, 850-544-6953, james.forehand@dms.fl.gov
Cost Benefit Analysis:	James Forehand, 850-544-6953, james.forehand@dms.fl.gov
Risk Analysis:	James Forehand, 850-544-6953, james.forehand@dms.fl.gov
Technology Planning:	James Forehand, 850-544-6953, james.forehand@dms.fl.gov
Project Planning:	James Forehand, 850-544-6953, james.forehand@dms.fl.gov

General Guidelines

The Schedule IV-B contains more detailed information on information technology (IT) projects than is included in the D-3A issue narrative submitted with an agency's Legislative Budget Request (LBR). The Schedule IV-B compiles the analyses and data developed by the agency during the initiation and planning phases of the proposed IT project. A Schedule IV-B must be completed for all IT projects when the total cost (all years) of the project is \$1 million or more.

Schedule IV-B is not required for requests to:

- Continue existing hardware and software maintenance agreements,
- Renew existing software licensing agreements that are similar to the service level agreements currently in use, or
- Replace desktop units ("refresh") with new technology that is similar to the technology currently in use.
- Contract only for the completion of a business case or feasibility study for the replacement or remediation of an existing IT system or the development of a new IT system.

Documentation Requirements

The type and complexity of an IT project determines the level of detail an agency should submit for the following documentation requirements:

- Background and Strategic Needs Assessment
- Baseline Analysis
- Proposed Business Process Requirements
- Functional and Technical Requirements
- Success Criteria
- Benefits Realization
- Cost Benefit Analysis
- Major Project Risk Assessment
- Risk Assessment Summary
- Current Information Technology Environment
- Current Hardware/Software Inventory
- Proposed Technical Solution
- Proposed Solution Description
- Project Management Planning

Compliance with s. 216.023(4)(a)10, F.S. is also required if the total cost for all years of the project is \$10 million or more.

A description of each IV-B component is provided within this general template for the benefit of the Schedule IV-B authors. These descriptions and this guidelines section should be removed prior to the submission of the document.

Sections of the Schedule IV-B may be authored in software applications other than MS Word, such as MS Project and Visio. Submission of these documents in their native file formats is encouraged for proper analysis.

The Schedule IV-B includes two required templates, the Cost Benefit Analysis and Major Project Risk Assessment workbooks. For all other components of the Schedule IV-B, agencies should submit their own planning documents and tools to demonstrate their level of readiness to implement the proposed IT project. It is also necessary to assemble all Schedule IV-B components into one PDF file for submission to the Florida Fiscal Portal and to ensure that all personnel can open component files and that no component of the Schedule has been omitted.

Submit all component files of the agency's Schedule IV-B in their native file formats to the Office of Policy and Budget and the Legislature at IT@LASPBS.STATE.FL.US. Reference the D-3A issue code and title in the subject line.

II. Schedule IV-B Business Case - Strategic Needs Assessment

A. Background and Strategic Needs Assessment

Purpose: To clearly articulate the business-related need(s) for the proposed project.

1. Business Need

This request seeks to refresh the devices responsible for managing Heating, Ventilation, and Air Conditioning (HVAC) systems across 44 facilities within the Florida Facility Pool (FFP). These devices, commonly referred to as HVAC control devices, play a crucial role in regulating temperature, humidity, fresh air intake, exhaust, and airborne contaminants by effectively managing the operation of extensive HVAC equipment. It is worth noting that these HVAC control devices are tangible components installed within mechanical rooms.

Out of the 431 tier one HVAC control devices in the FFP, 46 percent, or 198 devices are obsolete. Regrettably, this means parts and service are no longer available from authorized vendors. This situation diminishes the Department's ability to quickly recover from a device failure. The unavailability of replacement parts raises concerns about the potential for widespread HVAC equipment outages. Insufficient capital to replace obsolete HVAC control devices poses a significant challenge in maintaining the enterprise's operations.

The FFP houses 31 state agencies and divisions whose public-facing core mission is to provide services to the taxpayers of Florida including regional service centers in 16 major markets. The FFP accommodates key members from the Executive Office of the Governor, as well as the judicial and executive branches of state government. Additionally, the FFP houses essential functions such as the Northwest Regional Data Center, State Emergency Operations Center, the Office of Legislative Information Technology Services data center, Florida Department of Law Enforcement Headquarters, Florida Department of Corrections Operations Center, and the Division of Retirement Contact Center. Without adequate funding, the crucial task of upgrading outdated HVAC controls devices becomes increasingly difficult, potentially hindering the overall efficiency and functionality of these vital services and operations.

HVAC Control devices are considered Critical Infrastructure by the Department of Homeland Security's Cybersecurity & Infrastructure Security Agency (CISA). The potential ramifications of hacked or failed HVAC control devices could have profound consequences, including data loss, operational disruptions, and denial of service to citizens of Florida. Loss of control or failure of HVAC controls devices can lead to a lack of cooling causing critical IT equipment to overheat and subsequently shutdown. Furthermore, obsolete systems are particularly vulnerable to cybersecurity threats, exposing them to potential attacks and exploitation. Threat actors may exploit these vulnerabilities to hold state government data or systems hostage through ransomware attacks. According to Sophos.com, ransomware attacks on and extortion of state and local governments increased 70 percent from 2020 to 2021. Notably, the CISA has observed a drastic uptick in exploitation of Critical Infrastructure systems underscoring the urgent need for updates to mitigate these risks effectively.

The National Institute of Standards and Technology (NIST) publishes Common Vulnerabilities and Exposures (CVE) lists to identify vulnerabilities in hardware and software components. Exploiting the vulnerabilities can have detrimental effects on the confidentiality, integrity, or availability of data and systems. The severity of each risk is assessed on a scale ranging from NONE to CRITICAL. A substantial number of HVAC Control devices are on one or more CVEs. Seven of these CVEs have been classified as presenting a CRITICAL risk, while an additional eight are classified as HIGH risk. Due to obsolescence, manufacturers will not address these vulnerabilities which creates severe cybersecurity gaps within our critical infrastructure.

Title	Severity	# Devices	Title	Severity	# Devices
CVE 2017-9946	High	230	CVE 2021-31883	High	29
CVE 2017-9947	Medium	230	CVE 2021-31884	Critical	29
CVE 2019-13939	High	394	CVE 2021-31885	High	29
CVE 2021-27391	Critical	400	CVE 2021-31886	Critical	29

CVE 2021-31344	Medium	30	CVE 2021-31887	High	29
CVE 2021-31345	Critical	29	CVE 2021-31888	High	29
CVE 2021-31346	Critical	29	CVE 2021-31889	Critical	24
CVE 2021-31881	High	29	CVE 2021-31890	Critical	24
CVE 2021-31882	High	29			

Number of HVAC Control Devices with Known Vulnerabilities

The persistent use of outdated equipment significantly heightens the likelihood of system malfunctions, breakdowns, and failures, ultimately compromising indoor air quality. The accumulation of carbon dioxide and other airborne impurities poses a threat to the air quality within the facilities, leading to increased discomfort among occupants. This, in turn, is likely to trigger a surge in complaints related to indoor air quality. The adverse effects experienced by individuals can range from reduced cognitive function and fatigue to an amplified perceived risk of infections and exacerbated respiratory conditions. To prevent these detrimental outcomes, prompt action is necessary to address the issue of obsolete equipment and ensure a healthier and more comfortable environment for everyone involved.

Functional obsolescence will result in deteriorated efficiencies with negative impacts on the environment and escalated operating costs. Inefficient equipment operation consumes excessive natural resources, contributes to emission of greenhouse gases, and intensifies air and water pollution. Utility rates have increased significantly in eight of nine categories over the past 10 years with an 8.5 percent increase in Tallahassee in 2022. DMS successfully limited the effects of these rate increases through strategic investment in FFP facilities. Similar investments to upgrade tier one HVAC control devices will avert the potential adverse outcomes and secure a more sustainable and cost-effective future.

2. Business Objectives

The primary objective is to refresh tier one HVAC Control devices in accordance with the schedule below.

Device Replacement S	Device Replacement Schedule				
Appropriation Year	Facility	Estimated Project Completion Date			
FY 2024-25	 Fort Myers Regional Service Center Jacksonville Regional Service Center (RSC) – Singleton Bldg A Jacksonville RSC – Singleton Bldg B Jacksonville RSC – Singleton Cafe Jacksonville RSC – Singleton Central Energy Plant Jacksonville RSC – Singleton FDLE Office/Lab Jacksonville RSC – Singleton Joint Dispatch Center James Building 	FY 2025-26			
	9. Lakeland RSC 10. North Broward RSC				
FY 2025-26	 11. Dimick 12. FDLE Miami 13. Opa Locka RSC North 14. Opa Locka RSC South 15. Holland 16. Carlton 17. Carr 18. Douglas 	FY 2026-27			
FY 2026-27	 19. Collins 20. Fletcher 21. Larson 22. Pepper 23. Records Storage Center 24. Records Storage Annex 	FY 2027-28			

	25. Turlington	
	26. Capitol Circle Office Complex (CCOC) 2540 - Gunter	
	27. CCOC 2555 - Sadowski	
	28. CCOC 2575 - Rudd	
57, 2027, 20	29. CCOC 2585 - DOH	5V 2020 2020
FY 2027-28	30. CCOC 4025	FY 2028-2029
	31. CCOC 4030	
	32. CCOC 4040	
	33. CCOC 4042	
	34. CCOC 4050	
	35. CCOC 4052	
	36. CCOC 4055	
	37. CCOC 4065 – Central Energy Plant	
	38. CCOC 4070	
	39. CCOC 4075	
	40. CCOC Northwest Regional Data Center	
EV 2020 20	41. CCOC First District Court of Appeals	FV 2020 20
FY 2028-29	42. CCOC 2450 – DOR #1	FY 2029-30
	43. CCOC 2450-2 Building DOR #2	
	44. CCOC 2450-3 Building DOR #3	

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)

The existing business process relies on tier one HVAC Control devices to regulate HVAC equipment and ensure optimal temperature and humidity levels within FFP Facilities. This encompasses various HVAC equipment operations:

- Start / Stop
- Speed
- Pressure
- Flow

DMS is solely responsible for the overall management of the FFP including year-round heating and cooling operations. DMS provides continuous, around-the-clock management of HVAC equipment to guarantee a comfortable working environment for all occupants of the FFP. This is made possible through utilization of tier one HVAC controls devices which empowers DMS with crucial oversight capabilities.

2. Assumptions and Constraint

Cost estimates to replace tier one HVAC controls devices are based on costs of similarly sized projects plus the current rate of inflation. Requested funding may be insufficient if cost increases occur in any of the following categories: inflation, labor, materials, fuel, manufacturing.

A shortage of available contractors capable of completing the construction design and executing the necessary work could potentially lead to project cancellations or extension of construction timelines beyond the estimated completion dates.

There is also the potential for a delay in receiving parts due to supply chain issues, a semiconductor shortage, and insufficient raw materials. These issues may lead to an extension of construction timelines beyond the estimated completion dates.

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

The proposed business process requirements do not change from the current requirements. The introduction of a new type of HVAC Control device is less impactful compared to the act of replacement itself. An apt analogy would be replacing a worn-out part in a vehicle, such as the alternator, fuel pump, or tires. Although the new part may be from a different brand, it serves the same fundamental purpose, and the vehicle's overall functionality remains unaltered. Similarly, the replacement of tier one HVAC Control devices follows the same principle—the new device may be from a different manufacturer but must possess the capability to control the same HVAC equipment operations just as effectively as the existing device.

2. Business Solution Alternatives

The following business solution alternatives were evaluated.

- (a) Maintain the status quo (Not Recommended) An option to continue using the tier one HVAC control devices.
- (b) Refresh the tier one HVAC controls devices (Recommended) An option to replace all tier one HVAC Control devices to meet operational needs.

3. Rationale for Selection

Replacement is the only option when considering the current level of functional obsolescence and inherent risks of maintaining the status quo.

4. Recommended Business Solution

Replacement of existing tier one HVAC Control devices with new devices powered by the Niagara Framework is the proposed business solution. The proposed solution is in line with the Florida Strategic Plan for Economic Development by supporting improved efficiency and effectiveness of government at all levels.

- (a) New HVAC control devices can utilize precise sensors that provide more consistent climate control. The exacting data offered by these sensors is utilized by new HVAC Control devices to regulate valves, dampers, and outside air resulting in reduced energy consumption. While exact ROI is unquantifiable, numerous studies have shown smart HVAC controls devices can reduce operating costs which will contribute to long-term cost savings for the state.
- (b) The U.S. General Services Administration conducted a study on the cost savings achieved through advanced HVAC controls retrofits in federal buildings. They reported an average energy reduction of 27 percent. A study published by the American Council for an Energy-Efficient Economy found that upgrade to a single smart HVAC Controls component could result in energy savings of 5–15 percent.

In addition, refresh of tier one HVAC Control devices is linked to the Governor's priority to Restore and Protect Florida's Environment and the priority for Economic Development and Job Creation.

- (c) New HVAC controls devices will play a role in helping to improve energy efficiency while limiting the state's carbon footprint. Curbing greenhouse gas emissions contributes to mitigating their harmful effects which is a huge win toward protecting Florida's environment.
- (d) The installation and maintenance of new HVAC controls devices will create a range of employment opportunities for skilled contractors and technicians. Such opportunities will contribute to the growth and development of the local economy in 17 major markets.
- (e) Furthermore, refresh of tier one HVAC Control Devices will contribute to cybersecurity risk

mitigation and enhanced indoor air quality and comfort. The cost to recover from a cybersecurity attack can be significant. In 2022, cybercrimes cost Florida an estimated \$845 million which ranks second highest in the United States according to Statista.com. Cybersecurity attacks at Target, Google headquarters in Australia, and the Boston Children's Hospital used HVAC controls devices as an entry point to the enterprise network. Investing in new HVAC controls will reduce the likelihood of cyberattacks and their associated costs, such as financial losses due to data breaches or expenses incurred for recovery and remediation efforts.

(f) New HVAC controls devices will have an impact on comfort levels and indoor air quality, ultimately leading to the creation of a healthier and more conducive environment for all occupants. By optimizing temperature regulation, ventilation, and air filtration, these advancements will ensure that individuals enjoy improved air quality, which in turn will foster increased productivity and well-being.

C. Functional and Technical Requirements

Purpose: To identify the functional and technical system requirements that must be met by the project.

Specific HVAC Control device type and size is determined during the construction design phase based on application, facility, equipment, and operational factors. Devices are required to comply with Division 25, Integrated Automation Specifications which are part of the DMS Design and Construction Guidelines.

1. Functional Requirements

- (a) Temperature Control: The control device will be capable of receiving temperature input from sensors and adjusting the heating or cooling output accordingly.
- (b) Humidity Control: The control device will be capable of receiving relative humidity input from sensors and adjusting the HVAC equipment accordingly.
- (c) Ventilation Control: The control device will have the ability to regulate the ventilation system, including the intake and exhaust of fresh air. It will be capable of adjusting the airflow rates, controlling dampers, and ensuring proper air exchange based on occupancy and indoor air quality requirements.
- (d) Mode Selection: The control device will offer different operating modes, such as heating, cooling, and emergency override based on facility needs and HVAC equipment capabilities.
- (e) Scheduling and Timers: The control device will include scheduling functionality. This will allow users to program specific temperature or mode settings at different times of the day or week, providing energy savings and customized comfort.
- (f) Fault Detection: The control device will be able to monitor the HVAC system for any faults or malfunctions. It will have the capability to detect issues such as equipment faults or system abnormalities and provide appropriate alerts or error messages.
- (g) Energy Efficiency Optimization: The control device will have the ability to optimize energy usage. This can involve features such as adaptive control algorithms, occupancy sensing, or load shedding capabilities to minimize energy consumption while maintaining comfort.
- (h) User Interface: The control device will provide an interface for users to interact with the system. This can include physical interfaces such as buttons or touchscreens, as well as remote control options through mobile applications or web interfaces.
- (i) Connectivity and Integration: The control device will be capable of connectivity with other building automation devices and equipment allowing for remote access, monitoring, and integration with other systems.
- (j) System Safety: The control device will incorporate safety features to protect the HVAC system and the occupants. This may include over-temperature protection, fault shutdown, emergency ventilation modes, or air quality monitoring.
- 2. Technical Requirements

SCHEDULE IV-B FOR HEATING, VENTILATION, AND AIR CONDITIONING DEVICE REFRESH

The minimum device requirements are listed below:

- (a) Basis of design for tier one HVAC Control devices shall be a Major Equipment Controller (MEC) running the Niagara Framework with no connectivity restrictions.
- (b) Modular, Internet Protocol (IP)-based controller with network management and web-serving capability remotely programmable by Tridium Niagara 4 Supervisor.
- (c) Tridium Niagara installations require a controller running the Niagara Framework with a Niagara Compatibility Statement (NiCS) supporting vendor-agnostic interoperability.
- (d) BACnet installations require a native BACnet controller listed by the BACnet Testing Laboratory (BTL) as a BACnet Building Controller (B-BC) supported by a Protocol Implementation Conformance Statement (PICS).

The minimum hardware requirements for a Major Equipment Controller (tier one HVAC Control device) are listed below:

- (a) Programmable and expandable IO.
- (b) Isolated RS-485 serial port connection.
- (c) 10/100 Mbps Ethernet port.
- (d) Real-time clock.
- (e) Firmware upgradable over-the-network.
- (f) 24-VAC supply.

The minimum software requirements for a Major Equipment Controller are listed below:

- (a) MECs shall be fully programmable within any vendor's version of the Niagara Workbench.
- (b) MECs requiring a specific version of Workbench, or additional software to be programmed are not authorized.

The required programmable feature must include:

- (a) Time-of-day scheduling.
- (b) Calendar-based scheduling.
- (c) Holiday scheduling.
- (d) Temporary schedule overrides.
- (e) Start-Stop Time Optimization.
- (f) Automatic Daylight Savings Time Switch-over.
- (g) Night setback control.
- (h) Enthalpy switchover (economizer).
- (i) Peak demand limiting.

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.

Several quantitative and qualitative factors will be employed to assess the effectiveness of each project aimed at refreshing tier one HVAC Control devices. Although temperature and humidity regulation serve as key criteria for such projects, it is crucial to acknowledge that success hinges on several additional factors. These factors encompass the age of the facility, the condition of the HVAC equipment, and the functionality of sensors.

SCHEDULE IV-B FOR HEATING, VENTILATION, AND AIR CONDITIONING DEVICE REFRESH

The Realization Start Date indicated in the table below, and other tables that follow, represents the earliest time when initial benefits begin to be realized. Full realization of benefits will not occur until all tier one HVAC Control devices are replaced by the end of the fiscal year 2029-2030.

	Success Criteria Table						
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)			
1	Regulate temperature in FFP facilities.	Facility space temperatures of 74° during summer and 70° during winter.	DMS, 31 tenant agencies and divisions, and citizens who visit the facilities.	07/25 – 12/30			
2	Regulate humidity in FFP facilities.	Facility relative humidity between 45 – 65 percent.	DMS, 31 tenant agencies and divisions, and citizens who visit the facilities.	07/25 – 12/30			
3	Control HVAC equipment start/stop	Equipment starts and stops when needed	DMS, 31 tenant agencies and divisions, and citizens who visit the facilities.	07/25 – 12/30			
4	Control HVAC equipment speed	Equipment speed is regulated in accordance with the design and engineering specifications	DMS, 31 tenant agencies and divisions, and citizens who visit the facilities.	07/25 – 12/30			
5	Control HVAC equipment pressure	Pressure is regulated in accordance with the design and engineering specifications	DMS, 31 tenant agencies and divisions, and citizens who visit the facilities.	07/25 – 12/30			
6	Control HVAC equipment flow	Flow is regulated in accordance with the design and engineering specifications	DMS, 31 tenant agencies and divisions, and citizens who visit the facilities.	07/25 – 12/30			

In addition to the criteria above, each tier one HVAC Control device undergoes a commissioning process during the project to thoroughly test and verify that the device is properly installed and controlling HVAC equipment according to the standards in the design and engineering documentation. Commissioning is performed by a certified commissioning agent and is required to be performed in all HVAC Control device replacement projects, regardless of size or complexity. The commissioning process can vary somewhat by project, system, and design parameters, but typically it includes these phases:

- 1. Pre-commissioning. This step involves reviewing the design documents and specifications and developing a commissioning plan.
- 2. Commissioning. This step involves inspecting the HVAC Control devices and all components, testing them

to ensure they are operating correctly, and adjusting as needed.

3. Post-commissioning. This step involves documenting the commissioning process and results and providing training to the building's staff on how to operate and maintain the HVAC systems.

IV. Schedule IV-B Benefits Realization and Cost Benefit Analysis

A. Benefits Realization Table

Purpose: To calculate and declare the tangible benefits compared to the total investment of resources needed to support the proposed IT project.

Refresh of tier one HVAC Control devices will alleviate functional obsolescence, mitigate cybersecurity risks, prevent indoor air quality complaints, while safeguarding the ability of the 31 state agencies and divisions housed in the FFP to deliver vital services to citizens of Florida.

	BENEFITS REALIZATION TABLE						
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)		
1	Regulation of temperature and humidity in FFP facilities.	DMS, 31 tenant agencies and divisions, and citizens who visit the facilities.	Control of HVAC equipment.	Facility space temperatures of 74° during summer, 70° during winter, with relative humidity between 45 – 65 percent.	07/25 – 12/30		
2	Mitigation of cybersecurity risks	DMS, 31 tenant agencies and divisions, and citizens who visit the facilities.	Refresh of tier one HVAC Control devices	The number of obsolete tier one HVAC Control devices in use across the portfolio is reduced	07/25 – 12/30		
3	Prevention of indoor air quality issues	DMS, 31 tenant agencies and divisions, and citizens who visit the facilities.	Refresh of tier one HVAC Control devices	No data loss, operational disruptions, or denial of service because of a cyber-attack.	07/25 – 12/30		

B. Cost Benefit Analysis (CBA)

Purpose: To provide a comprehensive financial prospectus specifying the project's tangible benefits, funding requirements, and proposed source(s) of funding.

A cost benefit analysis is attached using the required forms on the Florida Fiscal Portal.

Cost Benefit Analysis				
Form	Description of Data Captured			
CBA Form 1 - Net Tangible Benefits	Agency Program Cost Elements: Existing program operational costs versus the expected program operational costs resulting from this project. The agency needs to identify the expected changes in operational costs for the program(s) that will be impacted by the proposed project.			
	Tangible Benefits: Estimates for tangible benefits resulting from implementation of the proposed IT project, which correspond to the benefits identified in the Benefits Realization Table. These estimates appear in the year the benefits will be realized.			
CBA Form 2 - Project Cost Analysis	Baseline Project Budget: Estimated project costs. Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, Grants. Characterization of Project Cost Estimate.			
CBA Form 3 - Project Investment Summary	Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates: • Return on Investment • Payback Period • Breakeven Fiscal Year • Net Present Value • Internal Rate of Return			

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.

A project risk assessment is attached using the required forms on the Florida Fiscal Portal.

VI. Schedule IV-B Technology Planning

Purpose: To ensure there is close alignment with the business and functional requirements and the selected technology.

A. Current Information Technology Environment

1. Current System.

Existing tier one HVAC Control devices are connected to the Siemens APOGEE Insight building automation system (BAS). The obsolete tier one HVAC Control devices communicate at a 9600 baud rate, six times slower than traditional dial-up internet. The service tool for these devices requires a computer running Windows 7 operating system. The service tool and Windows 7 are both no longer supported by their respective manufacturers. Siemens Industry, Inc. is no longer publishing security updates for the BAS or tier one legacy devices. HVAC Control device memory of 2 Mb or less limits collection of critical equipment and facility performance data.

- (a) There are approximately 200 users of the Siemens BAS. Less than 10 are power users.
- (b) HVAC Control devices and BAS are considered Critical Infrastructure by the CISA. As such, they must meet the cybersecurity requirements of Chapter 282 F.S. and Rule 60GG-2.
- (c) The Siemens BAS currently resides on a 12-year-old server running Windows Server 2008 operating system (OS). The OS is no longer supported by Microsoft. Attempts to install an image of the application onto a newer server with a supported OS have failed.
- (d) The Siemens BAS uses a syntax-based Power Process Programming Language to create programming instructions for HVAC equipment operation.
- (e) The Siemens BAS and its operation is well documented in installation manuals and detailed user guides.
- (f) There are no public or external interfaces with the Siemens BAS. A domain user account is required to access the Siemens BAS from the DMS network. Five client applications are hosted on computers using Windows 7 operating system which is no longer supported by Microsoft.
- (g) The Siemens BAS and associated client applications are hosted on computers running obsolete operating systems, all of which, are out of compliance with DMS' technology standards.
- (h) There are no existing service contracts. There are no full or part time employees with the primary responsibility to manage, service, or maintain the Siemens BAS. The DMS Office of Information Technology (IT) manages the IT resources supporting the Siemens BAS no differently than any other IT resource.
- (i) There are no operating costs associated with the Siemens BAS due to the absence of service and available parts.
- (j) Due to functional obsolescence, the Siemens BAS and tier one HVAC Control devices cannot meet DMS needs.
- (k) The Siemens BAS has been warm booted 170 times and cold booted twice since 1/1/2023 to resolve issues such as application hang, freeze, and crash.

B. Current Hardware and/or Software Inventory

The Siemens BAS application was initially purchased in 2008. It was retired by the manufacturer March 1, 2019. Below is the breakdown of tier one device status. There are no annual maintenance costs due to the lack of service and available parts.

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1. Modular Building Controllers:

Production: 1992-2008End of life: 2015Currently in use: 93

2. Floor Level Network Controllers:

Production: 1997-2008End of life: 2015Currently in use: 15

3. Modular Equipment Controllers:

Production: 1998-2010End of life: 2017Currently in use: 90

4. Programmable Controller-Compact

• Production: 2006 - currently in production

End-of-life: UnknownCurrently in use: 172

5. Programmable Controllers-Modular

• Production: 2009 - currently in production

End-of-life: UnknownCurrently in use: 61

C. Proposed Technical Solution

No new systems, applications, IT hardware or software are required as part of this request. New tier one HVAC Control devices will be integrated to the Tridium Niagara BAS purchased in 2014. Tridium Niagara is a proven, open-source platform compliant with Federal Information Processing Standards for data encryption, and supports public key infrastructure, single sign-on, and secure boot. Its modular, open-source configuration is compatible with legacy devices and equipment. A comprehensive suite of options enables the Tridium Niagara framework to address the challenges of creating device-to-enterprise applications. It provides the critical, cyber-secure device connectivity and data normalization capabilities needed to acquire and unlock operational data from device-level and equipment-level silos. The open-source model offers advantages over proprietary systems, such as flexibility, cost effectiveness, scalability, and competitive outsourcing.

The technical requirements for new tier one HVAC Control devices are published in Division 25 of the DMS Design and Construction Guidelines and covered in Section II-C. There are no anticipated changes or improvements to the current technical environment described in Section VI-A due to functional obsolescence.

1. Technical Solution Alternatives

Numerous brands of tier one HVAC Control devices are available on the market from global leaders in the industry. All can send inputs to HVAC equipment for temperature and humidity control. The list below is not all inclusive.

- Trane
- Johnson Controls
- Honeywell
- Delta
- Kreuter Manufacturing Company
- Vykon
- Automatic Logic Controls
- Alerton

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- Schneider Electric
- Tridium Niagara
- Distech
- Lynxspring
- Phoenix
- LG

2. Rationale for Selection

In 2018, the Division of Real Estate Development and Management formed a committee to address DMS' aging building automation infrastructure. The committee, staffed by a functionally diverse cross section of leaders and subject matter experts from across the division including the DMS Office of Information Technology, met in March 2018, to select a new type and brand of tier one HVAC Control device. The nine categories below were used to compare alternatives in section VI-C to select a new product.

- Vendor Independence
- Interoperability
- Graphics
- Trends
- Alarming
- Protocol Support
- Vendor Support
- Competitive Bidding
- Third Party Applications

The committee unanimously selected devices running the Tridium Niagara Framework as the new tier one HVAC Control device. This type and brand of device was deemed the best solution to fit the varied and complex application, facility, equipment, and operational needs across the portfolio. The devices are secure, scalable, and integrate with existing legacy equipment and devices, and are cost effective due to competitive outsourcing unlike proprietary devices. There is more than a dozen authorized Tridium distributors at over 40 locations in Florida. The Tridium Marketplace website lists hundreds of approved and certified third-party applications for access control, analytics, energy management, intelligent lighting, and video integration, to name a few. The flexibility and interoperability of Tridium Niagara Framework will allow disparate systems and devices to be integrated into a single platform resulting in normalized, actionable data. It will also enable DMS to competitively bid system maintenance, service, migration, and expansion, which is not possible with a proprietary device and system.

3. Recommended Technical Solution

The recommended solution is to replace existing tier one HVAC Control devices with device running the Niagara Framework for all the reasons identified throughout this document. This option will allow the Division to meet its statutory and bond covenant obligations and implement efficiency strategies to help mitigate the investment cost.

D. Proposed Solution Description

1. Summary Description of Proposed System

No new systems, applications, IT hardware or software are required as part of this request. DMS has been installing devices running the Niagara Framework and integrating them to the Tridium Niagara BAS since 2018. It is DMS' intent to continue purchasing tier one HVAC Control devices fully compatible with the Niagara Framework regardless of funding source. This request will accelerate the replacement of obsolete HVAC Control devices with modern, robust equipment containing feature sets not available 20 years ago.

2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)

There are no platform, hardware, or data centers requirements. There is no anticipated software or staffing needs. Ongoing maintenance costs are currently funded by \$50,000 recurring in the Expenses (040000) appropriations category from a fiscal year 2019-2020 legislative budget request.

E. Capacity Planning (historical and current trends versus projected requirements)

Data center service is not required.

VII. Schedule IV-B Project Management Planning

Purpose: To require the agency to provide evidence of its thorough project planning and provide the tools the agency will use to carry out and manage the proposed project. The level of detail must be appropriate for the project's scope and complexity.

The Division excels at construction management, currently overseeing 300 construction projects totaling \$900 million. Refresh of tier one HVAC Control devices will occur during projects using proven construction management processes and principles. A professional project manager will supervise all phases of each project. Since 2018, the Division successfully managed similar projects involving the replacement of obsolete tier one HVAC Control devices and seamless integration of new devices, powered by the Niagara Framework, into the Tridium Niagara BAS at the following FFP facilities:

- Bob Martinez Center Twin Towers
- Alachua Regional Service Center North
- Alachua Regional Service Center East
- FDLE Tallahassee
- The Trammel building in Tampa
- The Rohde building in Miami

In addition, a multi-year HVAC renovation project at the state capital complex is underway where tier one HVAC Control devices, powered by the Niagara Framework, are currently being installed. Furthermore, as part of an independent initiative, the Senate opted for tier one HVAC Control devices running the Niagara Framework for their own HVAC project without any involvement from DMS in terms of input for device selection.

Individual projects will occur at the 43 designated locations mentioned in Section I-B. Each project will be overseen by a qualified professional engineer responsible for developing comprehensive construction documents that adhere to the DMS Design and Control Guidelines, as well as all relevant federal, state, and local building codes. The project's scope, schedule, quality assurance, risk management, and execution will be carried out following industry best practices approved by the Division. These practices are well-established and documented in numerous procedures, forms, and checklists utilized by the Bureau of Construction.

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.

Cost Benefit Analysis
CBAForm 1 - Net Tangible Benefits

Agency	Agency Dept of Mgmt Services		HVAC Device Refresh	

Net Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits CBAForm 1A															
Agency		FY 2024-25			FY 2025-26			FY 2026-27			FY 2027-28			FY 2028-29	
(Recurring Costs Only No Project Costs)	(a)	(b)	(c) = (a)+(b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)
			New Program												
	Existing		Costs resulting	Existing		Costs resulting	Existing		Costs resulting	Existing	Cost Change	Costs resulting	Existing		Costs resulting
	Program	Operational	from Proposed												
	Costs	Cost Change	Project												
A. Personnel Costs Agency-Managed Staff	\$0												\$0		
A.b Total Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-1.a. State FTEs (Salaries & Benefits)	\$0	1.7	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
A-1.b. State FTEs (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-2.a. OPS Staff (Salaries)	\$0	T ~	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.b. OPS (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-3.a. Staff Augmentation (Contract Cost)	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3.b. Staff Augmentation (# of Contractors)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. Application Maintenance Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
B-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-3. Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-4. Other Specify	\$0	1.7		\$0	\$0	\$0	\$0	\$0	T -	T >	\$0		\$0	\$0	
C. Data Center Provider Costs	\$0	\$0	\$0	\$0	\$0	•	\$0	\$0		7.7	\$0	\$0	\$0		
C-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
C-2. Infrastructure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
C-3. Network / Hosting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	~	\$0		\$0	\$0	\$0
C-4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other Specify	\$0	1.7		\$0	\$0	\$0	\$0	\$0	T -				\$0	\$0	
D. Plant & Facility Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
E. Other Costs	\$0			\$0			\$0	\$0		1.7			\$0		
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	T 1		\$0	\$0	
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
E-3. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total of Recurring Operational Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Additional Tangible Benefits:		\$0			\$0			\$0			\$0			\$0	
F-1. Specify		\$0			\$0			\$0			\$0			\$0	
F-2. Specify		\$0			\$0			\$0			\$0			\$0	
F-3. Specify		\$0			\$0			\$0			\$0			\$0	
Total Net Tangible Benefits:		\$0			\$0			\$0			\$0			\$0	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE CBAForm 1B								
Choose Type Estimate Confidence Enter % (+/-)								
Detailed/Rigorous		Confidence Level						
Order of Magnitude		Confidence Level	100%					
Placeholder		Confidence Level						

	Cost Benefit Analysis																				
	A	В	С	D	E	F	G	Н	1	J	K	L	M	N	0	Р	Q	R	S		T
1	Dept of Mgmt Services	HVAC Device Refresh										CBAForm 2A	Baseline Projec	t Budget							
	Costs entered into each row are mutually exclusive							1													
	do not remove any of the provided project cost ele	•	•	where applicable.		FY2024-2	25		FY2025-2	26		FY2026-2	7		FY2027-2	8		FY2028-29		1	TOTAL
2	Include only one-time project costs in this table	e. Include any recurring costs in CBA	Form 1A.																		
3				\$ -	\$	2,158,500		\$	2,592,100		\$	3,738,395		\$	2,681,056		\$	2,330,699		\$	13,500,750
				Current & Previous	1																
	Item Description		Appropriation	Years Project-			YR 1 Base			YR 2 Base			YR 3 Base			YR 4 Base			YR 5 Base		
4	(remove guidelines and annotate entries here)	Project Cost Element	Category	Related Cost	YR 1 # '	YR 1 LBR	Budget	YR 2 #	YR 2 LBR	Budget	YR 3 #	YR 3 LBR	Budget	YR 4#	YR 4 LBR	Budget	YR 5 # Y		Budget		TOTAL
	(· · · · · · · · · · · · · · · · · · ·	,																			
5	Costs for all state employees working on the project.	FTE	S&B	\$ -	0.00 \$	-	\$ -	0.00 \$	-	\$ -	0.00 \$	- :	-	0.00 \$	-	\$ -	0.00 \$	- \$	-	\$	-
6	Costs for all OPS employees working on the project.	OPS	OPS	\$ -	0.00		\$ -	0.00 \$	-	\$ -	0.00 \$	- :	-	0.00 \$	-	\$ -	0.00 \$	- \$	-	\$	-
			Contracted																		
7	Staffing costs for personnel using Time & Expense.	Staff Augmentation	Services	\$ -	0.00 \$	-	\$ -	0.00 \$	-	\$ -	0.00 \$	- ;	-	0.00 \$	-	\$ -	0.00 \$	- \$	-	\$	-
			Contracted																	١.	
8	Project management personnel and related deliverables	Project Management	Services	\$ -	0.00 \$	-	\$ -	0.00 \$	-	\$ -	0.00 \$	- :	-	0.00 \$	-	\$ -	0.00 \$	- \$	-	\$	-
			Contracted						_,			101			_,						
9	Construction Design	Project Planning/Analysis	Services	\$ -	0.00 \$	79,090	\$ -	0.00 \$	74,470	\$ -	0.00 \$	121,660	5 -	0.00 \$	51,150	\$ -	0.00 \$	60,720 \$	<u>-</u>	\$	387,090
			Contracted		0.00	110 005	•	0.00	444 =05	•	0.00	100 100		0.00	70 -0-	•	0.00	04.000			= 00 00=
10	Construction Commissioning	Project Oversight	Services	\$ -	0.00 \$	118,635	\$ -	0.00 \$	111,705	\$ -	0.00 \$	182,490	-	0.00 \$	76,725	\$ -	0.00 \$	91,080 \$	-	\$	580,635
			Contracted			0=0.04=	•					10= 010			4=0.00=			0.40 =00			
11	Construction Management	Project Oversight	Services	\$ -	0.00 \$	276,815	\$ -	0.00 \$	260,645	\$ -	0.00 \$	425,810	<u> </u>	0.00 \$	179,025	\$ -	0.00 \$	212,520 \$	<u>-</u>	\$	1,354,815
40			Contracted		0.00	4 040 000	•	0.00 0	0.077.500	•	0.00	0.007.005		0.00 #	0.007.050	•	0.00	4 0 4 4 4 7 0			10 000 010
12	Construction	Consultants/Contractors	Services	\$ -	0.00 \$	1,612,060	\$ -	0.00 \$	2,077,580	\$ -	0.00 \$	2,897,835	-	0.00 \$	2,327,656	\$ -	0.00 \$	1,911,179 \$	-	\$	10,826,310
12	Hardware purchases not included in data center services.	Hardware	oco	· ·	\$	_	c	\$	_	¢	\$	- :		\$	_	c	\$	- \$	_	\$	
13	services.	панимаге	Contracted	- ·	Ψ	-	φ -	Ψ	-	φ -	Ψ	- ,	-	φ	-	Φ -	Ψ	- φ	-	3	
14	Commercial software purchases and licensing costs.	Commercial Software	Services	l ¢	•	_	¢	•		¢	\$	- :		\$		¢	•	¢			_
14	Commercial software purchases and licensing costs.	Commercial Software	OCIVICOS	<u>Ψ</u> -	Ψ	<u> </u>	Ψ -	Ψ	<u> </u>	ψ -	Ψ		-	Ψ	<u> </u>	Ψ -	Ψ	- ψ	<u>-</u>	-	
	Professional services with fixed-price costs (i.e. software	e	Contracted																		
	development, installation, project documentation)	Project Deliverables	Services	\$ -	\$	-	\$ -	\$	_	\$ -	\$	- :	-	\$	-	\$ -	\$	- \$	-	\$	_ !
	, , , , , , , , , , , , , , , , , , , ,	•	Contracted				•			•								<u> </u>			
16	All first-time training costs associated with the project.	Training	Services	\$ -	\$	-	\$ -	\$	-	\$ -	\$	- :	-	\$	-	\$ -	\$	- \$	-	\$	_
	Include the quote received from the data center provider	1																			
	for project equipment and services. Only include one-																				
	time project costs in this row. Recurring, project-related		5 . 6 .																		
	data center costs are included in CBA Form 1A.	Data Center Services - One Time	Data Center				•			•											
17	Other controls a consisce with included in the	Costs	Category Contracted	\$ -	\$	-	\$ -	\$	-	\$ -	\$	- :	-	\$	-	\$ -	\$	- \$	-	\$	-
40	Other contracted services not included in other categories.	Othor Samiona	Services	•			¢.			¢.	_			\$		¢.		•			
18	Include costs for non-state data center equipment	Other Services	Services	\$ -	\$	-	\$ -	\$	-	\$ -	\$	- ;	5 -	\$	-	Φ -	\$	- \$	-	→	-
	required by the project and the proposed solution (insert																				
	additional rows as needed for detail)	Equipment	Expense	\$ -	\$	_	\$ -	\$	_	\$ -	\$	- ;	6 -	\$	_	\$ -	\$	- \$	-	\$	
10	Include costs associated with leasing space for project	-4binone		<u> </u>	Ψ		¥	Ψ		¥	—			Ψ		Ψ	—	Ψ		_	
20	personnel.	Leased Space	Expense	\$ -	\$	_	\$ -	\$	_	\$ -	\$	- :	-	\$	_	\$ -	\$	- \$	_	\$	_
	Construction Contingency	Other Expenses		\$ -	0.00 \$	71,900	\$ -	\$	67,700	\$ -	\$	110,600	-	\$	46,500	\$ -	\$	55,200 \$			351,900
22		Total		\$ -		2,158,500		0.00 \$	2,592,100		0.00 \$	3,738,395		0.00 \$	2,681,056		0.00 \$	2,330,699 \$		\$	13,500,750
23		1									<u> </u>	<u> </u>			. ,			· · · · ·			
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25																					l
26																					
27																					
28																					

APPENDIX A Fiscal Year 2023-24

CBAForm 2 - Project Cost Analysis

Agency Dept of Mgmt Services		Project	HVAC Device Refresh

		PROJECT COST SUMMARY (from CBAForm 2A)							
PROJECT COST SUMMARY	FY	FY	FY	FY	FY	TOTAL			
PROJECT COST SOMMART	2024-25	2025-26	2026-27	2027-28	2028-29				
TOTAL PROJECT COSTS (*)	\$2,158,500	\$2,592,100	\$3,738,395	\$2,681,056	\$2,330,699	\$13,500,750			
CUMULATIVE PROJECT COSTS									
(includes Current & Previous Years' Project-Related Costs)	\$2,158,500	\$4,750,600	\$8,488,995	\$11,170,051	\$13,500,750				
Total Costs are carried forward to CBAForm3 Proje	ct Investment Sur	nmary worksheet.							

		PROJECT FUI	NDING SOURCES	- CBAForm 2B		
PROJECT FUNDING SOURCES	FY	FY	FY	FY	FY	TOTAL
	2024-25	2025-26	2026-27	2027-28	2028-29	
General Revenue	\$2,158,500	\$2,592,100	\$3,738,395	\$2,681,056	\$2,330,699	\$13,500,750
Trust Fund	\$0	\$0	\$0	\$0	\$0	\$0
Federal Match	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0
Other Specify	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INVESTMENT	\$2,158,500	\$2,592,100	\$3,738,395	\$2,681,056	\$2,330,699	\$13,500,750
CUMULATIVE INVESTMENT	\$2,158,500	\$4,750,600	\$8,488,995	\$11,170,051	\$13,500,750	

Characterization of Project Cost Estimate - CBAForm 2C							
Choose T	уре	Estimate Confidence	Enter % (+/-)				
Detailed/Rigorous		Confidence Level					
Order of Magnitude Check		Confidence Level	75%				
Placeholder		Confidence Level					

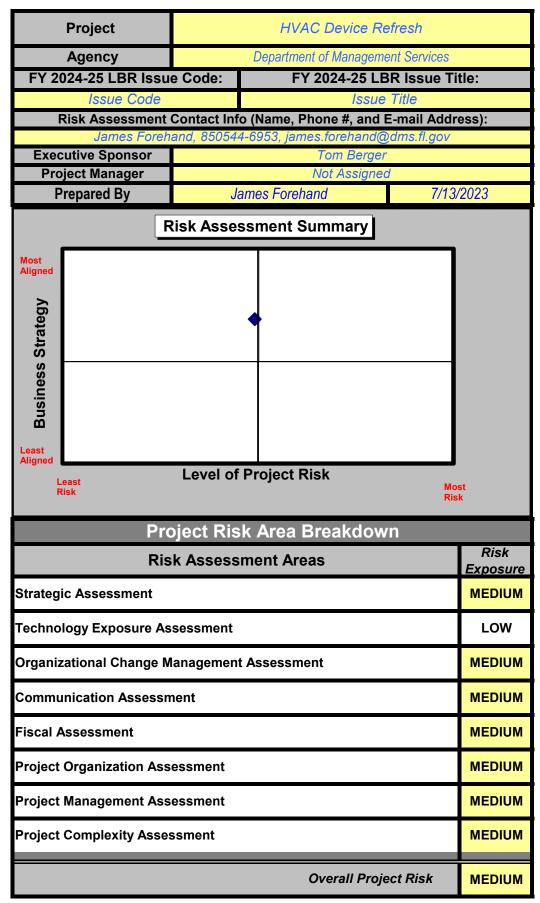
CBAForm 3 - Project Investment Summary

Agency	ncy Dept of Mgmt Services		HVAC Device Refresh
		-	

		COST BENEFIT ANALYSIS CBAForm 3A										
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	TOTAL FOR ALL YEARS						
Project Cost	\$2,158,500	\$2,592,100	\$3,738,395	\$2,681,056	\$2,330,699	\$13,500,750						
Net Tangible Benefits	\$0	\$0	\$0	\$0	\$0	\$0						
Return on Investment	(\$2,158,500)	(\$2,592,100)	(\$3,738,395)	(\$2,681,056)	(\$2,330,699)	(\$13,500,750						
Year to Year Change in Program Staffing	0	0	0	0	0							

	RETURN	I ON INVESTMENT ANALYSIS CBAForm 3B				
Payback Period (years) NO PAYBACK Period is the time required to recover the investment costs of the project.						
Breakeven Fiscal Year	NO PAYBACK	Fiscal Year during which the project's investment costs are recovered.				
Net Present Value (NPV)	(\$12,235,497)	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.				
Internal Rate of Return (IRR)	NO IRR	IRR is the project's rate of return.				

Investment Interest Earning Yield CBAForm 3C										
Fiscal FY FY FY FY										
Year	2023-24	2024-25	2025-26	2026-27	2027-28					
Cost of Capital	2.90%	3.10%	3.30%	3.40%	3.50%					



Agency: Department of Management Services

Project: HVAC Device Refresh Section 1 -- Strategic Area # Criteria Values Answer Are project objectives clearly aligned with the 1.01 0% to 40% -- Few or no objectives aligned 81% to 100% -- All or agency's legal mission? 41% to 80% -- Some objectives aligned nearly all objectives aligned 81% to 100% -- All or nearly all objectives aligned 1.02 Are project objectives clearly documented Not documented or agreed to by stakeholders Informal agreement by and understood by all stakeholder groups? Informal agreement by stakeholders stakeholders Documented with sign-off by stakeholders Are the project sponsor, senior management. Not or rarely involved Most regularly attend and other executive stakeholders actively Most regularly attend executive steering committee meetings executive steering involved in meetings for the review and Project charter signed by executive sponsor and executive committee meetings success of the project? team actively engaged in steering committee meetings 1.04 Has the agency documented its vision for Vision is not documented Vision is partially how changes to the proposed technology will Vision is partially documented documented improve its business processes? Vision is completely documented Have all project business/program area 0% to 40% -- Few or none defined and documented 81% to 100% -- All or requirements, assumptions, constraints, and 41% to 80% -- Some defined and documented nearly all defined and priorities been defined and documented? documented 81% to 100% -- All or nearly all defined and documented 1.06 Are all needed changes in law, rule, or policy No changes needed identified and documented? Changes unknown Changes are identified in concept only No changes needed Changes are identified and documented Legislation or proposed rule change is drafted Are any project phase or milestone Few or none completion dates fixed by outside factors, Some Few or none e.g., state or federal law or funding All or nearly all restrictions? What is the external (e.g. public) visibility of 1.08 Minimal or no external use or visibility Minimal or no external the proposed system or project? Moderate external use or visibility use or visibility Extensive external use or visibility What is the internal (e.g. state agency) Multiple agency or state enterprise visibility Use or visibility at division visibility of the proposed system or project? Single agency-wide use or visibility and/or bureau level only Use or visibility at division and/or bureau level only 1.10 Is this a multi-year project? Greater than 5 years Between 3 and 5 years Between 3 and 5 years Between 1 and 3 years year or less

Agency	y: Department of Management Services	Project:	HVAC Device Refresh	
		Section 2 Technology Area		
#	Criteria	Values	Answer	
2.01	Does the agency have experience working with, operating, and supporting the proposed technical solution in a production	Read about only or attended conference and/or vendor presentation		
	environment?	Supported prototype or production system less than 6 months	Installed and supported production system more	
		Supported production system 6 months to 12 months	than 3 years	
		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	External technical resources will be needed for		
	sufficient knowledge of the proposed technical		Internal resources have	
	solution to implement and operate the new system?	External technical resources will be needed through implementation only	sufficient knowledge for implementation and	
		Internal resources have sufficient knowledge for implementation and operations	operations	
2.03	Have all relevant technical alternatives/ solution options been researched, documented and considered?	No technology alternatives researched	All or nearly all alternatives documented	
		Some alternatives documented and considered		
		All or nearly all alternatives documented and considered	and considered	
2.04	Does the proposed technical solution comply with all relevant agency, statewide, or industry technology standards?	No relevant standards have been identified or incorporated into proposed technology	Proposed technology	
		Some relevant standards have been incorporated into the proposed technology	solution is fully compliant with all relevant agency, statewide, or industry	
		Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	standards	
2.05	Does the proposed technical solution require	Minor or no infrastructure change required		
	significant change to the agency's existing	Moderate infrastructure change required	Minor or no infrastructure	
	technology infrastructure?	Extensive infrastructure change required	change required	
		Complete infrastructure replacement		
2.06	Are detailed hardware and software capacity	Capacity requirements are not understood or defined	Capacity requirements	
	requirements defined and documented?	Capacity requirements are defined only at a conceptual level	are based on historical data and new system	
		Capacity requirements are based on historical data and new	design specifications and	
		system design specifications and performance requirements	performance requirements	

Agency: Department of Management Services

Project: HVAC Device Refresh

	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 Moderate changes to organization structure, staff or business processes Minimal changes to organization structure, staff or business processes structure	Minimal changes to organization structure, staff or business processes structure		
3.02	Will this project impact essential business processes?	Yes No	Yes		
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 81% to 100% All or nearly all processes defined and documented	81% to 100% All or nearly all processes defiined and documented		
3.04	Has an Organizational Change Management Plan been approved for this project?	Yes No	No		
3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change 1% to 10% FTE count change Less than 1% 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 Less than 1% 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) Moderate changes Minor or no 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 Minor or no 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) Recently completed project with fewer change requirements Recently completed project with similar change requirements Recently completed project with greater change requirements	Recently completed project with similar change requirements		

Agency: Agency Name Project: Project Name

Ŭ	y. Agency Nume		r roject. T roject rtaine				
	Section 4 Communication Area						
#	Criteria	Value Options	Answer				
4.01	Has a documented Communication Plan	Yes	Yes				
	been approved for this project?	No	162				
4.02	Does the project Communication Plan promote the collection and use of feedback	Negligible or no feedback in Plan					
	from management, project team, and business stakeholders (including end users)?	Routine 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	Yes	Yes				
	Communication Plan?						
4.04	Are all affected stakeholders included in the	Yes	Yes				
	Communication Plan?	No	162				
4.05	Have all key messages been developed and	Plan does not include key messages	Dian dage not include key				
	documented in the Communication Plan?	Some key messages have been developed	Plan does not include key				
		All or nearly all messages are documented	messages				
4.06	Have desired message outcomes and	Plan does not include desired messages outcomes and					
	success measures been identified in the	success measures	All or poorly all massages				
	Communication Plan?	Success measures have been developed for some	All or nearly all messages have success measures				
		messages	Have success measures				
		All or nearly all messages have success measures					
4.07		Yes	Yes				
	and assign needed staff and resources?	No	162				

Agency: Department of Management Services

Project: HVAC Device Refresh

#	Criteria	Section 5 Fiscal Area Values	Answer	
	Has a documented Spending Plan been	Yes	Yes	
	approved for the entire project lifecycle?	No	res	
5.02	Have all project expenditures been identified	0% to 40% None or few defined and documented	81% to 100% All or	
	in the Spending Plan?	41% to 80% Some defined and documented	nearly all defined and	
		81% to 100% All or nearly all defined and documented	documented	
5.03	What is the estimated total cost of this project	Unknown		
	over its entire lifecycle?	Greater than \$10 M		
		Between \$2 M and \$10 M	Greater than \$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	Yes	Vee	
	estimation model?	No	Yes	
5.05	What is the character of the cost estimates for	Detailed and rigorous (accurate within ±10%)		
	this project?	Order of magnitude – estimate could vary between 10-100%	Order of magnitude –	
		Placeholder – actual cost may exceed estimate by more than	estimate could vary between 10-100%	
		100%	Detweell 10-100 /6	
5.06	Are funds available within existing agency	Yes	No	
	resources to complete this project?	No	NO	
5.07	Will/should multiple state or local agencies	Funding from single agency	Funding from single	
	help fund this project or system?	Funding from local government agencies	agency	
		Funding from other state agencies	agonoy	
5.08	If federal financial participation is anticipated	Neither requested nor received		
	as a source of funding, has federal approval been requested and received?	Requested but not received	Neither requested nor	
	been requested and received?	Requested and received	received	
		Not applicable		
5.09	Have all tangible and intangible benefits been	Project benefits have not been identified or validated		
	identified and validated as reliable and achievable?	Some project benefits have been identified but not validated	All or nearly all project	
	acilievable:	Most project benefits have been identified but not validated	benefits have been identified and validated	
		All or nearly all project benefits have been identified and validated	identined and validated	
5.10	What is the benefit payback period that is	Within 1 year		
5.10	defined and documented?	Within 3 years		
	defined and documented:	Within 5 years	No soubsole	
		More than 5 years	No payback	
		No payback		
5.11	Has the project procurement strategy been	Procurement strategy has not been identified and documented		
	clearly determined and agreed to by affected	Stakeholders have not been consulted re: procurement strategy	Stakeholders have	
	stakeholders?		reviewed and approve	
		Stakeholders have reviewed and approved the proposed	 the proposed procurement strategy 	
		procurement strategy	procurement strategy	
5.12	What is the planned approach for acquiring	Time and Expense (T&E)		
	necessary products and solution services to	Firm Fixed Price (FFP)	Firm Fixed Price (FFP)	
	successfully complete the project?	Combination FFP and T&E	Firm Fixed Price (FFP)	
5.13	successfully complete the project? What is the planned approach for procuring	Combination FFP and T&E Timing of major hardware and software purchases has not yet	, ,	
5.13	successfully complete the project?	Combination FFP and T&E Timing of major hardware and software purchases has not yet been determined	Just-in-time purchasing of	
5.13	successfully complete the project? What is the planned approach for procuring	Combination FFP and T&E Timing of major hardware and software purchases has not yet	Just-in-time purchasing of hardware and software is	
5.13	successfully complete the project? What is the planned approach for procuring	Combination FFP and T&E Timing of major hardware and software purchases has not yet been determined Purchase all hardware and software at start of project to take	Just-in-time purchasing of hardware and software is documented in the project	
	successfully complete the project? What is the planned approach for procuring hardware and software for the project?	Combination FFP and T&E Timing of major hardware and software purchases has not yet been determined 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	Just-in-time purchasing of hardware and software is documented in the project	
5.14	successfully complete the project? What is the planned approach for procuring hardware and software for the project? Has a contract manager been assigned to this	Combination FFP and T&E Timing of major hardware and software purchases has not yet been determined 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	Just-in-time purchasing of hardware and software is documented in the project	
5.14	successfully complete the project? What is the planned approach for procuring hardware and software for the project?	Combination FFP and T&E Timing of major hardware and software purchases has not yet been determined 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 No contract manager assigned Contract manager is the procurement manager	Just-in-time purchasing of hardware and software idocumented in the project schedule	
5.14	successfully complete the project? What is the planned approach for procuring hardware and software for the project? Has a contract manager been assigned to this	Combination FFP and T&E Timing of major hardware and software purchases has not yet been determined 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 No contract manager assigned Contract manager is the procurement manager Contract manager is the project manager	Just-in-time purchasing of hardware and software is documented in the project	
5.14	successfully complete the project? What is the planned approach for procuring hardware and software for the project? Has a contract manager been assigned to this	Combination FFP and T&E Timing of major hardware and software purchases has not yet been determined 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 No contract manager assigned Contract manager is the procurement manager Contract manager is the project manager Contract manager assigned is not the procurement manager or	Just-in-time purchasing of hardware and software is documented in the project schedule	
5.14	successfully complete the project? What is the planned approach for procuring hardware and software for the project? Has a contract manager been assigned to this project?	Combination FFP and T&E Timing of major hardware and software purchases has not yet been determined 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 No contract manager assigned Contract manager is the procurement manager Contract manager is the project manager Contract manager assigned is not the procurement manager or the project manager	Just-in-time purchasing of hardware and software is documented in the project schedule	
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5.14 5.15	successfully complete the project? What is the planned approach for procuring hardware and software for the project? Has a contract manager been assigned to this project? Has equipment leasing been considered for the project's large-scale computing	Combination FFP and T&E Timing of major hardware and software purchases has not yet been determined 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 No contract manager assigned Contract manager is the procurement manager Contract manager is the project manager Contract manager assigned is not the procurement manager or the project manager Yes	Just-in-time purchasing of hardware and software in documented in the project schedule No contract manager assigned No All or nearly all selection	
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5.14 5.15	successfully complete the project? What is the planned approach for procuring hardware and software for the project? Has a contract manager been assigned to this project? Has equipment leasing been considered for the project's large-scale computing purchases? Have all procurement selection criteria and	Combination FFP and T&E Timing of major hardware and software purchases has not yet been determined 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 No contract manager assigned Contract manager is the procurement manager Contract manager is the project manager Contract manager assigned is not the procurement manager or the project manager Yes No No selection criteria or outcomes have been identified Some selection criteria and outcomes have been defined and documented All or nearly all selection criteria and expected outcomes have	Just-in-time purchasing of hardware and software is documented in the project schedule No contract manager assigned No All or nearly all selection criteria and expected outcomes have been	
5.14 5.15	successfully complete the project? What is the planned approach for procuring hardware and software for the project? Has a contract manager been assigned to this project? Has equipment leasing been considered for the project's large-scale computing purchases? Have all procurement selection criteria and outcomes been clearly identified?	Combination FFP and T&E Timing of major hardware and software purchases has not yet been determined 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 No contract manager assigned Contract manager is the procurement manager Contract manager is the project manager Contract manager is the project manager Contract manager assigned is not the procurement manager or the project manager Yes No No selection criteria or outcomes have been identified Some selection criteria and outcomes have been defined and documented All or nearly all selection criteria and expected outcomes have been defined and documented	Just-in-time purchasing chardware and software is documented in the project schedule No contract manager assigned No All or nearly all selection criteria and expected outcomes have been defined and documented	
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5.14 5.15 5.16	successfully complete the project? What is the planned approach for procuring hardware and software for the project? Has a contract manager been assigned to this project? Has equipment leasing been considered for the project's large-scale computing purchases? Have all procurement selection criteria and outcomes been clearly identified? Does the procurement strategy use a multistage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Combination FFP and T&E Timing of major hardware and software purchases has not yet been determined 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 No contract manager assigned Contract manager is the procurement manager Contract manager is the project manager Contract manager assigned is not the procurement manager or the project manager assigned is not the procurement manager or the project manager Yes No No No selection criteria or outcomes have been identified Some selection criteria and outcomes have been defined and documented All or nearly all selection criteria and expected outcomes have been defined and documented Procurement strategy has not been developed Multi-stage evaluation not planned/used for procurement Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	Just-in-time purchasing of hardware and software idocumented in the project schedule No contract manager assigned No All or nearly all selection criteria and expected outcomes have been defined and documented. Multi-stage evaluation and proof of concept or	
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	Se	ction 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 No	- Yes
6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented Some have been defined and documented All or nearly all have been defined and documented	All or nearly all have beer defined and documented
6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined Agency System Integrator (contractor)	System Integrator (contractor)
6.04	How many project managers and project directors will be responsible for managing the project?	3 or more 2 1	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 Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	Staffing plan identifying al 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 assigned more than half-time, but less than full-time to project Yes, experienced project manager dedicated full-time, 100% to project	No experienced project manager assigned
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 more than half-time but less than full-time to project Yes, business, functional or technical experts dedicated full-time, 100% to project	No, business, functional or technical experts dedicated 50% or less 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 Half of staff from in-house resources Mostly staffed from in-house resources Completely staffed from in-house resources	Completely staffed from ir house resources
6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact Moderate impact Extensive impact	Minimal or no 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 No	Yes
6.11	Are all affected stakeholders represented by	No board has been established 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	No board has been established

Agency: Department of Management Services

Project: HVAC Device Refresh

	y: Department of Management Service	ction 7 Project Management Area	HVAC Device Refresh
#	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	81% to 100% All or nearly all 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	81% to 100% All or nearly all have been defined and documented
	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	0% to 40% None or few 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	All or nearly all 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	Only project manager signs-off
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	No
7.11	Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources?	Yes No	No
	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 and executive steering committee use formal status reporting processes	Project team uses formal processes
	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available Some templates are available All planning and reporting templates are available	All planning and reporting templates are available
7.14	been approved for this project?	Yes No	No
	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 All known risks and mitigation strategies have been defined	None or few have been defined and documented
	Are standard change request, review and approval processes documented and in place for this project?	Yes No	Yes
7.17	Are issue reporting and management processes documented and in place for this project?	Yes No	Yes

Project: HVAC Device Refresh

Agency: Department of Management Services

	Section 8 Project Complexity Area				
#	Criteria	Values	Answer		
8.01	How complex is the proposed solution	Unknown at this time			
	compared to the current agency systems?	More complex	Cimilar complexity		
		Similar complexity	Similar complexity		
		Less complex			
8.02	Are the business users or end users	Single location			
	dispersed across multiple cities, counties,	3 sites or fewer	More than 3 sites		
	districts, or regions?	More than 3 sites			
8.03	Are the project team members dispersed	Single location			
	across multiple cities, counties, districts, or	3 sites or fewer	Single location		
	regions?	More than 3 sites			
8.04	How many external contracting or consulting	No external organizations			
	organizations will this project require?	1 to 3 external organizations	More than 3 external		
		More than 3 external organizations	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	More than 4			
		2 to 4	٦ ,,		
		1	None		
	this project or system?	None			
8.07	What is the impact of the project on state	Business process change in single division or bureau	Business process change		
	operations?	Agency-wide business process change	in single division or		
		Statewide or multiple agency business process change	bureau		
8.08	Has the agency successfully completed a	Yes			
	similarly-sized project when acting as		- No		
	Systems Integrator?	No			
8.09	What type of project is this?	Infrastructure upgrade			
		Implementation requiring software development or			
		purchasing commercial off the shelf (COTS) software	Infrastructure upgrade		
		Business Process Reengineering			
		Combination of the above			
8.10	Has the project manager successfully	No recent experience			
	managed similar projects to completion?	Lesser size and complexity	Similar size and		
		Similar size and complexity	complexity		
		Greater size and complexity			
8.11	Does the agency management have	No recent experience	_		
	experience governing projects of equal or	Lesser size and complexity	Greater size and		
	similar size and complexity to successful completion?	Similar size and complexity	complexity		
	completion:	Greater size and complexity			



EXHIBITS OR SCHEDULES

Building Construction



SCHEDULE I SERIES

Building Construction

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Architect's Incidental Trust Fund Budget Entity: Building Construction 72400200 LAS/PBS Fund Number: 2033 Balance as of SWFS* Adjusted 6/30/2023 Adjustments Balance Chief Financial Officer's (CFO) Cash Balance 37,187.10 (A) 37,187.10 ADD: Other Cash (See Instructions) (B) 0.00 6,443,642.10 (C) 6,443,642.10 ADD: Investments 29,995.43 (D) 29,995.43 ADD: Outstanding Accounts Receivable ADD: _ 0.00 **6,510,824.63** (F) Total Cash plus Accounts Receivable 6,510,824.63 0.00 LESS: Allowances for Uncollectibles Approved "A" Certified Forwards 53,544.75 (H) 53,544.75 LESS: Approved "B" Certified Forwards 1,346.94 (H) 1,346.94 Approved "FCO" Certified Forwards 0.00 Compensated Absences 386XX 1,902,289.27 (I) 1,902,289.27 LESS: Other Accounts Payable (Nonoperating) Compensated Absences 486XX 0.00 LESS: 0.00 Unreserved Fund Balance, 07/01/23 **4,553,643.67** (K) 4,553,643.67

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.

	RECONCILIATION: BEGINNING TRIAL BALANCE TO S	SCHEDULE I and IC
	Budget Period: 2024 - 2025	
Department Title:	Department of Management Services	
Trust Fund Title:	Architect's Incidental Trust Fund	
Budget Entity:	Building Construction 72400200	
LAS/PBS Fund Number:	2033	
BEGINNING TRIAL BALANCE:		
	lance Per FLAIR Trial Balance, 07/01/23	
	's SXXXX for governmental funds; or proprietary and fiduciary funds	4,463,818.41
Subtract Nons	pendable Fund Balance (GLC 56XXX)	
Add/Subtract S	Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adjusti	ment #B7200061 - Investment Adjustment	0.00
SWFS Adjusti	ment #7200081 - Receivable Adjustment	0.00
SWFS Adjusti	ment #7200130 - Receivable Adjustment	0.00
Add/Subtract (Other Adjustment(s):	
Approved "B	" Carry Forward (Encumbrances) per LAS/PBS	(1,346.94
Approved FC	CO Certified Forward per LAS/PBS	
A/P not C/F-0	Operating Categories	
Compensated	Absences 386XX	23,409.37
Compensated	Absences 486XX	67,762.83
ADJUSTED BEGINNING TRIAL	BALANCE:	4,553,643.67
UNRESERVED FUND BALANCE	E, SCHEDULE IC (Line K)	4,553,643.67
DIFFERENCE:		0.00

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2024 - 2025						
Department: Management Services Chief Internal Auditor: Steven Meredith						
Budget Entity: Building Construction			Phone Number: <u>850-487-9476</u>			
(1)	(2)	(3)	(4)	(5)	(6)	
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE	
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE	
			NOT APPLICABLE			



EXHIBITS OR SCHEDULES

Federal Property Assistance



SCHEDULE I SERIES

Federal Property Assistance

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period: 2024 - 25**

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

Specific Authority: section 217.07, Florida Statutes

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

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

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

Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and

attach Examination of Regulatory Fees Form - Part I and II.)

Non-regulatory fees authorized to cover full cost of conducting a specific program or service.

(Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	ACTUAL FY 2022 - 23	ESTIMATED FY 2023 - 24	REQUEST FY 2024 - 25
Receipts:			
Interest - Investments	21,794	22,908	22,908
Reimbursements	-	-	-
Sales of Surplus Property - State	803,365	544,200	544,200
Total Fee Collection to Line (A) - Section III	825,159	567,108	567,108

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	219,610	317,050	317,050
Expenses	27,627	42,791	37,420
IC#410080 Federal Property Assistance Mar	-	-	-
Acquisition of Motor Vehicles	-	-	-
Contracted Services	197,015	222,445	42,445
Risk Management Insurance	417	479	479
HR Statewide Contract	1,478	1,956	1,956
DP Services Assessment	-	-	-
Northwest Regional Data Center	1,267	1,576	1,576
Indirect Costs Charged to Trust Fund	55,167	89,597	83,670
Total Full Costs to Line (B) - Section III	502,580	675,894	484,596

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	825,159	567,108	567,108
TOTAL SECTION II	(B)	502,580	675,894	484,596
TOTAL - Surplus/Deficit	(C)	322,578	(108,786)	82,512

EXPLANATION of LINE C:

Negative Balances are offset by Cash Balance carried forward (see Schedule I).

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024-2025 Department Title: Department of Management Services Trust Fund Title: Federal Property Assistance Revolving Trust Fund Budget Entity: 72600200 LAS/PBS Fund Number: 2699 Balance as of SWFS* Adjusted 6/30/2023 **Balance** Adjustments Chief Financial Officer's (CFO) Cash Balance 53,255.39 (A) 53,255.39 ADD: Other Cash (See Instructions) 1,199.46 (B) 1,199.46 ADD: Investments 1,160,475.61 (C) 1,160,475.61 329,402.70 (D) ADD: Outstanding Accounts Receivable 329,402.70 ADD: 0.00 **1,544,333.16** (F) 1,544,333.16 Total Cash plus Accounts Receivable 16,407.38 (G) LESS: Allowances for Uncollectibles 16,407.38 LESS: Approved "A" Certified Forwards 9,003.15 (H) 9,003.15 Approved "B" Certified Forwards 1,947.88 (H) 1,947.88 Approved "FCO" Certified Forwards 0.00 (H) 0.00 117.16 (I) LESS: Other Accounts Payable (Nonoperating) 117.16 LESS: 0.00 (J) 0.00 Unreserved Fund Balance, 07/01/23 **1,516,857.59** (K) 1,516,857.59 Notes: *SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC Budget Period: 2024 - 2025 Department of Management Services Department Title: Trust Fund Title: Federal Property Assistance Revolving Trust Fund **Budget Entity:** 72600200 LAS/PBS Fund Number: 2699 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/23 Total all GLC's 5XXXX for governmental funds; **1,496,670.37** (A) GLC 539XX for proprietary and fiduciary funds Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment # Anticipated Adjustment for Investments (C) SWFS Adjustment #B7200091 - Receivable Adjustment 0.00 (C) SWFS Adjustment #B7200125 - Receivable Adjustment 0.00 (C) Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS (1,947.88) (D) Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories 0.00 (D) 4,959.59 (D) Compensated Absences - Current (GL 38600) 17,175.51 (D) Compensated Absences Liability (GL 48600) 0.00 (D) Current Year Reversion - FCO ADJUSTED BEGINNING TRIAL BALANCE: **1,516,857.59** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **1,516,857.59** (F) **0.00** (G)* DIFFERENCE: *SHOULD EQUAL ZERO.

SCHEDUI	LE IX: MAJO	Budget Period: 2024 -	2025		
Department: Management Services			Chief Internal Auditor:	Steven Meredith	
Budget Entity: Federal Property Assistance		y Assistance	Phone Number: 850-487-9476		
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			NOT APPLICABLE		



EXHIBITS OR SCHEDULES

Motor Vehicle and Watercraft Management



SCHEDULE I SERIES

Motor Vehicle and Watercraft Management

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024-2025 Department of Management Services Department Title: Trust Fund Title: Operating Trust Fund Motor Vehicle/Watercraft Management 72600300 Budget Entity: LAS/PBS Fund Number: 2510 SWFS* Balance as of Adjusted 6/30/2023 Adjustments Balance Chief Financial Officer's (CFO) Cash Balance 38,076.15 (A) 38,076.15 ADD: Other Cash (See Instructions) (B) 439,955.15 (C) ADD: Investments 439,955.15 ADD: Outstanding Accounts Receivable 69,611.61 (D) (11,950.75) 57,660.86 **547,642.91** (F) (11,950.75) 535,692.16 Total Cash plus Accounts Receivable LESS: Allowances for Uncollectibles (G) LESS: Approved "A" Certified Forwards 27,703.45 (H) 27,703.45 Approved "B" Certified Forwards 114,323.33 (H) 114,323.33 Approved "FCO" Certified Forwards 299.86 (I) LESS: Other Accounts Payable (Nonoperating) 299.86 LESS: _____ (J) Unreserved Fund Balance, 07/01/23 **405,316.27** (K) (11,950.75) 393,365.52 ** Notes: *SWFS = Statewide Financial Statement ** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

BECON	ICH LATION. DECINAHAC TRIAL DALANCE TO S	CUEDINE Land IC				
RECON	ICILIATION: BEGINNING TRIAL BALANCE TO S	CHEDOLE I allu IC				
	Budget Period: 2024 - 2025					
Department Title:	Department of Management Services Operating Trust Fund Motor Vehicle (Watercraft Management 73600300)					
Trust Fund Title: Budget Entity:						
LAS/PBS Fund Number:	Motor Vehicle/Watercraft Management 72600300 2510					
b 6/1 b5 f and reamber.	2310					
BEGINNING TRIAL BALANCE:	:					
	ance Per FLAIR Trial Balance, 07/01/23					
	s 5XXXX for governmental funds;	449,470.89 (A)				
GLC 539XX fo	or proprietary and fiduciary funds					
Subtract Nonsp	pendable Fund Balance (GLC 56XXX)	(B)				
Add/Subtract S	Statewide Financial Statement (SWFS)Adjustments :					
SWFS Adjusti	ment #B7200065 - Receivable Reversal Adjustment	(11,950.75) (C)				
SWFS Adjusti	ment #B7200070 - Investment Adjustment	0.00 (C)				
SWFS Adjusti	ment #B7200102 - Receivable Adjustment	0.00 (C)				
SWFS Adjusti	ment #B7200136 - Receivable Adjustment	0.00 (C)				
Add/Subtract (Other Adjustment(s):					
Approved "B	" Carry Forward (Encumbrances) per LAS/PBS	(114,323.33) (D)				
Approved FC	O Certified Forward per LAS/PBS	(D)				
A/P not C/F-0	Operating Categories	(D)				
Current Compe	ensated Absences 38600	14,864.54 (D)				
Current Compe	ensated Absences 48600	55,304.17 (D)				
		(D)				
ADJUSTED BEGINNING TRIAI	393,365.52 (E)					
UNRESERVED FUND BALANC	393,365.52 (F)					
DIFFERENCE:		0.00 (G)*				
*SHOULD EQUAL ZERO.						

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2024 - 2025										
Department: Management Services			Chief Internal Auditor:	Steven Meredith						
Budget Entity: Motor Vehicle / Watercraft Management			Phone Number: <u>850-487-9476</u>							
(1)	(2)	(3)	(4)	(5)	(6)					
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE					
DMS OIG Report No. IA 2023-32	Report Dated August 2023	Motor Vehicle/Watercraft Management	This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida	Confidential and exempt from public disclosure pursuant to section 282.318. Florida Statutes.						



EXHIBITS OR SCHEDULES

Purchasing Oversight



SCHEDULE I SERIES

Purchasing Oversight

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Operating Trust Fund Purchasing Oversight 72600400 **Budget Entity:** 2510 LAS/PBS Fund Number: Balance as of SWFS* Adjusted 6/30/2023 Adjustments Balance Chief Financial Officer's (CFO) Cash Balance (976,929.03) (A) (976,929.03) 74,254.77 (B) 74,254.77 ADD: Other Cash (See Instructions) 32,641,945.30 (C) 32,641,945.30 ADD: Investments 62,373.04 (D) ADD: Outstanding Accounts Receivable 62,373.04 ADD: Total Cash plus Accounts Receivable **31,801,644.08** (F) 31,801,644.08 1,293,066.47 (G) LESS: Allowances for Uncollectibles 1,293,066.47 1,371,983.78 (H) 1,371,983.78 Approved "A" Certified Forwards LESS: Approved "B" Certified Forwards 385,115.20 (H) 385,115.20 Approved "FCO" Certified Forwards LESS: Other Accounts Payable (Nonoperating) 750,523.80 (1) 1,082.86 751,606.66 LESS: Anticipated Transfer to 72600500 2510 2,359,500.00 (J) 2,359,500.00 LESS: Anticipated Transfer to 7260010100 2510 Unreserved Fund Balance, 07/01/23 25,641,454.83 (K) (1,082.86) 25,640,371.97 Notes: *SWFS = Statewide Financial Statement ** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Operating Trust Fund Budget Entity: 72600400 LAS/PBS Fund Number: 2510 BEGINNING TRIAL BALANCE: Total Fund Balance Per FLAIR Trial Balance, 07/01/23 Total all GLC's 5XXXX for governmental funds; 28,386,153.06 (A) GLC 539XX for proprietary and fiduciary funds Subtract Nonspendable Fund Balance (GLC 56XXX) (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment #B7200054 - Accounts Payable Adjustment Due to Other Departments (1,082.86) (C) SWFS Adjustment #B72xxxxx - Investment Adjustment (C) SWFS Adjustment #B72xxxxx - Receivable and Allowance for Uncollectible Adjustments (C) SWFS Adjustment #B72xxxxx - Receivable Adjustment (C) Add/Subtract Other Adjustment(s): (385,115.20) (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (83.03) (D) Current Compensated Absences Liability Anticipated Transfer to 72600500 2510 (2,359,500.00) (D) 0.00 (D) Anticipated Transfer to 72010100 2510 ADJUSTED BEGINNING TRIAL BALANCE: **25,640,371.97** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **25,640,371.97** (F) **0.00** (G)* DIFFERENCE: *SHOULD EQUAL ZERO.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2024 - 2025							
Department:	Management Se	ervices	Chief Internal Auditor:	Steven Meredith			
Budget Entity: Purchasing Oversight		rsight	Phone Number:	850-487-9476			
(1)	(2)	(3)	(4)	(5)	(6)		
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE		
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE		
			NOT APPLICABLE				



EXHIBITS OR SCHEDULES

Office of Supplier Diversity



SCHEDULE I SERIES

Office of Supplier Diversity

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Operating Trust Fund Office of Supplier Diversity 72600500 Budget Entity: LAS/PBS Fund Number: 2510 Balance as of SWFS* Adjusted 6/30/2023 Balance Adjustments Chief Financial Officer's (CFO) Cash Balance (2,341,362.70)(A) (2,341,362.70)ADD: Other Cash (See Instructions) (B) ADD: Investments (C) ADD: Outstanding Accounts Receivable (D) ADD: Anticipated Transfer from 72600400 2510 2,359,499.88 (E) 2,359,499.88 Total Cash plus Accounts Receivable 18,137.18 (F) 18,137.18 LESS: Allowances for Uncollectibles LESS: Approved "A" Certified Forwards 15,871.66 15,871.66 Approved "B" Certified Forwards 2,265.52 2,265.52 Approved "FCO" Certified Forwards (H) LESS: Other Accounts Payable (Nonoperating) (1) (J) LESS: ____ Unreserved Fund Balance, 07/01/23 (0.00) (K) (0.00) ** Notes: *SWFS = Statewide Financial Statement ** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and

Line A for the following year.

Office of Policy and Budget - June 2023

R	ECONCILIATION: BEGINNING TRIAL BALANCE TO SCH	EDULE I and IC				
	Budget Period: 2024 - 2025					
Department Title:	Department of Management Services					
Trust Fund Title:	Operating Trust Fund					
Budget Entity:						
LAS/PBS Fund Number:	2510					
BEGINNING TRIAL BALANC	CE:					
Total Fund Bal	ance Per FLAIR Trial Balance, 07/01/23					
Total all GLC'	s 5XXXX for governmental funds;	(2,357,317.39) (A)				
GLC 539XX fo	or proprietary and fiduciary funds					
Subtract Nons	pendable Fund Balance (GLC 56XXX)	(B)				
Add/Subtract S	Statewide Financial Statement (SWFS)Adjustments :					
SWFS Adjusti	ment # and Description	(C)				
SWFS Adjusti	(C)					
Add/Subtract (Other Adjustment(s):					
Approved "B	" Carry Forward (Encumbrances) per LAS/PBS	(2,265.52) (D)				
Approved FC	O Certified Forward per LAS/PBS	(D)				
A/P not C/F-0	Operating Categories	(D)				
Compensate	d Absences Liability 38600	83.03 (D)				
Anticipated Tra	ansfer from 72600400 2510	2,359,499.88 (D)				
ADJUSTED BEGINNING TR	IAL BALANCE:	0.00 (E)				
UNRESERVED FUND BALA	NCE, SCHEDULE IC (Line K)	(0.00) (F)				
DIFFERENCE:		0.00 (G)*				
*SHOULD EQUAL ZERO.						

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2024 - 2025							
Department:	Management So	ervices	Chief Internal Auditor:	r: Steven Meredith			
Budget Entity: Office of Supplier Diversity		ier Diversity	Phone Number: 850-487-9476				
(1)	(2)	(3)	(4)	(5)	(6)		
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE		
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE		
			NOT APPLICABLE				



EXHIBITS OR SCHEDULES

Private Prison Monitoring



SCHEDULE I SERIES

Private Prison Monitoring

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024-2025 Department Title: Department of Management Services Private Prison Monitoring Operating Trust Fund Trust Fund Title: Private Prison Monitoring 72600800 **Budget Entity:** LAS/PBS Fund Number: 2510 SWFS* Adjusted Balance as of Balance 6/30/2023 Adjustments Chief Financial Officer's (CFO) Cash Balance 15,282.05 (A) 15,282.05 ADD: Other Cash (See Instructions) 4,370,234.81 248,822.68 4,619,057.49 ADD: Investments 8,869.19 (D) ADD: Outstanding Accounts Receivable 8,869.19 ADD: _____ 4,394,386.05 248,822.68 4,643,208.73 Total Cash plus Accounts Receivable LESS: Allowances for Uncollectibles (G) 19,047.46 (H) LESS: Approved "A" Certified Forwards 19,047.46 Approved "B" Certified Forwards 627,937.44 (H) 627,937.44 Approved "FCO" Certified Forwards 624,866.03 624,866.03 LESS: Other Accounts Payable (Nonoperating) 2,495.88 2,495.88 LESS: SWFS Adjustment #B7200037 3,120,039.24 248,822.68 3,368,861.92 Unreserved Fund Balance, 07/01/23 Notes:

^{*}SWFS = Statewide Financial Statement

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

Department Title: Trust Fund Title:	Budget Period: 2024 - 2025 Department of Management Services Private Prison Monitoring Operating Trust Fund			
Budget Entity: Private Prison Monitoring 72600800				
LAS/PBS Fund Number:	2510			
BEGINNING TRIAL BALANCE				
Total all GLO	lance Per FLAIR Trial Balance, 07/01/23 L's 5XXXX for governmental funds; or proprietary and fiduciary funds	4,372,842.71 (A		
Subtract Nons	spendable Fund Balance (GLC 56XXX)	(B)		
Add/Subtract	Statewide Financial Statement (SWFS)Adjustments :			
SWFS Adjus	tment #B7200037	248,822.68 (C		
SWFS Adjus	tment #B7200128 Receivables Adjustment	0.00 (C)		
SWFS Adjustm	nent #B7200043	(C)		
Add/Subtract	Other Adjustment(s):			
Approved "E	B" Carry Forward (Encumbrances) per LAS/PBS	(627,937.44) (D		
Approved Fo	CO Certified Forward per LAS/PBS	(624,866.03) (D		
A/P not C/F-	-Operating Categories	0.00 (D		
		(D		
		[D		
		(D		
ADJUSTED BEGINNING TRIA	AL BALANCE:	3,368,861.92 (E)		
UNRESERVED FUND BALAN	CE, SCHEDULE IC (Line K)	3,368,861.92 (F)		
DIFFERENCE:		0.00 (G		
*SHOULD EQUAL ZERO.				

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2024 - 2025					
Department: Management Services			Chief Internal Auditor: Steven Meredith		
Budget Entity: Private Prison Monitoring			Phone Number: 850-487-9476		
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER ENDING UNIT/AREA		UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			NOT APPLICABLE		



EXHIBITS OR SCHEDULES

Insurance Benefits Administration



SCHEDULE I SERIES

Insurance Benefits Administration

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS Budget Period: 2024-25 Department: 72 Management Services 72750200 Insurance Benefits Administration Program: Fund: 2570 Pretax Benefits Trust Specific Authority: Section 110.161(7), Florida Statutes Purpose of Fees Collected: Employee Benefits Plan Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.) Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections X I, II, and III only.) (1)(2) (3)(4)SECTION I - FEE COLLECTION ACTUAL **ESTIMATED** REQUEST FY 2022 - 23 FY 2023 - 24 FY 2024 - 25 Receipts: Interest - Investments 443,606 348,696 346,753 **Employee and Employer Contributions** 33,820,771 40,296,032 40,296,032 Anticipated Revenue 0 0 105,868,122 Supplemental Plan Premiums 123,666,510 105,868,122 Savings (pre-tax benefit program) 28,475,557 24,564,921 24.564.921 **Penalties** 61,000 0 0 168,260 Refunds **Prior Year Warrant Cancellations** 0 0 Total Fee Collection to Line (A) - Section III 157,650,624 171,246,031 171,248,515 **SECTION II - FULL COSTS Direct Costs:** Salaries and Benefits 438,504 469.390 469.390 Other Personal Services 15,034 15,034 30.991 47.531 **Expenses** 47.531 Operating Capital Outlay 5,850 10,000 10,000 348.505 **Contracted Services** 320.954 348,505 3,916 2,998 2,998 Risk Management Insurance HR Statewide Contract 3,836 4,123 4,123 3,044 Data Processing Services Assessment 2,446 3,044 Indirect Costs Charged to Trust Fund 154,046,064 170,345,406 170,347,890 Total Full Costs to Line (B) - Section III 154,852,561 171,246,031 171,248,515 Basis Used: Accrual **SECTION III - SUMMARY** 157,650,624 171,246,031 171,248,515 TOTAL SECTION I (A) TOTAL SECTION II 154,852,561 171,246,031 171,248,515 (B) TOTAL - Surplus/Deficit (C) 2.798.063 **EXPLANATION:**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2024-2025

Department Title: Department of Management Services

Trust Fund Title: Pretax Benefits Trust Fund

Budget Entity: Insurance Benefits Administration 72750200

2570

	Balance as of 6/30/2023	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	3,920,298.60 (A)		3,920,298.60
ADD: Other Cash (See Instructions)	1,836.40 (B)	0.00	1,836.40
ADD: Investments	7,307,156.94 (C)	0.00	7,307,156.94
ADD: Outstanding Accounts Receivable	37,564.87 (D)	(11,686.41)	25,878.46
ADD: Anticipated Revenue	0.00 (E)		0.00
Total Cash plus Accounts Receivable	11,266,856.81 (F)	(11,686.41)	11,255,170.40
LESS: Allowances for Uncollectibles	(G)		0.00
LESS: Approved "A" Certified Forwards	24,417.40 (H)		24,417.40
Approved "B" Certified Forwards	73,205.80 (H)		73,205.80
Approved "FCO" Certified Forwards	(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	8,388,234.76 (I)	2,769,312.44	11,157,547.20
LESS:	(J)		0.00
Unreserved Fund Balance, 07/01/23	2,780,998.85 (K)	(2,780,998.85)	0.00

Notes:

LAS/PBS Fund Number:

^{*}SWFS = Statewide Financial Statement

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

	Budget Period: 2024 - 2025	
Department Title:	Department of Management Services	
Trust Fund Title:	Pretax Benefits Trust Fund 72750200	
Budget Entity: LAS/PBS Fund Number:	2570	
B 10/1 B0 Faria Marriser.	2370	_
BEGINNING TRIAL BALANG	CE:	
Total Fund B	salance Per FLAIR Trial Balance, 07/01/23	
	's 5XXXX for governmental funds;	2,802,998.95 (A)
GLC 539XX f	or proprietary and fiduciary funds	
Subtract No.	nspendable Fund Balance (GLC 56XXX)	(B)
Subtract No	isperidable i diid balance (GLC 30XX)	(b)
Add/Subtrac	t Statewide Financial Statement (SWFS)Adjustments	:
SWFS Adjust	ment #B7200004- Adj to Non-Op	(2,769,312.44) (C)
SWFS Adjust	ment #B7200067-Adj to Revenue	(11,686.41) (C)
Add/Subtrac	t Other Adjustment(s):	
Approved "E	" Carry Forward (Encumbrances) per LAS/PBS	(73,205.80) (D)
Approved FC	CO Certified Forward per LAS/PBS	(D)
A/P not C/F-	Operating Categories	(D)
Compensate	d Absences Liability 386XX	13,716.01 (D)
Compensate	ed Absences Liability 486XX	54,134.67 (D)
Net Capital A	Assets	(16,644.98) (D)
Anticipated	Revenue	0.00 (D)
ADJUSTED BEGINNING TR	IAL BALANCE:	0.00 (E)
UNRESERVED FUND BALA	NCE, SCHEDULE IC (Line K)	0.00 (F)
DIFFERENCE:		0.00 (G)
SHOULD EQUAL ZERO.		

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

Department: 72 Management Services Budget Period: 2024-25

Program:72750200 Insurance Benefits AdministrationFund:2667 State Employees Life Insurance Trust Fund

Specific Authority: Section 110.123(6), Florida Statutes

Purpose of Fees Collected: Employee Benefits Plan

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

Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)

Non-regulatory fees authorized to cover full cost of conducting a specific program or service.

(Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION Receipts:	ACTUAL FY 2022 - 23	ESTIMATED FY 2023 - 24	REQUEST FY 2024 - 25		
Interest - Investments		158,516	144,497	144,497	
Employee and Employer Conti	ributions	36,427,839	38,010,014	37,911,266	
Prior Year Warrant Cancellation	ins	553	0	0	
Total Fee Collection to Line (A) - Sec	ction III	36,586,908	38,154,511	38,055,763	
SECTION II - FULL COSTS				_	
Direct Costs:					
Salaries and Benefits		24,961	26,505	26,505	
Expenses		0	1,984	1,984	
Risk Management Insurance		1,026	786	786	
Indirect Costs Charged to Trust Fund:		37,629,293	38,128,911	38,039,186	
Total Full Costs to Line (B) - Sect	ion III	37,655,279	38,158,186	38,068,461	
Basis Used:	Accrual				
SECTION III - SUMMARY					
TOTAL SECTION I	(A)	36,586,908	38,154,511	38,055,763	
TOTAL SECTION II	(B)	37,655,279	38,158,186	38,068,461	
TOTAL - Surplus/Deficit (C)		(1,068,371)	(3,675)	(12,698)	
EXPLANATION: Negative balances offset by cash balance brought forward. (See Schedule I)					

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2024-2025

Department Title:Department of Management ServicesTrust Fund Title:State Employees Life Insurance Trust FundBudget Entity:Insurance Benefits Administration 72750200LAS/PBS Fund Number:2667

	Balance as of 6/30/2023	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,217,980.36 (A)		1,217,980.36
ADD: Other Cash (See Instructions)	0.00 (B)	0.00	0.00
ADD: Investments	8,465,154.82 (C)	0.00	8,465,154.82
ADD: Outstanding Accounts Receivable	18,191.87 (D)	0.00	18,191.87
ADD:	(E)		0.00
Total Cash plus Accounts Receivable	9,701,327.05 (F)	0.00	9,701,327.05
LESS: Allowances for Uncollectibles	(G)		0.00
LESS: Approved "A" Certified Forwards	(H)		0.00
Approved "B" Certified Forwards	(H)		0.00
Approved "FCO" Certified Forwards	(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	2,443,473.73 (I)		2,443,473.73
LESS:	(J)	0.00	0.00
Unreserved Fund Balance, 07/01/23	7,257,853.32 (K)	0.00	7,257,853.32 *

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.

RECONCILI	ATION: BEGINNING TRIAL BALANCE TO SCH	EDITIE Land IC
RECONCIE		EDOLE I and IC
	Budget Period: 2024 - 2025	
Department Title:	Department of Management Services	
Trust Fund Title:	State Employees Life Insurance Trust Fund	
Budget Entity	Insurance Benefits Administration 7275020	00
LAS/PBS Fund Number:	2667	
BEGINNING TRIAL BALANCE:		
Total Fund Balanc	e Per FLAIR Trial Balance, 07/01/23	
	XXX for governmental funds;	7,257,853.32 (A)
GLC 539XX for pr	oprietary and fiduciary funds	
Subtract Nonspen	dable Fund Balance (GLC 56XXX)	(B)
Add/Subtract Stat	ewide Financial Statement (SWFS) Adjustmer	nts:
SWFS Adjustme	nt #B7200040 - Cash on Hand Adjustment	0.00 (C)
SWFS Adjustme	nt #B7200040 - Investment Adjustment	0.00 (C)
SWFS Adjustme	nt #B7200105 - Receivable Adjustment	0.00 (C)
Add/Subtract Othe	er Adjustment(s):	
Approved "B" Ca	rry Forward (Encumbrances) per LAS/PBS	(D)
Approved "C" Ca	rry Forward Total (FCO) per LAS/PBS	(D)
A/P not C/F-Oper	rating Categories	(D)
		(D)
ADJUSTED BEGINNING TRIAL BA	ALANCE:	7,257,853.32 (D)
UNRESERVED FUND BALANCE,	SCHEDULE IC (Line I)	7,257,853.32 (E)
DIFFERENCE:		0.00 (F)*
*SHOULD EQUAL ZERO.		

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

Department: 72 Management Services **Budget Period: 2024-25**

Program:72750200 Insurance Benefits AdministrationFund:2668 State Employees Health Insurance Trust

Specific Authority: 110.123(6) and 110.1239, Florida Statutes

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.)

SECTION I - FEE COLLEC	ACTUAL FY 2022 - 23	ESTIMATED FY 2023 - 24	REQUEST FY 2024 - 25		
Receipts:					
Total Fee Collection to Line (A) -	Section III	2,982,136,308	3,239,802,420	3,586,669,766	
SECTION II - FULL COSTS	<u> </u>	•	•		
Direct Costs:	_				
Salaries and Benefits		2,131,683	2,873,150	2,881,062	
Other Personal Services		46,497	144,103	144,103	
Expenses (\$4,492 NR)		364,286	358,393	353,901	
Operating Capital Outlay		0	8,000	8,000	
Transfer to Div of Admin	Hearings	18,728	13,058	13,058	
Post Payment Claims Aud	it Services	454,906	200,000	1,000,000	
Contracted Services (\$50	0,000 NR)	2,327,092	2,559,157	3,309,157	
Weight Loss Pilot Progran	n		1,500,000		
ASO Health Insurance Adı	min	42,465,646	44,625,034	44,625,034	
SSDI Contract		2,300	375,000	375,000	
Prescription Drug Claims	Expenses	3,871,026	4,406,020	4,406,020	
Transparency - Bundled S	ervices - Adm Services fo	6,380,917	6,400,000	6,925,000	
Risk Management Insurar	nce	24,505	18,762	18,762	
Contracted Legal Services	;	246,502	300,000	300,000	
Pymt Employer Con/HSA	Custodian	3,512,090	3,558,000	3,858,000	
Lease/Purchase Equip		8,588	9,235	9,235	
Transparency - Bundled S	ervices for Employee Tra	1,967,937	4,500,000	4,500,000	
HR Statewide Contract (\$	330 NR)	14,663	16,116	15,786	
Data Processing Services		7,624	9,488	9,488	
Indirect Costs Charged to Tr	rust Fund:	3,009,617,535	3,236,103,146	3,516,430,212	
Total Full Costs to Line (B) - Section	on II	3,137,307,515	3,307,976,662	3,589,181,818	
Basis Used:	Accrual				
SECTION III - SUMMARY					
TOTAL SECTION I	(A)	2,982,136,308	3,239,802,420	3,586,669,766	
TOTAL SECTION II	(B)	3,137,307,515	3,307,976,662	3,589,181,818	
TOTAL - Surplus/Deficit	(C)	(155,171,208)	(68,174,242)	(2,512,052)	
EXPLANATION: Negative balances offset by cash balance brought forward (See Schedule I).					

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024-2025 Department Title: Department of Management Services Trust Fund Title: State Employees Health Insurance Trust Fund Insurance Benefits Administration 72750200 **Budget Entity:** LAS/PBS Fund Number: 2668 Balance as of SWFS* Adjusted 6/30/2023 Balance Adjustments Chief Financial Officer's (CFO) Cash Balance 12,955,215.39 12,955,215.39 ADD: Other Cash GL 11100 0.00 (B) 0.00 60,618,950.04 (B) 60,618,950.04 ADD: Other Cash GL 12400 ADD: Investments FL 14100 &14200 187,988,818.29 (C) 187,988,818.29 SPIA Accounts GL 14301, 14302, 14303, ADD: 173,163,064.19 173,163,064.19 14304, 14305, 14306 Outstanding Accounts Receivable ADD: GL 15100, 15200, 15300, 16200, 16300 47,946,772.75 45,108,442.52 2,838,330.23 ADD: Proposed Premium Increase 0.00 479,834,490.43 2,838,330.23 482,672,820.66 Total Cash plus Accounts Receivable 10,139,544.35 (G) LESS: Allowances for Uncollectibles GL 15900 10,139,544.35 LESS: Approved "A" Certified Forwards 378,967.04 (H) 378,967.04 1,250,690.06 (H) Approved "B" Certified Forwards 1,250,690.06 256,323,453.02 LESS: Other Accounts Payable (Non-Operating) 256,323,453.02 LESS: Other Unearned Revenue 38800 GL 143,893,871.75 143,893,871.75 LESS: Unearned Revenue 0.00 0.00 **67,847,964.21** K 2,838,330.23 70,686,294.44 * Unreserved Fund Balance, 07/01/23 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.

RECONCILIAT	ON: BEGINNING TRIAL BALANCE TO SCHE	DULE I and IC				
	Budget Period: 2024-2025					
Domonton and Title	Budget Period: 2024-2025					
Department Title:	Department of Management Services	and the second				
Trust Fund Title:	State Employees Health Insurance Trust F	una				
Budget Entity:	72750200					
LAS/PBS Fund Number:	/PBS Fund Number: 2668					
BEGINNING TRIAL BALANCE:						
Total Fund Balan	ce Per FLAIR Trial Balance, 07/01/23					
Total all GLC's 5	XXXX for governmental funds;	12,477,239.03 (A)				
	roprietary and fiduciary funds					
Subtract Nonspe	ndable Fund Balance (GLC 56XXX)	0.00 (B)				
Add/Subtract Sta	tewide Financial Statement (SWFS) Adjustm	nents:				
SWFS Adjustme	ent #B7200005 -Receivable	2,838,330.23 (C)				
SWFS Adjustme	ent#	0.00 (C)				
SWFS Adjustme	ent#	0.00 (C)				
SWFS Adjustme	ent#	0.00 (C)				
SWFS Adjustme	ent#	0.00 (C)				
Add/Subtract Oth	ner Adjustment(s):					
Approved "B" (Carry Forward (Encumbrances) per LAS/PBS	(1,250,690.06) (D)				
Compensated Ab	sences 38600	45,417.61 (D)				
Compensated Ab	sences 48600	93,177.31 (D)				
A/P not C/F - Op	perating Categories (GL 31X, 32X, 35X, 38X)	56,482,820.32 (D)				
ADJUSTED BEGINNING TRIAL I	BALANCE:	70,686,294.44 (E)				
UNRESERVED FUND BALANCE	, SCHEDULE IC (Line K)	70,686,294.44 (F)*				
DIFFERENCE:		0.00 (G)*				
*SHOULD EQUAL ZERO.						

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS				
Department:	Department of Management Services Budget Period: 2024-25			
Program:	Insurance Benefits Administration			
Fund:	State Employees Disability Insurance Trust			
Specific Authority:	Section 110.123(6), Florida Statutes			
Purpose of Fees Collected:	Employee Benefits Plan			
	-			
Type of Fee or Program: (C				
Regulatory services or over attach Examination of Regu	_	·	plete Sections I, I	I, and III and
Non-regulatory fees author	•		necific program o	r service
(Complete Sections I, II, and		an cost of conducting a s	peeme program o	i service.
(1)	, ,	(2)	(3)	(4)
SECTION I - FEE COLLECTION		ACTUAL	ESTIMATED	REQUEST
		FY 2022 - 23	FY 2023 - 24	FY 2024 - 25
Receipts:		00.670	05.044	05.044
Investment Income		90,679	86,944	86,944
Employee and Employer Contributions		699,980	702,550	702,550
Total Fee Collection to Line (A) - Section III		790,659	789,494	789,494
SECTION II - FULL COSTS				
Direct Costs:				
Salaries and Benefits		0	34,716	34,716
Expenses		0	2,875	2,875
HR Statewide Contract				
Risk Management Insurance				
DP Services Assessment - 2	10004			
DP Services Assessment - 210023				
Total Full Costs to Line (B) - Section III		0	37,591	37,591
Basis Used:	Accrual			
SECTION III - SUMMARY				
TOTAL SECTION I	(A)	790,659	789,494	789,494
TOTAL SECTION II	(B)	0	37,591	37,591
TOTAL - Surplus/Deficit	(C)	790,659	751,903	751,903
EXPLANATION:				
Negative balances offset by cash balance brought forward. (See Schedule I).				

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2024-2025

Department Title: Department of Management Services Trust Fund Title:

State Employees Disability Insurance Trust Fund Insurance Benefits Administration 72750200 Budget Entity:

LAS/PBS Fund Number: 2671

	Balance as of 6/30/2023	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	96,045.00 (A)		96,045.00
ADD: Other Cash (See Instructions)	(B)		0.00
ADD: Investments	5,328,953.00 (C)	0.00	5,328,953.00
ADD: Outstanding Accounts Receivable	10,306.00 (D)		10,306.00
Total Cash plus Accounts Receivable	5,435,304.00 (F)	0.00	5,435,304.00
LESS: Allowances for Uncollectibles	(G)		0.00
LESS: Approved "A" Certified Forwards	(H)		0.00
Approved "B" Certified Forwards	(H)		0.00
Approved "FCO" Certified Forwards	(H)		0.00
LESS: Other Accounts Payable (Non-Operating)	534.00 (I)		534.00
LESS: Unearned Revenue 38800	50,403.00 (I)		50,403.00
LESS:	(J)		0.00
Unreserved Fund Balance, 07/01/23	5,384,367.00 (K)	0.00	5,384,367.00 *

Notes:

^{*}SWFS = Statewide Financial Statement

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

	Budget Period: 2024-2025		
Department Title:	Department of Management Services		
Trust Fund Title:	State Employees Disability Insurance Trust Fund 72750200		
Budget Entity			
LAS/PBS Fund Number: 2671			
BEGINNING TRIAL BALANCE	:		
Total all GLC's	ance Per FLAIR Trial Balance, 07/01/23 s 5XXXX for governmental funds; or proprietary and fiduciary funds	5,384,367.00 (A)	
Subtract Nons	pendable Fund Balance (GLC 56XXX)	(B)	
Add/Subtract S	Statewide Financial Statement (SWFS) Adjustmen	its:	
SWFS Adjustr	ment #B7200068 - Investment Adjustment	_ (C)	
SWFS Adjustr	ment # 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)	
ADJUSTED BEGINNING TRIA	L BALANCE:	5,384,367.00 (E)	
UNRESERVED FUND BALANG	CE, SCHEDULE IC (Line K)	5,384,367.00 (F)*	
DIFFERENCE:		- (G)*	
*SHOULD EQUAL ZERO.			

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2024 - 2025					2025
Department:	Management Se	ervices	Chief Internal Auditor:	Steven Meredith	
Budget Entity:	Insurance Bene	fits Administration	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



EXHIBITS OR SCHEDULES

Retirement Benefits Administration



SCHEDULE I SERIES

Retiement Benefits Administration

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024-2025 Department Title: Department of Management Services Trust Fund Title: FRS Operating Trust Fund Budget Entity: Retirement Benefits Administration 72750300 LAS/PBS Fund Number: 2510 SWFS* Balance as of Adjusted 6/30/2023 Balance Adjustments 96,888.02 Chief Financial Officer's (CFO) Cash Balance 96,888.02 2,000.00 2,000.00 ADD: Other Cash (B) ADD: Investments 4,396,853.69 (C) 4,396,853.69 95,350.09 95,350.09 ADD: Outstanding Accounts Receivable (D) ADD: Other Current Assets 0.00 (E) ADD: 0.00 4,591,091.80 4,591,091.80 Total Cash plus Accounts Receivable 0.00 0.00 LESS: Allowances for Uncollectibles (G) 622,148.00 622,148.00 LESS: Approved "A" Certified Forwards 951,007.11 951,007.11 Approved "B" Certified Forwards LESS: Approved "FCO" Certified Forwards (1) 0.00 LESS: Other Accounts Payable (Non-Operating) 205.78 205.78 (J) LESS: Other Accounts Payable (623,785.24)(623,785.24)(J) Unreserved Fund Balance, 07/01/23 3,017,730.91 (K) 623,785.24 3,641,516.15 Notes:

^{*}SWFS = Statewide Financial Statement

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

Department Title:	Budget Period: 2024 - 2025 Department of Management Services		
Trust Fund Title:			
Budget Entity: LAS/PBS Fund Number:	Iget Entity:Retirement Benefits Administration 72750300/PBS Fund Number:2510		
BEGINNING TRIAL BALANC			
Total Fund B	alance Per FLAIR Trial Balance, 07/01/23		
	C's 5XXXX for governmental funds; for proprietary and fiduciary funds	2,527,756.56 (A	
Subtract Non	spendable Fund Balance (GLC 56XXX)	(B	
Add/Subtract	t Statewide Financial Statement (SWFS)Adjustments:		
SWFS Adju	stment B7200009, Adjust Prior-Year Payables not CF	628,966.12 (C	
SWFS Adju:	stment B7200021, Adjust Current Year Payables not CF	(5,180.88) (C	
Add/Subtract	t Other Adjustment(s):		
Approved '	B" Carry Forward (Encumbrances) per LAS/PBS	(951,007.11) (D	
Approved F	FCO Certified Forward per LAS/PBS	(D	
A/P not C/F	Operating Categories	628,966.12 (D	
Compensat	ted Absences Liability 386XX	346,052.94 (D	
Compensat	ted Absences Liability 486XX	853,686.82 (D	
Property Valu	ue included in Net Assets Unrestricted-Fiduciary Fund	(535,797.68) (D	
Accrued Inte	rest Payable 32900	16,483.20 (D	
Capital Lease	s 38700 & 48700	16,495,995.82 (D	
Capital Asset	s 28400 & 28500	(16,364,405.76) (D	
ADJUSTED BEGINNING TRI	AL BALANCE: [3,641,516.15 (E	
UNRESERVED FUND BALAI	NCE, SCHEDULE IC (Line K)	3,641,516.15 (F	
DIFFERENCE:	Γ	0.00 (G	

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2024 - 2025

Department Title:Department of Management ServicesTrust Fund Title:Optional Retirement Program Trust FundBudget Entity:Retirement Benefits Administration 72750300LAS/PBS Fund Number:2517

	Balance as of 6/30/2023	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	8,604,140 (A)		8,604,140
ADD: Other Cash on Hand	468 (B)		468
ADD: Investments	8,997,440 (C)		8,997,440
ADD: Outstanding Accounts Receivables	40,930 (D)		40,930
ADD:	(E)		0
Total Cash plus Accounts Receivable	17,642,978 (F)	0	17,642,978
LESS: Allowances for Uncollectibles	(G)		0
LESS: Approved "A" Certified Forwards	9,340 (H)		9,340
Approved "B" Certified Forwards	17,530 (H)		17,530
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable (Non-Operating)	196,631 (I)		196,631
LESS: Other Accounts Payable - Unearned Rev	0 (1)	1,385,253	1,385,253
LESS: Other Accounts Payable - Unearned Rev	0 (1)		0
Unreserved Fund Balance, 07/01/23	17,419,476 (K)	(1,385,253)	16,034,223 **

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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC					
Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2024 - 2025 Department of Management Services Optional Retirement Program Trust Fund 72750300 2517				
BEGINNING TRIAL BALANCE:					
Total all GLC's 5	ce Per FLAIR Trial Balance, 07/01/23 XXXX for governmental funds; roprietary and fiduciary funds	17,418,917 (A)			
Subtract Nonsper	ndable Fund Balance (GLC 56XXX)	0 (B)			
Add/Subtract Sta	Add/Subtract Statewide Financial Statement (SWFS) Adjustments;				
SWFS Adjustmer	nt, B7200007, Accts Payable	(1,385,253) (C)			
Add/Subtract Oth	er Adjustment(s):				
Approved "B" Ca	arry Forward (Encumbrances) per LAS/PBS	(17,530) (D)			
Compensated Ab	sences Liability 386XX	7,126 (D)			
Compensated Ab	sences Liability 486XX	6,234 (D)			
A/P not C/F-Ope	rating Categories	1,668 (D)			
Accrued Interest	Payable 32900	340 (D)			
Capital Leases 38	700 & 48700	340,215 (D)			
Capital Assets 284	400 & 28500	(337,494) (D)			
ADJUSTED BEGINNING TRIAL BALANCE:		16,034,223 (E)			
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)		16,034,223 (F)*			
DIFFERENCE:		0 (G)*			
*SHOULD EQUAL ZERO. Office of Policy and Budget - June 2023					

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services

Program:72750300 Retirement Benefits AdministrationFund:2517 Optional Retirement Program Trust Fund

Specific Authority: Section 121.021(36), 121.35(1),4(c),Florida Statutes

Purpose of Fees Collected: Employee Benefits Plan

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

Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)

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

SECTION I - FEE COLLECTION Receipts:		ACTUAL FY 2022-23	ESTIMATED FY 2023-24	REQUEST FY 2024-25
Investment Income		174,366	171,600	171,600
Contributions (Includes UAL portion for Sch I purposes)		230,717,405	231,112,327	242,667,943
Admin Fee		221,368	220,000	231,000
Total Fee Collection to Line (A) - Section	n III	231,113,139	231,503,927	243,070,543
SECTION II - FULL COSTS Direct Costs:				
Salaries and Benefits		281,675	333,118	333,118
Other Personal Services		15,020	15,100	15,100
Expenses		21,948	28,011	28,011
Contracted Services		18,950	26,000	26,000
HR Statewide Contract		1,255	1,349	1,349
Total Full Costs to Line (B) - Section III		338,848	403,578	403,578
Basis Used:	Accrual			
SECTION III - SUMMARY				
TOTAL SECTION I	(A)	231,113,139	231,503,927	243,070,543

(B)

(C)

338,848

230,774,291

403,578

231,100,349

403,578

242,666,965

Office of Policy and Budget - June 2023

TOTAL - Surplus/Deficit

EXPLANATION of LINE C:

TOTAL SECTION II

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2024 - 2025

Department Title:Department of Management ServicesTrust Fund Title:Optional Retirement Program Trust FundBudget Entity:Retirement Benefits Administration 72750300LAS/PBS Fund Number:2517

	Balance as of 6/30/2023	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	8,604,140 (A)		8,604,140
ADD: Other Cash on Hand	468 (B)		468
ADD: Investments	8,997,440 (C)		8,997,440
ADD: Outstanding Accounts Receivables	40,930 (D)		40,930
ADD:	(E)		0
Total Cash plus Accounts Receivable	17,642,978 (F)	0	17,642,978
LESS: Allowances for Uncollectibles	(G)		0
LESS: Approved "A" Certified Forwards	9,340 (H)		9,340
Approved "B" Certified Forwards	17,530 (H)		17,530
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable (Non-Operating)	196,631 (I)		196,631
LESS: Other Accounts Payable - Unearned Rev	0 (1)	1,385,253	1,385,253
LESS: Other Accounts Payable - Unearned Rev	0 (1)		0
Unreserved Fund Balance, 07/01/23	17,419,476 (K)	(1,385,253)	16,034,223 **

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.

RECONCILI	ATION: BEGINNING TRIAL BALANCE TO SC	HEDULE I and IC
Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Budget Period: 2024 - 2025 Department of Management Services Optional Retirement Program Trust Fund 72750300 2517	
BEGINNING TRIAL BALANCE:		
Total all GLC's 5	ce Per FLAIR Trial Balance, 07/01/23 XXXX for governmental funds; roprietary and fiduciary funds	17,418,917 (A)
Subtract Nonsper	ndable Fund Balance (GLC 56XXX)	0 (B)
Add/Subtract Sta	tewide Financial Statement (SWFS) Adjustm	ents;
SWFS Adjustmer	nt, B7200007, Accts Payable	(1,385,253) (C)
Add/Subtract Oth	er Adjustment(s):	
Approved "B" Ca	arry Forward (Encumbrances) per LAS/PBS	(17,530) (D)
Compensated Ab	sences Liability 386XX	7,126 (D)
Compensated Ab	sences Liability 486XX	6,234 (D)
A/P not C/F-Ope	rating Categories	1,668 (D)
Accrued Interest	Payable 32900	340 (D)
Capital Leases 38	700 & 48700	340,215 (D)
Capital Assets 284	400 & 28500	(337,494) (D)
ADJUSTED BEGINNING TRIAL B	ALANCE:	16,034,223 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)		16,034,223 (F)*
DIFFERENCE:		0 (G)*
*SHOULD EQUAL ZERO. Office of Policy and Budget - Ju		

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024-2025 Department Title: Department of Management Services Trust Fund Title: Police and Firefighter's Premium Tax Trust Fund **Budget Entity:** Retirement Benefits Administration 72750300 LAS/PBS Fund Number: 2532 SWFS* Balance as of Adjusted 6/30/2023 Balance Adjustments Chief Financial Officer's (CFO) Cash Balance 84,502.50 (A) 84,502.50 ADD: Other Cash (See Instructions) 0.00 (B) 0.00 364,065,398.87 (C) ADD: Investments 364,065,398.87 ADD: Outstanding Accounts Receivable 38,502,956.64 (D) 38,502,956.64 0.00 ADD: (E) Total Cash plus Accounts Receivable **402,652,858.01** (F) 0.00 402,652,858.01 LESS: Allowances for Uncollectibles (G) 0.00 30,325.23 (H) LESS: Approved "A" Certified Forwards 30,325.23 Approved "B" Certified Forwards 46,142.34 (H) 46,142.34 Approved "FCO" Certified Forwards 0.00 96,372,774.70 (I) LESS: Other Accounts Payable (Nonoperating) 96,372,774.70 LESS: Other Accounts Payable 0.00 LESS: (J) Unreserved Fund Balance, 07/01/23 306,203,615.74 ** **306,203,615.74** (K) 0.00 Notes: *SWFS = Statewide Financial Statement ** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

year and Line A for the following year. Office of Policy and Budget - June 2023

	Budget Period: 2024 - 2025	
Department Title:	Department of Management Services	
Trust Fund Title:	Police and Firefighter's Premium Tax Trust Fund	
Budget Entity:	72750300	
AS/PBS Fund Number:	2532	
BEGINNING TRIAL BALANCE:	:	
	ance Per FLAIR Trial Balance, 07/01/2023	200 140 500 01 140
	s 5XXXX for governmental funds; or proprietary and fiduciary funds	306,149,509.61 (A
Subtract Nonsp	pendable Fund Balance (GLC 56XXX)	(B)
Add/Subtract S	Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adjusti	ment # and Description	(C)
Add/Subtract C	Other Adjustment(s):	
Approved "B	" Carry Forward (Encumbrances) per LAS/PBS	(46,142.34) (D
Approved "C	" Carry Forward Total (FCO) per LAS/PBS	(D
A/P not C/F-0	Operating Categories	100,248.47 (D
Due from Sta	ate Funds w/i Division	(D
Compensated A	Absences Liability	(D
		(D
ADJUSTED BEGINNING TRIAI	L BALANCE:	306,203,615.74 (E)
JNRESERVED FUND BALANC	CE, SCHEDULE IC (Line K)	306,203,615.74 (F)
DIFFERENCE:		- (G
SHOULD EQUAL ZERO.		

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period: 2024 - 25**

Program:72750300 Retirement Benefits AdministrationFund:2583 Retiree Health Insurance Subsidy Trust Fund

Specific Authority: Section 112.363(1)(2) (a)(b)(d)(3-8), Florida Statutes

Purpose of Fees Collected: Employee Benefits Plan

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

Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)

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

SECTION I - FEE COLLECTION		ACTUAL FY 2022 - 23	ESTIMATED FY 2023 - 24	REQUEST FY 2024 - 25
Receipts:				
Contributions from Employe	ers	22,925,076	1,565,000	1,565,000
Interest Earnings		658,792,918	612,000,000	626,076,000
Total Fee Collection to Line (A) - Secti	on III	681,717,994	613,565,000	627,641,000
SECTION II - FULL COSTS				
Direct Costs:				
Salaries and Benefits		153,154	161,160	161,160
Expenses		7,317	17,817	17,817
Contracted Services		50,500	52,700	52,700
HR Statewide Contract		1,046	1,124	1,124
Indirect Costs Charged to Trust	Fund			
Total Full Costs to Line (B) - Section II	l	212,017	232,801	232,801
Basis Used:	Accrual			
CECTION III CHAAAADV				
SECTION III - SUMMARY				
TOTAL SECTION I	(A)	681,717,994	613,565,000	627,641,000
TOTAL SECTION II	(B)	212,017	232,801	232,801
TOTAL - Surplus/Deficit	(C)	681,505,977	613,332,199	627,408,199
TOTAL SECTION II	(B)	212,017	232,801	23

Office of Policy and Budget - June 2023

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Retiree Health Insurance Subsidy Trust Fund **Budget Entity:** Retirement Benefits Administration 72750300 LAS/PBS Fund Number: 2583 Balance as of SWFS* Adjusted 6/30/2023 Adjustments Balance Chief Financial Officer's (CFO) Cash Balance 49,394.67 (A) 49,394.67 ADD: Cash on Hand and with SBA (B) 0.00 610,051,374.39 (C) 610,051,374.39 ADD: Investments 71,094,757.15 (D) ADD: Outstanding Accounts Receivable 71,094,757.15 ADD: 0.00 (E) 0.00 Total Cash, Investments and Accounts Receivable **681,195,526.21** (F) 0.00 681,195,526.21 0.00 LESS: Allowances for Uncollectibles (G) LESS: Approved "A" Certified Forwards (H) 0.00 Approved "B" Certified Forwards 609.75 (H) 609.75 Approved "FCO" Certified Forwards 0.00 (H) LESS: Other Accounts Payable (Nonoperating) 13,077.59 (I) 13,077.59 Unreserved Fund Balance, 07/01/23 **681,181,838.87** (K) 0.00 681,181,838.87 Notes: *SWFS = Statewide Financial Statement ** This amount should agree with Line I, Section IV of the Schedule I for the most recent

completed fiscal year and Line A for the following year.

Office of Policy and Budget - June 2023

RECONCILI <i>A</i>	ATION: BEGINNING TRIAL BALANCE TO SCH	HEDULE I a	nd IC		
	Budget Period: 2024 - 2025				
Department Title:	partment Title: Department of Management Services				
Trust Fund Title:	Retiree Health Insurance Subsidy Trust Fu	nd			
Budget Entity:	72750300				
LAS/PBS Fund Number:	2583				
BEGINNING TRIAL BALANCE:					
Total all GLC's 5X	e Per FLAIR Trial Balance, 07/01/23 (XXX for governmental funds; roprietary and fiduciary funds		681,182,560.37 (A)		
Subtract Nonspen	dable Fund Balance (GLC 56XXX)		(B)		
Add/Subtract Stat	ewide Financial Statement (SWFS) Adjustm	ents;			
SWFS Adjustmer	nt B7200054 - to adjust A/R		(C)		
SWFS Adjustmer	nt # and Description		(C)		
Add/Subtract Oth	er Adjustment(s):				
Approved "B" Ca	rry Forward (Encumbrances) per LAS/PBS		(609.75) (D)		
Approved "C" Ca	rry Forward Total (FCO) per LAS/PBS		0.00 (D)		
A/P not C/F-Ope	rating Categories		(111.75) (D)		
Due from State	Funds w/i Division		(D)		
Compensated Abs	sences Liability		(D)		
			(D)		
ADJUSTED BEGINNING TRIAL BA	ALANCE:		681,181,838.87 (E)		
UNRESERVED FUND BALANCE,	SCHEDULE IC (Line K)		681,181,838.87 (F)*		
DIFFERENCE:			0.00 (G)*		
*SHOULD EQUAL ZERO.					

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Department: Management Services Chief Internal Auditor: Steven Meredith

Budget Period: 2024 - 2025

Budget Entity: Retirement Benefits Administration Phone Number: 850-487-9476

(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
Auditor General	Report Issued	Division of Retirement	Finding 1: Timely Disablement of IT Access	The Division and Office of	
Report No. 2023-	September 2022		Privileges	Information Technology are working	
022			Access privileges to IRIS and related IT	to enhance the controls to ensure that	
			resources were not always promptly disabled	Department records evidence that user	
			when no longer necessary.	access privileges are promptly disabled.	
			Recommendation: We recommend that Division		
			management enhance controls to ensure that		
			Department records evidence that former		
			employee and contractor IRIS and TFS user		
			access privileges are promptly disabled.		
			Finding 2: Periodic Review of Network Domain	The Division and Office of	
			Access Privileges	Information Technology conducted	
			As similarly noted in our report No. 2019-220,	access reviews of privileged accounts.	
			Department records did not evidence periodic		
			reviews of the Department network domain		
			privileged accounts' access privileges.		
			Recommendation: We again recommend that		
			Department management conduct and document		
			periodic access reviews of Department		
			privileged network accounts in accordance with		
			established policy.		

REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			Finding 3: IRIS End-User Access	The Division updated IRIS end-user	
			Documentation	role documentation to include	
			Division documentation of IRIS end-user role-	associated access privileges.	
			based access privileges needs improvement to		
			help ensure that IRIS end-user access is		
			appropriately assigned.		
			Recommendation: We recommend that Division		
			management improve IRIS end-user role		
			documentation to ensure that all IRIS end-user		
			roles and their associated access privileges are		
			documented.		
			Finding 4: Change Management Controls	The Division is working on a process	
			Division change management controls for IRIS	to ensure that all program changes are	
			program changes need improvement to ensure	appropriately authorized, tested,	
			that all program changes are appropriately	reviewed, and approved prior to	
			authorized, tested, reviewed, and approved prior	implementation.	
			to implementation into the production	-	
			environment, and are managed by, and do not		
			bypass, the Division's change management		
			process.		
			Recommendation: We recommend that Division		
			management improve IRIS change management		
			controls to ensure that all program changes are		
			appropriately authorized, tested, reviewed, and		
			approved prior to implementation into the		
			production environment, and are managed by,		
			and do not bypass, the Division's change		
			management process.		

REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			Finding 5: Security Controls – Logical Access,	The Division has created a plan to	
			User Authentication, Configuration	remediate the security issues identified	
			Management, and Logging and Monitoring	in this finding.	
			Certain security controls related to logical		
			access, user authentication, configuration		
			management, and logging and monitoring need		
			improvement to ensure the confidentiality,		
			integrity, and availability of IRIS data and		
			related IT resources.		
			Recommendation: We recommend that		
			Department and Division management improve		
			certain security controls related to logical		
			access, user authentication, configuration		
			management, and logging and monitoring to		
			ensure the confidentiality, integrity, and		
			availability of IRIS data and related IT		
			resources.		



EXHIBITS OR SCHEDULES

State Personnel Policy Administration



SCHEDULE I SERIES

State Personnel Policy Administration

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: State Personnel System Trust Fund **Budget Entity:** Human Resource Management 72750100 LAS/PBS Fund Number: 2678 SWFS* Balance as of Adjusted 6/30/2023 Adjustments Balance 170,000.00 (A) Chief Financial Officer's (CFO) Cash Balance 170,000.00 ADD: Other Cash (See Instructions) (B) 0.00 ADD: Investments (2,770,000.00) (C) (2,770,000.00)ADD: Outstanding Accounts Receivable (D) 0.00 2,600,000.00 (E) 2,600,000.00 ADD: Anticipated Transfer from 72750400 2678 Total Cash plus Accounts Receivable 0.00 (F) 0.00 0.00 LESS: Allowances for Uncollectibles (G) 0.00 LESS: Approved "A" Certified Forwards (H) 0.00 0.00 Approved "B" Certified Forwards (H) Approved "FCO" Certified Forwards 0.00 (H) LESS: Other Accounts Payable (Nonoperating) (1) 0.00 Anticipated Non-Operating Transfer 0.00 (1) LESS: <u>Unearned Revenue</u> 0.00 **0.00** (K) 0.00 0.00 * Unreserved Fund Balance, 07/01/23 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.

RECONC	ILIATION: BEGINNING TRIAL BALANCE TO SC	CHEDULE I and IC
	Budget Period: 2024 - 2025	
Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Department of Management Services State Personnel Policy Administration 72750100 2678	
BEGINNING TRIAL BALANCE:		
Total all GLC's 5	ce Per FLAIR Trial Balance, 07/01/23 XXXX for governmental funds; proprietary and fiduciary funds	(2,600,000.00) (A)
Subtract Nonspe	ndable Fund Balance (GLC 56XXX)	(B)
Add/Subtract Sta	tewide Financial Statement (SWFS) Adjustme	nts:
		(C)
SWFS Adjustmen	t # B7200300 - GR Service Charge 4th quarter	payable (C)
Add/Subtract Oth	ner Adjustment(s):	
Approved "B" Ca	arry Forward (Encumbrances) per LAS/PBS	(D)
Approved "C" Ca	arry Forward Total (FCO) per LAS/PBS	(D)
A/P not C/F-Ope	erating Categories	(D)
Anticipated Non-	Operating Transfer	(D)
Anticipated Trans	sfer from 72750400 2678	2,600,000.00 (D)
		(D)
ADJUSTED BEGINNING TRIAL B	ALANCE:	- (D)
UNRESERVED FUND BALANCE,	SCHEDULE IC (Line I)	_ (E)
DIFFERENCE:		(F)*
*SHOULD EQUAL ZERO.		

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2024 - 2025

Department Title: Department of Management Services Trust Fund Title: State Personnel System Trust Fund State Personnel Policy Administration 72750400 Budget Entity: 2678

LAS/PBS Fund Number:

	Balance as of 6/30/2023	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	159,318,934.80 (A)		159,318,934.80
ADD: Other Cash (See Instructions)	(B)		0.00
ADD: Investments	21,547,168.21 (C)	-	21,547,168.21
ADD: Outstanding Accounts Receivable	1,640,742.72 (D)	-	1,640,742.72
ADD:	0.00 (E)		0.00
ADD:	0.00 (E)		0.00
Total Cash plus Accounts Receivable	182,506,845.73 (F)	-	182,506,845.73
LESS: Allowances for Uncollectibles	(G)		0.00
LESS: Approved "A" Certified Forwards	65,692.75 (H)		65,692.75
Approved "B" Certified Forwards	54,560.27 (H)		54,560.27
Approved "FCO" Certified Forwards	(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	1,844.83 (I)		1,844.83
Anticipated Non-Operating Transfer	(1)		0.00
LESS: Transfer Out to 72750500 2678	162,279,338.96		162,279,338.96
LESS: <u>Transfer out to 72750100 2678</u>	2,600,000.00		2,600,000.00
Unreserved Fund Balance, 07/01/22	17,505,408.92 (K)	-	17,505,408.92 **

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.

RECONC	ILIATION: BEGINNING TRIAL BALANCE TO SCHI	EDULE I and IC			
	Budget Period: 2024 - 2025				
Department Title: Trust Fund Title: Budget Entity: LAS/PBS Fund Number:	Department of Management Services State Personnel System Trust Fund 72750400 2678				
BEGINNING TRIAL BALANCE:					
Total all GLC's 5>	ce Per FLAIR Trial Balance, 07/01/23 XXXX for governmental funds; roprietary and fiduciary funds	182,439,308.15 (A)			
Subtract Nonsper	ndable Fund Balance (GLC 56XXX)	(B)			
Add/Subtract Stat	tewide Financial Statement (SWFS) Adjustments	S:			
SWFS Adjustme	nt # B7200050 - Receivable Adjustment	(C)			
SWFS Adjustme	nt # B7200074 - Investment Adjustment	- (C)			
SWFS Adjustme	- (C)				
SWFS Adjustme	nt # B7200133 - Receivable Adjustment	- (C)			
Add/Subtract Oth	er Adjustment(s):				
Approved "B" Ca	rry Forward (Encumbrances) per LAS/PBS	(54,560.27) (D)			
Approved "C" Ca	rry Forward Total (FCO) per LAS/PBS	(D)			
A/P not C/F-Ope	rating Categories	(D)			
Anticipated Non-O	Operating Transfer	(D)			
Transfer Out to 72	2750500_2678	(162,279,338.96) (D)			
Transfer out to 72	2750100_2678	(2,600,000.00) (D)			
ADJUSTED BEGINNING TRIAL B	ALANCE:	17,505,408.92 (D)			
UNRESERVED FUND BALANCE,	SCHEDULE IC (Line I)	17,505,408.92 (E)			
DIFFERENCE:		0.00 (F)*			
*SHOULD EQUAL ZERO.					

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2024 - 2025					2025
Department: Management Services			Chief Internal Auditor:	Steven Meredith	
Budget Entity: State Personnel Policy Administration			Phone Number: 850-487-9476		
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			NOT APPLICABLE		



EXHIBITS OR SCHEDULES

People First



SCHEDULE I SERIES

People First

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: State Personnel System Trust Fund Budget Entity: People First 72750500 LAS/PBS Fund Number: 2678 Balance as of SWFS* Adjusted 6/30/2023 Balance Adjustments Chief Financial Officer's (CFO) Cash Balance (159,300,964.49) (A) (159,300,964.49) ADD: Other Cash (See Instructions) 0.00 ADD: Investments 0.00 ADD: Outstanding Accounts Receivable 0.00 162,279,338.96 (E) ADD: Transfer In from 72750400 2678 162,279,338.96 Total Cash plus Accounts Receivable **2,978,374.47** (F) 0.00 2,978,374.47 LESS: Allowances for Uncollectibles (G) 0.00 LESS: Approved "A" Certified Forwards 58,792.12 (H) 58,792.12 2,911,593.31 Approved "B" Certified Forwards 2,911,593.31 (H) Approved "FCO" Certified Forwards 0.00 7,989.04 (1) 0.00 7,989.04 LESS: Other Accounts Payable (Nonoperating) LESS: <u>Unearned Revenue</u> 0.00 0.00 (0.00) (K) Unreserved Fund Balance, 07/01/23 0.00 (0.00) * Notes: *SWFS = Statewide Financial Statement

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

RECC	NCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE	I and IC		
	Budget Period: 2024 - 2025			
Department Title:	Department of Management Services			
Trust Fund Title:	· · · · · · · · · · · · · · · · · · ·			
Budget Entity:	· · · · · · · · · · · · · · · · · · ·			
AS/PBS Fund Number: 2678				
BEGINNING TRIAL BALANCE:				
Total all GLC's	ance Per FLAIR Trial Balance, 07/01/23 5XXXX for governmental funds; proprietary and fiduciary funds	(159,373,961.09) (A)		
Subtract Nonsp	pendable Fund Balance (GLC 56XXX)	(B)		
Add/Subtract S	tatewide Financial Statement (SWFS) Adjustments:			
SWFS Adjustm	SWFS Adjustment - Increase A/R (B7200011 & B7200030)			
SWFS Adjustment # B7200007 - GR Service Charge 4th quarter payable		(C)		
Add/Subtract C				
Approved "B"	Approved "B" Carry Forward (Encumbrances) per LAS/PBS			
Approved "C"	Approved "C" Carry Forward Total (FCO) per LAS/PBS			
A/P not C/F-O	perating Categories	6,215.44 (D)		
Anticipated Cas	sh Receivable	(D)		
Transfer In fron	n 72750400 2678	162,279,338.96 (D)		
		(D)		
ADJUSTED BEGINNING TRIAL	0.00 (D)			
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)				
DIFFERENCE: 0.00				
*SHOULD EQUAL ZERO.				

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2024 - 2025					2025
Department: Management Services			Chief Internal Auditor:	Auditor: Steven Meredith	
Budget Entity: People First			Phone Number: 850-487-9476		
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			NOT APPLICABLE		

SCHEDULE IV-B FOR PEOPLE FIRST INTEGRATION WITH FLORIDA PALM

For Fiscal Year 2024-25



[September 2023]

DEPARTMENT OF MANAGEMENT SERVICES

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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval			
Agency:	Schedule IV-B Submission Date: September 15, 2023		
Department of Management Services			
Project Name:	Is this project included in the Agency's LRPP?		
People First Integrations with Florida PALM	_X Yes No		
FY 2024-25 LBR Issue Code:	FY 2024-25 LBR Issue Title:		
	People First Integration with Florida PALM		
Agency Contact for Schedule IV-B (Name, Pho	ne #, and E-mail address):		
Tomy Mollas, (850) 413-9579; tomy.mollas@d	ms.fl.gov		
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 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:	Date:		
			
Printed Name: Pedro Allende			
Agency Chief Information Officer (or equivaler	nt): Date:		
Printed Name: Rich Evans	D.		
Budget Officer:	Date:		
Printed Name:			
Planning Officer:	Date:		
Printed Name:			
Project Sponsor:	Date:		
Printed Name: Tomy Mollas			
Schedule IV-B Preparers (Name, Phone #, and)	E-mail address):		
Business Need:			
Cost Benefit Analysis:			
Risk Analysis:			
Technology Planning:			
Project Planning:			

II. Schedule IV-B Business Case - Strategic Needs Assessment

A. Background and Strategic Needs Assessment

Purpose: To clearly articulate the business-related need(s) for the proposed project.

1. Business Need

Sections 110.116 and 215.94(5), Florida Statutes, require the Department of Management Services (department) to establish and maintain, in coordination with the payroll system within the Department of Financial Services, a complete Human Resource Information System (HRIS) for all authorized and established positions in state service. To provide the state with an HRIS and a suite of Human Resource services, the state executed the People First Next Generation contract with NorthgateArinso (NGA) (service provider), which expires on August 20, 2026.

As a financial management information subsystem (FMIS) and an enterprise system that integrates with the state's financial management information system and payroll subsystem (FLAIR) to process payroll and related activities, all updates to the human resource information system, People First, must be completed as part of the Florida PALM combined financials and payroll implementation before Florida PALM go-live date of January 2026.

We are planning to divide the current File 0001(payroll preparation file) into as many as 15 distinct flat file feeds for Florida PALM. The Department is set to reconfigure the People First system, system integrations, agency payroll files, payroll preparation procedures, insurance benefits protocols, position funding, and other components currently linked to FLAIR. These adjustments will facilitate seamless integration with Florida PALM, resulting in enhanced efficiencies, heightened security measures, improved infrastructure, optimized configuration, modernized data interfaces, and more comprehensive fiscal oversight for state agencies.

2. Business Objectives

NOTE: For IT projects with a total cost in excess of \$10 million, the business objectives described in this section must be consistent with existing or proposed substantive policy required in s. 216.023(4)(a)10, F.S.

The following business objectives will be pursued, alongside the establishment of a Parallel People First environment for testing and remediation:

- Restructure the People First system, along with its system integrations, agency payroll files, payroll preparation procedures, insurance benefits processes, and position funding functions, which are currently linked to FLAIR. This restructuring aims to seamlessly integrate these components with Florida PALM.
- Enhance operational efficiencies while concurrently bolstering security measures, optimizing infrastructure, refining configuration, modernizing data interfaces, and enhancing fiscal oversight capabilities for state agencies.
- Execute precise and punctual payroll preparation activities, leveraging the payroll business requirements of Florida PALM, to ensure accurate and timely processing.

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)

NOTE: If an agency has completed a workflow analysis, include through file insertion or attachment the analyses documentation developed and completed by the agency.

The architecture of the People First system is specifically designed to uphold the FLAIR chart of account values and facilitate the creation of payroll requisitions in accordance with the prevailing FLAIR business regulations. A

seamless data interchange transpires between the People First system and FLAIR on a daily basis (Monday to Friday). Moreover, the Department of Financial Services receives the payroll requisition files for processing through the FLAIR Payroll subsystem, covering biweekly, supplemental, and monthly payroll cycles. This solidifies the system's current business processes.

2. Assumptions and Constraints

*please note the below assumptions and constraints also reflect in People First submittal of the Florida Palm Operations Work Plan.

Project Assumptions

- 1. All stakeholders are fully committed to achieving the Project's goals.
- 2. People First will timely receive all detailed design requirements necessary to proceed with the project.
- 3. The project budget will be duly approved, and funds will be released by the Legislature as required.
- 4. The project schedule will be diligently utilized to establish and monitor task scope and progress, ensuring alignment with defined milestones and deliverables.
- 5. Any revisions to the project schedule will adhere to the established Project Management Plan (PMP) change management process.
- Should there be any significant legislative, business requirement, or policy changes during the Project that substantially impact its scope, the change management plan defined in the PMP will be followed to address these changes.
- 7. Adequate resources, including subject matter experts, will be made available to support the agreed-upon project schedule.
- 8. Enterprise agencies will actively collaborate and respond proactively while partnering with the project team to implement deliverables.
- 9. Partnering enterprise agencies will take responsibility for identifying end users, implementing effective organizational change management practices with their end users, and providing necessary support for deployment to the endpoints and end-users specified in the project scope.

By considering these project assumptions, we can foster a collaborative and productive environment, ensuring smooth progress and successful outcomes for the project.

Project Constraints

Due to the temporary pause of the Florida PALM project, there has been a shortened delivery window for achieving the go-live target of 2026. Consequently, the People First project timeline has been impacted, leading to projected higher development costs. The exact magnitude of these expenses is presently being analyzed, and at this stage, we can only provide a rough estimate (ROM) for hardware/licenses with a high level of confidence. For more comprehensive information regarding the cost restrictions and a detailed breakdown of the project calculation, including the utilization of People First system hours and previous funding to mitigate expenses, please refer to the section below labeled "Cost Constraints".

<u>People First Constraints:</u> As People First initiates its procurement endeavors for the next-generation human resource information system (HRIS) enterprise resource planning (ERP) system and HR solution (service center) for the State of Florida, the team faces the challenge of limited capacity, comprising of only 16 full-time employees (FTE), to simultaneously work on both projects. The successful procurement, implementation, and adoption of the next-generation HR solution are ambitious undertakings that demand meticulous planning and

execution. Additionally, the resources responsible for implementing the new solution are also tasked with maintaining the existing HR solution, further intensifying the workload.

<u>Time Constraints</u>: Resource estimates and scheduling must consider the existing commitments and responsibilities of People First and vendor resources. These include various duties such as system enhancements, maintenance, payroll preparation, benefits management, and other related tasks. The project schedule needs to accommodate flexibility to address unexpected shifts in priority, unforeseen delays from agency partners, and account for holidays.

Cost Constraints: The project budget is currently confined to the \$2,689,220 allocated in Specific Appropriation 2889, Chapter 2022-156, Laws of Florida, which reverted and was reappropriated for Fiscal Year 2023-24 (Section 154 of Chapter 2023-239, Laws of Florida) Any expenses beyond or exceeding this appropriated line item are not covered. For additional funding, future legislative sessions must be leveraged to secure resources for other expenses and nonrecurring costs related to implementing technology resources and services beyond Fiscal Year 2023-24.

- This projection is considerably higher than the current budget allocation for Fiscal Year 2023-24, which stands at \$2,689,220. To help offset some of these expenses, People First plans to utilize 50% of applicable system hours from the existing contract, which will reduce the funding request by \$2,412,130.
- However, it's essential to recognize that even with this reduction, there remains a significant difference in the overall costs that must be addressed. The remaining amount will need to be covered using state administration funds specifically allocated for agencies involved in the Florida PALM remediation work. For this purpose, the Department is seeking \$11,090,958 from Administered funds to cover three fiscal years:

Fiscal Year 2023-24: \$ 413,780
Fiscal Year 2024-25: \$7,410,268
Fiscal Year 2025-26: \$3,266,910

- To summarize the project calculation:
 - Minimum Estimation (ROM costs) from NGA: \$16,192,308
 - People First System Hours (also known as Enhancement Hours EH) in dollars: (-)\$2,412,130
 - Current Fiscal Year 2023-24 appropriation: (-)\$2,689,220
 - Request from Administered Funds: <u>\$11,090,958</u>

The table below de	picts the out-year spe	ending plan: *	note that EH refers	to Enhancement Hours
The more below de	picts the out year spe	manig plan.	mote that Lift felels	to Limaneement Hours

	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	Project Total
Contractor Labor	\$903,000	\$3,612,000	\$1,428,000	\$5,943,000
NGA Labor	\$1,370,880	\$2,543,268	\$1,385,160	\$5,299,308
Total FY	\$2,273,880	\$6,155,268	\$2,813,160	\$11,242,308
Environment	\$2,150,000	\$1,800,000	\$850,000	\$4,800,000
Travel	\$50,000	\$50,000	\$50,000	\$150,000
Total Before EH	\$4,473,880	\$8,005,268	\$3,713,160	\$16,192,308
ЕН	8,064	3,500	2,625	14,189
Less EH Value	\$1,370,880	\$595,000	\$446,250	\$2,412,130
Total Less EH	\$3,103,000	\$7,410,268	\$3,266,910	\$13,780,178
Less System App	\$2,689,220	\$0.00	\$0.00	\$0.00
TOTAL	\$413,780	\$7,410,268	\$3,266,910	\$11,090,958

These numbers offer a detailed overview of the anticipated expenses and funding origins for the project. It's important to acknowledge that this section concerns the work to be executed by our vendor, and separate funding will be necessary to cover the staff augmentation for the People First Team. Further elaboration on this matter can be found in the resource constraints section below.

<u>Scope Constraints:</u> The successful implementation of deliverables at an enterprise level relies heavily on the active participation and collaboration of enterprise agencies. Ensuring their cooperation is critical for achieving the desired outcomes of the project.

Resource Constraints: Given the specialized nature of the Project and the need for subject matter experts, there may be potential resource contention due to skills gaps among the project team. To address this, it is vital to identify and understand areas of deficiency, provide supplemental training, and consider leveraging additional external subject matter experts to optimize resource management.

To address this, the Department is requesting in a legislative budget request (LBR) to procure ten full-time contracted staff augmentation members for the target period between July 1, 2024, and June 30, 2026, each expected to contribute approximately 2,000 hours. These contracted members must possess extensive experience with enterprise resource planning (ERP) systems. The average cost for these resources is \$100 to \$125 per resource, subject to slight variations depending on the contract award. The primary objective of this procurement is to fill various key roles for the ERP system's remediation project. The roles include:

This table provides a summary of the personnel and associated costs for the Florida PALM Remediation project. The team comprises various positions, each with their respective hourly rates, the number of hours worked per year (2080), and the number of staff members for each role. The Expense package associated with these contracted positions is \$46,180.

 Project Manager Team Leader (8220): Hourly Rate - \$110.00, Total Per Position - \$228,800.00, Number of Staff - 1, Total Cost Per Year - \$228,800.00.

- ERP Team Member (4210) Functional Subject Matter Experts (2): Hourly Rate \$117.00, Total Per Position \$243,360.00, Number of Staff 2, Total Cost Per Year \$486,720.00.
- ERP Team Member (4210) Technical Subject Matter Experts (2): Hourly Rate \$117.00, Total Per Position \$243,360.00, Number of Staff 2, Total Cost Per Year \$486,720.00.
- Consultant Business Analysts: Hourly Rate \$125.00, Total Per Position \$260,000.00, Number of Staff 1, Total Cost Per Year \$260,000.00.
- ERP Team Member (4210) Data Specialist: Hourly Rate \$117.00, Total Per Position \$243,360.00, Number of Staff 1, Total Cost Per Year \$243,360.00.
- Junior Consultant Organizational Change Management Subject Matter Experts (1) Junior Consultant: Hourly Rate \$100.00, Total Per Position \$208,000.00, Number of Staff 1, Total Cost Per Year \$208,000.00.
- Management Quality Manager 1600 Quality Assurance/Tester: Hourly Rate \$117.00, Total Per Position \$243,360.00, Number of Staff 1, Total Cost Per Year \$243,360.00.
- Project Support/Coordinator: Hourly Rate \$60.00, Total Per Position \$124,800.00, Number of Staff 1, Total Cost Per Year - \$124,800.00.

The total cost per year for the entire Florida PALM Remediation staff augmentation team, consisting of 10 staff members, amounts to \$2,327,940.00.

The projected total cost for the entire life of the project, spanning two years (Fiscal Year 2024-25 and Fiscal Year 2025-26), is estimated to be \$4,655,880.00.

Acknowledging and addressing these constraints will be crucial in navigating the challenges and complexities of the project, maximizing efficiency, and ensuring the successful implementation of Florida PALM.

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

The proposed business process requirement involves a comprehensive effort to reprogram various systems, files, and processes that are currently aligned with FLAIR's chart of accounts. The objective is to seamlessly integrate these components with Florida PALM. The systems and processes encompassed by this initiative include:

- People First System: A central component in this integration, the People First system, requires reprogramming to harmonize with Florida PALM's functionalities.
- System Integrations: Existing integrations that link different systems together will be reconfigured to ensure smooth interoperability with Florida PALM.
- Agency Payroll Files: Reprogramming agency payroll files is essential to enable accurate and consistent payroll
 processing within the Florida PALM framework.
- Payroll Preparation Processes: The processes involved in preparing payroll will be revamped to align with Florida PALM's requirements, ensuring precise and timely payment distribution.
- Insurance Benefits Processes: The reprogramming effort extends to insurance benefits processes, enhancing their compatibility with Florida PALM's infrastructure.
- Position Funding: Position funding mechanisms will be adjusted to seamlessly integrate with Florida PALM's structure, enabling accurate financial management.
- It is important to note that, as of now, People First has not yet received the official business process requirements document from Florida PALM. To achieve a comprehensive understanding of the Business

Process Requirements (BPR), additional workshops with the appropriate resources are necessary. These workshops will provide the essential details needed to ensure a successful reprogramming effort and seamless integration with Florida PALM.

2. Business Solution Alternatives

The provided statement reflects the need for a mandatory update to realign our system with the migration from FLAIR to Florida PALM on a statewide level. However, it is crucial to clarify that while the Florida PALM project itself is not our direct responsibility, the remediation of our system remains essential. Consequently, the solutions we have presented may not be entirely aligned with the specific goals of the Florida PALM project. Nevertheless, these solutions are imperative to ensure seamless integration within the broader context of the FLAIR to Florida PALM migration on a statewide scale.

3. Rationale for Selection

The present response underscores the necessity for implementation, which is a crucial aspect supporting our rationale for selection. However, it's important to emphasize that this implementation requirement pertains to the Department of Financial Services (DFS) rather than People First, as we are not the project owners.

4. Recommended Business Solution

NOTE: For IT projects with total cost in excess of \$10 million, the project scope described in this section must be consistent with existing or proposed substantive policy required in s. 216.023(4) (a) 10, F.S.

The Department recommends a strategic approach to address the challenges arising from the temporary pause of the Florida PALM project. While it's important to recognize that the Florida PALM project is not directly under our purview, we must ensure the necessary enhancements to the People First system to seamlessly integrate with Florida PALM.

*Please see under Section 2 in this document for total assumptions on project costs in this document.

- Time Constraints Mitigation: Given the shortened delivery window due to the temporary pause of the Florida PALM project, we propose a meticulous time management strategy for the People First project. This involves a comprehensive reassessment of project timelines, prioritizing key tasks, and aligning them with the new timeline. This proactive approach will help mitigate potential delays and ensure timely project completion.
- Optimized Cost Management: While the projected higher development costs stemming from the People First project timeline impact are being analyzed, we recommend a comprehensive cost optimization strategy. This entails a detailed evaluation of project expenses, identifying potential areas for cost reduction, and re-aligning the budget to accommodate the updated timeline.
- Resource Allocation Enhancement: Considering the constraints of a limited team capacity for both the
 current project and the planned HRIS ERP system implementation, we suggest exploring collaborative
 opportunities with external subject matter experts. By engaging specialized resources, we can alleviate
 resource contention and ensure focused expertise on both projects, enabling smoother execution and
 higher-quality outcomes.
- Strategic Fund Allocation: As the projected costs for the People First project may exceed the currently allocated funds, we propose a strategic approach to securing the necessary resources. This involves advocating for additional funding through future legislative sessions to bridge the financial gap and fully support the project's requirements.
- Transparent Communication: Given the complex circumstances, transparent communication with stakeholders, particularly enterprise agencies, is crucial. We recommend establishing clear channels of communication to ensure active participation and collaboration, aligning everyone with the project's goals, and mitigating potential scope challenges.
- Holistic Resource Management: To address potential resource constraints and skills gaps, we suggest
 implementing a comprehensive resource management plan. This involves identifying areas of deficiency,
 providing targeted training to team members, and potentially leveraging external experts for specialized

roles. This approach will optimize resource utilization and enhance overall project performance.

By adopting these recommended solutions, we aim to navigate the complexities posed by the temporary pause of the Florida PALM project and ensure the successful integration of our system with Florida PALM. While we recognize that the Florida PALM project is not directly within our control, our proactive measures will contribute to the overall efficiency and effectiveness of the larger initiative.

D. Functional and Technical Requirements

Purpose: To identify the functional and technical system requirements that must be met by the project.

Include through file insertion or attachment the functional and technical requirements analyses documentation developed and completed by the agency.

To align with Florida PALM, the project demands substantial enhancements across all core modules within the People First system. These modules encompass appointments and status, organizational management, payroll preparation, insurance benefits administration, data warehouse, and reporting. This effort entails a significant scope of development, encompassing over 2,000 system updates. These updates range in complexity, from straightforward tasks such as cascading label adjustments to more intricate undertakings like the creation of novel processes, integration programs, and a new payroll preparation engine. The collective effect of these updates is to ensure that the People First system can generate and transmit multiple flat files per day, aligning it with the Florida PALM financial management information system and payroll sub-system.

It's important to note that our collaboration with Florida PALM is ongoing, and we are eagerly awaiting the detailed functional and technical requirements that will guide our efforts. At this juncture, this high-level overview provides insight into the extensive work required for the integration, while we remain actively engaged with Florida PALM to further refine our approach based on the forthcoming functional and technical guidance.

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.

Based on the business objectives and the proposed business process and functional requirements of the People First and Florida PALM integration, the following critical success criteria have been identified. Once realized, the agency would consider this People First and PALM integration successful.

	SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)	
1	Successful integration of the Florida PALM Chart of Accounts within the People First System.	User-acceptance testing.	State agencies.	ТВА	
2	Accurate and timely processing of employee payroll and benefits. Anything less than accurate and timely processing will be considered a failure and will require immediate remediation.	Parallel payroll processing.	State of Florida employees.	ТВА	
3	Modernized integrations.	Integration testing.	State agencies.	TBA	

IV. Schedule IV-B Benefits Realization and Cost Benefit Analysis

A. Benefits Realization Table

Purpose: To calculate and declare the tangible benefits compared to the total investment of resources needed to support the proposed IT project.

For each tangible benefit, identify the recipient of the benefit, how and when it is realized, how the realization will be measured, and how the benefit will be measured to include estimates of tangible benefit amounts.

N/A – Required implementation as part of the Florida PALM project implementation.

	BENEFITS REALIZATION TABLE				
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	Successful payroll integration with Florida PALM chart of accounts	State employees and retirees	Posted payroll and created vouchers	Success or failure of the payroll run	TBA

B. Cost Benefit Analysis (CBA)

Purpose: To provide a comprehensive financial prospectus specifying the project's tangible benefits, funding requirements, and proposed source(s) of funding.

The chart below summarizes the required CBA Forms which are included as Appendix A on the Florida Fiscal Portal and must be completed and submitted with the Schedule IV-B.

Refer to Appendix A.

Cost Benefit Analysis			
Form	Description of Data Captured		
CBA Form 1 - Net Tangible Benefits	Agency Program Cost Elements: Existing program operational costs versus the expected program operational costs resulting from this project. The agency needs to identify the expected changes in operational costs for the program(s) that will be impacted by the proposed project.		
	Tangible Benefits: Estimates for tangible benefits resulting from the implementation of the proposed IT project, which correspond to the benefits identified in the Benefits Realization Table. These estimates appear in the year the benefits will be realized.		
CBA Form 2 - Project Cost Analysis	Baseline Project Budget: Estimated project costs. Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, and Grants. Characterization of Project Cost Estimate.		

Cost Benefit Analysis			
Form	Description of Data Captured		
CBA Form 3 - Project Investment Summary	Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates: • Return on Investment • Payback Period • Breakeven Fiscal Year • Net Present Value • Internal Rate of Return		

V. Schedule IV-B Major Project Risk Assessment

Purpose: To provide an initial high-level assessment of the 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. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

Refer to Appendix B.

VI. Schedule IV-B Technology Planning

Purpose: To ensure there is close alignment with the business and functional requirements and the selected technology.

A. Current Information Technology Environment

1. Current System

The design of the People First system is tailored to accommodate FLAIR chart of account values and facilitate the creation of payroll requisitions in accordance with established FLAIR business rules. A daily exchange of files occurs between the People First system and FLAIR, taking place from Monday to Friday. Furthermore, payroll requisition files are regularly transmitted to the Department of Financial Services for processing via the FLAIR Payroll subsystem. This processing covers a range of payroll cycles, including biweekly, supplemental, and monthly periods.

a. Description of Current System

People First supports more than 222,000 users. The group includes all state agencies, all 12 state universities, all State of Florida retirees who have elected to continue with health insurance and/or life insurance benefits, and other users. It is important to note that these customers use the People First system differently, so the system has incorporated additional customization (approximately 20,000 customizations) and special interfaces (over 600) to capture and exchange data between various systems, including Florida Accounting Information Resource (FLAIR),

and the FLAIR Payroll subsystem.

Services are provided through a highly customized online portal built on SAP ECC 6.0, and NetWeaver 7.5, using three-tiered architecture (web, application, and database). Data is extracted nightly to a custom Oracle Data Warehouse database.

b. Current System Resource Requirements

N/A – All system resources are included as part of the People First outsourcing contract. The contract is a fixed-rate contract, and the Department does not have visibility into individualized costs.

c. Current System Performance

No current system limitations. The only constraints are the end-users network and internet capacity.

2. Information Technology Standards

N/A

B. Current Hardware and/or Software Inventory

NOTE: Current customers of the state data center would obtain this information from the data center.

All system resources are included as part of the People First outsourcing contract. The contract is a fixed-rate contract, and the Department does not have visibility into individualized costs. However, in order to mitigate risks associated with the integration of the People First system with Florida PALM, separate (dual) development, quality assurance, and testing environments will be required in order to avoid a complete system freeze during the implementation timeline with Florida PALM (please see cost table under project constraints sections for details). The servers that host the People First System are housed by the vendor.

C. Proposed Technical Solution

To integrate with Florida PALM, all core modules (appointments and status, organizational management, payroll preparation, insurance benefits administration, data warehouse, and reporting) of People First are impacted and require significant development efforts. In total, over 2,000 system updates, ranging from simple (e.g., cascading label changes) to complex (new processes, new integration programs, new payroll preparation engine), are required to update the People First system to fully integrate with the Florida PALM financial management information system and payroll sub-system. The majority of technical support will be cared for contractually under the People First Amended and Restated Contract (DMS 14/15-011), via a contract amendment or change order processes and will be completed by the Service Providers technical resources.

1. Technical Solution Alternatives

N/A

2. Rationale for Selection

Existing contractual relationship.

3. Recommended Technical Solution

Creating a Parallel Environment and Data Remediation for PALM where the objective is this technical solution is to remediate People First for PALM for payroll processing by creating and maintaining a mirror parallel environment. Additionally, we will remediate File 1 and establish multiple interface payroll and HR data files for PALM to

process efficiently.

Solution Overview: To achieve this, we will implement a phased approach, focusing on creating a parallel environment, remediating File 1, and establishing multiple interface files. This approach ensures minimal disruption to ongoing HR and payroll operations.

Phase 1: Parallel Environment Setup

1. Infrastructure Provisioning:

- Set up a separate server environment dedicated to the parallel system.
- Ensure scalability and redundancy to accommodate PALM's future growth.

2. Database Migration:

- Extract data from the legacy HR system and migrate it to the parallel environment.
- Ensure data integrity and consistency during the migration process.

3. Environment Testing:

- Conduct thorough testing of the parallel environment to ensure it mirrors the legacy system accurately.
- Verify that data and processes are consistent between the two environments.

4. User Training:

• Prepare documentation and provide ongoing support to address any user issues.

5. Monitoring and Maintenance:

- Implement monitoring tools to track the performance and stability of the parallel environment.
- Regularly update the environment to mirror any changes made in the legacy system.

Phase 2: File 1 Remediation

1. **Data Cleanup:**

- Identify and rectify data quality issues within File 1 to ensure accuracy.
- Establish data governance policies and procedures for ongoing data maintenance.

2. Data Transformation:

- Convert File 1 data into a format compatible with PALM's requirements.
- Implement data validation checks to ensure data integrity during transformation.

3. Integration with Parallel Environment:

• Integrate the remediated File 1 with the parallel environment to facilitate data synchronization.

Phase 3: Interface Files Setup

1. Data Extraction and Transformation:

- Identify the necessary HR and payroll data for PALM processing.
- Develop scripts or processes to extract, transform, and load (ETL) data from the parallel environment into multiple interface files.

2. Interface File Standards:

- Define standardized formats for interface files, ensuring compatibility with PALM.
- Include error handling mechanisms to detect and address data issues.

3. Automation and Scheduling:

- Set up automated processes for generating interface files at specified intervals (e.g., daily, weekly, or monthly).
- Implement scheduling to ensure timely delivery of data to PALM.

4. Testing and Validation:

- Rigorously test the interface files to confirm that they meet PALM's processing requirements.
- Verify data accuracy and consistency in the processed files.

Phase 4: Transition to Production

1. User Training and Adoption:

• Provide training and support for HR and payroll teams to smoothly transition to the parallel environment and new interface files.

2. Monitoring and Optimization:

Continuously monitor the performance of the parallel environment and interface processes.

• Optimize as necessary to ensure efficiency and reliability.

By following this technical solution, People First will successfully remediate its legacy HR system by creating a robust parallel environment and addressing data quality issues in File 1. Furthermore, the establishment of multiple interface files will streamline data processing for PALM, improving overall HR and payroll operations. Regular monitoring and maintenance will ensure the continued success of this modernization effort.

D. Proposed Solution Description

The Department proposes funding the request for additional authority necessary to amend the contract "DMS-14/15-011" to allow the technology service provider resources to implement the functional changes and updates in the People First system. In doing so this will ensure that upon the completion of the Florida PALM combined financials and payroll implementation in January 2026 that the payroll and all subsequent subsystems are interacting correctly with Florida PALM.

1. Summary Description of Proposed System

All system resources are included as part of the People First outsourcing contract. The contract is a fixed-rate contract, and the Department does not have visibility into individualized costs. However, in order to mitigate risks associated with the integration of the People First system with Florida PALM, separate (dual) development, quality assurance, and testing environments will be required in order to avoid a complete system freeze during the implementation timeline with Florida PALM.

2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)

System resources are included as part of the People First outsourcing contract. The contract is a fixed-rate contract, and the Department does not have visibility into individualized costs. However, as the scope of this integration is outside the scope of the current contractual requirements, please see the above section to recommend a technical solution for cost breakdown between vendor, solution, and People First costs.

E. Capacity Planning

(historical and current trends versus projected requirements)

N/A - All system resources are included as part of the People First outsourcing, fixed-rate contract.

VII. Schedule IV-B Project Management Planning

Purpose: To require the agency to provide evidence of its thorough project planning and provide the tools the agency will use to carry out and manage the proposed project. The level of detail must be appropriate for the project's scope and complexity.

Include through file insertion or attachment the agency's project management plan and any associated planning tools/documents.

NOTE: For IT projects with total costs in excess of \$10 million, the project scope, business objectives, and timelines described in this section must be consistent with existing or proposed substantive policy required in s. 216.023(4)(a)10, F.S.

This project will be managed using the State of Florida project management standards (Rule 60GG-1.001-1.009, Florida Administrative Code) prescribed when implementing Level 1 IT projects. The following are the current high-level project dates. Once the final schedule for Florida PALM Payroll Implementation is finalized a detailed project plan will be developed. The following assumes a January 2026 go-live date:

• 10/1/2023

- Importance: Critical for project success
- Relevance: Purchasing hardware and licenses for parallel environments
- Strategic Move: Eliminates the need for People First system freeze during the Florida PALM implementation
- Inclusion: Hardware, software, facilities, support
- Benefits: Smooth transition, continuous operations, effective integration and testing, risk reduction
- Considerations: Align dates with legislation, technical requirements, personnel availability, funding release

1/1/2024*

- Importance: Vital for project initiation
- Relevance: Staff augmentation personnel for agency workshops and parallel environment setup
- Actions: Requirements development, finalization, development initiation
- Significance: Establishes strong project foundation
- Considerations: Synchronize personnel availability with the project schedule

1/1/2025*

- Importance: Pivotal project milestone
- Focus: Finalizing development, Quality Assurance testing, integration, user-acceptance testing, training, cutover readiness
- Review: Independent Verification and Validation (IV&V)
- Impact: Sets stage for successful implementation
- Enhancements: Integration testing, tailored training for end-users

1/1/2026*

- Importance: Critical implementation phase
- Highlight: Go-live date, transition to Florida PALM systems
- Hypercare: Immediate support and troubleshooting post-implementation
- Goals: Smooth transition, issue resolution, user acceptance
- Strategies: Effective change management, communication, contingency plans

This rephrased content presents the key dates, their significance, and relevant actions in a concise bullet-point format.

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 People First Integration with FL PALM Schedule IV B Cost Benefit Analysis for Fiscal Year 2024-25
- Appendix B People First Integration with FL PALM Schedule IV B Project Risk Assessment for Fiscal Year 2024-25

^{*}Note: Dates marked with * indicate important milestones.

CBAForm 1 - Net Tangible Benefits

Agency Department of Management Services Project People First Integration with Florida PALM

Net Tangible Benefits - Operational Cost Changes (Cos	t Tangible Benefits - Operational Cost Changes (Costs of Current Operations versus Proposed Operations as a Result of the Project) and Additional Tangible Benefits CBAForm 1A														
Agency		FY 2024-25			FY 2025-26			FY 2026-2	7	F	Y 2027-28			FY 2028-29	
(Recurring Costs Only No Project Costs)	(a)	(b)	(c) = (a)+(b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)	(a)	(b)	(c) = (a) + (b)
			New Program			New Program			New Program			New Program			New Program
	Existing		Costs resulting	Existing		Costs resulting	Existing		Costs resulting	Existing	Cost Change	_	Existing		Costs resulting
	Program	Operational	from Proposed	Program	Operational	from Proposed	Program	Operational	from Proposed	Program	Operational	from Proposed	Program	Operational	from Proposed
	Costs	Cost Change	Project	Costs	Cost Change	Project	Costs	Cost Change	Project	Costs	Cost Change		Costs	Cost Change	Project
A. Personnel Costs Agency-Managed Staff	\$1,697,730			\$1,697,730	\$0	\$1,697,730	\$1,697,730	\$0	\$1,697,730	\$1,697,730	\$0	\$1,697,730	\$1,697,730	\$0	\$1,697,730
A.b Total Staff	16.00	0.00		16.00	0.00	16.00	16.00	0.00		16.00			16.00	0.00	16.00
A-1.a. State FTEs (Salaries & Benefits)	\$1,697,730	\$0	, , ,	\$1,697,730	\$0	\$1,697,730	\$1,697,730	\$0	7 - 1 - 2 - 1 - 2 - 2	\$1,697,730	\$0		\$1,697,730	\$0	\$1,697,730
A-1.b. State FTEs (#)	16.00	0.00	16.00	16.00	0.00	16.00	16.00	0.00		16.00	0.00		16.00	0.00	16.00
A-2.a. OPS Staff (Salaries)	\$0	~~	7.7	\$0	\$0	\$0	\$0	\$0		\$0	\$0		\$0	\$0	\$0
A-2.b. OPS (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
A-3.a. Staff Augmentation (Contract Cost)	\$0	ΨΟ	\$0	\$0	\$0	\$0	\$0	\$0	Ψů	\$0	\$0		\$0	\$0	\$0
A-3.b. Staff Augmentation (# of Contractors)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
B. Application Maintenance Costs	\$27,429,240		, , , ,	\$27,429,240	\$0	\$27,429,240	\$5,000,000	\$0	1 - 1 1 1	\$0			\$0		\$0
B-1. Managed Services (Staffing)	\$0	ΨΟ	ΨÜ	\$0	\$0	\$0	\$0	\$0	7.	\$0	\$0	1 -	\$0		\$0
B-2. Hardware	\$0	***	7.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	·	\$0		\$0
B-3. Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F10 1 1 1 5 1 1															
Existing contract is a fixed price	407 400 040		40- 400 040	407 400 040	•	^	4- 000 000	**	4= 000 000	•	•	•	40	•	•
B-4. Other contract; amounts are not separated out	\$27,429,240	\$0	\$27,429,240	\$27,429,240	\$0	\$27,429,240	\$5,000,000	\$0	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$0
by staffing, hardware, software, etc.															
C. Data Center Provider Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Infrastructure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-3. Network / Hosting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
E. Other Costs	\$263,060	\$0	\$263,060	\$263,060	\$0	\$263,060	\$263,060	\$0	,	\$263,060	\$0		\$263,060	\$0	\$263,060
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	7.	\$0	\$0	1 -	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other Existing Independent Verification &	\$263.060	\$0	\$263.060	\$263.060	\$0	\$263,060	\$263.060	\$0	\$263,060	\$263,060	\$0	\$263.060	\$263.060	\$0	\$263,060
Validation	,,	Ψο	,,	,,	**	• •	,,	7	, ,			,,	,,	Ţ	
Total of Recurring Operational Costs	\$29,390,030	\$0	\$29,390,030	\$29,390,030	\$0	\$29,390,030	\$6,960,790	\$0	\$6,960,790	\$1,960,790	\$0	\$1,960,790	\$1,960,790	\$0	\$1,960,790
F. Additional Tangible Benefits:		\$0			\$0			\$0			\$0			\$0	
Successful payroll integration with		, ,													
F-1. PALM chart of accounts		\$0			\$0			\$0			\$0			\$0	l
F-2. Specify		\$0			\$0			\$0			\$0			\$0	
F-3. Specify		\$0			\$0			\$0			\$0			\$0	
Total Net Tangible Benefits:		\$0			\$0			\$0			\$0			\$0	

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE CBAForm 1B									
Choose Type Estimate Confidence Enter % (+/-)									
Detailed/Rigorous		Confidence Level							
Order of Magnitude		Confidence Level							
Placeholder	7	Confidence Level	20%						

	A	В	С	D	Е	F	G	Н	I	J	K	L	М	N	0	Р	Q	R	S		Т
	Department of Management Services	People First Integration with Florida PA										CBAForm 2/	A Baseline Proje	ct Budget							
	Costs entered into each row are mutually exclusive. do not remove any of the provided project cost elem Include only one-time project costs in this table.	nents. Reference vendor quotes in the l	Item Description v	where applicable.		FY2024-	25		FY2025-	26		FY2026-	27		FY2027-	28		FY2028-	29	J	OTAL
3				\$ -	\$	9,738,208		\$	5,594,850		\$	-			-		\$	-		\$	15,333,058
4	Item Description (remove guidelines and annotate entries here)	Project Cost Element	Appropriation Category		YR 1 #	YR 1 LBR	YR 1 Base Budget	YR 2 #	YR 2 LBR	YR 2 Base Budget	YR3# Y	R 3 LBR	YR 3 Base Budget	YR 4 #	YR 4 LBR	YR 4 Base Budget		YR 5 LBR	YR 5 Base Budget	т	TOTAL
5 (Costs for all state employees working on the project.	FTE	S&B	\$ -	0.00 \$	-	\$ -	0.00 \$	-	\$ -	0.00 \$	-	\$ -	0.00	-	\$ -	0.00 \$	-	\$ -	\$	-
6	Costs for all OPS employees working on the project.	OPS	OPS	\$ -	0.00		\$ -	0.00 \$	-	\$ -	0.00 \$	-	\$ -	0.00	-	\$ -	0.00 \$	_	\$ -	\$	-
7 5	Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ -	10.00 \$	2.327.940	\$ -	10.00 \$	2.327.940	\$ -	0.00 \$		\$ -	0.00	.	\$ -	0.00 \$	_	\$ -	\$	4,655,880
1	Project management personnel and related deliverables.	Project Management	Contracted Services	¢	0.00 \$, , , , , , , , , , , , , , , , , , , ,	¢	0.00 \$	7- 7	•	0.00 \$	_		0.00		¢	0.00 \$		¢	ę.	,,
-	Project oversight to include Independent Verification & Validation (IV&V) personnel and related deliverables.	Project Oversight	Contracted Services	\$ -	0.00 \$		\$ -	0.00 \$		\$ -	0.00 \$		\$ -	0.00		\$ -	0.00 \$		\$ -	\$	-
	Staffing costs for all professional services not included in other categories.	Consultants/Contractors	Contracted Services	\$ -	0.00 \$	_	\$ -	0.00 \$	_	\$ -	0.00 \$	_	\$ -	0.00	£ -	\$ -	0.00 \$		\$ -	\$	
	Separate requirements analysis and feasibility study procurements.	Project Planning/Analysis	Contracted Services	\$ -	¢		\$ -	¢		s -	\$		\$ -		£ -	\$ -	9.00 ¢		s -	ŝ	
-	Hardware purchases not included in data center services.	Hardware	OCO	\$ -	\$		\$ -	\$		\$ -	\$		\$ -			\$ -	\$		\$ -	s	
	Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -		-	\$ -	\$	-	\$ -	\$	-
	Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ -	\$	7,410,268	\$ -	\$	3,266,910	\$ -	\$		\$ -		\$ -	\$ -	\$	-	\$ -	\$	10,677,178
	All first-time training costs associated with the project.	Training	Contracted Services	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -		-	\$ -	\$	-	\$ -	\$	-
f	include the quote received from the data center provider for project equipment and services. Only include one- time project costs in this row. Recurring, project-related data center costs are included in CBA Form 1A.	Data Center Services - One Time Costs	Data Center Category	s -	\$	_	\$ -	\$	_	\$ -	s	_	\$ -		- A	\$ -	\$	_	\$ -	s	_
(Other contracted services not included in other categories.	Other Services	Contracted Services	\$ -	\$	_	s -	\$	_	s -	\$	_	s -		· -	s -	s	_	\$ -	\$	_
1	Include costs for non-state data center equipment required by the project and the proposed solution (insert	Equipment	Expense	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -		· -	\$ -	\$	-	\$ -	\$	-
	Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -	\$	-	\$ -	\$	-	\$ -	\$	-	\$ -		-	\$ -	\$	-	\$ -	\$	
	Other project expenses not included in other categories.	Other Expenses	Expense	\$ -	\$		\$ -	\$		\$ -	\$	-	\$ -		-	\$ -	\$	-	\$ -	\$	<u> </u>
21		Total		-	10.00 \$	9,738,208	\$ -	10.00 \$	5,594,850	\$ -	0.00 \$	-	\$ -	0.00	5 -	\$ -	0.00 \$	-	\$ -	\$	15,333,058

CBAForm 2 - Project Cost Analysis

Agency _	Department of Management Services	Project	People First Integration with Florida PALM	
	_			

		PROJECT COST SUMMARY (from CBAForm 2A)								
PROJECT COST SUMMARY	FY	FY	FY	FY	FY	TOTAL				
PROJECT COST SOMMART	2024-25	2025-26	2026-27	2027-28	2028-29					
TOTAL PROJECT COSTS (*)	\$9,738,208	\$5,594,850	\$0	\$0	\$0	\$15,333,058				
CUMULATIVE PROJECT COSTS										
(includes Current & Previous Years' Project-Related Costs)	\$9,738,208	\$15,333,058	\$15,333,058	\$15,333,058	\$15,333,058					
Total Costs are carried forward to CBAForm3 Proje	ct Investment Summar	v worksheet.								

		PROJECT FUNDING SOURCES - CBAForm 2B							
PROJECT FUNDING SOURCES		FY	FY	FY	FY	FY	TOTAL		
		2024-25	2025-26	2026-27	2027-28	2028-29			
General Revenu	e	\$0	\$0	\$0	\$0	\$0	\$0		
Trust Fund		\$9,738,208	\$5,594,850	\$0	\$0	\$0	\$15,333,058		
Federal Match		\$0	\$0	\$0	\$0	\$0	\$0		
Grants		\$0	\$0	\$0	\$0	\$0	\$0		
Other	Specify	\$0	\$0	\$0	\$0	\$0	\$0		
	TOTAL INVESTMENT	\$9,738,208	\$5,594,850	\$0	\$0	\$0	\$15,333,058		
	CUMULATIVE INVESTMENT	\$9,738,208	\$15,333,058	\$15,333,058	\$15,333,058	\$15,333,058			

	Characterization of Project Cost Estimate - CBAForm 2C									
Choose Type Estimate Confidence Enter % (+/-)										
Detailed/Rigorous		Confidence Level								
Order of Magnitude		Confidence Level								
Placeholder	XX	Confidence Level	20%							

Cost Benefit Analysis CBAForm 3 - Project Investment Summary

Agency	Department of Management Services	Project	People First Integration with Florida PALM
		_	

			COST BENEFIT ANA	LYSIS CBAForm 3A		
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	TOTAL FOR ALL YEARS
Project Cost	\$9,738,208	\$5,594,850	\$0	\$0	\$0	\$15,333,058
Net Tangible Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Return on Investment	(\$9,738,208)	(\$5,594,850)	\$0	\$0	\$0	(\$15,333,058
Year to Year Change in Program Staffing	0	0	0	0	0	

	RETURN ON INVESTMENT ANALYSIS CBAForm 3B									
Payback Period (years)	NO PAYBACK	Payback Period is the time required to recover the investment costs of the project.								
Breakeven Fiscal Year	NO PAYBACK	Fiscal Year during which the project's investment costs are recovered.								
Net Present Value (NPV)	(\$14,727,216)	NPV is the present-day value of the project's benefits less costs over the project's lifecycle.								
Internal Rate of Return (IRR)	NO IRR	IRR is the project's rate of return.								

Investment Interest Earning Yield CBAForm 3C											
Fiscal	FY	FY	FY	FY	FY						
Year	2024-25	2025-26	2026-27	2027-28	2028-29						
Cost of Capital	2.90%	3.10%	3.30%	3.40%	3.50%						

	В		С	D	Е	F	G	Н			
3		Proj	ect	Ped	pple First In	tegration wit	th Florida P	ALM			
5		Age	ncy		Departme	nt of Managem	ent Services				
6	FY 20	-	5 LBR Issu	e Code:		2024-25 LE					
7	-		ssue Code	Contact Int		i <mark>rst Integration</mark> Thone #, and					
9		NISK A				y.mollas@dn		e33 _J .			
10			Sponsor			Tomy Mollas	3				
11			lanager ed By		Tomy Molla	TBA	8/18	/2023			
14	•	Topul					0/10/	2020			
15 16			<u> </u>	Risk Asse	essment S	Summary					
17	Most Aligned										
18 19											
20	egy										
21	trat										
23	SS										
24 25	ines										
26	Business Strategy										
27 28											
29	Least Aligned			1	f Duning 4 F	D' - I -					
30		.east Risk		Level o	f Project F	KISK	Mo Ris				
32		_						K.			
34			Pro	oject Ris	sk Area I	Breakdow	/n	Risk			
35			Ris	k Assess	ment Are	as		Exposure			
36 37	Strateg	ic Ass	sessment					HIGH			
38 39	Techno	logy l	Exposure A	ssessment				HIGH			
40 41	Organiz	zation	al Change N	Managemei	nt Assessm	ent		HIGH			
42 43	Commu	ınicat	ion Assessr	ment				HIGH			
44 45	Fiscal A	\sses	sment					HIGH			
46 47	Project Organization Assessment HIGH										
48 49	Project Management Assessment HIGH										
50 51	Project	Project Complexity Assessment HIGH									
53						Overall Proje	ect Risk	HIGH			

18		В	С	D	Е
August	1	Agenc	y: Department of Management Service	s Project: People First Integral	tion with Florida PALM
1.01 Are project objectives clearly aligned with the agency's legal mission? 41% to 80% - Some objectives aligned 41% to 80% -	3			Section 1 Strategic Area	
agency's legal mission? 41% to 80% - Some objectives aligned objectives aligned styre to 41% to 80% - Some objectives aligned and objectives aligned and objectives aligned objectives aligned objectives aligned objectives	4		21110110	Values	Answer
Are project objectives clearly documented and understood by all stakeholder groups? Not documented or agreed to by stakeholders	5			0% to 40% Few or no objectives aligned	110/ to 900/ Como
7	6		agency's legal mission?	41% to 80% Some objectives aligned	
and understood by all stakeholder groups? Informal agreement by stakeholders Documented with sign-off by stakeholders Documented with sign-off by stakeholders Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project? Most regularly attend executive steering committee meetings Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings Not or rarely involved Project Area risinged by executive sponsor and executive team actively engaged in steering committee meetings Not or rarely involved Project Area risinged by executive sponsor and executive team actively engaged in steering committee meetings Not or rarely involved Project Area risinged by executive sponsor and executive team actively engaged in steering committee meetings Not or rarely involved Project Area risinged by executive sponsor and executive team actively engaged in steering committee meetings Not or rarely involved Project Area requirements, assumptions, constraints, and priorities been defined and documented? 10 1.05 Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented? 11 1.05 Area all needed changes in law, rule, or policy identified and documented? 12 20 1.06 Area all needed changes in law, rule, or policy Changes are identified and documented 13 1.07 Area any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions? 14 1.08 What is the external (e.g. public) visibility of the proposed system or project? 15 26 1.07 Area any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions? 16 27 Area any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions? 18 28 1.08 What is the internal (e.g. state agency) visibility of the proposed s	7			81% to 100% All or nearly all objectives aligned	objectives ungried
10 10 10 10 10 10 10 10	8	1.02		Not documented or agreed to by stakeholders	Not decumented or
10	9		and understood by all stakeholder groups?	Informal agreement by stakeholders	
and other executive stakeholders actively involved in meetings for the review and success of the project? All of the project? All of the special project documented its vision for how changes to the proposed technology will improve its business processes? Vision is not documented Vision is not documented Vision is completely documented Vision is completely documented Vision is partially documented Vision is completely documented Vision is partially documented Vision is completely documented Vision is completely documented Vision is completely documented Vision is partially documented Vision is completely documented Vision is partially documented V	10			Documented with sign-off by stakeholders	ragreed to by stakenoiders
involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings for the review and success of the project? Involved in meetings Involved the steering committee meetings Involved the steering	11			Not or rarely involved	
13 Success of the project? Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	12		•	Most regularly attend executive steering committee meetings	Not or rarely involved
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 partially documented Vision is partially documented Vision is partially documented Vision is completely documented Vision is not documented Vision Vision Vision Vision is not documented Vision					Not of falciy involved
how changes to the proposed technology will improve its business processes? 1.05 Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented? 2.0 1.06 Are all needed changes in law, rule, or policy identified and documented? 2.1 1.05 Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions? 2.1 1.08 What is the external (e.g. public) visibility of the proposed system or project? 3.1 1.09 What is the internal (e.g. state agency) visibility of the proposed system or project? 3.2 1.0 Is this a multi-year project? 3.3 1.10 Is this a multi-year project? 3.4 1.10 Is this a multi-year project? 3.5 3.6 1.00 Are all project business/program area requirements, assumptions, constraints, and priorities been defined and documented 41% to 40% — Few or none defined and documented 41% to 80% — Some defined and documented 68% to 40% — Few or none defined and documented 68% to 40% — Few or none defined and documented 68% to 40% — Few or none defined and documented 68% to 40% — Few or none defined and documented 70% to 40% — Few or none 68% to 40% — Few or	13		· ·		
1.05	14		• •		Vision is partially
1.05 Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented? 20 1.06 Are all needed changes in law, rule, or policy identified and documented? 21 1.07 Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions? 21 1.08 What is the external (e.g. public) visibility of the proposed system or project? 22 1.09 What is the internal (e.g. state agency) visibility of the proposed system or project? 31 1.00 Is this a multi-year project? 32 Internal factors and factors and factors and factors are identified and documented between 3 and 5 years between 1 and 3 years 33 Internal factors are identified and documented befined and documented and documented defined and documented befined a	-			· · · ·	
requirements, assumptions, constraints, and priorities been defined and documented? 1.06 Are all needed changes in law, rule, or policy identified and documented? 1.07 Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions? 1.08 What is the external (e.g. public) visibility of the proposed system or project? 1.09 What is the internal (e.g. state agency) visibility of the proposed system or project? 1.00 What is the internal (e.g. state agency) visibility of the proposed system or project? 1.01 Is this a multi-year project? 1.02 Is this a multi-year project? 1.03 Is this a multi-year project? 1.04 Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions? 1.02 What is the external (e.g. public) visibility of the proposed system or project? 1.03 In 1.09 What is the internal (e.g. state agency) visibility of the proposed system or project? 1.08 What is the internal (e.g. state agency) visibility of the proposed system or project? 1.09 What is the internal (e.g. state agency) visibility of the proposed system or project? 1.10 Is this a multi-year project? 1.10 Is this a multi-year project? 1.11 In 1.11 Is this a multi-year project? 1.12 In 1.12 Is this a multi-year project? 1.13 In 1.14 Is this a multi-year project? 1.15 In 1.15 Is this a multi-year project? 1.16 In 1.16 I				1 ,	
1.06 Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions? All or nearly all 1.08 What is the external (e.g. public) visibility of the proposed system or project? 1.09 What is the internal (e.g. state agency) visibility of the proposed system or project? 1.10 Is this a multi-year project? 1.11 Is this a multi-year project? 1.12 Is this a multi-year project? 1.13 Is this a multi-year project? 1.14 Is this a multi-year project? 1.15 Is this a multi-year project? 1.16 Is this a multi-year project? 1.17 Is this a multi-year project? 1.18 Is this a multi-year project? 1.19 Is this a multi-year project? 1.10 Is this a multi-year project? 1.10 Is this a multi-year project? 1.11 Is this a multi-year project? 1.12 Is this a multi-year project? 1.13 Is this a multi-year project? 1.14 Is this a multi-year project? 1.15 Is this a multi-year project? 1.16 Is this a multi-year project? 1.17 Is this a multi-year project? 1.18 Is this a multi-year project? 1.19 Is this a multi-year project? 1.10 Is th	-	1.05			0% to 40% Few or none
1.06 Are all needed changes in law, rule, or policy identified and documented? No changes needed	-		·		defined and documented
Changes unknown Changes are identified in concept only Changes unknown	\vdash	1.00		· ·	
Changes are identified in concept only Changes unknown	-				
Changes are identified and documented Legislation or proposed rule change is drafted	-		identified and documented?		01
Legislation or proposed rule change is drafted	-				Changes unknown
25 1.07 Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions? All or nearly all 27 28 1.08 What is the external (e.g. public) visibility of the proposed system or project? Minimal or no external use or visibility 30 31 1.09 What is the internal (e.g. state agency) visibility of the proposed system or project? Multiple agency or state enterprise visibility 32 33 1.10 Is this a multi-year project? Greater than 5 years 36 Between 3 and 5 years 36 Between 1 and 3 years 5 6 Between 3 and 5 years 5 6 Between 3 and 5 years 5 6 Between 3 and 5 years 6 Between 3 and 5 years 7 8 9 9 8 1 1 1 1 1 1 9 1 1 1 1 1 1 1 1 1 1	-			·	
completion dates fixed by outside factors, e.g., state or federal law or funding restrictions? 28 1.08 What is the external (e.g. public) visibility of the proposed system or project? 30 What is the internal (e.g. state agency) visibility of the proposed system or project? 31 1.09 What is the internal (e.g. state agency) visibility of the proposed system or project? 32 Indicate the proposed system or project of the proposed system or project or state enterprise visibility of the proposed system or project or state enterprise visibility of the proposed system or project or state enterprise visibility of the proposed system or project or state enterprise visibility of the proposed system or project or state enterprise visibility of the proposed system or project or state enterprise visibility of the proposed system or project or state enterprise visibility of the proposed sys		1.07	Are any project phase or milectore		
e.g., state or federal law or funding restrictions? All or nearly all Minimal or no external use or visibility Moderate external use or visibility Extensive external use or visibility 31 1.09 What is the internal (e.g. state agency) visibility of the proposed system or project? 32 Single agency-wide use or visibility 33 Use or visibility at division and/or bureau level only 34 1.10 Is this a multi-year project? Greater than 5 years Between 3 and 5 years Between 1 and 3 years Between 1 and 3 years	25	1.07	* . * .	Few or none	•
27 restrictions? All or nearly all 28 1.08 What is the external (e.g. public) visibility of the proposed system or project? Minimal or no external use or visibility 30 30 What is the internal (e.g. state agency) 31 1.09 What is the internal (e.g. state agency) 32 visibility of the proposed system or project? 33 33 34 1.10 Is this a multi-year project? 35 Between 3 and 5 years 36 Between 1 and 3 years 37 Between 3 and 5 years 38 Between 3 and 5 years 39 Between 3 and 5 years 30 Between 3 and 5 years 31 32 Between 3 and 5 years 32 Between 1 and 3 years 33 Between 3 and 5 years 34 Between 3 and 5 years 35 Between 1 and 3 years 36 Between 3 and 5 years 36 Between 3 and 5 years 37 Between 3 and 5 years 38 Between 3 and 5 years 39 Between 3 and 5 years 30 Between 3 and 5 years 31 Between 3 and 5 years 32 Between 3 and 5 years 33 Between 3 and 5 years 34 Between 3 and 5 years 35 Between 3 and 5 years 36 Between 3 and 5 years 36 Between 3 and 5 years 36 Between 3 and 5 years 37 Between 3 and 5 years 38 Between 3 and 5 years 39 Between 3 and 5 years 30 Between 3 and	26			Some	All or nearly all
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Moderate external use or visibility Visibility Visibility Visibility	28	1.08	, , , ,	Minimal or no external use or visibility	F
Extensive external use or visibility Multiple agency or state enterprise visibility Multiple agency or state enterprise visibility Multiple agency or state enterprise visibility Single agency-wide use or visibility Enterprise visibility Oreater than 5 years Between 3 and 5 years Between 1 and 3 years Between 3 and 5	29		the proposed system or project?	Moderate external use or visibility	
visibility of the proposed system or project? 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 3 and 5 years Between 1 and 3 years Multiple agency or state enterprise visibility Multiple agency or state enterprise visibility Between 3 and 5 years Between 3 and 5 years	30			Extensive external use or visibility	Violibility
32 visibility of the proposed system or project? Single agency-wide use or visibility Single agency-wide use or visibility	31		(0 0),	Multiple agency or state enterprise visibility	NA IC I
Use or visibility at division and/or bureau level only 1.10 Is this a multi-year project? Between 3 and 5 years Between 1 and 3 years Between 3 and 5 years			visibility of the proposed system or project?	Single agency-wide use or visibility	
Between 3 and 5 years Between 1 and 3 years Between 3 and 5 years	-			Use or visibility at division and/or bureau level only	enterprise visibility
Between 1 and 3 years Between 3 and 5 year	34	1.10	Is this a multi-year project?	Greater than 5 years	
Between 1 and 3 years Between 3 and 5 year	35			Between 3 and 5 years	Debuses 2 and 5
					Between 3 and 5 years
7	37			1 year or less	

	В	С	D	E
1	Agency	: Department of Management Services	Project: People First Integrat	ion with Florida PALM
3		· •	Section 2 Technology Area	
4	#	Criteria	Values	Answer
5	2.01	Does the agency have experience working with, operating, and supporting the proposed	Read about only or attended conference and/or vendor presentation	
6		technical solution in a production environment?	Supported prototype or production system less than 6 months	Installed and supported production system more
7			Supported production system 6 months to 12 months	than 3 years
8			Supported production system 1 year to 3 years	and o your
9			Installed and supported production system more than 3 years	
10	2.02	Does the agency's internal staff have sufficient knowledge of the proposed	External technical resources will be needed for implementation and operations	External technical
11		technical solution to implement and operate the new system?	External technical resources will be needed through implementation only	resources will be needed for implementation and
12			Internal resources have sufficient knowledge for implementation and operations	operations
13	2.03	Have all relevant technical alternatives/	No technology alternatives researched	
14		solution options been researched, documented and considered?	Some alternatives documented and considered	No technology alternatives researched
15			All or nearly all alternatives documented and considered	u
16	2.04	Does the proposed technical solution comply with all relevant agency, statewide, or	No relevant standards have been identified or incorporated into proposed technology	No relevant standards
17		industry technology standards?	Some relevant standards have been incorporated into the proposed technology	have been identified or incorporated into
18			Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	proposed technology
19	2.05	Does the proposed technical solution require	Minor or no infrastructure change required	
20		significant change to the agency's existing	Moderate infrastructure change required	Extensive infrastructure
21		technology infrastructure?	Extensive infrastructure change required	change required
22			Complete infrastructure replacement	
23	2.06	Are detailed hardware and software capacity	Capacity requirements are not understood or defined	
24		requirements defined and documented?	Capacity requirements are defined only at a conceptual level	Capacity requirements are defined only at a
25			Capacity requirements are based on historical data and new system design specifications and performance requirements	conceptual level

	В	С	D	F
1		: Department of Management Services	Project: People First Integral	tion with Florida PALM
3	,	•	Organizational Change Management Area	
4	#	Criteria	Values	Answer
5	3.01		Extensive changes to organization structure, staff or business processes	Moderate changes to
6		if the project is successfully implemented?	Moderate changes to organization structure, staff or business processes	organization structure, staff or business
7			Minimal changes to organization structure, staff or business processes structure	processes
8	3.02	Will this project impact essential business processes?	Yes No	Yes
10 11 12	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 81% to 100% All or nearly all processes defined and documented	0% to 40% Few or no process changes defined and documented
13 14	3.04	Has an Organizational Change Management Plan been approved for this project?	Yes No	No
15 16 17	3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change 1% to 10% FTE count change Less than 1% FTE count change	Less than 1% FTE count change
18 19 20	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 Less than 1% contractor count change	Less than 1% contractor count change
21 22 23	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) Moderate changes Minor or no changes	Moderate changes
24 25 26	3.08	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 Minor or no changes	Extensive change or new way of providing/receiving services or information
27	3.09	Has the agency successfully completed a project with similar organizational change	No experience/Not recently (>5 Years) Recently completed project with fewer change requirements	
28		requirements?	Recently completed project with similar change requirements	Recently completed project with fewer change requirements
30			Recently completed project with greater change requirements	roquiromonto

	В	С	D	F	
1		y: Agency Name		Project: Project Name	
3	3	, , ,	Section 4 Communication Area	,,	
4	#	Criteria	Value Options	Answer	
5	4.01	Has a documented Communication Plan	Yes	No	
6		been approved for this project?	No	INU	
7	4.02	Does the project Communication Plan promote the collection and use of feedback	Negligible or no feedback in Plan		
8		from management, project team, and business stakeholders (including end users)?	Routine feedback in Plan	Negligible or no feedback in Plan	
9		,	Proactive use of feedback in Plan		
10	4.03	Have all required communication channels been identified and documented in the	Yes	No	
11		Communication Plan?	No	, in	
12	4.04	Are all affected stakeholders included in the	Yes	No	
13			No	NO	
14	4.05	Have all key messages been developed and	Plan does not include key messages	Plan does not include key	
15		documented in the Communication Plan?	Some key messages have been developed	messages	
16			All or nearly all messages are documented	moodagoo	
17	4.06	Have desired message outcomes and success measures been identified in the	Plan does not include desired messages outcomes and success measures	Plan does not include	
<u> </u>		Communication Plan?	Success measures have been developed for some	desired messages	
18			messages	outcomes and success	
19			All or nearly all messages have success measures	measures	
20	4.07	Does the project Communication Plan identify	Yes	No	
21		and assign needed staff and resources?	No	INU	

Section 5 - Fiscal Area Authors	1	B	C y: Department of Management Services	D Project: People First Integra	E
Security		Agene	y. Department of management betvices		CON WILLT TOTICAL T ALM
Sport Spor				Values	Answer
No. 1, No. 1 all project responditues been identified in the Spending Plan?		5.01			No
the Spending Plan? Affix to 26%— Some defined and documented No 1005— All or nearly all defined and documented White is the estimate total cost of this project wer its entire lifecycle? No 2500 What is the estimate total cost of this project grantfacthies analysis using a stanford-based aparticular live analysis using aparticular live analysis and aparticular live analysis analysis and aparticular live analysis and aparticular live analysis and aparticular live an	_	5.02			
Strict Collings Strict Col	_	5.02			
Meal is the estimated total cost of this project. We shall be extended total cost of this project. Sold as the cost estimate for this project based on quantitative enables using a standards-based estimate nomber? What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. What is the character of the cost estimates for project project or crysten? What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. What is the character of the cost estimates for this project. You can be a source of funding, talk estimal approved been requised and received. You can be estimated to the character of the cost estimates for the cost esti					defined and documented
Over its entire lifecycle? Greater than \$10 M Between SD00 and \$1,900,909 Less than \$500 K Between SD00 and \$1,900,909 Less than \$500 K SD04 Less than \$500 K No No No No SD05 As the cost estimate for this project based on Ver Less than \$500 K SD05 As the cost estimate for the cost estimates cost of the cost estimates for the cost estimates for the cost estimates cost of the cost estimates	-	5.03	What is the estimated total cost of this project	*	
Seven Seve	-		over its entire lifecycle?	Greater than \$10 M	
Less than \$500 K	12			Between \$2 M and \$10 M	Greater than \$10 M
15 504 See an extraction from the project based on					
Section Sect	14				
Selfmention model? No Detailed and rigorous (accurate within ±10%) Order of magnitude — estimate cord vary between 10-100% Part of magnitude — estimate cor	15	5.04		Yes	No
Order of magnitude	16			No	INO
18 19 19 19 19 19 19 19	-	5.05	What is the character of the cost estimates for	Detailed and rigorous (accurate within ±10%)	0.1
Placeholder - actual cost may exceed estimate by more than 10-100%			this project?	Order of magnitude – estimate could vary between 10-100%	
Section Sect					
resources to complete this project? No N		E 06	Are funde qualished within existing agency		
Superior Funding from barrier Funding f	-	5.00			No
help fund this project or system? Funding from local government agencies Funding from other state agencies Requested and received Requested and received Requested and received Not applicable Project benefits have been identified or validated And or nearly all project benefits have been identified out not validated And or nearly all project benefits have been identified out not validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project benefits have been identified and validated And or nearly all project series have been identified and validated And or nearly all project series have been identified and validated And or nearly all projects have been identified and validated And or nearly all projects have been identified and documented bakeholders have not been consulted reprovement strategy Stakeholders have not been identified and documented bakeholders have not been consulted reprovement strategy The near Expense of ATE. Time and Expense of ATE. Time and Expense of ATE. Time and Expense of ATE. Time	-	5.07			
Funding from other state agencies Sugericles Sugeri	-	0.01			
Solid International participation is anticipated as a source of funding, has federal approval been requested and received Requested but not received Requested and received Requested but not received Requested and received Requested Requested and received Requested	-				agencies
as a source of funding, has federal approval been requested and received? 8		5.08	If federal financial participation is anticipated		
Deen requested and received Requested and received Not applicable Requested and received Not applicable Requested and received Reducested and set Reducested				·	Neither requested nor
So Note of the control of the co			been requested and received?	Requested and received	
Identified and validated as reliable and achievable? Some project benefits have been identified but not validated Not project benefits have been identified but not validated Not project benefits have been identified and validated Not validated Not project benefits have been identified and validated Not				Not applicable	
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Section of the project contents and solutions of the state of the project of th	31		achievable?	Most project benefits have been identified but not validated	
Signature State				All or nearly all project benefits have been identified and validated	not validated
defined and documented? Wiftin 3 years Wiftin 5 years No payback	-	5.10	What is the honofit payback period that is	Within 1 year	
Within 5 years No payback		5.10			
More than 5 years No payback No payback Sakeholders Stakeholders Procurement strategy been Clearly determined and agreed to by affected Stakeholders have not been consulted re: procurement strategy Stakeholders have not been developed Stakeholders have not been developed Stakeholders have not be			domina dia documento .	•	No navhack
No payback No payback No payback Procurement strategy has not been identified and documented clearly determined and agreed to by affected stakeholders Stakeholders have not been consulted re: procurement strategy Stakeholders have not been consulted re: procurement strategy Stakeholders have not been consulted re: procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy Stakeholders have rev				•	то рауванк
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Clearly determined and agreed to by affected stakeholders? Stakeholders have not been consulted re: procurement strategy	-	5.11	Has the project procurement strategy been		
Stakeholders have reviewed and approved the proposed procurement strategy procurement strateg				Stakeholders have not been consulted re: procurement strategy	Stakeholders have not
40	39		stakeholders?		
41 5.12 What is the planned approach for acquiring necessary products and solution services to successfully complete the project? Combination FFP and T&E	40				procurement strategy
necessary products and solution services to successfully complete the project? Some selection criteria and outcomes been clearly identified? Some selection criteria and outcomes been clearly identified? Some selection criteria and outcomes beven clearly identified? Some selection criteria and outcomes have been defined and documented single, best qualified candidate? Some selection criteria and outcomes have been defined and documented single, best qualified candidate? Some selection criteria and outcomes have been defined and documented stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate? Some selection criteria and outcomes have been defined and documented stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate? Some selection criteria and outcomes have been defined and documented stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate? Some selection criteria and proof of concept or prototype individual the procurement strategy has not been developed mall individual the procurement strategy require a proof of concept or prototype as part of the bid response? Firm Fixed Price (FFP) Combination FFP and T&E Timing of major hardware and software purchases has not yet been defined and software purchases has not yet been deformed and software and software at start of project to take advantage of one-time discounts Abortaner and software and software and software and software and software and software is documented in the project schedule No contract manager sassigned to contract manager or the project? No contract manager is the project manager Yes No contract manager sassigned is not the project manager No contract manager sassigned is not the project manager assigned in the project safe project manager assigned in the project manager assigned in the project manager assigned safe project manager a	-	5.12	What is the planned approach for acquiring		
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S.13 What is the planned approach for procuring hardware and software purchases has not yet been determined 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 S.14 Has a contract manager been assigned to this project? Who contract manager is the project schedule No contract manager assigned Contract manager assigned Contract manager assigned Contract manager assigned No				` '	T&E
hardware and software for the project? been determined 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 Has a contract manager been assigned to this project? Has a contract manager been assigned to this project? The project schedule No contract manager assigned Contract manager is the project manager Contract manager is the project manager Contract manager is the project manager or the project slarge-scale computing purchases? No No No No No No No No Some selection criteria and outcomes have been identified Some selection criteria and outcomes have been defined and documented All or nearly all selection criteria and expected outcomes have been defined and documented All or nearly all selection criteria and expected outcomes have been defined and documented Multi-stage evaluation not planned/used for procurement strategy has not been developed Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor Procurement strategy has not been developed Not applicable Not applicable	73	5.13	What is the planned approach for procuring		
advantage of one-time discounts Just-in-time purchasing of hardware and software is documented in the project schedule	44				Just-in-time purchasing of
Just-in-time purchasing of hardware and software is documented in the project schedule A					
In the project schedule	45				' '
Has a contract manager been assigned to this project? No contract manager assigned Contract manager is the procurement manager	46				schedule
Contract manager is the procurement manager Contract manager Step Contract manager Contract manager Contract manager Contract manager Contract manager Step Contract manager Contract manager Contract manager Step Contract manager Contract manager Step Contract manager Contract manager Step Contract manager Step Contract manager Step Contract manager Contract manager Step Contract manager Step Contract manager Step Contract manager Step Contract manager Contract manager Step Contract mana	-	5.14	Has a contract manager been assigned to this		
Contract manager is the project manager Contract manager assigned is not the procurement manager or the project manager S1 5.15 Has equipment leasing been considered for the project slarge-scale computing purchases? S3 5.16 Have all procurement selection criteria and outcomes have been identified outcomes been clearly identified? No selection criteria or outcomes have been identified and documented and documented All or nearly all selection criteria and expected outcomes have been defined and documented been defined and documented and documented been defined and documented been defined and documented been defined and documented been defined and process to progressively narrow the field of prospective vendors to the single, best qualified candidate? Some selection criteria and outcomes have been defined and documented been defined and process to progressively narrow the field of prospective vendors to the single, best qualified candidate? For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype planned/used to select best qualified vendor 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	-				
Contract manager assigned is not the procurement manager or the project manager or the project manager. Solution to project starge-scale computing purchases? Solution to purchases? No No selection criteria or outcomes have been identified outcomes been clearly identified? Mo selection criteria and outcomes have been defined and documented and documented. All or nearly all selection criteria and expected outcomes have been defined and documented been defined and documented. Some selection criteria and expected outcomes have been defined and documented been defined and documented. Multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate? For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype require a proof of concept or prototype as part of the bid response? Contract manager assigned is not the procurement manager or the project manager. No No No No No No No No No N				· · · · · · · · · · · · · · · · · · ·	
S15				Contract manager assigned is not the procurement manager or	assigned
the project's large-scale computing purchases? 53 5.16 Have all procurement selection criteria and outcomes have been identified? 54 Some selection criteria and outcomes have been defined and documented All or nearly all selection criteria and expected outcomes have been defined and documented and documented been defined and documente	50			the project manager	
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Sacration Sacr		1		No	No
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documented	JJ	5.10			Some selection criteria
All or nearly all selection criteria and expected outcomes have been defined and documented 55 Does the procurement strategy use a multistage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate? 58 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? All or nearly all selection criteria and expected outcomes have been defined and documented Procurement strategy has not been developed Multi-stage evaluation not planned/used for procurement Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor No, bid response did/will not require proof of concept or prototype Not applicable	54				
Second					defined and documented
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narrow the field of prospective vendors to the single, best qualified candidate? Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	56	5.17		**	
Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	57			* '	
planned/used to select best qualified vendor					not been developed
million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response? No, bid response did/will not require proof of concept or prototype as part of the bid response? No bid response did/will include proof of concept or prototype Yes, bid response did/will include proof of concept or prototype Not applicable	-	F.10			
60 require a proof of concept or prototype as part of the bid response? Yes, bid response did/will include proof of concept or prototype Not applicable	59	5.18		**	
of the bid response? Yes, bid response did/will include proof of concept or prototype Not applicable	60			ivo, biu response dia/wiii not require proof of concept or prototype	
61	00			Yes, bid response did/will include proof of concept or prototype	Not applicable
	<u>6</u> 1				
				Not applicable	

	В	С	D	E
1	Agenc	y: Department of Management Service	s Project: People First Integra	tion with Florida PALM
3	Ů		ction 6 Project Organization Area	
4	#	Criteria	Values	Answer
5	6.01	Is the project organization and governance	Yes	
		structure clearly defined and documented	No	No
6	6.02	within an approved project plan? Have all roles and responsibilities for the		
7	0.02	executive steering committee been clearly	None or few have been defined and documented Some have been defined and documented	None or few have been
8		identified?	All or nearly all have been defined and documented	defined and documented
10	6.03	Who is responsible for integrating project	Not yet determined	
11	0.00	deliverables into the final solution?	Agency	System Integrator
12			System Integrator (contractor)	(contractor)
13	6.04	How many project managers and project	3 or more	
14		directors will be responsible for managing the	2	3 or more
15		project?	1	
16	6.05	Has a project staffing plan specifying the	Needed staff and skills have not been identified	
		number of required resources (including	Some or most staff roles and responsibilities and needed	Some or most staff roles and responsibilities and
17		project team, program staff, and contractors) and their corresponding roles, responsibilities	skills have been identified	needed skills have been
		and needed skill levels been developed?	Staffing plan identifying all staff roles, responsibilities, and	identified
18			skill levels have been documented	
19	6.06	Is an experienced project manager dedicated	No experienced project manager assigned	
20		fulltime to the project?	No, project manager is assigned 50% or less to project	No, project manager assigned more than half-
21			No, project manager assigned more than half-time, but less than full-time to project	time, but less than full-
21			Yes, experienced project manager dedicated full-time, 100%	time to project
22			to project	,
23	6.07	Are qualified project management team	None	
		members dedicated full-time to the project	No, business, functional or technical experts dedicated 50%	No, business, functional
24			or less to project	or technical experts
25			No, business, functional or technical experts dedicated more than half-time but less than full-time to project	dedicated 50% or less to
20			Yes, business, functional or technical experts dedicated full-	project
26			time, 100% to project	
27	6.08	Does the agency have the necessary	Few or no staff from in-house resources	
28			Half of staff from in-house resources	Few or no staff from in-
29		project team with in-house resources?	Mostly staffed from in-house resources	house resources
30		-	Completely staffed from in-house resources	
31	6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Establic 1
32		laighinicanny impact tilis project?	Moderate impact	Extensive impact
33	6.10	Does the project governance structure	Extensive impact	
34	0.10	establish a formal change review and control	Yes	
		board to address proposed changes in project	No	No
35		scope, schedule, or cost?	No	
36	6.11	Are all affected stakeholders represented by	No board has been established	
37		functional manager on the change review and control board?	No, only IT staff are on change review and control board	No board has been
38		Control board?	No, all stakeholders are not represented on the board	established
39			Yes, all stakeholders are represented by functional manager	
03	l		l	ĺ

1	B Agend	C cy: Department of Management Service	D es Project: People First Integral	E tion with Florida PALM
3		Sec	ction 7 Project Management Area	
4	#	Criteria	Values	Answer
5	7.01	Does the project management team use a standard commercially available project	No	Project Management
6		management methodology to plan,	Project Management team will use the methodology selected by the systems integrator	team will use the methodology selected by
7		implement, and control the project?	Yes	the systems integrator
8	7.02	For how many projects has the agency	None	, ,
9		successfully used the selected project	1-3	More than 3
10		management methodology?	More than 3	
11	7.03	How many members of the project team are	None	
12		proficient in the use of the selected project	Some	Some
13		management methodology?	All or nearly all	
	7.04	Have all requirements specifications been	0% to 40% None or few have been defined and	
14		unambiguously defined and documented?	documented	0% to 40% None or
15			41 to 80% Some have been defined and documented	few have been defined
16			81% to 100% All or nearly all have been defined and documented	and documented
10	7.05	Have all design specifications been	0% to 40% None or few have been defined and	
17		unambiguously defined and documented?	documented	0% to 40% None or
18			41 to 80% Some have been defined and documented	few have been defined
			81% to 100% All or nearly all have been defined and	and documented
19	7.00	Assett services and desire	documented	
20	7.06	Are all requirements and design specifications traceable to specific business	0% to 40% None or few are traceable	00/ 1 400/ 11
21		rules?	41 to 80% Some are traceable	0% to 40% None or few are traceable
22			81% to 100% All or nearly all requirements and specifications are traceable	iow are traceable
23	7.07	Have all project deliverables/services and	None or few have been defined and documented	
23		acceptance criteria been clearly defined and	Some deliverables and acceptance criteria have been	1
24		documented?	defined and documented	None or few have been defined and documented
			All or nearly all deliverables and acceptance criteria have	delined and documented
25			been defined and documented	
26	7.08	Is written approval required from executive sponsor, business stakeholders, and project	No sign-off required	1
27		manager for review and sign-off of major	Only project manager signs-off	No sign off required
		project deliverables?	Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major	No sign-off required
28			project deliverables	
	7.09	Has the Work Breakdown Structure (WBS)	0% to 40% None or few have been defined to the work	
29			package level	0% to 40% None or
		project activities?	41 to 80% Some have been defined to the work package	few have been defined to
30			81% to 100% All or nearly all have been defined to the	the work package level
31			work package level	
32	7.10	Has a documented project schedule been	Yes	
33		approved for the entire project lifecycle?	No	No
	7.11	Does the project schedule specify all project	Yes	
34		tasks, go/no-go decision points	res	No
25		(checkpoints), critical milestones, and resources?	No	
35 36	7.12	Are formal project status reporting processes	No or informal processes are used for status reporting	
37	2	documented and in place to manage and	Project team uses formal processes	No or informal processes
-		control this project?	Project team and executive steering committee use formal	are used for status reporting
38			status reporting processes	. oporting
39	7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports,	No templates are available	Some templates are
40		issues and risk management, available?	Some templates are available All planning and reporting templates are available	available
42	7.14	Has a documented Risk Management Plan	Yes	
43		been approved for this project?	No	No
44	7.15	Have all known project risks and	None or few have been defined and documented	
45		corresponding mitigation strategies been	Some have been defined and documented	None or few have been
40		identified?	All known risks and mitigation strategies have been defined	defined and documented
46	7.16	Are standard change request, review and	v	
47	7.10	approval processes documented and in place	Yes	- No
48	L	for this project?	No	
49	7.17	Are issue reporting and management	Yes	
		processes documented and in place for this	No	No
50		project?	110	

	В	С	l D	E I
1		y: Department of Management Service	_	
2		, p		
3		Sc	ection 8 Project Complexity Area	
4	#	Criteria	Values	Answer
5	8.01	How complex is the proposed solution	Unknown at this time	
6		compared to the current agency systems?	More complex	Similar complexity
7			Similar complexity	Similar complexity
8			Less complex	
9	8.02	Are the business users or end users	Single location	
10		dispersed across multiple cities, counties,	3 sites or fewer	More than 3 sites
11		districts, or regions?	More than 3 sites	
12	8.03	Are the project team members dispersed	Single location	
13		across multiple cities, counties, districts, or	3 sites or fewer	More than 3 sites
14		regions?	More than 3 sites	
15	8.04	How many external contracting or consulting	No external organizations	More than 3 external
16		organizations will this project require?	1 to 3 external organizations	organizations
17			More than 3 external organizations	organizationio
18	8.05	What is the expected project team size?	Greater than 15	
19			9 to 15	Greater than 15
20			5 to 8	Oreater than 10
21			Less than 5	
22	8.06	How many external entities (e.g., other	More than 4	
23		agencies, community service providers, or local government entities) will be impacted by	2 to 4	More than 4
24		this project or system?	1	Word than 4
25			None	
26	8.07	What is the impact of the project on state	Business process change in single division or bureau	Statewide or multiple
27		operations?	Agency-wide business process change	agency business process
28			Statewide or multiple agency business process change	change
29	8.08	Has the agency successfully completed a similarly-sized project when acting as	Yes	V
30		Systems Integrator?	No	Yes
31	8.09	What type of project is this?	Infrastructure upgrade	
32			Implementation requiring software development or purchasing commercial off the shelf (COTS) software	Combination of the above
33			Business Process Reengineering	Combination of the above
34			Combination of the above	
35	8.10	Has the project manager successfully	No recent experience	
36		managed similar projects to completion?	Lesser size and complexity	
37			Similar size and complexity	No recent experience
38			Greater size and complexity	
39	8.11	Does the agency management have	No recent experience	
40		experience governing projects of equal or	Lesser size and complexity	Similar size and
41		similar size and complexity to successful	Similar size and complexity	complexity
42		completion?	Greater size and complexity	
			S. Sale. Sies and somplexity	



EXHIBITS OR SCHEDULES

Telecommunications Services



SCHEDULE I SERIES

Telecommunications Services

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Communications Working Capital Trust Fund **Budget Entity:** Telecommunications Services 72900100 2105 LAS/PBS Fund Number: Balance as of SWFS* Adjusted 6/30/2023 Adjustments Balance 6,583,051.84 Chief Financial Officer's (CFO) Cash Balance 6,583,051.84 42,036.20 (B) ADD: Other Cash (See Instructions) 42,036.20 34,841,425.84 (C) 34,841,425.84 ADD: Investments 16,977,182.24 (D) 5,190.68 16,982,372.92 ADD: Outstanding Accounts Receivable ADD: **58,443,696.12** (F) 5,190.68 58,448,886.80 Total Cash plus Accounts Receivable LESS: Allowances for Uncollectibles 20,821.00 (G) 20,821.00 LESS: Approved "A" Certified Forwards 284,446.36 (H) 284,446.36 Approved "B" Certified Forwards 11,202,189.18 (H) 11,202,189.18 Approved "FCO" Certified Forwards (H) LESS: Other Accounts Payable (Nonoperating) 3,416.84 (1) 3,416.84 LESS: Advances from Other Funds **46,932,822.74** (K) 46,938,013.42 Unreserved Fund Balance, 07/01/23 5,190.68 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 - June 2023

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Communications Working Capital Trust Fund **Budget Entity:** 72900100 LAS/PBS Fund Number: 2105 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/23 **56,960,185.69** (A) Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds Subtract Nonspendable Fund Balance (GLC 56XXX) (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment #B7200016 - Receivable Adjustment 5,190.68 (C) SWFS Adjustment #B72#### - Investment Adjustment SWFS Adjustment #B72##### - Receivable Adjustment (C) SWFS Adjustment #B72##### - Receivable Adjustment (C) Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS (11,202,189.18) (D) Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) Compensated Absences - 38600 175,913.70 (D) Compensated Absences - 48600 498,912.53 (D) Advances from Other Funds Within the Dept GL 457XX 500,000.00 (D) ADJUSTED BEGINNING TRIAL BALANCE: **46,938,013.42** (E) **46,938,013.42** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) DIFFERENCE: **0.00** (G)* *SHOULD EQUAL ZERO.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Emergency Communications Number E911 System Trust Fund Budget Entity: 72900100 LAS/PBS Fund Number: 2344 SWFS* Balance as of Adjusted 6/30/2023 Adjustments **Balance** Chief Financial Officer's (CFO) Cash Balance 6,863,067.39 6,863,067.39 (A) (B) ADD: Other Cash (See Instructions) 102,966,163.83 102,966,163.83 ADD: Investments (C) 12,795,354.75 12,795,354.75 ADD: Outstanding Accounts Receivable (D) ADD: __ (E) 122,624,585.97 Total Cash plus Accounts Receivable 122,624,585.97 LESS: Allowances for Uncollectibles (G) LESS: Approved "A" Certified Forwards 27,316,667.35 (H) 27,316,667.35 Approved "B" Certified Forwards 34,788.61 (H) 34,788.61 Approved "FCO" Certified Forwards LESS: Other Accounts Payable (Nonoperatin 10,560.59 (1) 1,027.18 11,587.77 LESS: _____ Unreserved Fund Balance, 07/01/23 95,262,569.42 (1,027.18)95,261,542.24

^{*}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.

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Emergency Communications Number E911 System Trust Fund **Budget Entity:** 72900100 2344 LAS/PBS Fund Number: BEGINNING TRIAL BALANCE: Total Fund Balance Per FLAIR Trial Balance, 07/01/23 Total all GLC's 5XXXX for governmental funds; **95,297,358.03** (A) GLC 539XX for proprietary and fiduciary funds Subtract Nonspendable Fund Balance (GLC 56XXX) (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS # B72xxxxx - Investment Adjustment (C) SWFS # B7200034 - Payable Adjustment (1,027.18) (C) Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS (34,788.61) (D) Approved FCO Certified Forward per LAS/PBS (D) A/P not C/F-Operating Categories (D) (D) (D) (D) **95,261,542.24** (E) ADJUSTED BEGINNING TRIAL BALANCE: UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **95,261,542.24** (F) DIFFERENCE: **0.00** (G)* *SHOULD EQUAL ZERO.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2024 - 2025					
Department:	Management Se	ervices	Chief Internal Auditor:	Steven Meredith	
Budget Entity:	Telecommunica	ations Services	Phone Number:	850-487-9476	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			NOT APPLICABLE		



EXHIBITS OR SCHEDULES

Wireless Services



SCHEDULE I SERIES

Wireless Services

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANC

Budget Period: 2024 - 2025 Management Services				
Combined (72900200, 72950100)				
2261	,	-		
Balance as of 6/30/2023	SWFS* Adjustments	Adjusted Balance		
3,781,261.44	A)	3,781,261.44		
[]	B)	-		
	C)	-		
])	D)	-		
(1	Ε)	_		
3,781,261.44	F)	3,781,261.44		
	G)	-		
36,033.20 (H	H)	36,033.20		
70,845.86 (H	H)	70,845.86		
(H	H)	-		
	1)	_		
(.	J)	-		
		3,674,382.38 **		
	Management Services Federal Grants Trust Fund Combined (72900200, 72950) 2261 Balance as of 6/30/2023 3,781,261.44 (() 3,781,261.44 (() 36,033.20 (() 70,845.86 (()	Management Services Federal Grants Trust Fund Combined (72900200, 72950100) 2261 Balance as of 6/30/2023 Adjustments 3,781,261.44 (A) (B) (C) (D) (E) (E) (G) (G) (G) (H) (H)		

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Federal Grants Trust Fund Combined (72900200, 72900700, 72950100) **Budget Entity:** 2261 LAS/PBS Fund Number: **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/23 Total all GLC's 5XXXX for governmental funds; 3,745,228.24 (A) GLC 539XX for proprietary and fiduciary funds 0.00 (B) Subtract Nonspendable Fund Balance (GLC 56XXX) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment # and Description 0.00 (C) 0.00 (C) SWFS Adjustment # and Description Add/Subtract Other Adjustment(s): (70,845.86) (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS 0.00 (D) Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories 0.00 (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **3,674,382.38** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **3,674,382.38** (F) 0.00 (G)* DIFFERENCE: *SHOULD EQUAL ZERO.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Law Enforcement Radio System Trust Fund Budget Entity: 72900200 LAS/PBS Fund Number: 2432 Balance as of SWFS* Adjusted 6/30/2023 Balance Adjustments Chief Financial Officer's (CFO) Cash Balance 409.682.23 409.682.23 ADD: Other Cash (See Instructions) (B) 15,560,868.69 ADD: Investments (C) 15,560,868.69 29,941.78 (D) 865,960.00 895,901.78 ADD: Outstanding Accounts Receivable ADD: (E) Total Cash plus Accounts Receivable 16,000,492.70 865,960.00 16,866,452.70 LESS: Allowances for Uncollectibles (G) 57,170.59 LESS: Approved "A" Certified Forwards 57,170.59 2,342,927.13 2,342,927.13 Approved "B" Certified Forwards Approved "FCO" Certified Forwards LESS: Other Accounts Payable (Nonoperating) 523,553.55 523,553.55 LESS: __ Unreserved Fund Balance, 07/01/23 **13,076,841.43** (K) 865,960.00 13,942,801.43 ** 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 - June 2023

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Law Enforcement Radio System Trust Fund Budget Entity: 72900200 LAS/PBS Fund Number: 2432 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/23 Total all GLC's 5XXXX for governmental funds; **15,410,268.07** (A) GLC 539XX for proprietary and fiduciary funds Subtract Nonspendable Fund Balance (GLC 56XXX) (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment # B72xxxxx Anticipated Receivable from HSMV 2488 865,960.00 (C) SWFS Adjustment # B72xxxxx Due from other departments (C) Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS (2,342,927.13) (D) Approved FCO Certified Forward per LAS/PBS (D) 9,500.49 (D) A/P not C/F-Operating Categories Current Compensated Absences Liability (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **13,942,801.43** (E) **13,942,801.43** (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) DIFFERENCE: **0.00** (G)* *SHOULD EQUAL ZERO.

Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Operating Trust Fund Budget Entity: Wireless Services 72900200 LAS/PBS Fund Number: 2510

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

	Balance as of 6/30/2023	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	28,935.90 (A)		28,935.90
ADD: Other Cash (See Instructions)	(B)		-
ADD: Investments	(C)		-
ADD: Outstanding Accounts Receivable	(D)		-
ADD:	(E)		-
Total Cash plus Accounts Receivable	28,935.90 (F)	-	28,935.90
LESS: Allowances for Uncollectibles	(G)		-
LESS: Approved "A" Certified Forwards	(H)		-
Approved "B" Certified Forwards	(H)		-
Approved "FCO" Certified Forwards	(H)		-
LESS: Other Accounts Payable (Nonoperating)	(1)		-
LESS:	(1)		-
Unreserved Fund Balance, 07/01/23	28,935.90 (K)	-	28,935.90 *

Notes:

^{*}SWFS = Statewide Financial Statement

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

>	Budget Period: 2024 - 2025	
Department Title: Frust Fund Title:	Department of Management Services Operating Trust Fund	
Budget Entity:	72900200	
AS/PBS Fund Number:	2510	-
BEGINNING TRIAL BALANCE		
Total Fund Bal	lance Per FLAIR Trial Balance, 07/01/23	
	L's SXXXX for governmental funds;	28,935.90 (A
GLC 539XX f	or proprietary and fiduciary funds	
Subtract Nons	pendable Fund Balance (GLC 56XXX)	(B
Add/Subtract	Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adjust	ment # and Description	(C
SWFS Adjust	ment # and Description	(C
Add/Subtract	Other Adjustment(s):	
Approved "E	" Carry Forward (Encumbrances) per LAS/PBS	(D
Approved FC	CO Certified Forward per LAS/PBS	(C
A/P not C/F-	Operating Categories	(D
		(D
		(D
		(D
ADJUSTED BEGINNING TRIA	AL BALANCE:	28,935.90 (E
JNRESERVED FUND BALAN	CE, SCHEDULE IC (Line K)	28,935.90 (F
DIFFERENCE:		0.00
SHOULD EQUAL ZERO.		

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2024 -					2025
Department: Management Services			Chief Internal Auditor:	Steven Meredith	
Budget Entity: Wireless Services			Phone Number: 850-487-9476		
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			NOT APPLICABLE		



EXHIBITS OR SCHEDULES

Office of the State Chief Information Officer



SCHEDULE I SERIES

Office of the State Chief Information Officer

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCI Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Working Capital Trust Fund Budget Entity: Combined (72900600 & 72900700) LAS/PBS Fund Number: Balance as of SWFS* Adjusted 6/30/2023 Balance Adjustments Chief Financial Officer's (CFO) Cash Balance 13,110,430.72 13,110,430.72 ADD: Other Cash (See Instructions) ADD: Investments ADD: Outstanding Accounts Receivable 3,881,737.80 3,881,737.80 ADD: Anticipated Transfer from TF 2792/BE 72900600 16,992,168.52 Total Cash plus Accounts Receivable 16,992,168.52 LESS: Allowances for Uncollectibles Approved "A" Certified Forwards LESS: 38,280.00 Approved "B" Certified Forwards 38,280.00 Approved "FCO" Certified Forwards LESS: Other Accounts Payable (Nonoperating) 6,760.03 6,760.03 LESS: Anticipated Transfer to TF 2792/BE 72900700 **16,947,128.49** (K) Unreserved Fund Balance, 07/01/23 16,947,128.49 ** Notes: *SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Working Capital Trust Fund **Budget Entity:** Combined (72900600 & 72900700) LAS/PBS Fund Number: 2792 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/23 Total all GLC's 5XXXX for governmental funds; **13,702,756.62** (A) GLC 539XX for proprietary and fiduciary funds Subtract Nonspendable Fund Balance (GLC 56XXX) (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment #B7200078 - Investment Adjustment (C) SWFS Adjustment #B7200110 - Receivable Adjustment (C) SWFS Adjustment #B7200134 - Receivable Adjustment (C) (D) SWFS Adjustment #B7200139 - CF As Approved After CF Closing Add/Subtract Other Adjustment(s): (38,280.00) (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS A/P not C/F-Operating Categories (D) Compensated Absences - 38600 298,538.73 (D) Compensated Absences - 48600 1,179,138.62 (D) 1,804,974.52 (D) Net Capital Asset CF Payable does not match Approved CF (D) Anticipated Transfer to DMS 72900700 2792 (14,870,705.60) (D) Anticipated Transfer from DMS 72900600 2792 14,870,705.60 (D) ADJUSTED BEGINNING TRIAL BALANCE: **16,947,128.49** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **16,947,128.49** (F) DIFFERENCE: **0.00** (G)* *SHOULD EQUAL ZERO.

SCHEDUI	LE IX: MAJO	OR AUDIT FINDIN	IGS AND RECOMMENDATIONS	Budget Period: 2024 -	2025
Department:	Management Se	ervices	Chief Internal Auditor:	Steven Meredith	
Budget Entity:	State Chief Info	ormation Office	Phone Number:	850-487-9476	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			NOT APPLICABLE		



EXHIBITS OR SCHEDULES

Public Employees Relations



SCHEDULE I SERIES

Public Employees Relations

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services Budget Period: 2024 - 25

Program:72920100 Public Employees Relations CommissionFund:2558 Public Employees Relations Commission Trust Fund

Specific Authority: Sections 212.2, 447.205, 447.305, 447.307, and 447.308 Florida Statutes

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.)

| 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 2022 - 23	ESTIMATED FY 2023 - 24	REQUEST FY 2024 - 25
Receipts:	r			
Refunds		-	-	-
Reimbursements		13,622	-	-
Interest - Investments		94,362	82,012	82,012
Local Government half-cent Sale	es Tax from GR	2,872,049	2,800,000	2,800,000
Total Fee Collection to Line (A) - Sec	ction III	2,980,033	2,882,012	2,882,012
SECTION II - FULL COSTS	-			
<u>Direct Costs:</u>	r	1		
Salaries and Benefits		1,360,955	1,568,068	2,849,811
Other Personal Services	_	26,559	53,985	53,985
Expenses		290,024	345,814	345,814
Operating Capital Outlay	_	-	5,721	5,721
Contracted Services	_	27,558	32,500	32,500
Risk Management Insuranc	ce	2,102	3,961	3,961
HR Assessment		5,083	5,464	5,464
Contracted Legal Services		250,000	-	-
Data Processing Svcs Asses		-	32,010	32,010
Indirect Costs Charged to Trus	st Fund			
Total Full Costs to Line (B) - Se	ection III	1,962,281	2,047,523	3,329,266
Basis Used:	Accrual			
SECTION III - SUMMARY				
TOTAL SECTION I	(A)	2,980,033	2,882,012	2,882,012
TOTAL SECTION II	(B)	1,962,281	2,047,523	3,329,266
TOTAL - Surplus/Deficit	(C)	1,017,752	834,489	(447,254)

Office of Policy and Budget - June 2023

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

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE Budget Period: 2024 - 2025 Department Title: Department of Management Services Public Employees Relations Commission Trust Fund Trust Fund Title: Budget Entity: Public Employees Relations 72920100 LAS/PBS Fund Number: 2558 SWFS* Balance as of Adjusted 6/30/2023 Adjustments Balance Chief Financial Officer's (CFO) Cash Balance 391,166 (A) 391,166 ADD: Other Cash (See Instructions) 5,428,418 (C) ADD: Investments 5,428,418 10,534 (D) 58,274 ADD: Outstanding Accounts Receivable 68,808 (E) Total Cash plus Accounts Receivable **5,830,118** (F) 58,274 5,888,392 LESS: Allowances for Uncollectibles (G) 54,136 (H) LESS: Approved "A" Certified Forwards 54,136 Approved "B" Certified Forwards 263,446 (H) 263,446 Approved "FCO" Certified Forwards 2,808 (1) LESS: Other Accounts Payable (Nonoperating) 2,808 LESS: _____ **5,509,728** (K) 58,274 5,568,002 Unreserved Fund Balance, 07/01/23 Notes: *SWFS = Statewide Financial Statement ** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Public Employees Relations Commission Trust Fund **Budget Entity:** 72920100 LAS/PBS Fund Number: 2558 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/23 **5,585,722** (A) Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds Subtract Nonspendable Fund Balance (GLC 56XXX) (B) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment # Anticipated Adjustment (C) SWFS Adjustment # B7200055 58,274 (C) Add/Subtract Other Adjustment(s): Approved "B" Carry Forward (Encumbrances) per LAS/PBS (263,446) (D) Approved FCO Certified Forward per LAS/PBS (D) 0 (D) A/P not C/F-Operating Categories Compensated Absence Liability 386XX 38,966 (D) Compensated Absence Liability 486XX 148,487 (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **5,568,002** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **5,568,002** (F) DIFFERENCE: **0** (G)* *SHOULD EQUAL ZERO.

SCHEDUI	LE IX: MAJO	OR AUDIT FINDIN	IGS AND RECOMMENDATIONS	Budget Period: 2024 -	2025
Department:	Management Se	ervices	Chief Internal Auditor:	Steven Meredith	
Budget Entity:	Public Employees	s Relations	Phone Number:	850-487-9476	
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
			NOT APPLICABLE		



EXHIBITS OR SCHEDULES

Human Relations



SCHEDULE I SERIES

Human Relations

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANC

Department Title:		Budget Period: 2024 - 2025 Management Services			
Trust Fund Title:		Federal Grants Trust Fund			
Budget Entity:		Combined (72900200, 729	50100)		
LAS/PBS Fund Number:		2261			
		Balance as of 6/30/2023		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Bal	lance	3,781,261.44	(A)		3,781,261.44
ADD: Other Cash (See Instruct	ions)		(B)		_
ADD: Investments			(C)		-
ADD: Outstanding Accounts Re	eceivable		(D)		-
ADD:			(E)		-
Total Cash plus Accounts Receivable	[3,781,261.44	(F)	-	3,781,261.44
LESS: Allowances for Uncolled	ctibles		(G)		-
LESS: Approved "A" Certified	Forwards	36,033.20	(H)		36,033.20
Approved "B" Certified	Forwards	70,845.86	(H)		70,845.86
Approved "FCO" Certifi	ed Forwards		(H)		-
LESS: Other Accounts Payable	(Nonoperating)		(1)		-
LESS:			(1)		-
Unreserved Fund Balance, 07/01/23	[3,674,382.38	(K)	-	3,674,382.38 **
Notes: *SWFS = Statewide Final ** This amount should a		ion IV of the Schedule I for	the most	recent completed fisca	al

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC Budget Period: 2024 - 2025 Department Title: Department of Management Services Trust Fund Title: Federal Grants Trust Fund Combined (72900200, 72900700, 72950100) **Budget Entity:** 2261 LAS/PBS Fund Number: **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/23 Total all GLC's 5XXXX for governmental funds; 3,745,228.24 (A) GLC 539XX for proprietary and fiduciary funds 0.00 (B) Subtract Nonspendable Fund Balance (GLC 56XXX) Add/Subtract Statewide Financial Statement (SWFS)Adjustments: SWFS Adjustment # and Description 0.00 (C) 0.00 (C) SWFS Adjustment # and Description Add/Subtract Other Adjustment(s): (70,845.86) (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS 0.00 (D) Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories 0.00 (D) (D) (D) (D) ADJUSTED BEGINNING TRIAL BALANCE: **3,674,382.38** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **3,674,382.38** (F) 0.00 (G)* DIFFERENCE: *SHOULD EQUAL ZERO.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Danaston and Title.	Budget Period: 2024 - 2025	- + C - m ii	
Department Title: Trust Fund Title:	Department of Managemer Operating Trust Fund	it services	
Budget Entity:	72950100		
LAS/PBS Fund Number:	2510		
	Balance as of 6/30/2023	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	12,535.0 (A)		12,535.0
ADD: Other Cash (See Instructions)	(B)		0.0
ADD: Investments	(C)		0.0
ADD: Outstanding Accounts Receivable	(D)		0.0
ADD:	(E)		0.0
Total Cash plus Accounts Receivable	12,535.0 (F)	0.0	12,535.0
LESS: Allowances for Uncollectibles	(G)		0.0
LESS: Approved "A" Certified Forwards	(H)		0.0
Approved "B" Certified Forwards	(H)		0.0
Approved "FCO" Certified Forwards	(H)		0.0
LESS: Other Accounts Payable (Nonoperating)	(1)		0.0
LESS:	(J)		0.0
Unreserved Fund Balance, 07/01/23	12,535.0 (K)	0.0	12,535.0

	Budget Period: 2024 - 2025	
epartment Title:	Department of Management Services	
rust Fund Title: udget Entity:	Operating Trust Fund 72950100	
AS/PBS Fund Number:	2510	
EGINNING TRIAL BALANCE	:	
	ance Per FLAIR Trial Balance, 07/01/23	
	s SXXXX for governmental funds; or proprietary and fiduciary funds	12,535.00 (A
Subtract Nons	pendable Fund Balance (GLC 56XXX)	(B
Add/Subtract S	Statewide Financial Statement (SWFS)Adjustments :	
SWFS Adjust	ment # and Description	(C
SWFS Adjust	ment # and Description	(C
Add/Subtract (Other Adjustment(s):	
Approved "B	" Carry Forward (Encumbrances) per LAS/PBS	(0
Approved FC	O Certified Forward per LAS/PBS	(0
A/P not C/F-0	Operating Categories	(0
		(0
		(0
		(0
DJUSTED BEGINNING TRIA	L BALANCE:	12,535.00 (E
INRESERVED FUND BALANC	CE, SCHEDULE IC (Line K)	12,535.00 (F
IFFERENCE:		0.00

SCHEDULE IX:	: MAJO	OR AUDIT FINDIN	IGS AND RECOMMENDATIONS	Budget Period: 2024 -	2025
Department: Manag	gement Se	rvices	Chief Internal Auditor:	Steven Meredith	
Budget Entity: Huma	n Relation	ns	Phone Number:	850-487-9476	
(1)	(2)	(3)	(4)	(5)	(6)
	RIOD	*******	SUMMARY OF	SUMMARY OF	ISSUE
NUMBER EN	DING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS NOT APPLICABLE	CORRECTIVE ACTION TAKEN	CODE

Department/Budget Entity (Service): Management Services

Agency Budget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke

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.

710000000000000000000000000000000000000	and "TIPS" are other areas to consider.	Program or Se	rvice (Budget	Entity Codes)		
	Action	72010100	72400100	72400200	72600200	72600300
1. GENE	DAT					
1.1	Are Columns A01, A04, A05, A91, A92, A93, A36, A10, IA1, IA4, IA5, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR Column Security)					
		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:		L				
1.3	Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) Have Column A03 trust fund files been copied to Column A12? Run Schedule I(SC1R,	Y	Y	Y	Y	Y
	SC1 or SC1R, SC1D adding column A12) to verify.	Y	Y	Y	Y	Y
1.5	Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y	Y	Y	Y
TIP	The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature included in the LAS/PBS Web upload process requires columns to be in the proper status before uploading to the portal.					
2. EXHII	BIT A (EADR, EXA)					
2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 57 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y	Y	Y	Y	Y
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 and program component at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")					
		Y	Y	Y	Y	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					

Department/Budget Entity (Service): Management Services Agency Budget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 72010100 72400100 72400200 72600200 72600300 TIP Requests for appropriations which require advance payment authority must use the subtitle "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, a Special Categories appropriation category (10XXXX) should be used. 4. EXHIBIT D (EADR, EXD) Is the program component objective statement consistent with the agency LRPP, and does 4.1 it conform to the directives provided on page 60 of the LBR Instructions? Is the program component code and title used correct? 42 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) Are all object of expenditures positive amounts? (This is a manual check.) Y 5.1 AUDITS: Do the fund totals agree with the object category totals within each appropriation 5.2 category? (ED1R, XD1A - Report should print "No Differences Found For This Y Y Y Y Y Report") FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than 5.3 Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.) Y A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level | 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 2022-23 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding. 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. Note that there is a \$5,000 allowance at the department level. 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only,) Are issues appropriately aligned with appropriation categories? Y 6.1 Exhibit D-3 is not required in the budget submission but may be needed for this particular TIP appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. 7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal) Are the issue titles correct and do they clearly identify the issue? (See pages 15 through Y Y Y Y Y 28 of the LBR Instructions.) 7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 63 through 70 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 67 through 70 of the LBR Instructions? Y Y Y Y Y 7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and Y documented?

Department/Budget Entity (Service): Management Services

Agency Budget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke

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necessary), and "TIPS" are other areas to consider.

	and TIPS are other areas to consider.	Program or Se	rvice (Budget	Entity Codes)		
	Action	72010100	72400100	72400200	72600200	72600300
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.5 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. (See pages 93 through 95 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	Y	Y	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in	Y	Y	Y	Y	Y
7.11	Memo #24-003? When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should not be deleted. (PLRR, PLMO)					
7.12	Does the issue narrative include plans to satisfy additional space requirements when	N/A	N/A	N/A	N/A	N/A
7.13	requesting additional positions? Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as	N/A	N/A	N/A	N/A	N/A
7.14	required for lump sum distributions?	Y Y	Y Y	Y Y	Y	Y Y
7.14	Do the amounts reflect appropriate FSI assignments? 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					
7.16	amount. Do the issue codes relating to special salary and benefits issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 27 and 89 of the LBR Instructions.)	Y	Y	Y	Y	Y
		Y	Y	Y	Y	Y
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?					
		Y	Y	Y	Y	Y
7.18	Are the issues relating to major audit findings and recommendations properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
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:	Dogs the Consent Payonus for 160VVVV (A Justine arts to Consent Vice Forest Vice					
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A	N/A
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y
7.23	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

Department/Budget Entity (Service): Management Services
Agency Budget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke

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), and "TIPS" are other areas to consider.	Program or Se	ervice (Budget	Entity Codes)		
	Action	72010100	72400100	72400200	72600200	72600300
7.24	Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. (NAAR, BSNR)	Y	Y	Y	Y	Y
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	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 63 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2023-24 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.					
	CDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC	C1D - Depai	rtment Lev	el) (Requir	ed to be pos	ted to the
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?	N/A	N/A	N/A	N/A	N/A
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative 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	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?		N/A	N/A	N/A	N/A
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?					
		N/A	N/A	N/A	N/A	N/A

Department/Budget Entity (Service): Management Services

Agency Budget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke

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necessary), and "TIPS" are other areas to consider.

		Program or Se			1	
	Action	72010100	72400100	72400200	72600200	72600300
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency					
0.5	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)?	1				
	identified (codes 000301, 000117, 001270, 001070, 001770).	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?	N/A	N/A	N/A	N/A	N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue					
	estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are	27/4	27/4	37/4	37/1	37/4
0.4.5	the correct CFDA codes used?	N/A	N/A	N/A	N/A	N/A
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal		NT/A	NT/A	NT/A	NT/A
0.16	year)?	N/A	N/A	N/A	N/A	N/A
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04:	Y	Y	Y	Y	Y
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest	1	1	1	1	1
0.10	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?					
	Governor a 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 \$100,000 or more.)	37	3.7	37	37	37
0.22	A service of the serv	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01,	1	1	1	1	1
0.24	Section III?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions (if available) appropriately shown in	1	1	1	•	-
0.23	column A02, Section III?	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 analyzed for continuing appropriations (category 13XXXX) and properly					
	accounted for in the appropriate column(s) in 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					
0.5-	analysis?	Y	Y	Y	Y	Y
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	37	***	***	37	*7
I IDITE		Y	Y	Y	Y	Y
UDITS		ı			1	
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to	W	***	37	37	37
	eliminate the deficit).	Y	Y	Y	Y	Y

Department/Budget Entity (Service): Management Services

Agency Budget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke

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 pacessory), and "TIPS" are other areas to consider

), and "TIPS" are other areas to consider.	Program or Se	rvice (Budget	Entity Codes)		
	Action	72010100	72400100	72400200	72600200	72600300
8.31	In the Iver 20 Adjusted Harroway of Fred Delence (Line I) agreed to the Iver 1 Harroway of		1			
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 ALL trust funds having an unreserved fund balance					
	in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of					
	the Schedule 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!					
TIP	Determine if the agency is scheduled for trust fund review. (See pages 121 through 126 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.					
	EDULE II (PSCR, SC2)					
AUDIT:		ı	1	ı	1	
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3?					
	(BRAR, BRAA - Report should print "No Records Selected For This Request")					
	Note: Amounts other than the pay grade minimum should be fully justified in the D-3A					
	issue narrative. (See Base Rate Audit on page 156 of the LBR Instructions.)	***	***	***	***	* 7
0 CCII	EDITE III. (BCCD, CCA)	Y	Y	Y	Y	Y
	EDULE III (PSCR, SC3)	l		1		
10.1	Is the appropriate lapse amount applied? (See page 91 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 94 and	11/11	IV/A	11/71	11/11	1V/A
10.2						
	95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or					
	OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
1 SCH	EDULE IV (EADR, SC4)	1	1	1	1	- 1
	Are the correct Information Technology (IT) issue codes used:	Y	Y	Y	Y	Y
11.1	int and contest information reciniology (11) issue codes used:		·	·		
11.1 TIP						
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of					
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.					
TIP 2. SCH	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV. EDULE VIIIA (EADR, SC8A)				<u> </u>	
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV. EDULE VIIIA (EADR, SC8A) Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule					
TIP 2. SCH	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV. EDULE VIIIA (EADR, SC8A) 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 be		Y	Y	Y	Y
TIP 2. SCH 12.1	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV. EDULE VIIIA (EADR, SC8A) 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 be included in the priority listing.	Y	Y	Y	Y	Y
TIP 2. SCH 12.1 3. SCH	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV. EDULE VIIIA (EADR, SC8A) 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 be included in the priority listing. EDULE VIIIB-1 (EADR, S8B1)	Y		<u> </u>		
TIP 2. SCH 12.1 3. SCH 13.1	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV. EDULE VIIIA (EADR, SC8A) 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 be included in the priority listing. EDULE VIIIB-1 (EADR, S8B1) NOT REQUIRED FOR THIS YEAR		Y N/A	Y N/A	Y N/A	Y N/A
TIP 2. SCH 12.1 3. SCH	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV. EDULE VIIIA (EADR, SC8A) 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 be included in the priority listing. EDULE VIIIB-1 (EADR, S8B1) NOT REQUIRED FOR THIS YEAR If all or a portion of an issue is intended to be reduced on a nonrecurring basis,	Y		<u> </u>		
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TIP 12. SCH 12.1 13. SCH 13.1 TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV. EDULE VIIIA (EADR, SC8A) 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 be included in the priority listing. EDULE VIIIB-1 (EADR, S8B1) NOT REQUIRED FOR THIS YEAR If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in Column A92.	Y		<u> </u>		
TIP 2. SCH 12.1 3. SCH 13.1 TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV. EDULE VIIIA (EADR, SC8A) 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 be included in the priority listing. EDULE VIIIB-1 (EADR, S8B1) NOT REQUIRED FOR THIS YEAR If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in Column A92. EDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)	Y		<u> </u>		
TIP 12. SCH 12.1 13. SCH 13.1 TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV. EDULE VIIIA (EADR, SC8A) 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 be included in the priority listing. EDULE VIIIB-1 (EADR, S8B1) NOT REQUIRED FOR THIS YEAR If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in Column A92. EDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal) Do the reductions comply with the instructions provided on pages 100 through 103 of the	Y		<u> </u>		
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TIP 2. SCH 12.1 3. SCH 13.1 TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV. EDULE VIIIA (EADR, SC8A) 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 be included in the priority listing. EDULE VIIIB-1 (EADR, S8B1) NOT REQUIRED FOR THIS YEAR If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in Column A92. EDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal) Do the reductions comply with the instructions provided on pages 100 through 103 of the	Y		<u> </u>		

Agency Budger Officer(PPB Analya Name: Nancy Konin Ptyrum Mickle 17 ** Indicators: 1750** and a receptible, in "Will relations	Department/Budget Entity (Service): Managemen	at Services					
Action 720000 720000 720000 720000 720000 720000 720000 72000000 7200000 7200000 7200000 7200000 7200000 7200000 7200000 72000000 72000000 72000000 72000000 72000000 72000000 72000000 72000000 72000000 72000000 72000000 72000000 72000000 72000000 7200000000							
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TIP Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been criteria and may he reduced. TIP If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in amrative. IS. SCHEDULE VIII (CADAR SECT) (NO LONGER REQUIRED) IS. SCHEDULE VIII (CADAR SECT) (NO LONGER SECT) IS. ADDED FOR Filles uploaded to the Florida Fiscal Portal for the LRPP and LBR match? Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	necessary), and "TIPS" are other areas to consider.		Program or Se	ervice (Budget	Entity Codes)		
with the debt service need included in the Schedule VI. Detail of Debt Service, to determine whether any debt has been criteria and may be reduced. TIP If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative. S. SCHEDULE Y.HIC (EADR, SBC) (NO LONGER REQUIRED) 16. SCHEDULE XI.(ICSR, SCX) (LASPIS Web - see pages 195-199 of the LBR Instructions for detailed instructions) (Required to be posted to the Column Associated in the LASPIS Web The Final Exect version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website, (Note: Pursuant to section 216 0234) (b). Florida Statutes, the Legislature can reduce the flunding level for any agency that does not provide finis information.) 16.2 Do the PDF files upleaded to the Florida Fiscal Portal for the LRPP and LBR match? 16.3 Does the If Y 202-23 Actual (prior year) Expenditures in Column A36 reconcile to Column A017 (GRNRA ACTI) 16.4 None of the executive direction, administrative support and information technology statewise activities (Acturoll of that Acturolly) have cumput standards (Record Type 5)? (Audit #1 should priar "No Activities Found") 16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain GNXXXX or 14XXXX appropriation categories? (Audit #2 should priar "No Operating Categories Found") 16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which should appear in Section III (Note: The activities Island in Audit #3 do not have an associated output standard. In addition, the activities activities of the section of the propriate to the Island and the Propriate Island Type of the LBR Instructions of the Capital Capital Capital Capital Capital Capital Capital Capital Capit		Action	72010100	72400100	72400200	72600200	72600300
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16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web.The Final Exed version no longer has to be submitted to OB 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.) 16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LRR match?							
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page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US? 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 Y Y Y Y Y Y Y Y Y		shedule IV-B for each IT project over \$1 million (see	1	I	1	I	I
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 Y AUDITS - GENERAL INFORMATION TIP Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions. TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due							
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AUDITS - GENERAL INFORMATION TIP Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions. TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due							
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TIP Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions. TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due							
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due		BR Instructions (pages 155 through 157) for a list of		· <u> </u>			
		rors. Agencies must indicate that those owners are due					

Department/Budget Entity (Service): Management Services Agency Budget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke

necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes)									
	Action	72010100	72400100	72400200	72600200	72600300			
18. CAP	TTAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fise	cal Portal)							
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)?	N/A	N/A	N/A	N/A	N/A			
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. FLO	PRIDA 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	Y			

	Fiscal Year 2024-25 LBR Technical Review Che	ecklist		
Departme	nt/Budget Entity (Service): Management Services			
Agency B	udget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke			
A "Y" indi	icates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require furth	<i>Program or S</i>	<i>on/justificati</i> ervice (Budge	ion et Entity Codes)
	Action	72920100	72950100	T Entity Codes)
		72320100	72930100	<u> 1</u>
1. GEN	ERAL			
1.1	Are Columns A01, A04, A05, A91, A92, A93, A36, A10, IA1, IA4, IA5, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER			
	CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE			
	status for the Trust Fund Files (the Budget Files should already be on TRANSFER			
	CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are			
	Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER			
	CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI			
	or Web LBR Column Security)			
		Y	Y	
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for			
	both the Budget and Trust Fund columns? (CSDI)	Y	Y	
AUDITS			1	1
1.3	Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit	Y	Y	
1.4	Comparison Report to verify. (EXBR, EXBA) Have Column A03 trust fund files been copied to Column A12? Run Schedule I	1	1	
1.7	(SC1R, SC1 or SC1R, SC1D adding column A12) to verify.			
	(Serik, Seri of Serik, Serib adding column 1712) to verify.	Y	Y	
1.5	Has Column A12 security been set correctly to ALL for DISPLAY status and			
	MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files?			
	(CSDR, CSA)	Y	Y	
TIP	The agency should prepare the budget request for submission in this order: 1) Copy			
	Column A03 to Column A12, and 2) Lock columns as described above. A security			
	control feature included in the LAS/PBS Web upload process requires columns to be			
	in the proper status before uploading to the portal.			
2. EXH	IBIT A (EADR, EXA)			
2.1	Is the budget entity authority and description consistent with the agency's LRPP and			
	does it conform to the directives provided on page 57 of the LBR Instructions?			
	• • •	Y	Y	
2.2	Are the statewide issues generated systematically (estimated expenditures,			
	nonrecurring expenditures, etc.) included?	Y	Y	
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages	Y	Y	
2 EVIII	15 through 28)? Do they clearly describe the issue?	1	I	
3.1	IBIT B (EXBR, EXB) Is it apparent that there is a fund shift where an appropriation category's funding source			
5.1	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	
AUDITS				
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04):			
	Are all appropriation categories positive by budget entity and program component at			
	the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR,			
	NAC - Report should print "No Negative Appropriation Categories Found")	v	v	

	nt/Budget Entity (Service): Management Services			
	udget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke			
A "Y" indi	cates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require furth	ner explanati	on/justificati	on C 1
	A 1'	1	1	t Entity Codes)
	Action	72920100	72950100	
-		•	1	_
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to			
	Column B07? (EXBR, EXBC - Report should print "Records Selected Net To			
	Zero")	Y	Y	
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.			
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup			
	of A02. This audit is necessary to ensure that the historical detail records have not			
	been adjusted. Records selected should net to zero.			
TIP	Requests for appropriations which require advance payment authority must use the sub-			
	title "Grants and Aids". For advance payment authority to local units of government,			
	the Aid to Local Government appropriation category (05XXXX) should be used. For			
	advance payment authority to non-profit organizations or other units of state			
	government, a Special Categories appropriation category (10XXXX) should be used.			
	government, a special Categories appropriation category (10AAAA) should be used.			
4. EXHI	(BIT D (EADR, EXD)			
4.1	Is the program component objective statement consistent with the agency LRPP, and			
1.1	does it conform to the directives provided on page 60 of the LBR Instructions?			
	does it comorni to the directives provided on page of of the EBR histractions:	Y	Y	
4.2	Is the program component code and title used correct?	Y	Y	
TIP	Fund shifts or transfers of services or activities between program components will be	1	1 1	
111	displayed on an Exhibit D whereas it may not be visible on an Exhibit A.			
	displayed on all Exhibit D whereas it may not be visible on all Exhibit A.			
5 EXHI	(BIT D-1 (ED1R, EXD1)			
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	
AUDITS				
5.2	Do the fund totals agree with the object category totals within each appropriation			T
3.2				
	category? (ED1R, XD1A - Report should print "No Differences Found For This	Y	Y	
5.3	Renort") FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less	1	1	
5.5	than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance]			
	. ,			
	need to be corrected in Column A01.)			
		Y	Y	
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does	<u> </u>	 	
Э.¬	Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000]			
	allowance at the department level] need to be corrected in Column A01.)			
		Y	Y	
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to			1
111	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			
111	agency must adjust Column A01.			
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and			
111	carry/certifications forward in A01 are less than FY 2022-23 approved budget.			
	Amounts should be positive. The \$5,000 allowance is necessary for rounding.			
	Amounts should be positive. The \$5,000 allowance is necessary for rounding.			

	Fiscal Year 2024-25 LBR Technical Review Che	CKIISU		
Departmen	nt/Budget Entity (Service): Management Services			
	udget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke		/::C · · ·	·
A "Y" inaid	cates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require furth	Program or S	<i>on/justificati</i> ervice (Budge	on et Entity Codes)
	Action	72920100	72950100	1
				•
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. Note that there is a			
	\$5,000 allowance at the department level.			
6 EXHI	BIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)			
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	
TIP	Exhibit D-3 is not 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.			
	BIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)		•	_
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15			
	through 28 of the LBR Instructions.)	Y	Y	
7.2	Does the issue narrative adequately explain the agency's request and is the explanation			
	consistent with the LRPP? (See pages 63 through 70 of the LBR Instructions.)	Y	Y	
7.3	Does the narrative for Information Technology (IT) issue follow the additional	I	1	
7.3	narrative requirements described on pages 67 through 70 of the LBR Instructions?			
	narrative requirements described on pages 07 through 70 of the LBK instructions:	Y	Y	
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?"		1	
,	field? If the issue contains an IT component, has that component been identified and			
	documented?	Y	Y	
7.5	Does the issue narrative explain any variances from the Standard Expense and Human			
	Resource Services Assessments package? Is the nonrecurring portion in the			
	nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.)			
		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	Y	Y	
7.7	always be annualized. Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts	1	1	
7.7	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. (See pages 93 through 95 of the LBR Instructions.)			
	B 311. (See pages 75 timough 75 of the EBIC monactions)	Y	Y	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where			
	appropriate?	N/A	N/A	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	37	1 77	
7.10	Do the 160VVV0 issues reflect by Jose are an Joseph that Land Land and the first land and	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 #24-003?	Y	Y	
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in	•	1	
	reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note:			
	Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)			
	<u> </u>	N/A	N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when	* T / ·	37/	
	requesting additional positions?	N/A	N/A	

Department/Budget Entity (Service): Management Services Agency Budget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification Program or Service (Budget Entity Codes) Action 72920100 72950100 7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? Y Y 7.14 Do the amounts reflect appropriate FSI assignments? Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts 7.15 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 Y Y positive amount. 7.16 Do the issue codes relating to special salary and benefits issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 27 and 89 of the LBR Instructions.) Y Y Do the issues relating to *Information Technology (IT)* have a "C" in the sixth position 7.17 of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)? Y Y 7.18 Are the issues relating to major audit findings and recommendations properly coded N/A N/A (4A0XXX0, 4B0XXX0)? 7.19 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Y Y Strategic Plan for Economic Development? AUDIT: Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) 7.20 issues net to zero? (GENR, LBR1) Y Y 7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to Y Y zero? (GENR, LBR2) Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) 7.22 Y Y issues net to zero? (GENR, LBR3) 7.23 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 7.24 Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not Y Y input by the agency. (NAAR, BSNR) Has the agency entered annualization issues (260XXX0) for any issue that was 7.25 partially funded in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already Y Y been added to A03 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.

Departmer	nt/Budget Entity (Service): Management Services			
Agency Bu	ndget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke			
4 "Y" indic	cates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require furth	<i>er explanati</i>	<i>on/justificatio</i> ervice (Budge	on t Entity Cod
	Action	72920100	72950100	Entity Code
	Henon	72920100	72930100	<u> </u>
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 63 through 70 of the LBR Instructions.			
	Thoroughly review pages 03 through 70 of the LBR histractions.			
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			
TID	funds			
TIP	If an agency is receiving federal funds from another agency the FSI should = 9			
	(Transfer - Recipient of Federal Funds). The agency that originally receives the funds			
	directly from the federal agency should use FSI = 3 (Federal Funds).			
TIP	If an appropriation made in the FY 2023-24 General Appropriations Act duplicates an			
111	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.			
. SCHE	DULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R,	SC1D - De	epartment l	Level)
8.1	Has a separate department level Schedule I and supporting documents package been			
	submitted by the agency?	Y	Y	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust	3.7	3.7	
8.3	fund? Have the appropriate Schedule I supporting documents been included for the trust	Y	Y	
8.3	funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?			
	fullds (Schedule 1A, Schedule 1C, and Reconciliation to That Balance):	Y	Y	
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the			
	applicable regulatory programs?	N/A	N/A	
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative;			
	method for computing the distribution of cost for general management and			
	administrative services narrative; adjustments narrative; revenue estimating			
	methodology narrative; fixed capital outlay adjustment narrative)?	* 7	***	
0.6		Y	Y	
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as			
	applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule		1	
0.7	ID and applicable draft legislation been included for recreation, modification or			
	termination of existing trust funds?	N/A	N/A	
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?			
		N/A	N/A	
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	
8.10	Are the statutory authority references correct?	Y	Y	<u> </u>

Department/Budgots Initis (Service): Management Services Agency Budget Offices(OPB Analyst Name: Name: Vesting Pray Miles		Fiscal Year 2024-25 LBR Technical Review Che	ecklist		
Action	Department	/Budget Entity (Service): Management Services			
Action Program or Service (Unique Entity Codes 72920100 729501000 7295010000 72950100000000000000000000000000000000000	Agency Bu	dget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke	on our.1	on lineatification	
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.) 8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? 8.13 If there is no Consensus Estimating Conference forecasts? 8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the federal funds revenues reported in Section I broken out by individual grant? Are the federal funds revenues reported in Section I broken out by individual grant? Are the federal funds revenues reported in Section II broken out by individual grant? Are the federal funds revenues consistent with the FSI's reported in the Exhibit D-3A? 8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? 8.17 If applicable, are nonrecurring revenues entered into Column A04? 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? 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? 8.20 Are appropriate General Revenue Service Charge nonoperating amounts included in Section II? 8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? 8.22 Dot transfers balance between funds (within the agency as well as between agencies)? 8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? 8.24 Are prior year September operating reversions appropriately shown in column A01, Section III? 8.25 Are unrent year September operating reversions appropriately shown i	A "Y" inaic	ates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require furth	Program or S	<i>on/justificatio</i> ervice (Budget	Entity Codes
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	AUDITS:				
eliminate the deficit).	8.30		<u></u>		
		eliminate the deficit).	Y	Y	

	nt/Budget Entity (Service): Management Services			
	udget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke icates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further than the second of the s	har avnlanati	on/instificati	ON.
A I inai	cales TES and is acceptable, an 19/3 indicales NO/Justification Frovided - these require furth	Program or S	<i>on/justificatio</i> ervice (Budge	t Entity Codes)
	Action	72920100	72950100	
		72,20100	72,50100	<u> </u>
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1			
0.51	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	
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	
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund			
	balance in columns A01, A02 and/or A03, and if so, does each column's total agree			
	with line I of the Schedule I?	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	
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very		•	•
	important that this schedule is as accurate as possible!			
TIP	Determine if the agency is scheduled for trust fund review. (See pages 121 through			
	126 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. SCHI	EDULE II (PSCR, SC2)			
AUDIT				
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3?			
	(BRAR, BRAA - Report should print "No Records Selected For This Request")			
	Note: Amounts other than the pay grade minimum should be fully justified in the D-			
	3A issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.)			
	frame and the fact of the fact	Y	Y	
10. SCH	IEDULE III (PSCR, SC3)			
10.1	Is the appropriate lapse amount applied? (See page 91 of the LBR Instructions.)			
		N/A	N/A	
10.2	Are amounts in Other Salary Amount appropriate and fully justified? (See pages 94			
	and 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use			
	OADI or OADR to identify agency other salary amounts requested.			
		Y	Y	
	EDULE IV (EADR, SC4)		T	
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of			
	1603000000), they will not appear in the Schedule IV.			
	IEDULE VIIIA (EADR, SC8A)	1	T	
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 be included in the priority listing.	Y	Y	
	IEDULE VIIIB-1 (EADR, S8B1)		1	1
13.1	NOT REQUIRED FOR THIS YEAR	N/A	N/A	
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis,			
	include the total reduction amount in Column A91 and the nonrecurring portion			
	in Column A92			

	FISCAL YEAR 2024-25 LDK TECHNICAL KEVIEW CIR	CKIISU		
Departme	nt/Budget Entity (Service): Management Services			
	sudget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke			
A "Y" ind	icates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require furth	program or S	on/justificati ervice (Budge	on t Entity Codes)
	Action	72920100	72950100	t Entity Codes)
	7 CHOII	72920100	72930100	
14 SCE	IEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)			
14.1	Do the reductions comply with the instructions provided on pages 100 through 103 of			
1	the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds,			
	including the verification that the 33BXXX0 issue has NOT been used? Verify that			
	excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and			
	9. etc.)	Y	Y	
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service)			•
	with the debt service need included in the Schedule VI: Detail of Debt Service, to			
	determine whether any debt has been retired and may be reduced.			
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the			
	absence of a nonrecurring column, include that intent in narrative.			
15 SCE	IEDULE VIIIC (EADR, S8C) (NO LONGER REQUIRED)			
	IEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 105-109 of the LBR Instruction	ons for deta	iled instru	ctions)
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final	101 4000		
	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	
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	
AUDITS	S INCLUDED IN THE SCHEDULE XI REPORT:			
16.3	Does the FY 2022-23 Actual (prior year) Expenditures in Column A36 reconcile to			
	Column A01? (GENR, ACT1)	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	
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain			
	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No	37	37	
16.6	Onerating Categories Found")	Y	Y	
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities			
	which should appear in Section II? (Note: The activities listed in Audit #3 do not			
	have an associated output standard. In addition, the activities were not identified as a			
	Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions,			
	Benefits and Claims. Activities listed here should represent transfers/pass-throughs			
	that are not represented by those above or administrative costs that are unique to the			
	agency and are not appropriate to be allocated to all other activities.)	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	
TIP	If Section I and Section III have a small difference, it may be due to rounding and			
17 34 4	therefore will be acceptable.	.1	ID (N	
11/. WIA.	NUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the FI	oriua Fisca	i rortal)	

Department/Budget Entity (Service): Management Services			
Agency Budget Officer/OPB Analyst Name: Nancy Kosin/Bryan Mielke	and a first land and and and	/iai:Gai	
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these red	Program or S	on/justification ervice (Budget En	tity Codes)
Action	72920100	72950100	tity Codes)
Action	/2920100	/2930100	
17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 10	9 of the		
LBR Instructions), and are they accurate and complete?	,, 01 4110		
EDIX instructions), and are they accurate and complete:	Y	Y	
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	
17.3 Are agency organization charts (Schedule X) provided and at the appropriate le	evel of		
detail?	Y	Y	
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 mi	illion		
(see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have			
Bs been emailed to: IT@LASPBS.STATE.FL.US?			
	Y	Y	
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted	ed in the		
proper form, including a Truth in Bonding statement (if applicable)?			
	Y	Y	
AUDITS - GENERAL INFORMATION			
TIP Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for	r a list		
of audits and their descriptions.			
TIP Reorganizations may cause audit errors. Agencies must indicate that these error	ors are		
due to an agency reorganization to justify the audit error.			
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the	Florida Fiscal Porta		
18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	
18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instruction	ns)?	Y	
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP	-	-	
Instructions)?	Y	Y	
18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A			
A09)?	N/A	N/A	
18.5 Are the appropriate counties identified in the narrative?	Y	Y	
18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for	or each		
project and the modified form saved as a PDF document?	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 Lo			
Governments and Non-Profit Organizations - Fixed Capital Outlay major appro	opriation		
category (140XXX) and include the sub-title "Grants and Aids". These approp	_		
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 a	as		
	Y	Y	

Department/Budget Entity (Service): Management Services

Agency Budget Officer/OPB Analyst Name: Nancy Kosin/ Bryan Mielke/Jessica Krause

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	other areas to consider.	Program or Service (Budget Entity Codes)					
	Action	72750100	72750400	72750500	72900100	72900200	72900700
1. GENE	PRAL.						
1.1	Are Columns A01, A04, A05, A91, A92, A93, A36, A10, IA1, IA4, IA5, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR Column Security)						
		Y	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	Y
1.3	Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit						
	Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y	Y
1.4	Have Column A03 trust fund files been copied to Column A12? Run Schedule I(SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	Y	Y	Y	Y	Y	Y
1.5	Has Column A12 security been set correctly to ALL for DISPLAY status and	1	1	1	1	1	1
	MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files?	37	37	37	37	***	37
TIP	(CSDR, CSA) The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature included in the LAS/PBS Web upload process requires columns to be in the proper status before uploading to the portal.	Y	Y	Y	Y	Y	Y
2. EXHI	BIT A (EADR, EXA)						
2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 57 of the LBR Instructions?	Y	Y	Y	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y	Y
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages	Y	Y	Y	Y	Y	Y
3 FYHI	15 through 28)? Do they clearly describe the issue? BIT B (EXBR, EXB)	1	I	I	I	I	I
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	Y
AUDITS							
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component 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	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and						
TIP	A03. 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.						

Department/Budget Entity (Service): Management Services

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"TIPS" are other areas to consider.	Program or Service (Budget Entity Codes)					
Action	72750100	72750400	72750500	72900100	72900200	72900700
TIP Requests for appropriations which require advance payment authority must use the subtitle "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, a 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 60 of the LBR Instructions? 4.2 Is the program component code and title used correct. TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.	Y Y	Y Y	Y Y	Y Y	Y Y	Y Y
displayed on an Exhibit D whereas it may not be visible on an Exhibit A.						
5. EXHIBIT D-1 (ED1R, EXD1)		1				
5.1 Are all object of expenditures positive amounts? (This is a manual check.	Y	Y	Y	Y	Y	Y
AUDITS:		1		I		
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	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)						
	Y	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 [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)						
	Y	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 2022-23 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.						
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. Note that there is a \$5,000 allowance at the department level.						
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)		I				
6.1 Are issues appropriately aligned with appropriation categories:	Y	Y	Y	Y	Y	Y
TIP Exhibit D-3 is not 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) (Required to be posted to the Florida Fiscal Portal)						
 7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 of the LBR Instructions.) 7.2 Does the issue narrative adequately explain the agency's request and is the explanation 	Y	Y	Y	Y	Y	Y
consistent with the LRPP? (See pages 63 through 70 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 through 70 of the LBR Instructions?	V	V		V	V	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	Y	Y	Y	Y	Y	
documented?	Y	Y	Y	Y	Y	Y

Department/Budget Entity (Service): Management Services

the agency. (NAAR, BSNR)

Agency Budget Officer/OPB Analyst Name: Nancy Kosin/ Bryan Mielke/Jessica Krause

IPS" are	other areas to consider.		Program or Se	ervice (Budget	Entity Codes)	
	Action	72750100	72750400	72750500	72900100	72900200	72900700
7.5	Does the issue narrative explain any variances from the Standard Expense and Human						
7.5	Resource Services Assessments package? Is the nonrecurring portion in the						
	nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.)						
	nomecurring column. (See pages 2.4 anough 2.3 of the 25K instructions.)	Y	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	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. (See pages 93 through 95 of the LBR Instructions.)	* 7	**	***	***	***	**
7 .0		Y	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where	NT/A	NT/A	NT/A	NT/A	NT/A	NT/A
7.0	appropriate?	N/A	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y	Y
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the	1	1	1	1	1	1
7.10	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 #24-003?	Y	Y	Y	Y	Y	Y
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in						
	reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump						
	sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)						
	· · · · · · · · · · · · · · · · · · ·	N/A	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when						
	requesting additional positions?	Y	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	Y Y	Y Y	Y Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	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	Y	Y	Y	Y	Y	Y
7.16	amount. Do the issue codes relating to special salary and benefits issues (e.g., position	-					
7.10	reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the						
	fifth position of the issue code (XXXXAXX) and are they self-contained (not combined						
	with other issues)? (See pages 27 and 89 of the LBR Instructions.)						
	with other issues). (See pages 27 and 69 of the BBR instructions.)	Y	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, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?						
		Y	Y	Y	Y	Y	Y
7.18	Are the issues relating to major audit findings and recommendations properly coded	3.7/1	37/1	3.7/1	3.7/.	37/1	3.7/1
	(4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A	N/A
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide	v	V	W	W	W	37
UDIT:	Strategic Plan for Economic Development?	Y	Y	Y	Y	Y	Y
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures)						
,.20	issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to	-	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
•	zero? (GENR, LBR2)	Y	Y	Y	Y	Y	Y
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues						
	net to zero? (GENR, LBR3)	Y	Y	Y	Y	Y	Y
7.23	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))	NT/A	NT/A	NT/A	NT/A	NT/A	№ T/ 4
7.24	He mounting hear outside for all issues magnetial to the control of the state of th	N/A	N/A	N/A	N/A	N/A	N/A
7.24	Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by						
	the agency (NAAR RSNR)	Y	v	Y	Y	Y	v

Department/Budget Entity (Service): Management Services

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"TIPS" are	e other areas to consider.		Program or Se	rvice (Budget	Entity Codes)	
	Action	72750100	72750400	72750500	72900100	72900200	72900700
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.						
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 63 through 70 of the LBR Instructions.						
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.						
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).						
TIP	If an appropriation made in the FY 2023-24 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. SCHE	CDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1R	SC1D - Dep	oartment Le	vel) (Requi	red to be p	osted to the	e Florida
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	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	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)?						
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the	Y	Y	Y	Y	Y	Y
	applicable regulatory programs?	N/A	N/A	N/A	N/A	N/A	N/A
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?						
		Y	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	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?	N/A	N/A	N/A	N/A	N/A	N/A
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?	N/A	N/A	N/A	N/A	N/A	N/A
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		
8.10	Are the statutory authority references correct?	Y	Y	Y	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	Y	Y	Y	Y	Y	Y
L	Service Charge percentage rates.)	1	1	1	1	1	1

Department/Budget Entity (Service): Management Services

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"TIPS" are otl	ner areas to	consider.

III S are	other areas to consider.		Program or Se	rvice (Budget	Budget Entity Codes)			
	Action	72750100	72750400	72750500	72900100	72900200	72900700	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?							
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	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	Y	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A	N/A	N/A	N/A	N/A	N/A	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y	Y	
8.17	If applicable, are nonrecurring revenues entered into Column A04	Y	Y	Y	Y	Y	Y	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? 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?			**			**	
0.10	T 20/4 'C 1	Y	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	Y	
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y	Y	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y	Y	
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y	Y	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y	Y	
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y	Y	
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	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	Y	
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	Y	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	Y	
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	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	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")							
0.22		Y	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	Y	
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y	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	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!	<u>.</u>	•	1			1	
	mportant that this selection is as accurate as possible.							

Department/Budget Entity (Service): Management Services

Agency Budget Officer/OPB Analyst Name: Nancy Kosin/ Bryan Mielke/Jessica Krause A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) 72750400 72750500 72900100 Action 72750100 72900700 Determine if the agency is scheduled for trust fund review. (See pages 121 through 126 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: Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? 9.1 (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See Base Rate Audit on page 156 of the LBR Instructions.) Y Y Y 10. SCHEDULE III (PSCR, SC3) Is the appropriate lapse amount applied? (See page 91 of the LBR Instructions.) N/A N/A N/A N/A N/A N/A Are amounts in Other Salary Amount appropriate and fully justified? (See pages 94 and 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use **OADI** or **OADR** to identify agency other salary amounts requested. Y Y 11. SCHEDULE IV (EADR, SC4) Are the correct Information Technology (IT) issue codes used If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV. 12. SCHEDULE VIIIA (EADR, SC8A) 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 Y Y Y Y Y can be included in the priority listing. 13. SCHEDULE VIIIB-1 (EADR, S8B1) N/A N/A N/A N/A N/A N/A NOT REQUIRED FOR THIS YEAR 13.1 If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the nonrecurring portion in Column A92 14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal) Do the reductions comply with the instructions provided on pages 100 through 103 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, Y Y TIP Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced. TIP If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative. 15. SCHEDULE VIIIC (EADR, S8C) (NO LONGER REQUIRED) 16. SCHEDULE XI (UCSR.SCXI) (LAS/PBS Web - see pages 105-109 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida 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 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? 16.2 Y Y Y Y Y Y AUDITS INCLUDED IN THE SCHEDULE XI REPORT: Does the FY 2022-23 Actual (prior year) Expenditures in Column A36 reconcile to 16.3

Column A01? (GENR, ACT1)

Department/Budget Entity (Service): Management Services

Agency Budget Officer/OPB Analyst Name: Nancy Kosin/ Bryan Mielke/Jessica Krause

"TIPS" are other areas to consider

16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thra ACT0490) have output standards (Record Type 5)? (Audit #1 should prin "No Activities Found") 16.5 Does the Fred Capital Outlay (FCO) statewide activity (ACT0210) only contain 00XXXX or 14XXXX appropriation categories? (Audit #2 should prin "No Cox Activities Tool (Record Type 5)? (Audit #2 should prin "No Cox Activities Insteal in Audit #2 should prin "No Cox Activities Insteal in Audit #2 should prin "No Cox Activities Insteal in Audit #3 do not have an associated output standard. In addition, the activities when should appear in Section II? Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not expressed by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities. On the activities are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities. Were not dought standard and therefore will be acceptable? 16. Does Section I (Final Bladget for Agency) and Section III (Total Badget for Agency) equal? (Audit #4 should prin "No Discrepancies Found") 17. MANUALLY PREPARED EXTIRITIS & SCHEDULES (Required to be posted to the Florida Fiscal Portal) 17. Does this and selectables comply with 18 IR Instructions (pages 53 through 169 of the LBR Instructions), and are they accurate and complete? 17. Does manual exhibits its to LAS/PBS where applicable? 17. Does manual exhibits its to LAS/PBS where applicable? 17. Are agency organization charts (Schedule V). Be reach II project over \$1 million (see page 129 and 30 of the LBR instructions) (pages 53 through 157) for a list of audits and their description to justify the audit of the proper form, including a Time in Bonding requests submitted in the proper form, including a Time in Bonding statement (if applicable) 17. Are all	16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 from ACT0490) have output standards (Record Type 5)? (Audit fil should print "No Activities Found") 16.5 Des the Freed Capital Output (FCO) statewide activity (ACT0210) only contain a memory of the property of the property of the season of the property of the should appear in Section III (Note: The activities were not identified as a Transfer te a state Agency, as Aid to Local Government, or a Payment of Penasion, Benefits and Claims. Activities listed there should represent transfers pass-through that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities. 16.7 Does Section II Timal Budget for Agency) and Section III (Total Budget for Agency) capal? (Audit 44 should print "No Discrepancies Found") 17. Doe achieved will be acceptable. 17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be pasted to the Bordat Fiscal Fortal) 17. Does manual exhibits and schedules comply with LBE instructions (page 53 through 199 of the LBR Instructions), and are they accurate and complete? 17.2 Does manual exhibits ties to LAS-PBS where applicable? 17.3 Are agency organization charts (Schedule IV-B for each IT project over SI million (see page 129 and 130 of the LBR instructions (pages 155 through 157) for a list of audits and the description to justify the audit of the LBR instructions (pages 155 through 157) for a list of audits and therefore to justify the audit of the LBR instructions (pages 155 through 157) for a list of audits and therefore from to justify the audit cerver. 17. Pages (1972) and 180 of the LBR instructions (pages 155 through 157) for a list of audits and therefore projection to justify the audit cerver. 17. Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)? 17. A Page agency re	"TIPS" are	other areas to consider.		Program or Sa	ervice (Budge	t Entity Codes)	
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