



4050 Esplanade Way
Tallahassee, FL 32399-0950

Ron DeSantis, Governor
Pedro Allende, Secretary

LEGISLATIVE BUDGET REQUEST

Department of Management Services
Tallahassee, Florida

October 15, 2024

Brandi Gunder, Deputy Director of Budget
Office of Policy and Budget
Executive Office of the Governor
1702 Capitol
Tallahassee, Florida 32399-0001

Tim Sadberry, Staff Director
Senate Committee on Appropriations
201 Capitol
Tallahassee, Florida 32399-1300

J. Eric Pridgeon, Staff Director
House Appropriations Committee
221 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 2025-26 Fiscal Year. This submission has been approved by Pedro Allende, Secretary of the Department of Management Services.

Sincerely,

A handwritten signature in black ink, appearing to read "Pedro Allende", is written over a thin horizontal line.

Pedro Allende
Secretary

PA/rsb

**DEPARTMENT OF MANAGEMENT SERVICES
PLAN TO IMPLEMENT TEMPORARY SPECIAL DUTIES – GENERAL PAY ADDITIVES
FISCAL YEAR 2025-26**

In accordance with section 110.2035(7)(b), Florida Statutes, the Department of Management Services has developed the following plan to implement temporary special duties- general pay additives for Fiscal Year 2025-2026. Pay additives are a valuable management tool which allows the agency to recognize and compensate employees for identified duties without providing a permanent pay increase. The Department of Management Services is not requesting any additional rate or appropriations for these additives.

Request Authority for Temporary Special Duties - General (TSD-General) Pay Additive

Application of Temporary Special Duties - General Pay Additive

The Temporary Special Duties - General Pay Additive may be applied when an employee has been assigned temporary duties and responsibilities not customarily assigned to their position, under one or more of the following circumstances:

- The employee has been assigned to perform additional duties of a higher-level position when that position is vacant for any reason other than absent coworker due to Family Medical Leave Act (FMLA) or military leave.
- The employee has been assigned to perform additional duties of a higher-level position whose incumbent has been temporarily assigned other duties.
- The employee meets the criteria for out-of-title work under an applicable collective bargaining agreement.
- The employee has been assigned to continue to perform additional duties of an absent coworker when the coworker has exhausted FMLA leave but has not yet returned to work.
- The employee has been assigned to perform additional duties of a coworker who is absent from work in accordance with Rule 60L-34.0051, Florida Administrative Code (F.A.C.) (Family Supportive Work Program), of the Department of Management Services Personnel Rules, that does not meet the FMLA or military leave criteria.
- The employee has been assigned to perform additional duties of a significant nature and time regarding a special project or special assignment not normally assigned to the employee.

Effective Date of Additive

The additive will be in effect beginning the first day of the added duties.

**DEPARTMENT OF MANAGEMENT SERVICES
PLAN TO IMPLEMENT TEMPORARY SPECIAL DUTIES – GENERAL PAY ADDITIVES
FISCAL YEAR 2025-26**

Length of Time Additive Will Be in Effect

The additive will be in effect for the length of time the position whose duties are being temporarily performed is vacant or until such time as management decides that the additional duties can be removed from the employee receiving the additive.

Additive Amount

Up to 15 percent of the employee's base rate of pay depending on the additional duties assigned (or the option to go to the minimum of the higher-level pay grade, if determined appropriate).

Classes/Positions Affected

Any Career Service classification could be affected by the provisions of this plan so it is not possible to predict exactly which positions may receive Temporary Special Duties – General Additive in Fiscal Year 2025-2026.

No Collective Bargaining Agreements are Impacted currently.

Department of

MANAGEMENT SERVICES

We serve those who serve Florida



EXHIBITS & SCHEDULES

Department Level

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Florida Fiscal Portal.

Agency:	Department of Management Services		
Contact Person:	Funmi Ojetayo	Phone Number:	(850) 922-6617
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Jami Claire, et. Al. vs. State of Florida, Department of Management Services		
Court with Jurisdiction:	United States District Court, Northern District of Florida		
Case Number:	4:2020-CV-00020		
Summary of the Complaint:	<p>Plaintiffs are current or former employees of the University of Florida, the Public Defender for the 2nd Judicial Circuit, and the Florida Department of Corrections. Plaintiffs are transgender individuals claiming that the "blanket exclusion" of coverage for gender-affirming care under the state's health insurance plan discriminates against them based on their transgender status and sex, in violation of Title VII of the Civil Rights Act and the Equal Protection Clause of the Fourteenth Amendment.</p> <p>The plaintiffs sought medical treatments, such as orchiectomy, mastectomy, and facial feminization surgery, to treat their gender dysphoria, but their requests were denied based on exclusions in the state health plan for "gender reassignment or modification services and supplies." The plaintiffs argue that this exclusion constitutes unlawful sex-based discrimination because it specifically denies coverage for treatments sought by transgender individuals, thus treating them differently based on their sex and gender identity.</p> <p>The plaintiffs contend that the exclusion violates both Title VII and the Equal Protection Clause, asserting that the denial of coverage directly discriminates against them as transgender individuals and reinforces harmful gender stereotypes.</p> <p>The plaintiffs are requesting declaratory relief, injunctive relief, damages, and attorneys' fees. Both parties filed motions for summary judgment which were ruled on in August 2024, as further explained below.</p>		
Amount of the Claim:	A trial on the damages will be needed to determine final amounts. The Department currently expects plaintiffs to claim damages close to \$300,000 exclusive of attorneys' fees.		

<p>Specific Statutes or Laws (including GAA) Challenged:</p>	<p>While the complaint does not directly name a statute or law being challenged, the State Group Insurance benefits are prescribed by the General Appropriations Act (GAA) each year and Section 286.311, F.S., further prohibits the Department of Management Services (Department) from spending state funds on the services included within the challenged plan exclusion.</p>	
<p>Status of the Case:</p>	<p>As of August 2024, the court has ruled on the cross-motions for summary judgment. The court dismissed the plaintiffs' Equal Protection claims due to lack of standing, as two plaintiffs (Jami Claire and Ahmir Murphy) were no longer employed by the state, and the remaining plaintiff (Kathryn Lane) could not demonstrate redressability because her requested surgery was also excluded under the plan's cosmetic surgery exclusion, which was not being challenged.</p> <p>However, the court has allowed the plaintiffs' Title VII claim to proceed. In light of recent developments in case law, particularly the Eleventh Circuit's decision in <i>Lange v. Houston County</i>, the court concluded that the exclusion of gender-affirming care in the state health plan is a facially discriminatory policy under Title VII. The plaintiffs have relied heavily on the <i>Lange</i> decision to support their claims. Subsequent to the court's ruling on the cross-motions however, the Eleventh Circuit decided to vacate the <i>Lange</i> decision pending rehearing <i>en banc</i>. The <i>Claire</i> court has now asked for subsequent briefing regarding available relief and the effect of the Eleventh's vacating of <i>Lange</i>. The Eleventh Circuit's <i>en banc</i> review of <i>Lange</i> may affect the ultimate resolution of the <i>Claire</i> case.</p>	
<p>Who is representing (of record) the state in this lawsuit? Check all that apply.</p>	<input type="checkbox"/>	<p>Agency Counsel</p>
	<input type="checkbox"/>	<p>Office of the Attorney General or Division of Risk Management</p>
	<input checked="" type="checkbox"/>	<p>Outside Contract Counsel</p>
<p>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).</p>	<p>N/A</p>	
<p>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</p>	<p>NetChoice, LLC, and Computer & Communications Industry Association vs. Attorney General of the State of Florida, Florida Elections Commission, and Florida Department of Management Services</p>	

Court with Jurisdiction:	United States District Court, Northern District of Florida	
Case Number:	4:20-cv-0220 – Northern District	
Summary of the Complaint:	<p>In this case, <i>NetChoice, LLC</i> and <i>Computer & Communications Industry Association (CCIA)</i>, trade associations representing major technology companies like Facebook and YouTube, filed a lawsuit against Florida’s Attorney General, the Florida Elections Commission, and the Florida Department of Management Services. The plaintiffs challenged Florida’s Senate Bill 7072 (SB 7072), which was designed to regulate large social media platforms by prohibiting them from censoring or de-platforming political candidates and viewpoints.</p> <p>The plaintiffs argued that the law violated the First Amendment by infringing on the platforms' right to exercise editorial discretion over what content to include or exclude, thus compelling them to host speech they would otherwise moderate or remove. They further claimed that the law violated the Commerce Clause by attempting to regulate interstate commerce. The U.S. District Court for the Northern District of Florida agreed with the plaintiffs, issuing a preliminary injunction to block enforcement of the law.</p>	
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:	<p>The Supreme Court, in <i>Moody v. NetChoice LLC</i>, vacated the Eleventh Circuit Court’s decision to uphold the preliminary injunction against Florida’s SB 7072. The Court remanded the case for further consideration, directing the lower courts to conduct a more thorough facial analysis of the law, focusing on whether the statute’s unconstitutional applications outweigh its legitimate ones.</p> <p>In light of the Supreme Court’s decision, the Eleventh Circuit issued a mandate remanding the case in full to the district court for further proceedings consistent with the Supreme Court’s opinion. The district court will need to evaluate the law's full scope of applications and measure whether the First Amendment violations are substantial compared to its legitimate regulatory aims. The case is now pending further proceedings as the parties are starting discovery in earnest.</p>	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	X	Office of the Attorney General or Division of Risk Management
	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
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Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	State of Florida, AHCA, DMS, Catholic Medical Assoc. v. Department of Health and Human Services
Court with Jurisdiction:	U.S. District Court for the Middle District of Florida
Case Number:	8:24-cv-1080
Summary of the Complaint:	<p>The State of Florida, the Florida Agency for Health Care Administration, the Florida Department of Management Services, and the Catholic Medical Association, filed suit against the U.S. Department of Health and Human Services (HHS) and other federal agencies challenging a final rule issued by HHS in 2024, which reinterprets the Affordable Care Act (ACA) Section 1557's prohibition on sex discrimination to include discrimination based on gender identity.</p> <p>The State argues that this reinterpretation violates both the Administrative Procedure Act (APA) and the Spending Clause, claiming that the rule forces them to provide gender-affirming care in violation of state laws and the ethical and religious beliefs of medical practitioners. The state is seeking a preliminary injunction to prevent HHS from enforcing the rule in Florida.</p>
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:	Section 1557 of the Affordable Care Act (ACA)
Status of the Case:	On July 3, 2024, the court issued an order granting the plaintiffs' motion for a preliminary injunction, but only within the State of Florida. The injunction prevents the enforcement of HHS's 2024 rule in Florida, citing the conflict between the federal rule and state laws prohibiting gender-transition procedures for minors and the use of state funds for such treatments. The court declined to issue a nationwide injunction, limiting its decision to Florida.

	<p>As of September 2024, HHS filed a motion to stay the proceedings pending the outcome of an appeal to the Eleventh Circuit regarding the preliminary injunction. The plaintiffs opposed this motion, arguing that a stay would unduly delay the case and harm their interests. The case is now awaiting further developments in the appellate court, with some plaintiffs, like the Catholic Medical Association, having filed cross-appeals.</p>	
<p>Who is representing (of record) the state in this lawsuit? Check all that apply.</p>		<p>Agency Counsel</p>
	<p>X</p>	<p>Office of the Attorney General or Division of Risk Management</p>
	<p>X</p>	<p>Outside Contract Counsel</p>
<p>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).</p>	<p>N/A</p>	

Independent Entities

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Florida Fiscal Portal.

Agency:	Public Employees Relations Commission		
Contact Person:	Gregg Morton	Phone Number:	(850) 488-8641
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Alachua County Education Association v. Carpenter, Aaron, Sasso of the Florida Public Employees Relations Commission,</i>		
Court with Jurisdiction:	Northern District of Florida (Federal)		
Case Number:	1:23-cv-00111-MW-HTC		
Summary of the Complaint:	Arguing that several provisions related to Florida Senate Bill 256 (SB 256) (2023) are unconstitutional (1st Amendment and 14th Amendment).		
Amount of the Claim:	\$0		
Specific Statutes or Laws (including GAA) Challenged:	Chapter 2023-35, Laws of Florida		
Status of the Case:	Pre-trial briefing being conducted. Trial schedule for October 24, 2024.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	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).			

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Florida Fiscal Portal.

Agency:	Public Employees Relations Commission		
Contact Person:	Gregg Morton	Phone Number:	(850) 488-8641
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Communications Workers of America, AFL-CIO v. Carpenter, Aaron, Sasson, PERC, et al</i>		
Court with Jurisdiction:	Southern District of Florida (Federal)		
Case Number:	9:24-cv-80073-AM		
Summary of the Complaint:	Same as the complaint in <i>Alachua County Education</i> case.		
Amount of the Claim:	\$0		
Specific Statutes or Laws (including GAA) Challenged:	Chapter 2023-35, Laws of Florida		
Status of the Case:	PERC filed a motion to dismiss, which was heard by the judge on September 5, 2024. The judge allowed the plaintiffs the opportunity to amend their complaint and denied PERC’s motion to dismiss as moot. PERC will likely file a renewed motion to dismiss once the amended complaint is filed and we see what claims are made.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	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).			

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Florida Fiscal Portal.

Agency:	Public Employees Relations Commission		
Contact Person:	Gregg Morton	Phone Number:	(850) 488-8641
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>UFF-FAMU, Education Association of Saint Lucie, et al v. PERC</i>		
Court with Jurisdiction:	Second Judicial Circuit (State)		
Case Number:	2024 CA 001412		
Summary of the Complaint:	This complaint was filed in Leon County in August 2024, for declaratory and injunctive relief against PERC related to the implementation of SB 256. The lawsuit alleges that under the Florida Constitution, PERC cannot require unions to demonstrate 60% membership to maintain their certifications and cannot compel individuals to sign PERC's union membership form to be included in that membership count.		
Amount of the Claim:	\$ 0		
Specific Statutes or Laws (including GAA) Challenged:	Chapter 2023-35, Laws of Florida; SB 1746 (2024)		
Status of the Case:	Plaintiffs have asked for a preliminary injunction and scheduled a hearing on October 21, 2024.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	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).			

Schedule VII: Agency Litigation Inventory

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Agency:	Public Employees Relations Commission		
Contact Person:	Gregg Morton	Phone Number:	(850) 488-8641
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>North Miami Beach, Local 3293 et al v. PERC</i>		
Court with Jurisdiction:	Second Judicial Circuit (State)		
Case Number:	2024 CA 001476		
Summary of the Complaint:	This complaint was filed in Leon County in September 2024, for declaratory and injunctive relief against PERC related to SB 256. It is similar to the <i>UFF-FAMU</i> complaint mentioned above		
Amount of the Claim:	\$0		
Specific Statutes or Laws (including GAA) Challenged:	Chapter 2023-35, Laws of Florida; SB 1746 (2024)		
Status of the Case:	Just agreed to accept service. No responsive pleadings filed yet.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	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).			

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Florida Fiscal Portal.

Agency:	Public Employees Relations Commission		
Contact Person:	Gregg Morton	Phone Number:	(850) 488-8641
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>United Faculty of Florida v. The University of Central Florida Board of Trustees</i>		
Court with Jurisdiction:	First District Court of Appeal		
Case Number:	1D2024-1676		
Summary of the Complaint:	The union appeals PERC final order concluding that the union’s refusal to bargain with the University over a post-tenure review policy required by newly enacted Section 1001.706(6)(b), Florida Statutes, and subsequently promulgated Board of Governor’s Regulation 10.003, constituted a waiver of the right to bargain.		
Amount of the Claim:	\$0		
Specific Statutes or Laws (including GAA) Challenged:	1001.706(6)(b), Florida Statutes		
Status of the Case:	Briefing underway		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	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).			

Schedule VII: Agency Litigation Inventory			
<i>For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Florida Fiscal Portal.</i>			
Agency:	Public Employees Relations Commission		
Contact Person:	Gregg Morton	Phone Number:	(850) 488-8641
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Wan Kyu Park v. United Faculty of Florida</i>		
Court with Jurisdiction:	First District Court of Appeal		
Case Number:	1D2024-0850		
Summary of the Complaint:	Appeal of PERC’s final order affirming the general counsel’s summary dismissal of Park’s unfair labor practice charge, Park asks the court to determine whether Sections 407.441 and 1001.741(2), Florida Statutes, violate public employees’ rights to freedom of speech and association. The issue presented is whether the union can refuse to represent non-union members in employee grievances.		
Amount of the Claim:	\$0		
Specific Statutes or Laws (including GAA) Challenged:	Sections 407.441 and 1001.741(2), Florida Statutes		
Status of the Case:	Briefing completed		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	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).			

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Florida Fiscal Portal.

Agency:	Public Employees Relations Commission		
Contact Person:	Gregg Morton	Phone Number:	(850) 488-8641
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Volusia United Educators, Inc. Local 1605, FEA, AFT, NEA, AFL-CIO v. PERC</i>		
Court with Jurisdiction:	Fifth District Court of Appeal		
Case Number:	5D2024-1615		
Summary of the Complaint:	On appeal, the Union is contesting PERC’s interpretation of Section 447.305(6), Florida Statutes, which resolves uncertainty over how to calculate union membership for registration purposes under provisions adopted by SB 256.		
Amount of the Claim:	\$0		
Specific Statutes or Laws (including GAA) Challenged:	SB 256 (2023) (aka Chapter 2023-35, Laws of Florida); SB 1746 (2024)		
Status of the Case:	Briefing is underway.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	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).			

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Florida Fiscal Portal.

Agency:	Public Employees Relations Commission		
Contact Person:	Gregg Morton	Phone Number:	(850) 488-8641
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>United Faculty of Florida v. The Florida State University Board of Trustees</i>		
Court with Jurisdiction:	First District Court of Appeal		
Case Number:	1D2024-1811		
Summary of the Complaint:	The union appeals PERC final order concluding that the union’s refusal to bargain with the University over a post-tenure review policy required by newly enacted Section 1001.706(6)(b), Florida Statutes, and subsequently promulgated Board of Governor’s Regulation 10.003, constituted a waiver of the right to bargain. This case is similar to the UCF case above		
Amount of the Claim:	\$0		
Specific Statutes or Laws (including GAA) Challenged:	Sections 407.441 and 1001.741(2), Florida Statutes		
Status of the Case:	Briefing is underway.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	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).			

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Florida Fiscal Portal.

Agency:	Florida Commission on Human Relations		
Contact Person:	Cheyanne Costilla	Phone Number:	850-488-7082
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	N/A		
Court with Jurisdiction:	N/A		
Case Number:	N/A		
Summary of the Complaint:	N/A		
Amount of the Claim:	\$N/A		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	N/A		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	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		

**DEPARTMENT OF MANAGEMENT SERVICES
 ORGANIZATION CHARTS (2025-2026 FY LBR Submission/October 2024)
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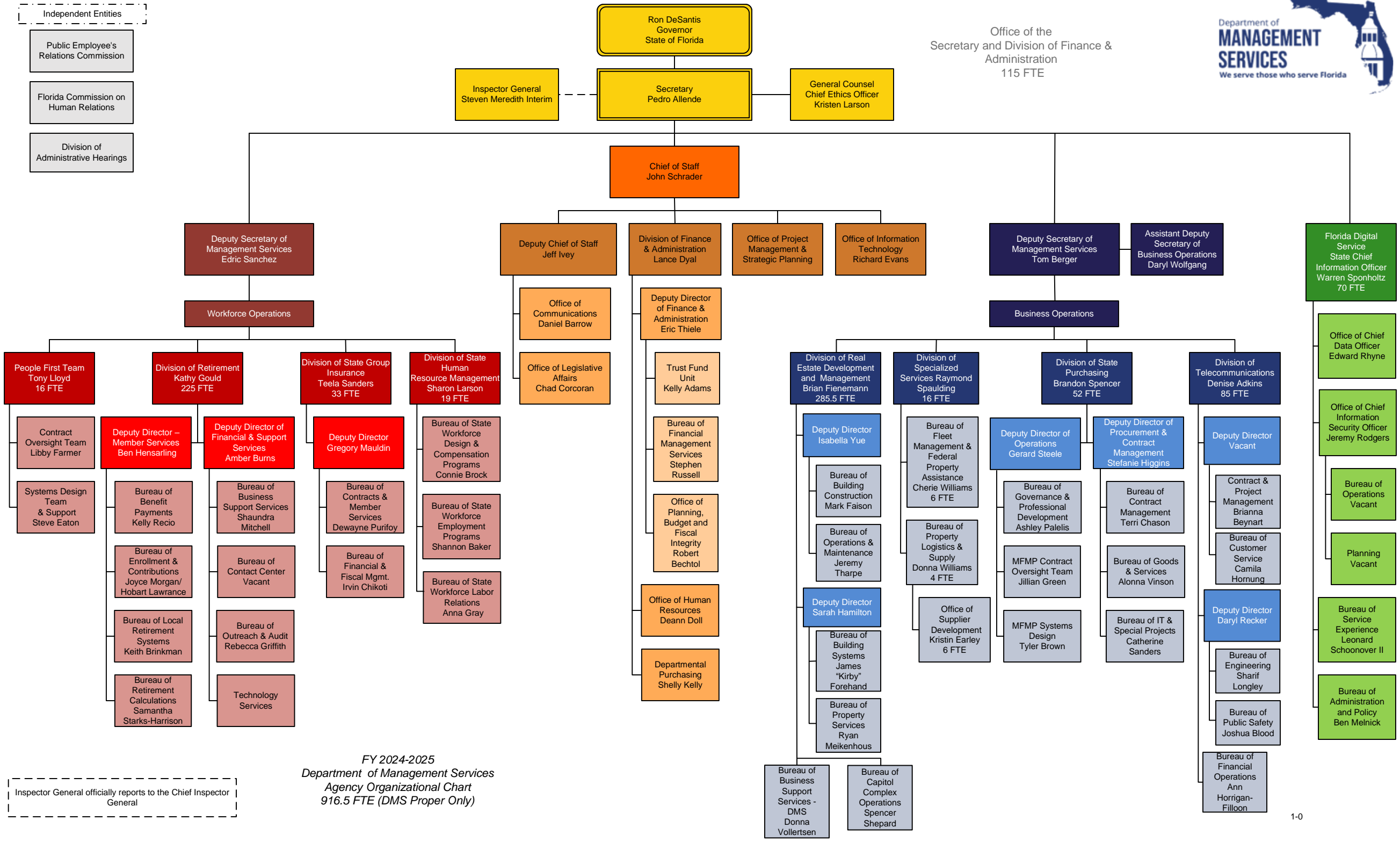
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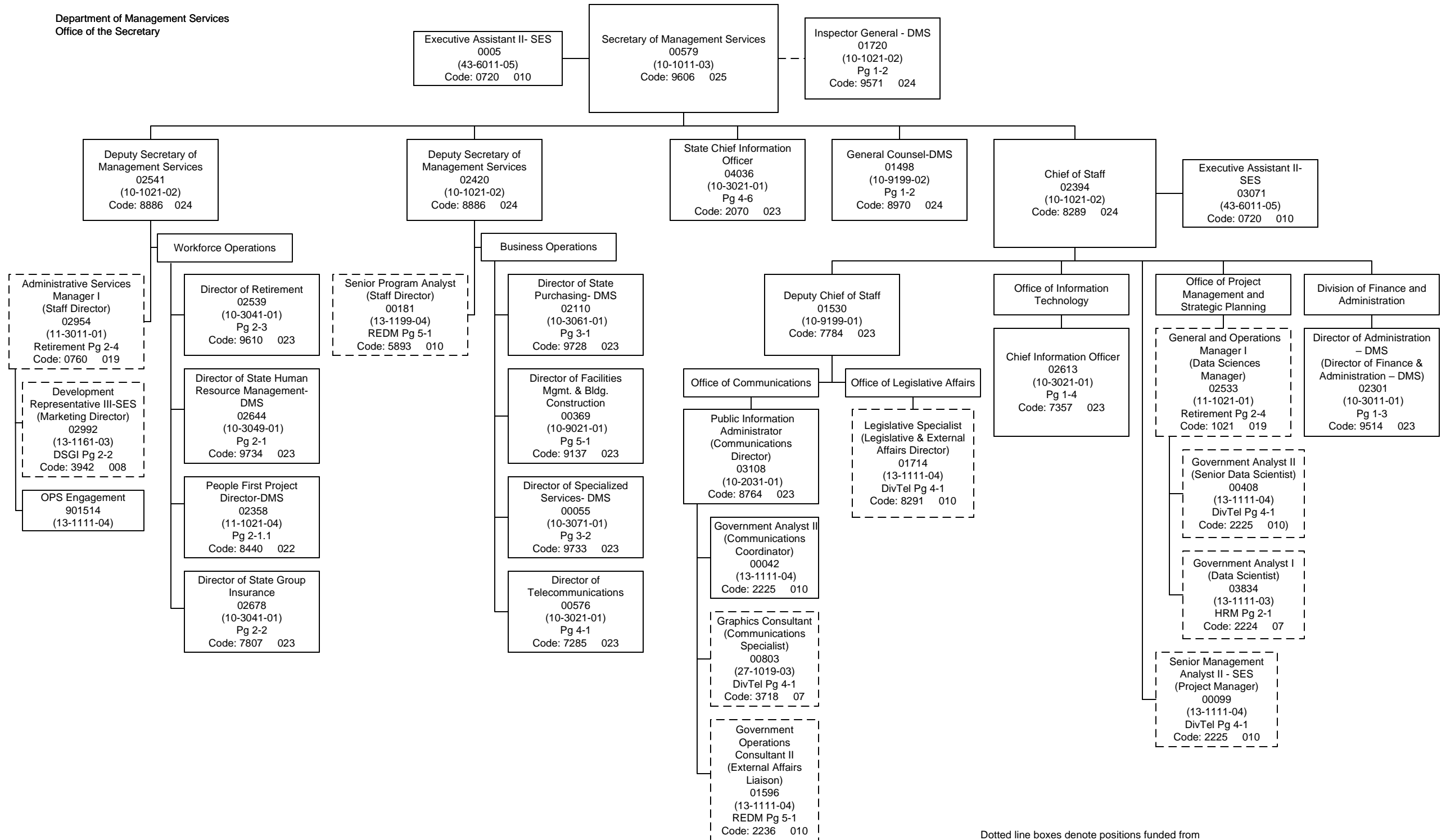


Office of the Secretary and Division of Finance & Administration
115 FTE



FY 2024-2025
Department of Management Services
Agency Organizational Chart
916.5 FTE (DMS Proper Only)

Inspector General officially reports to the Chief Inspector General



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

Secretary of Management Services
 00579
 (10-1011-03)
 Code: 9606 025

Inspector General - DMS
 01720
 (10-1021-02)
 Code: 9571 024

General Counsel - DMS
 01498
 (10-9199-02)
 Code: 8970 024

Audit Director- SES
 00931
 (11-3031-02)
 Code: 1665 020

Chief, Internal Investigations Officer- DMS
 (Chief of Investigations)
 02371
 (11-9199-02)
 Code: 7546 020

Deputy General Counsel
 (Deputy General Counsel
 (Transactional))
 03823
 (11-9199-04)
 Code: 8416 022

Senior Attorney
 (Special Advisor to the
 General Counsel)
 04211
 (23-1011-04)
 Code: 7738 014

Deputy General Counsel
 (Deputy General Counsel
 (Litigation))
 03173
 (11-9199-04)
 Code: 8416 022

Senior Management Analyst I- SES
 02377
 (13-1111-03)
 Code: 2224 007

Sr. Mgmt. Analyst II - SES
 (Audit Team Leader)
 02637
 (13-1111-04)
 Code: 2225 010

Fraud Investigator IV
 (OIG Sr. Investigator/
 Accreditation Manager)
 00735
 (13-1082-04)
 Code: 2200 010

Attorney Supervisor
 (Managing Attorney – IT
 Procurement Practice Group)
 03826
 (23-1011-05)
 Code 7743 016

Attorney Supervisor
 (Managing Attorney –
 Procurement Practice Group)
 03825
 (23-1011-05)
 Code 7743 016

Attorney Supervisor
 (Managing Attorney –
 Employee Benefits
 (Retirement) Practice Group)
 02624
 (23-1011-05)
 Retirement Pg 2-4
 Code 7743 016

Attorney Supervisor
 (Managing Attorney –
 Healthcare Practice Group)
 04212
 (23-1011-05)
 Code 7743 016

Admin Assistant III – SES
 03822
 (43-6011-04)
 Code 0714 006

Operations Review Spec.
 (Staff Auditor)
 00009
 (13-1111-04)
 Code: 2239 010

Administrative Assistant III
 (Office Manager)
 01496
 (43-6011-04)
 Code: 0714 006

Attorney
 (Attorney – Information
 Technology Procurement
 Practice Group)
 04037
 (23-1011-03)
 Code: 7736 010

Senior Attorney
 (Senior Counsel (Real Estate)
 – Procurement Practice
 Group)
 03927
 (23-1011-04)
 Code: 7738 014

Senior Attorney
 (Senior Counsel, Employee
 Benefits (Retirement)
 Practice Group)
 02544
 (23-1011-04)
 Retirement Pg 2-4
 Code: 7738 014

Senior Attorney
 (Senior Counsel,
 Healthcare Practice Group)
 03084
 (23-1011-04)
 Code: 7738 014

Admin Asst II- SES
 02405
 (43-6011-03)
 Code: 0712 005

Government Analyst II
 (IT Audit Team Lead)
 04038
 (13-1111-04)
 Code: 2225 010

Senior Attorney
 (Senior Counsel – Information
 Technology Procurement
 Practice Group)
 00025
 (23-1011-04)
 Code: 7738 014

Attorney
 (Attorney – Procurement
 Practice Group)
 01901
 (23-1011-03)
 Code: 7736 010

Senior Attorney
 (Senior Counsel, Employee
 Benefits (Retirement)
 Practice Group)
 02590
 (23-1011-04)
 Retirement Pg 2-4
 Code: 7738 014

Senior Attorney
 (Senior Counsel,
 Healthcare Practice Group)
 01668
 (23-1011-04)
 Code: 7738 014

Paralegal Specialist-SES
 02685
 (23-2011-01)
 Retirement Pg 2-4
 Code: 7703 005

Government Analyst II
 (IT Auditor)
 03969
 (13-1111-04)
 Code: 2225 010

Senior Attorney
 (Special Procurement
 Counsel)
 03827
 (23-1011-04)
 Code 7738 014

Senior Attorney (Senior
 Counsel – Procurement
 Practice Group)
 04210
 (23-1011-04)
 Code: 7738 014

Senior Attorney
 (Senior Counsel, Employee
 Benefits (Retirement)
 Practice Group)
 02483
 (23-1011-04)
 Retirement Pg 2-4
 Code 7738 014

Senior Attorney
 (Senior Counsel – Labor
 and Employment)
 02312
 (23-1011-04)
 Code: 7738 014

Admin Asst II- SES
 01378
 (43-6011-03)
 Code: 0712 005

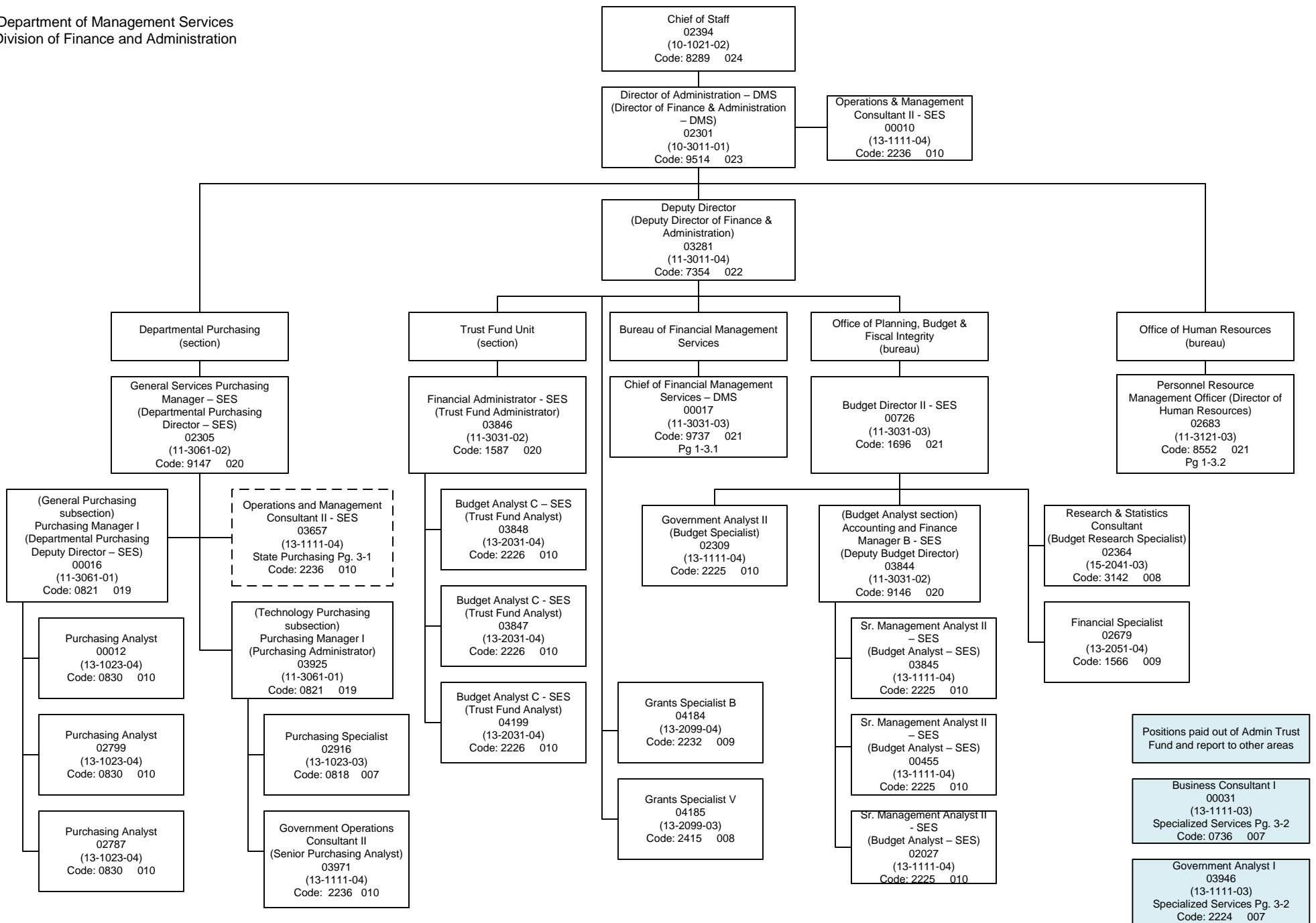
Admin Asst II-SES
 02564
 (43-6011-03)
 Retirement Pg 2-4
 Code: 0712 005

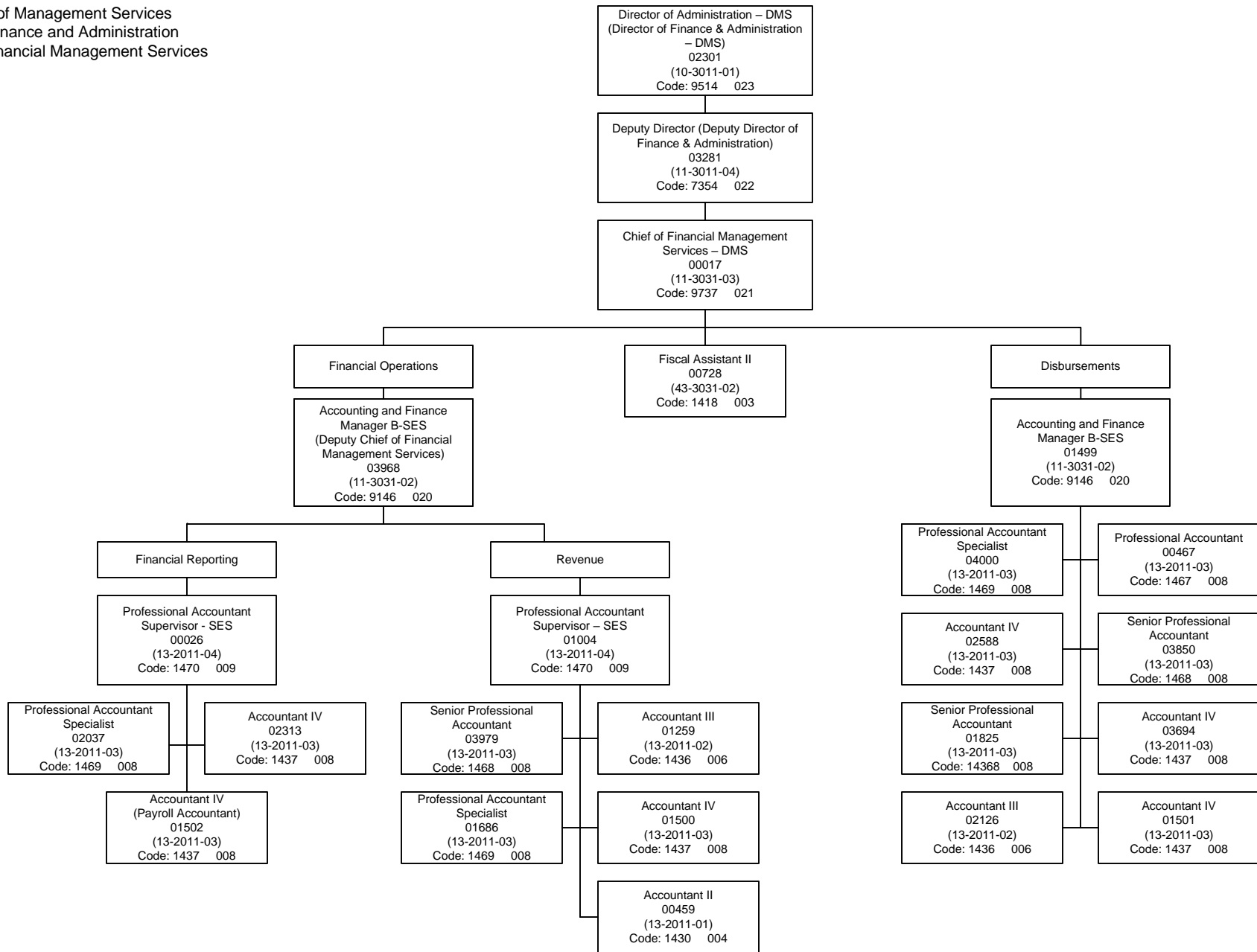
Admin Asst. I- SES
 02554
 (43-6011-02)
 Retirement Pg. 2-4
 Code: 0709 003

Inspector General officially reports to the Chief Inspector General

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

Department of Management Services
Division of Finance and Administration



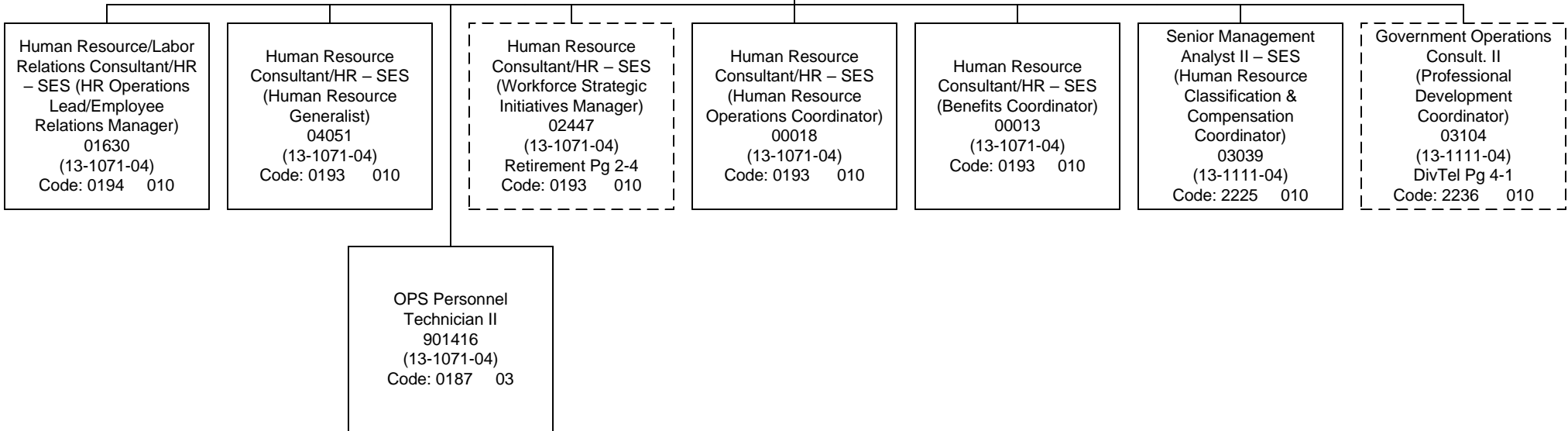


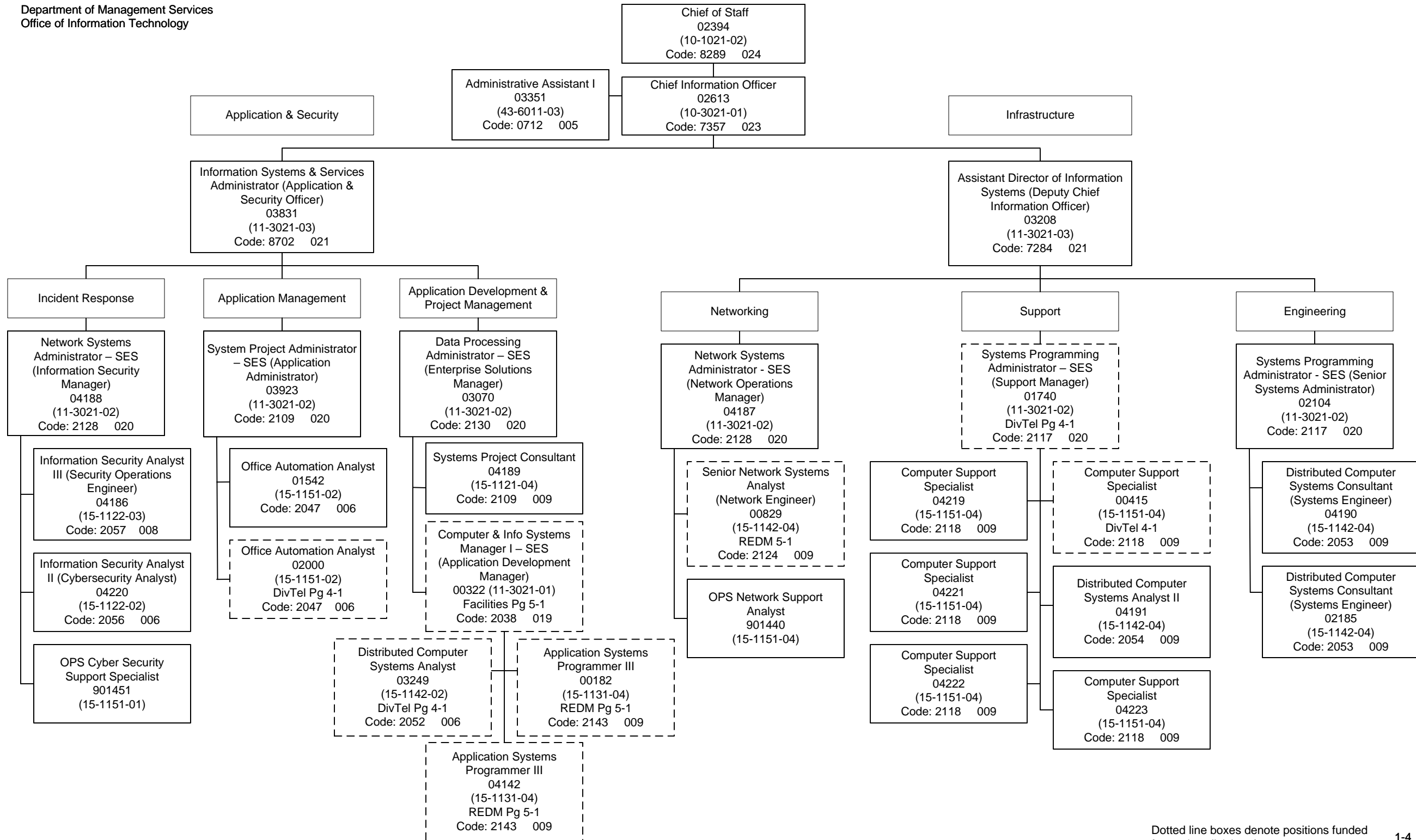
Dotted line boxes denote positions funded from other divisions/programs.

Director of Administration – DMS
(Director of Finance &
Administration – DMS)
02301
(10-3011-01)
Code: 9514 023

Office of Human Resources

Personnel Resource
Management Officer (Director of
Human Resources)
02683
(11-3121-03)
Code: 8552 021

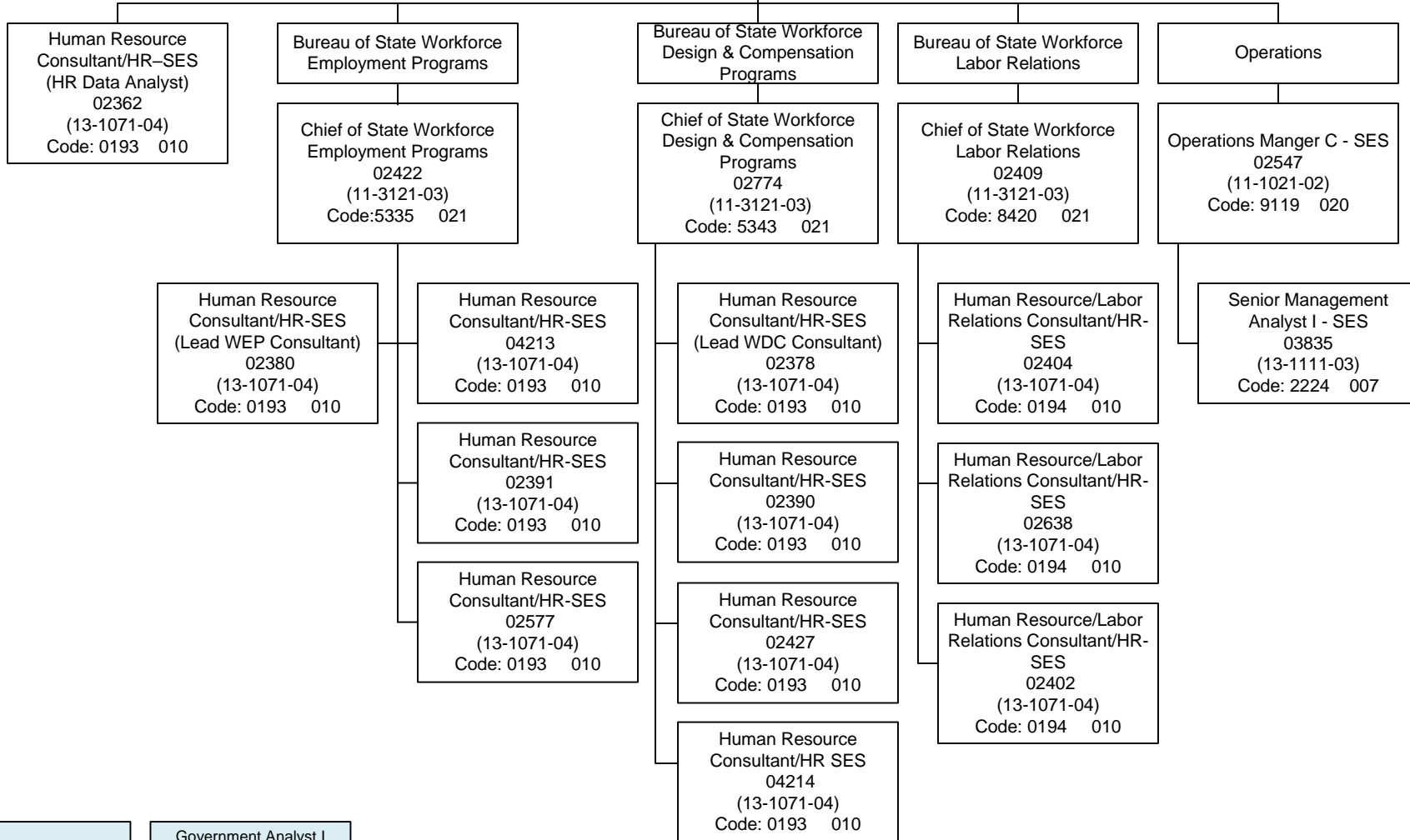




Dotted line boxes denote positions funded from other divisions/programs.

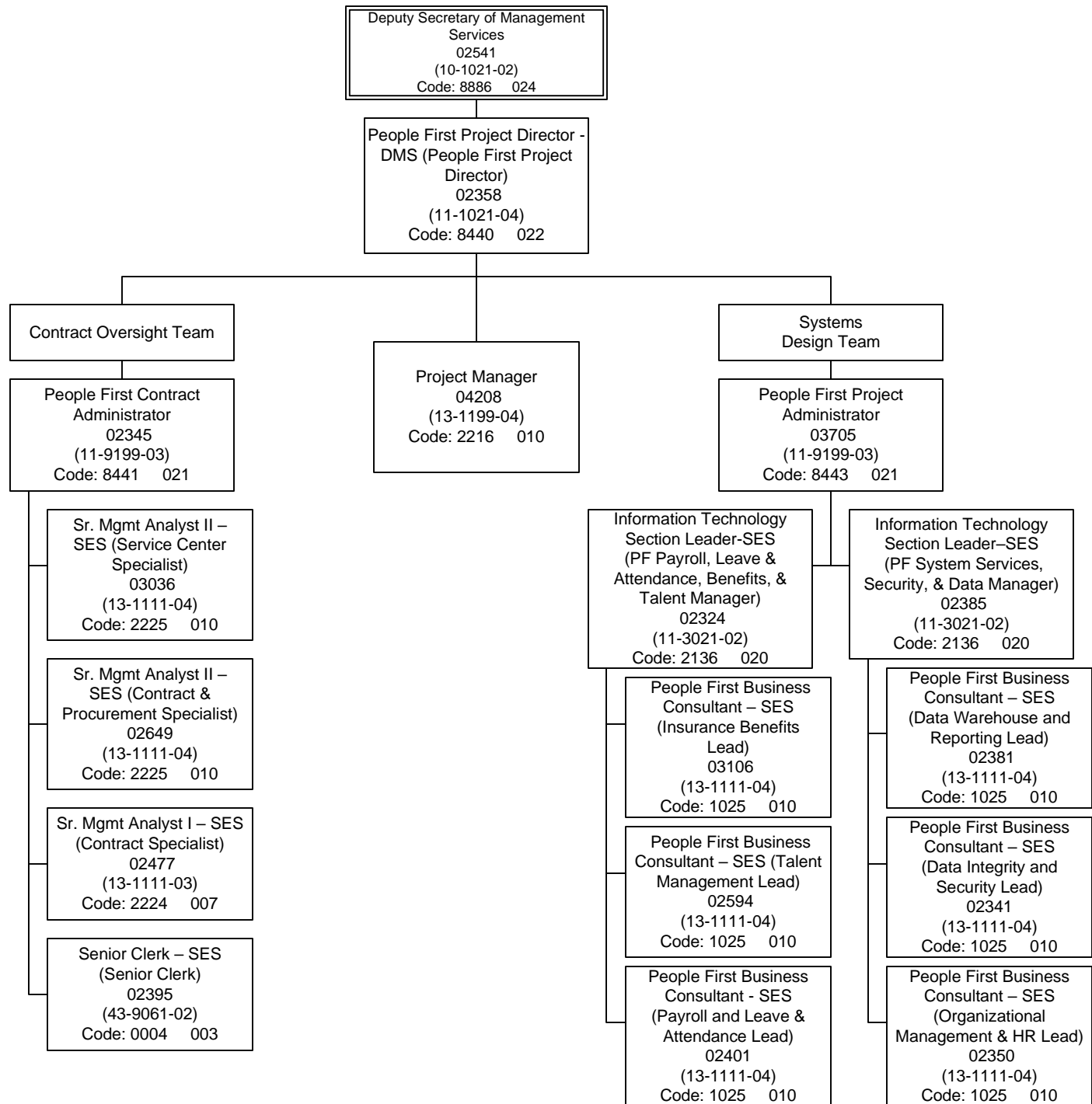
Deputy Secretary of Management Services
 02541
 (10-1021-02)
 Code: 8886 024

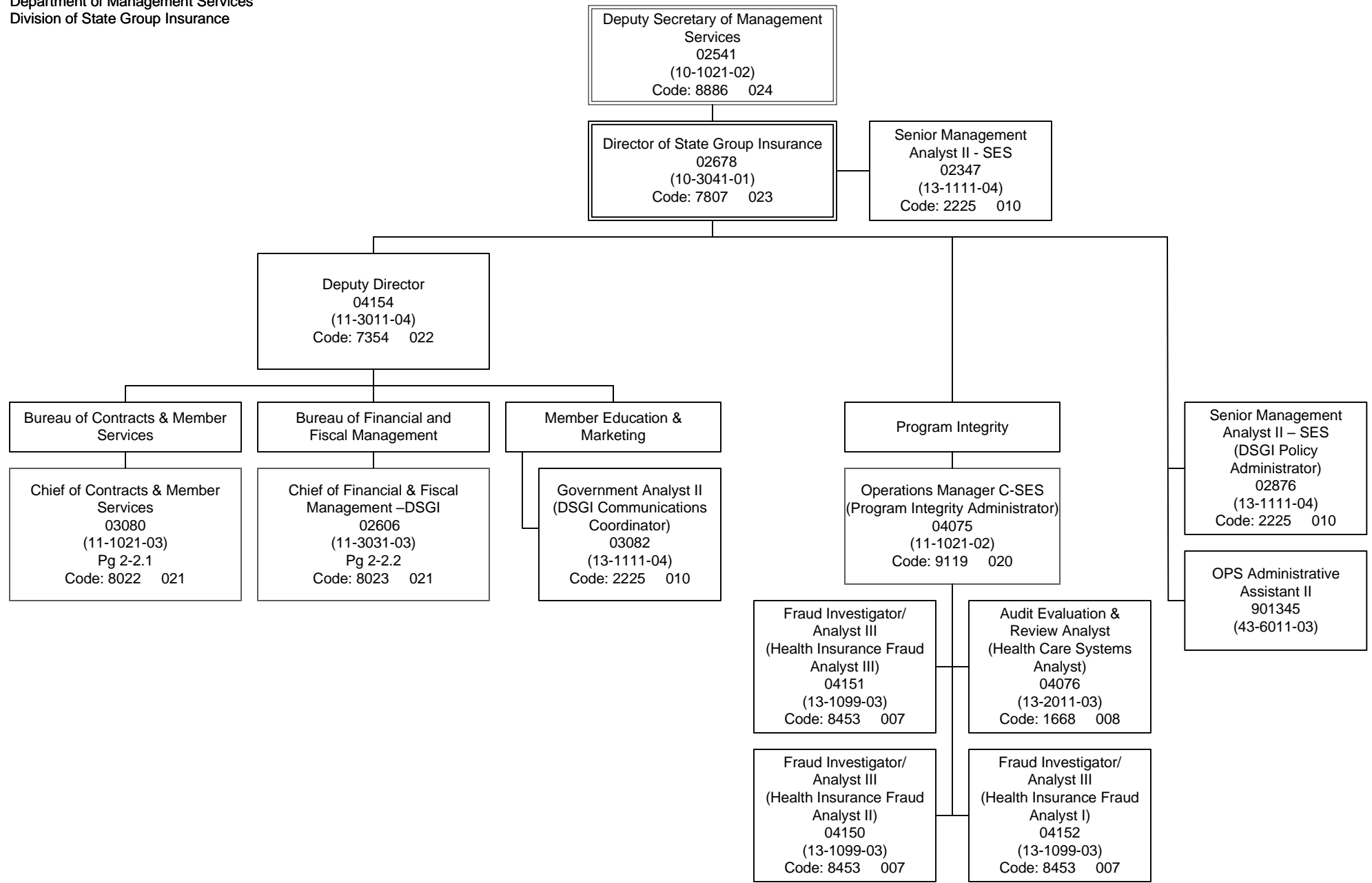
Director of State Human Resource Management - DMS
 02644
 (10-3049-01)
 Code: 9734 023



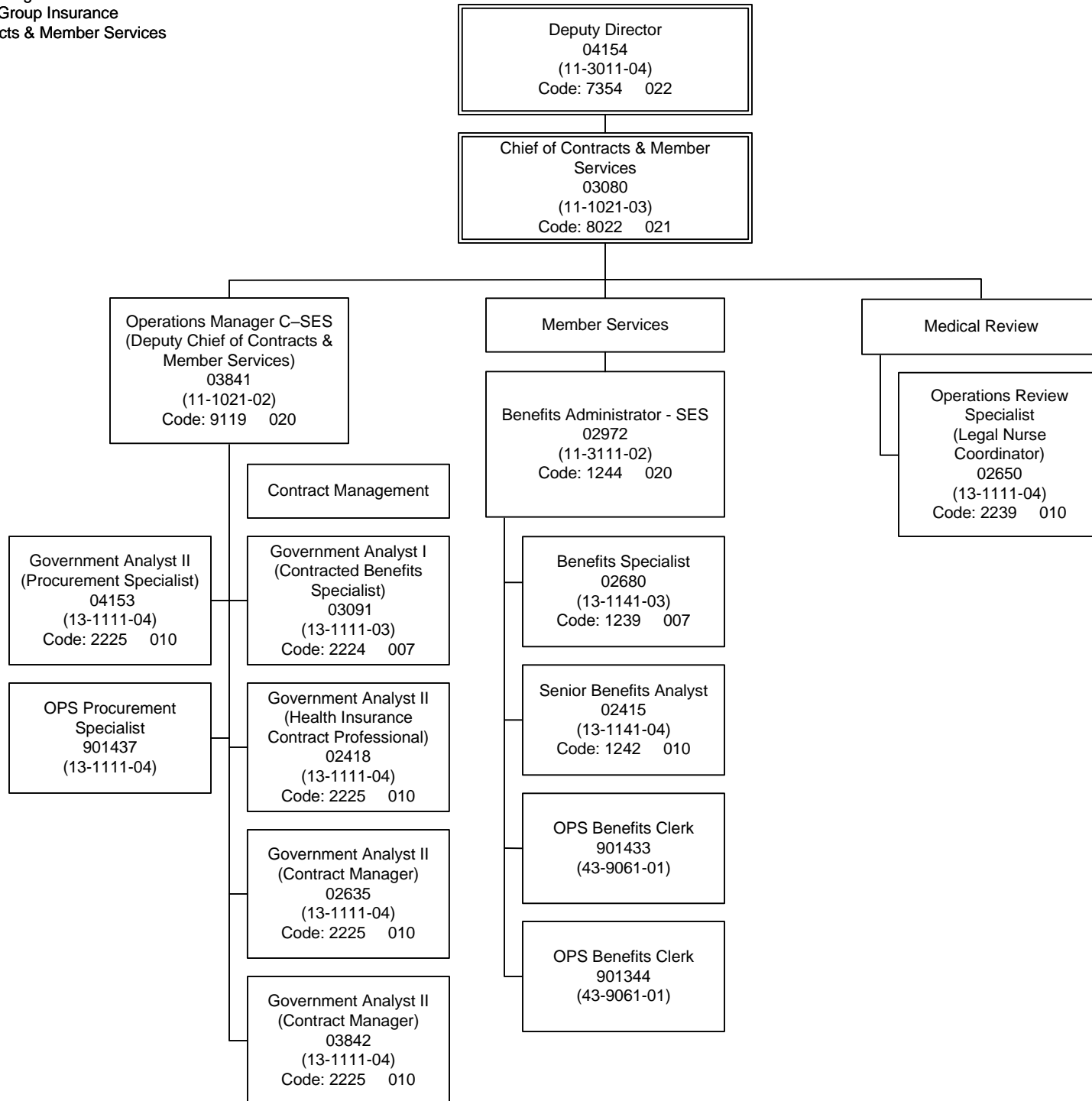
Positions paid out of State HRM and report to other areas

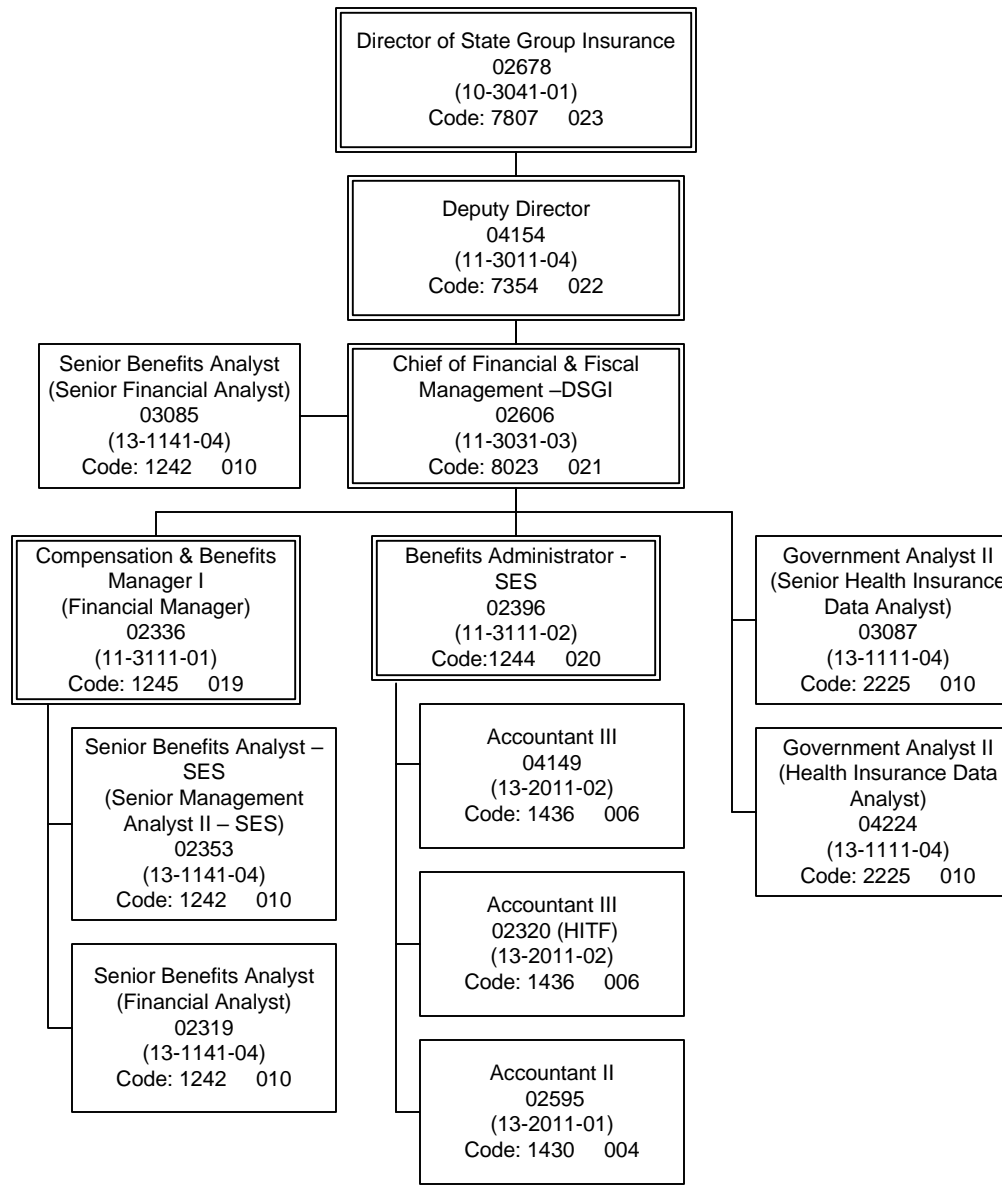
Government Analyst I (Data Sciences Analyst)
 03834
 (13-1111-03)
 Office of the Secretary
 Pg 1-1
 Code: 2224 07

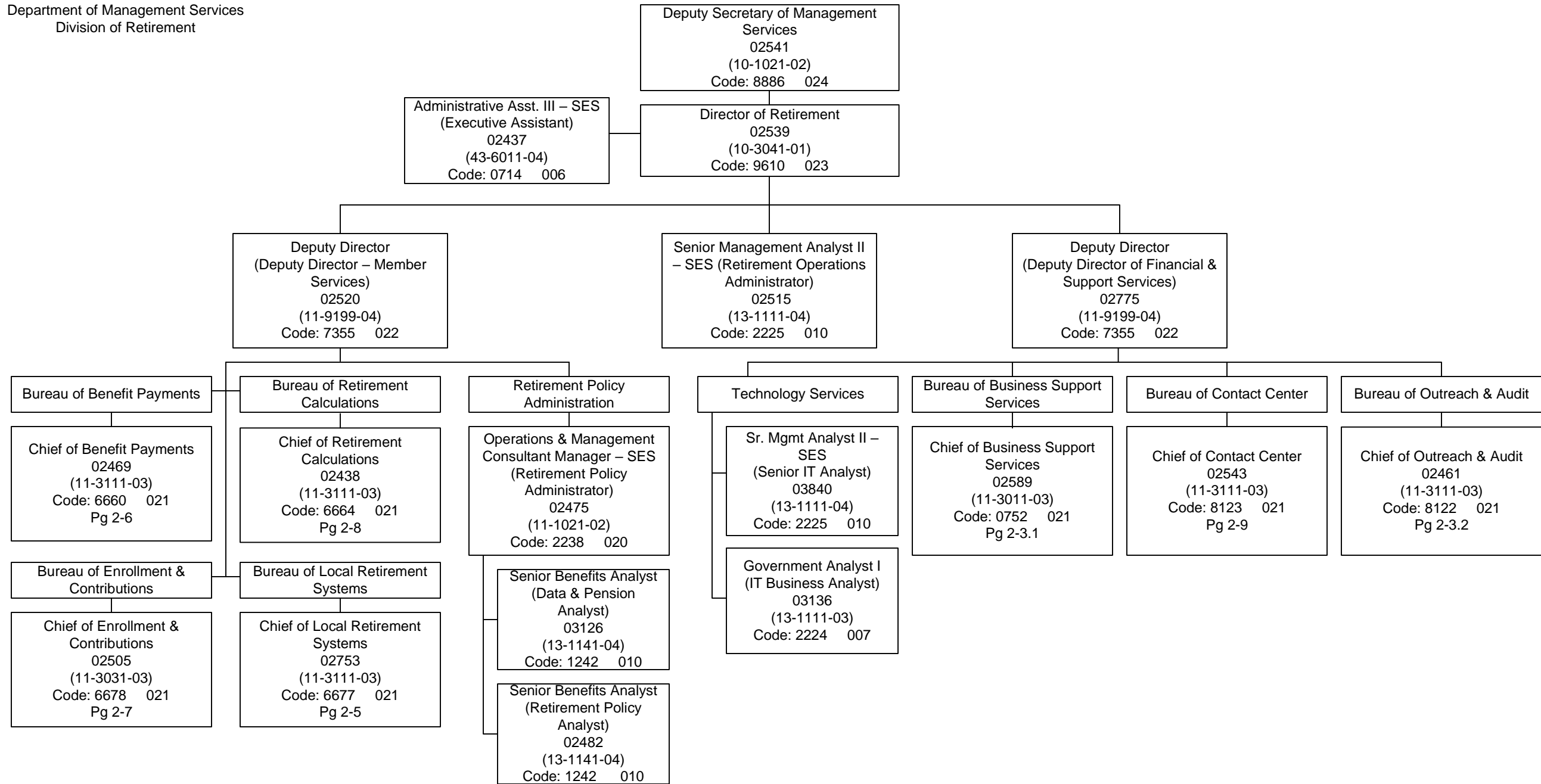


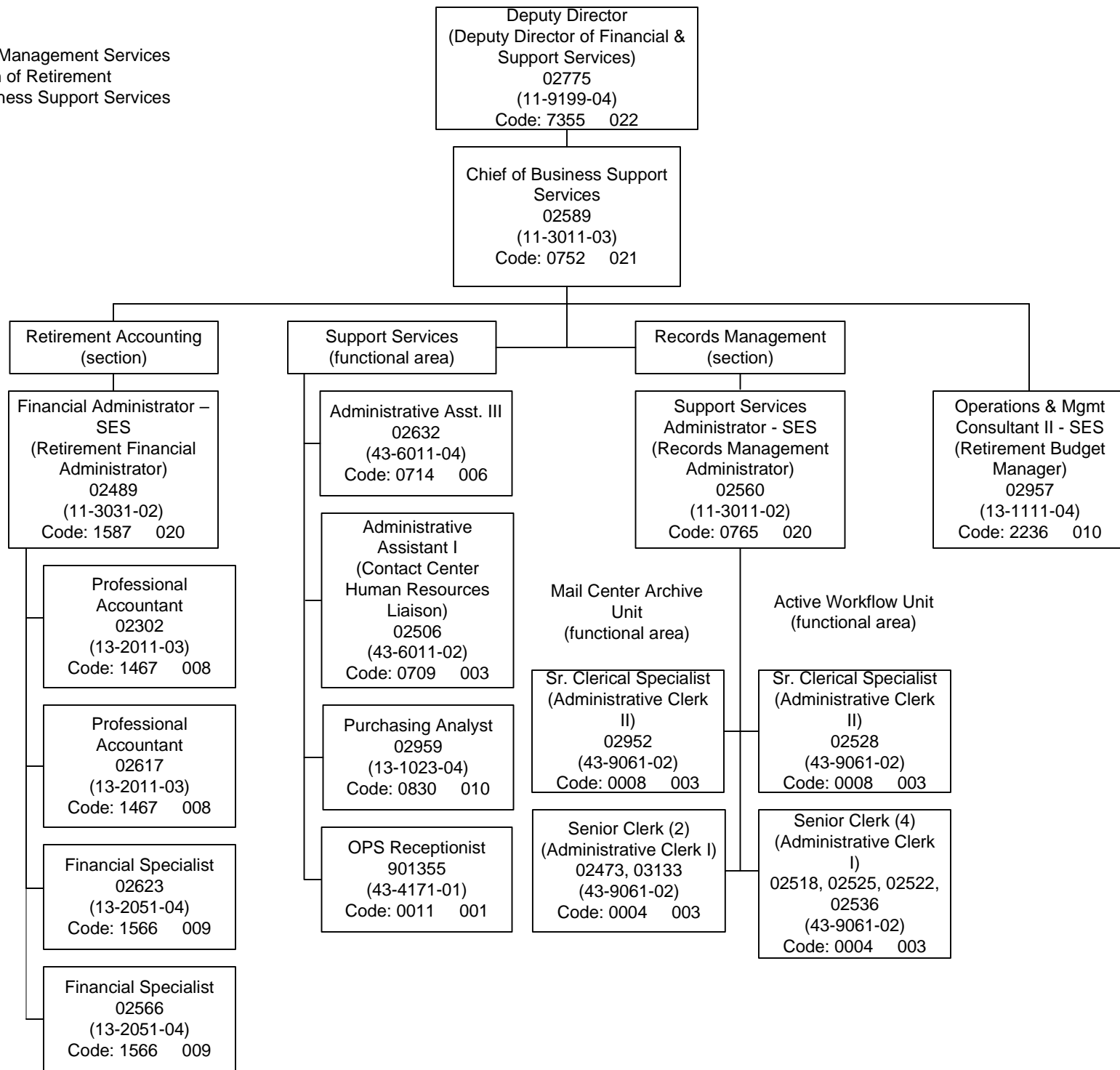


Development Representative III-SES (Marketing Director) 02992 (13-1161-03) Office of the Sec. 1-1 Code: 3942 008

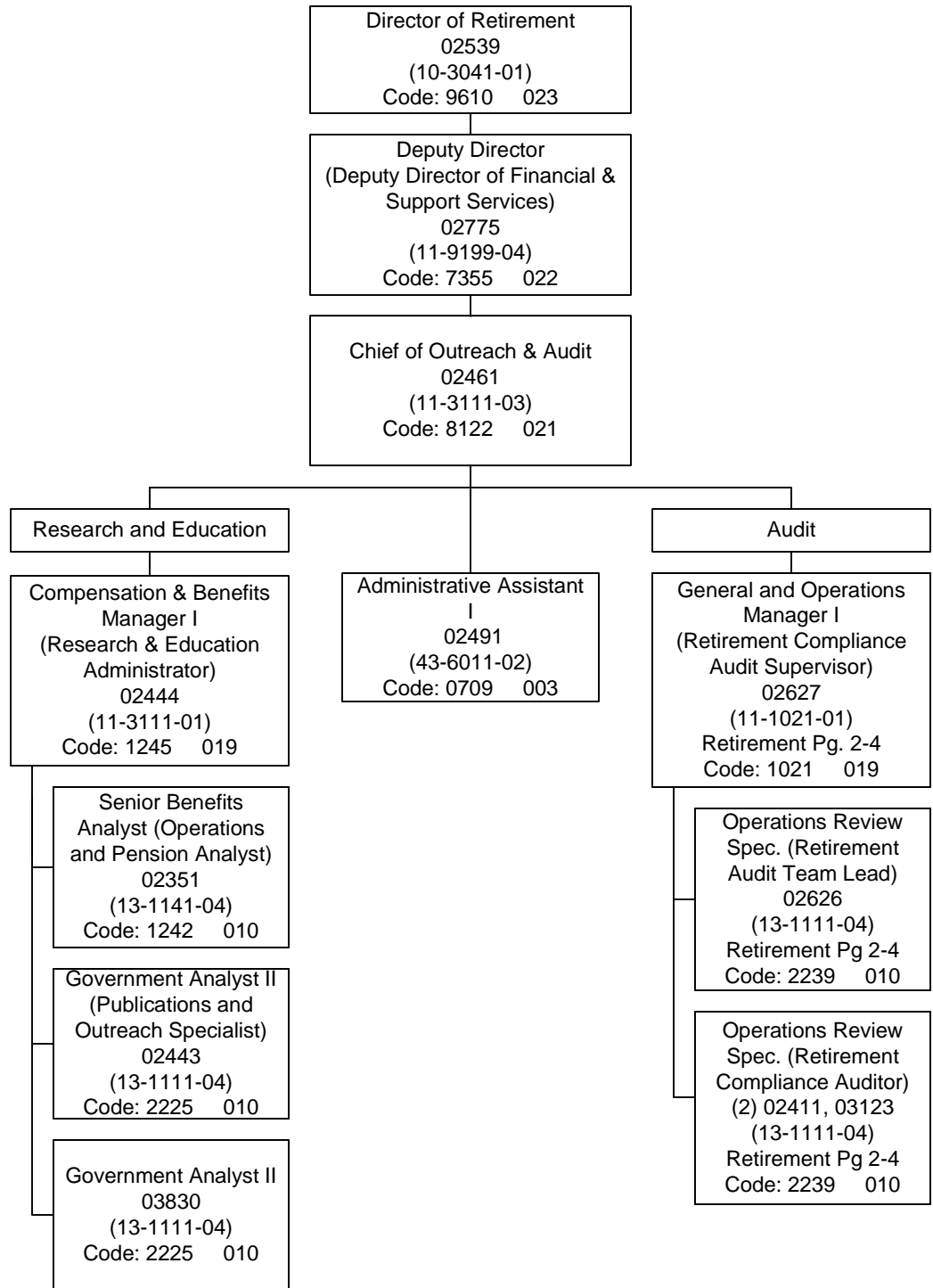




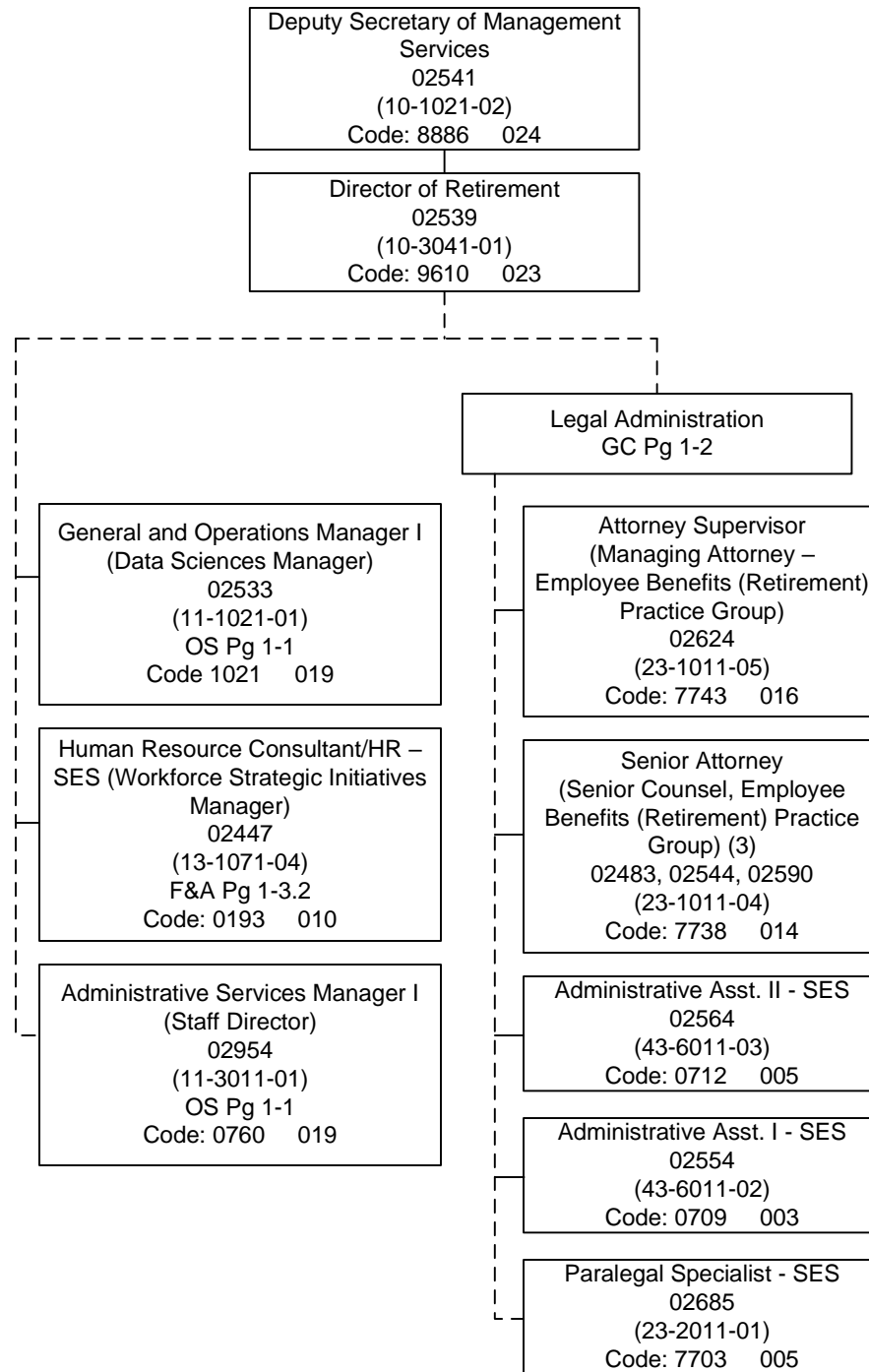




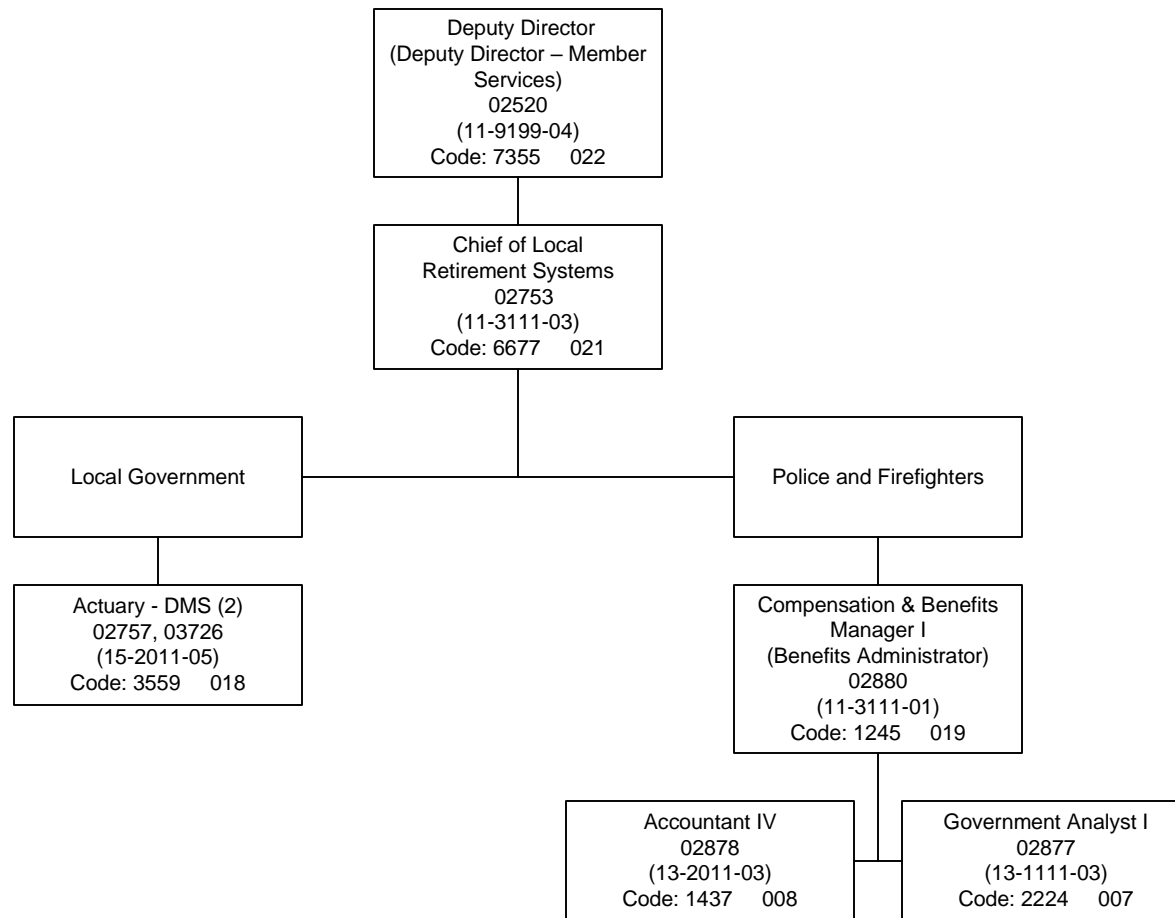
Department of Management Services
 Division of Retirement
 Bureau of Outreach & Audit

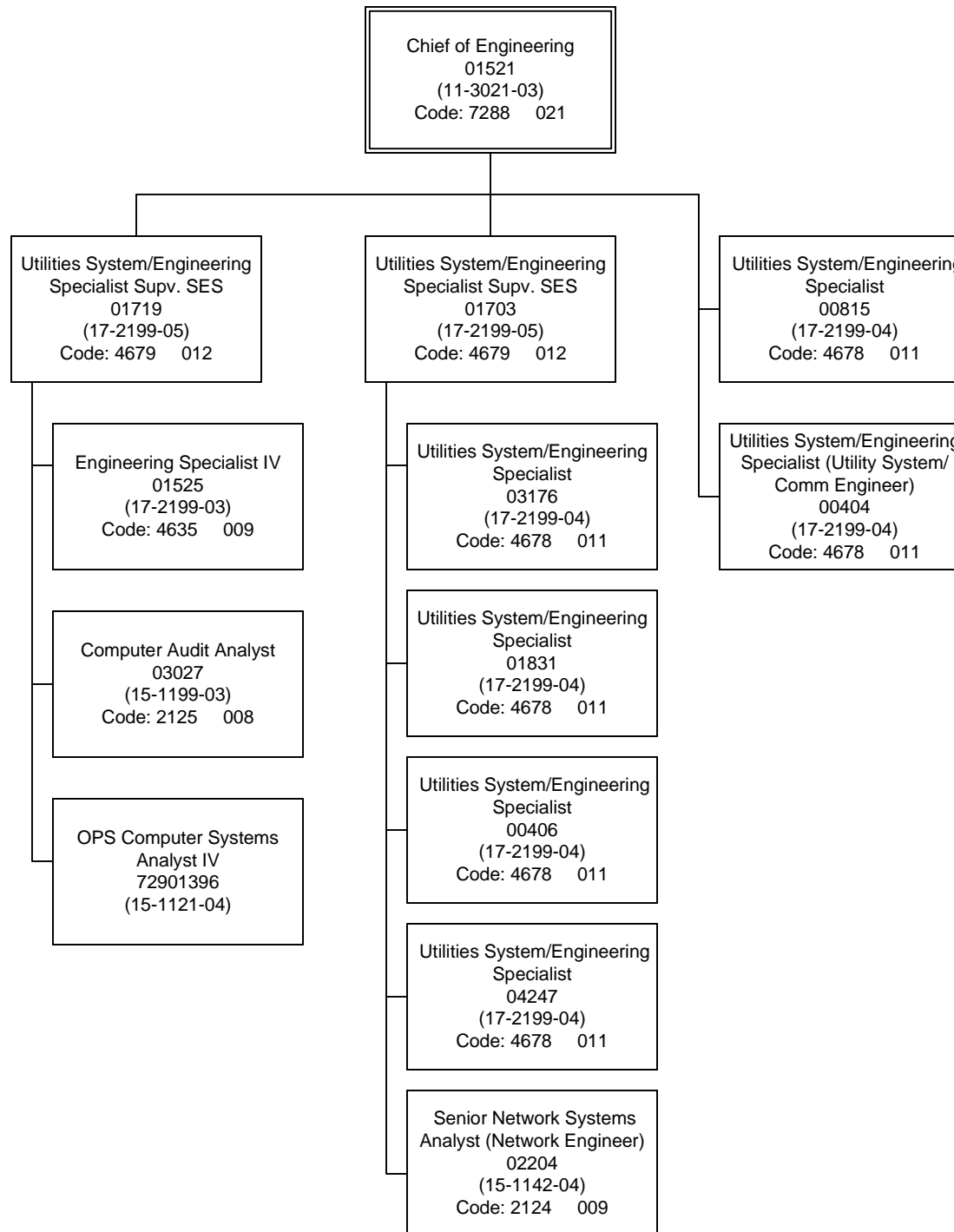


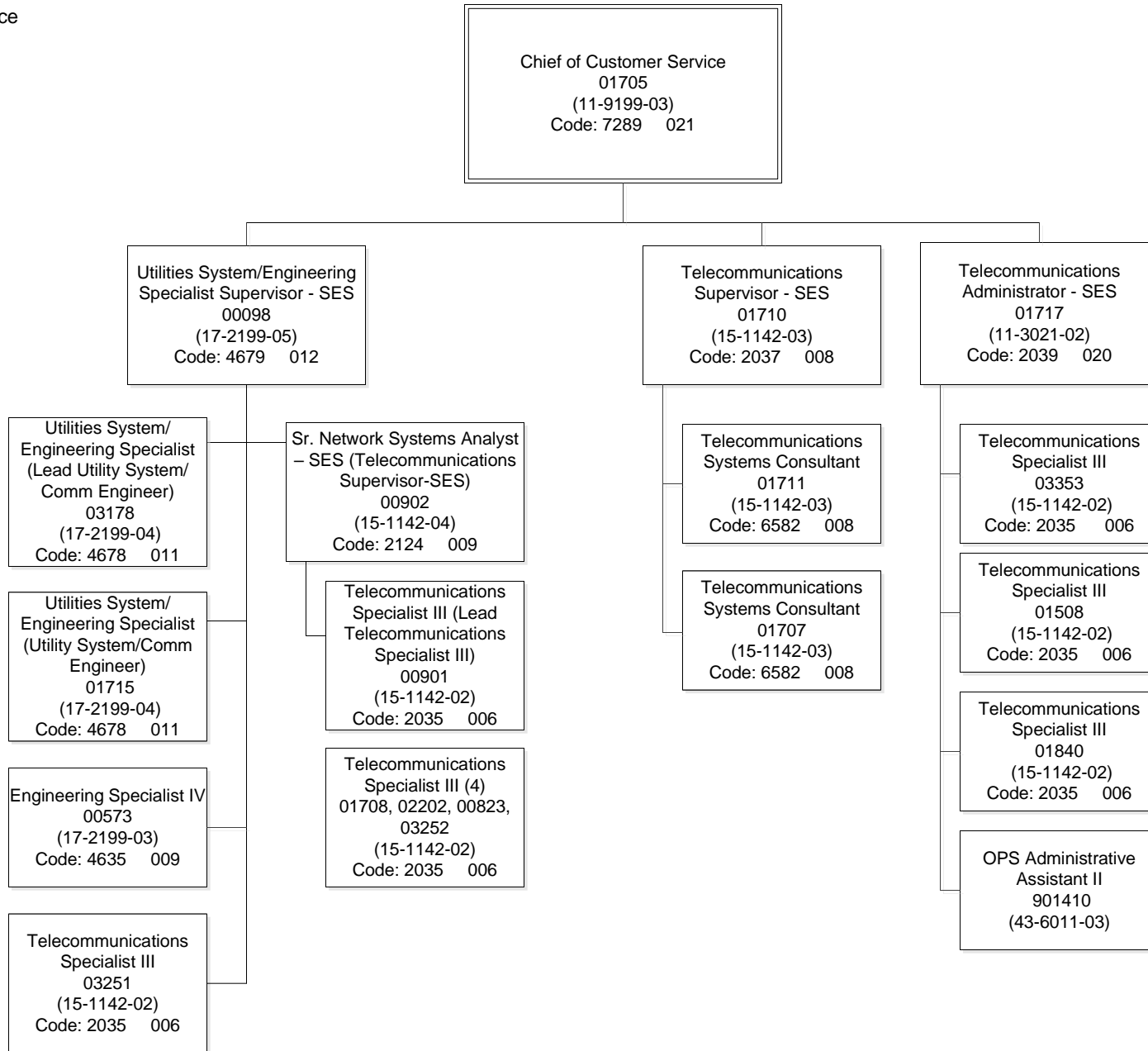
Department of Management Services
 Division of Retirement
 Positions paid out of Retirement that
 report to other divisions/programs

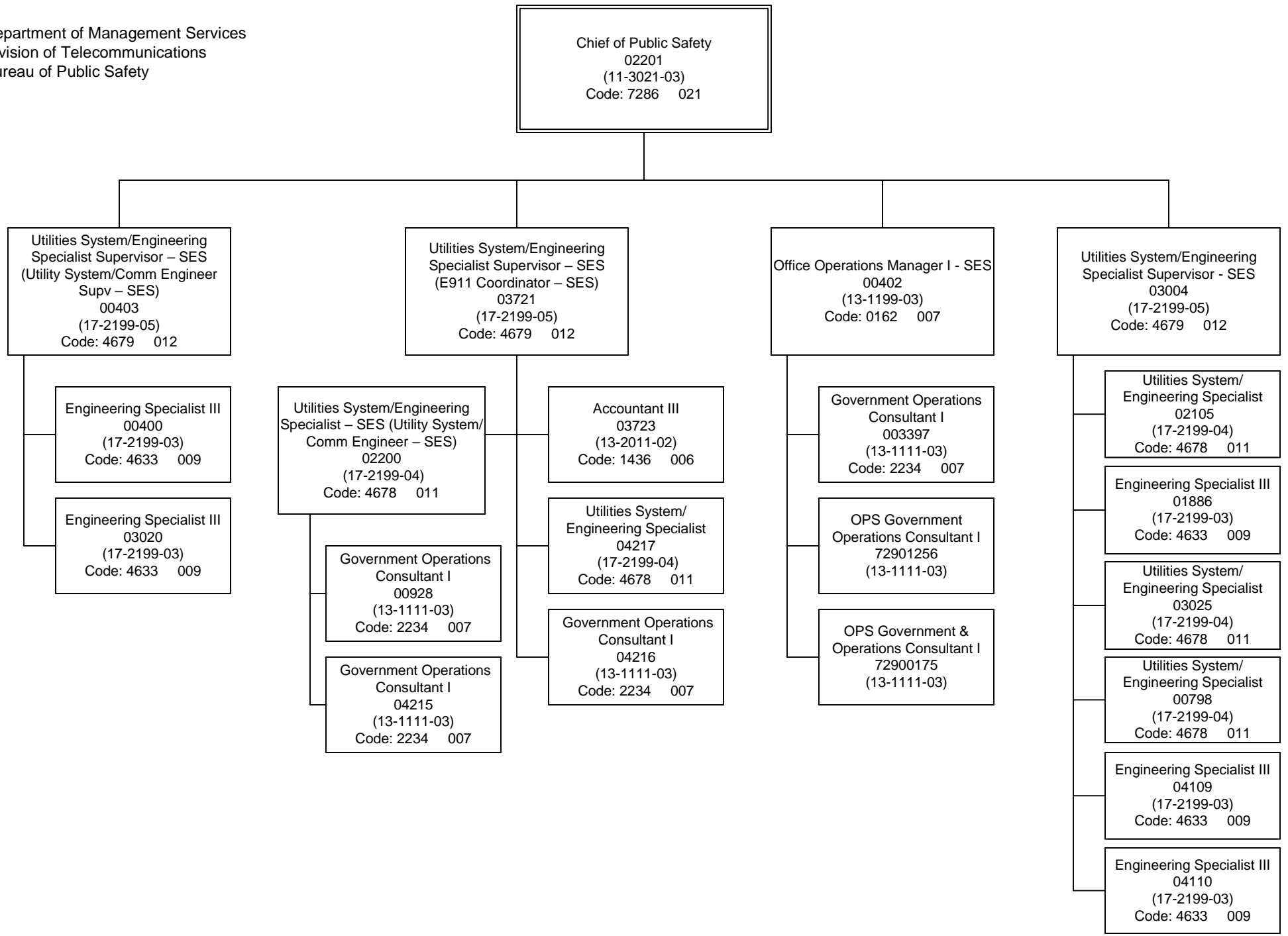


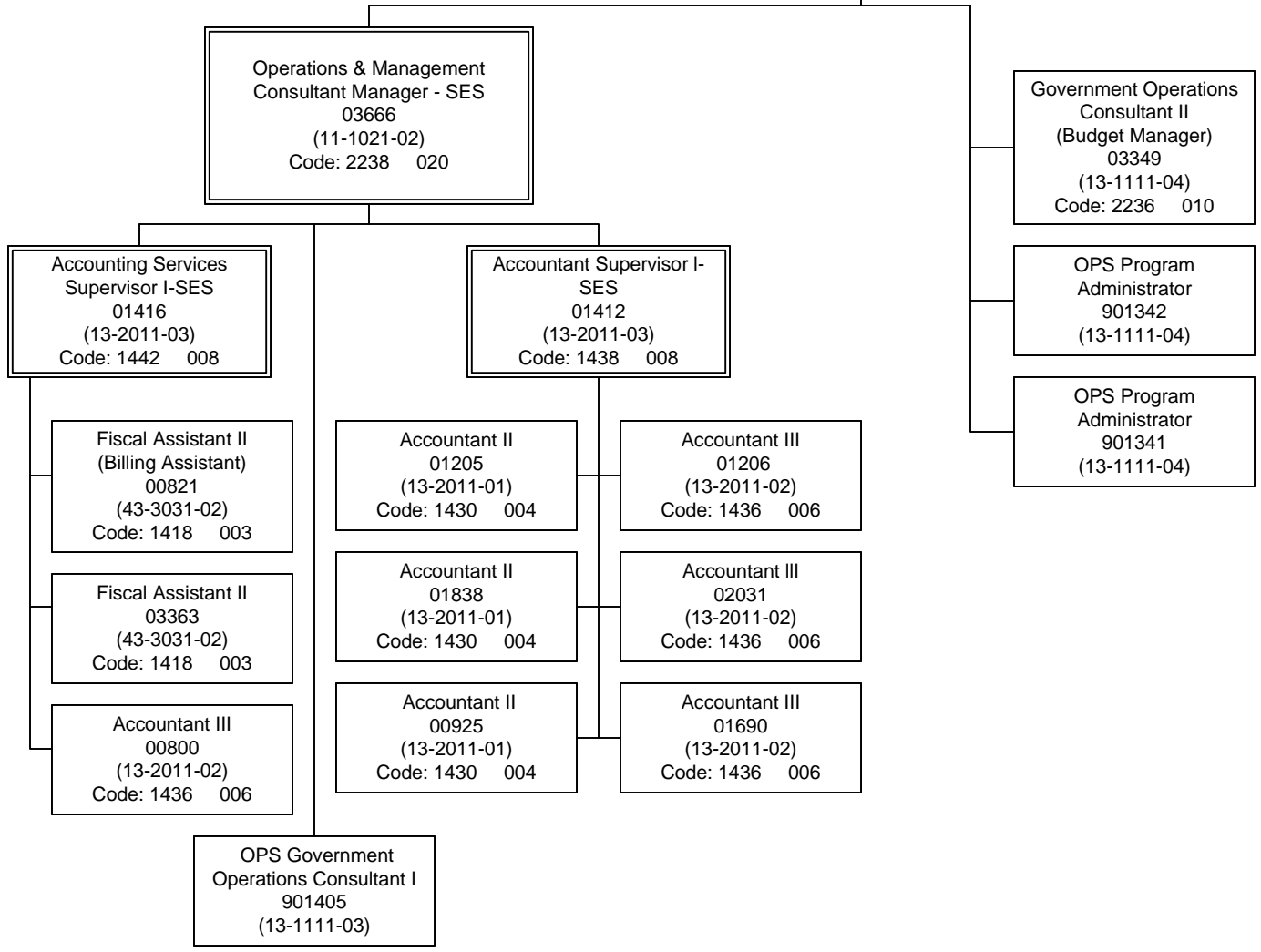
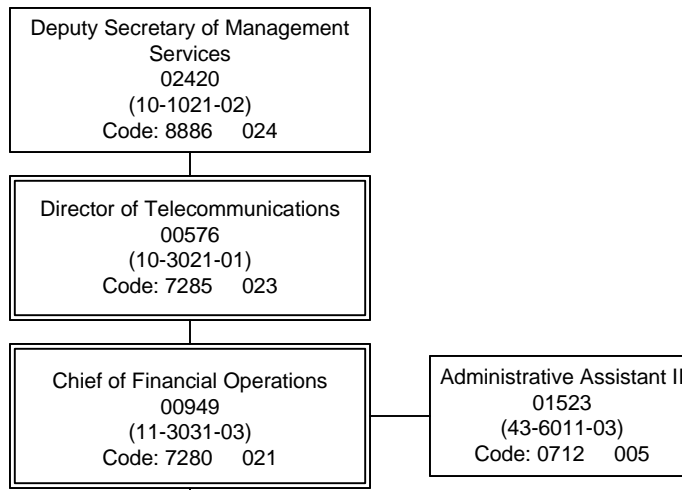
Dotted lines denote positions that
 report to other divisions/programs

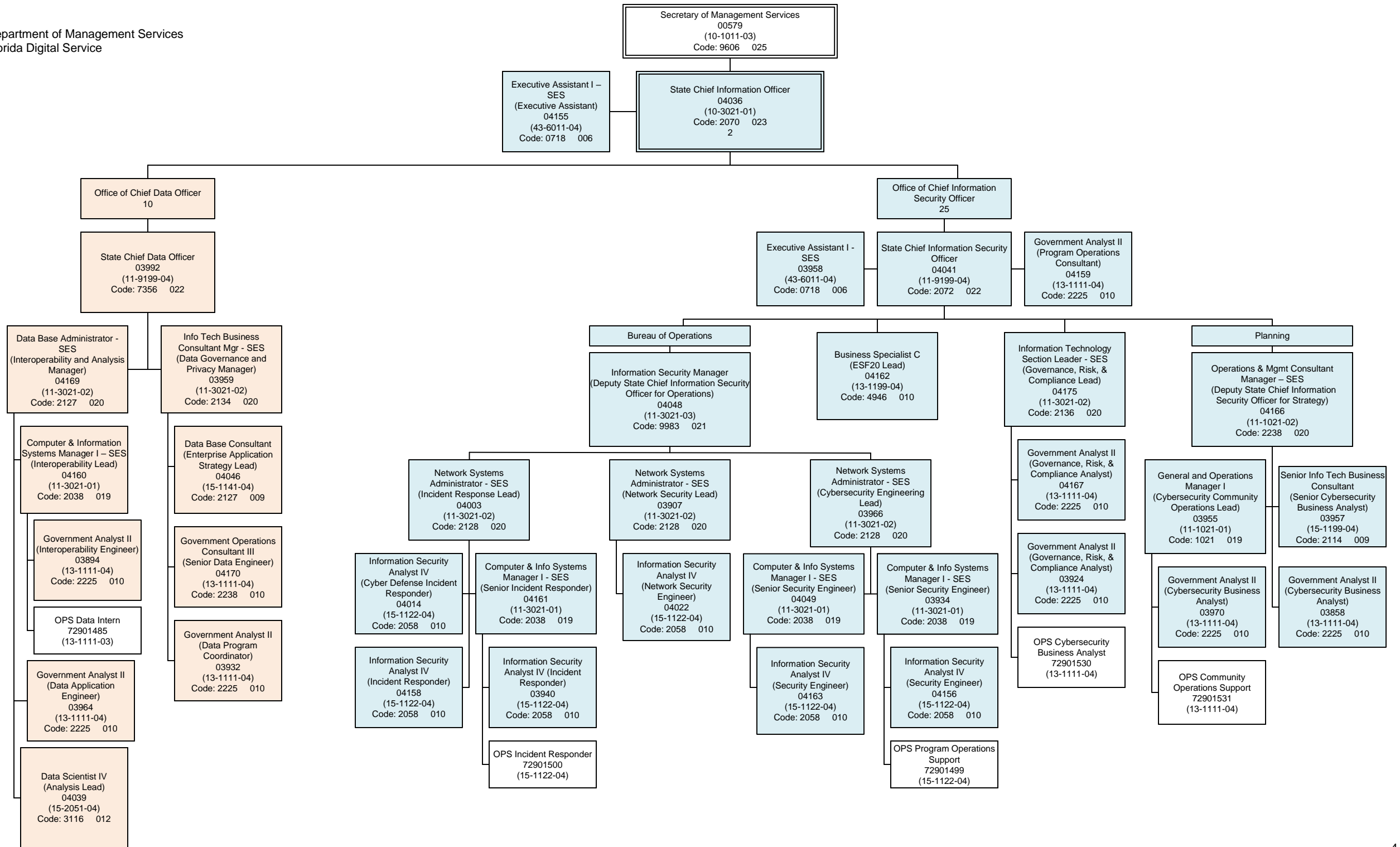


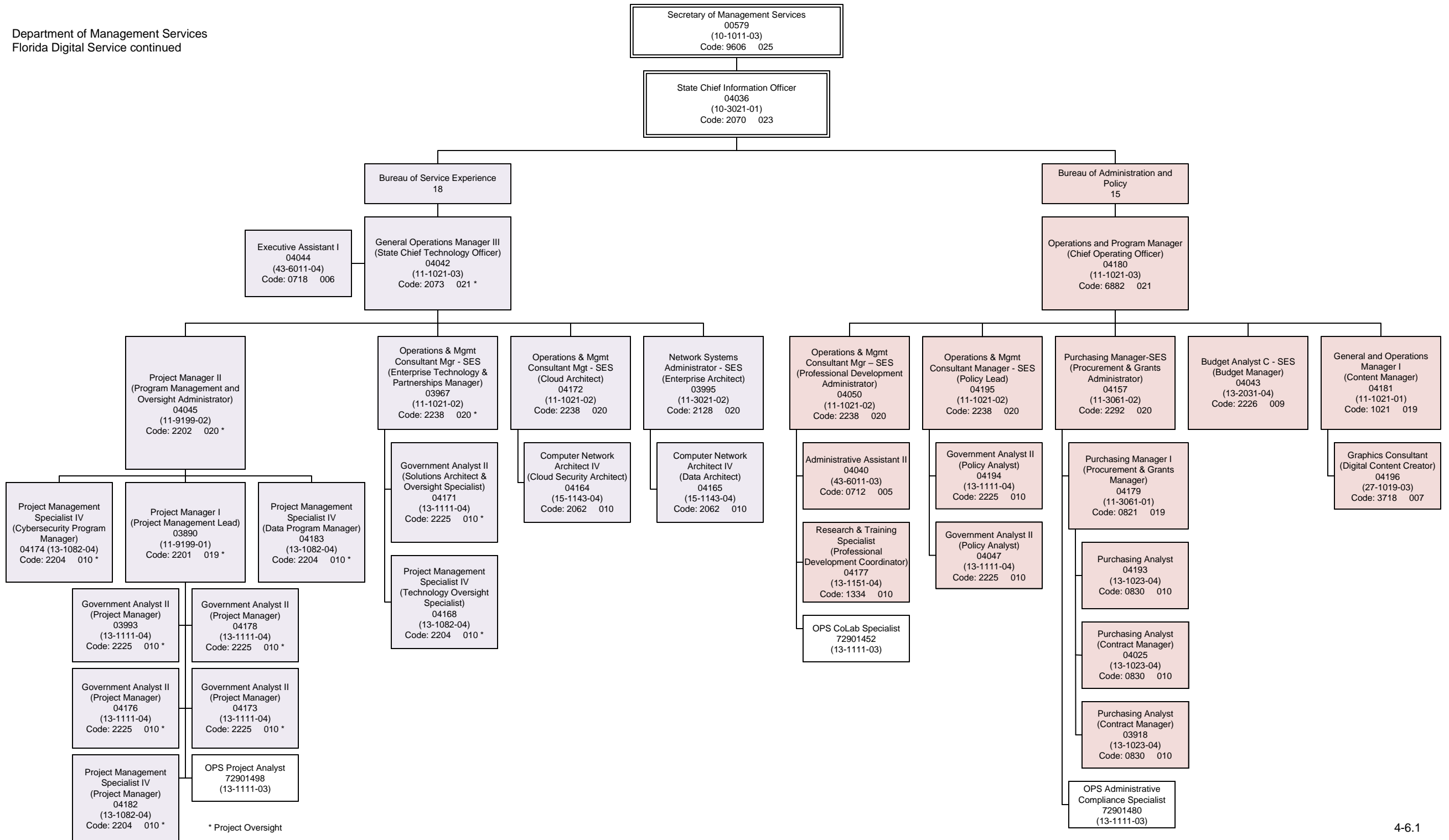




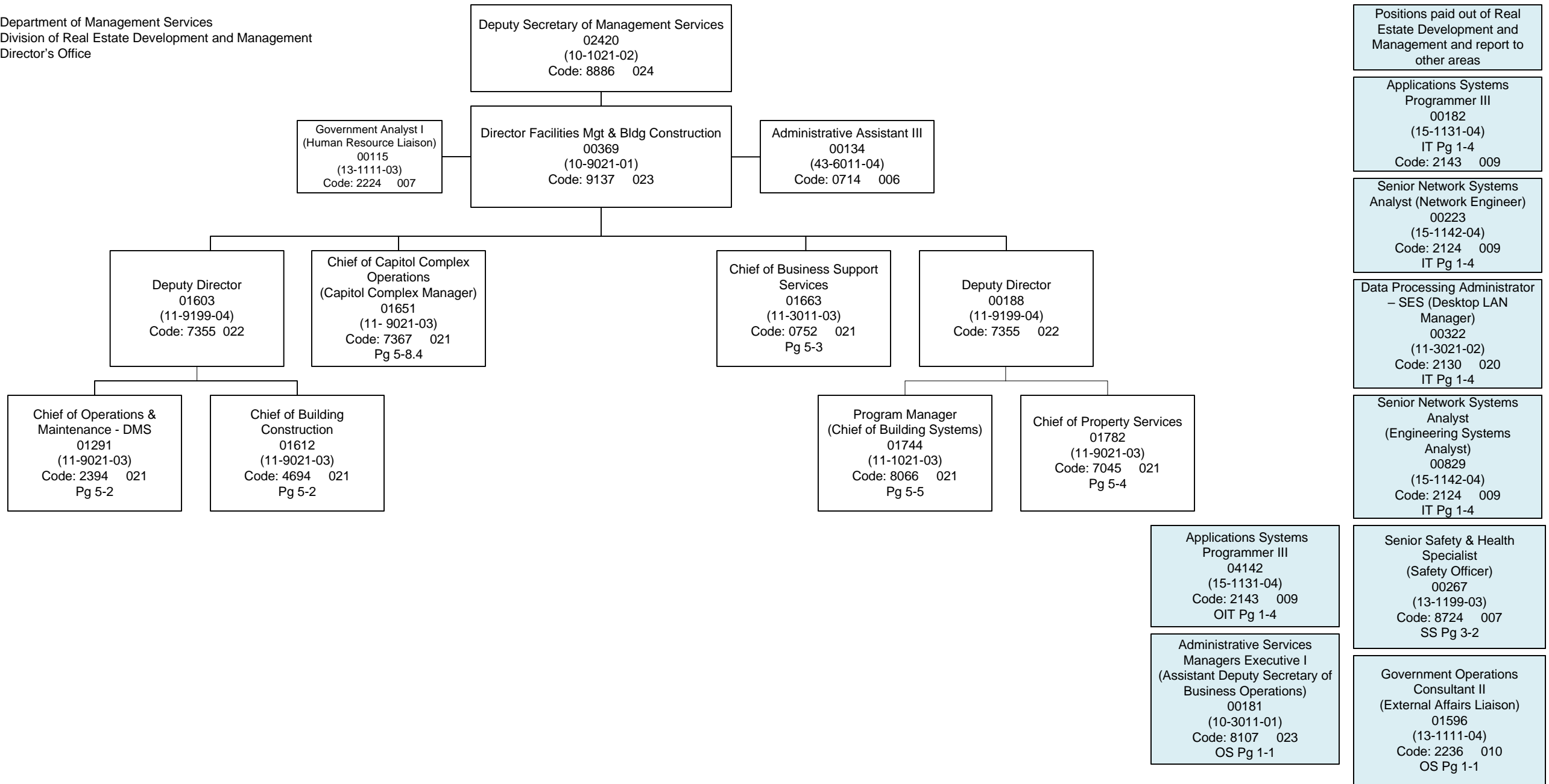




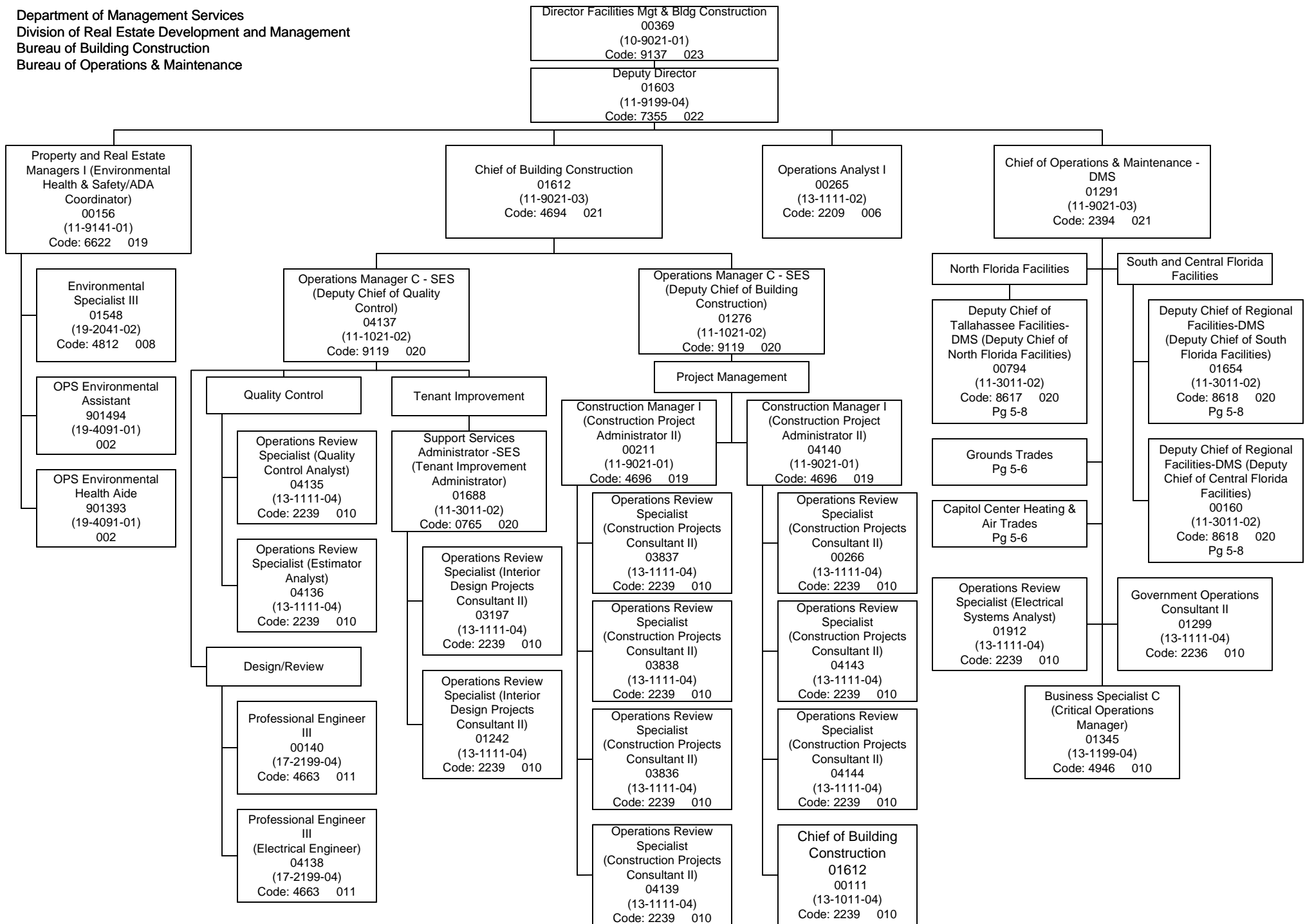




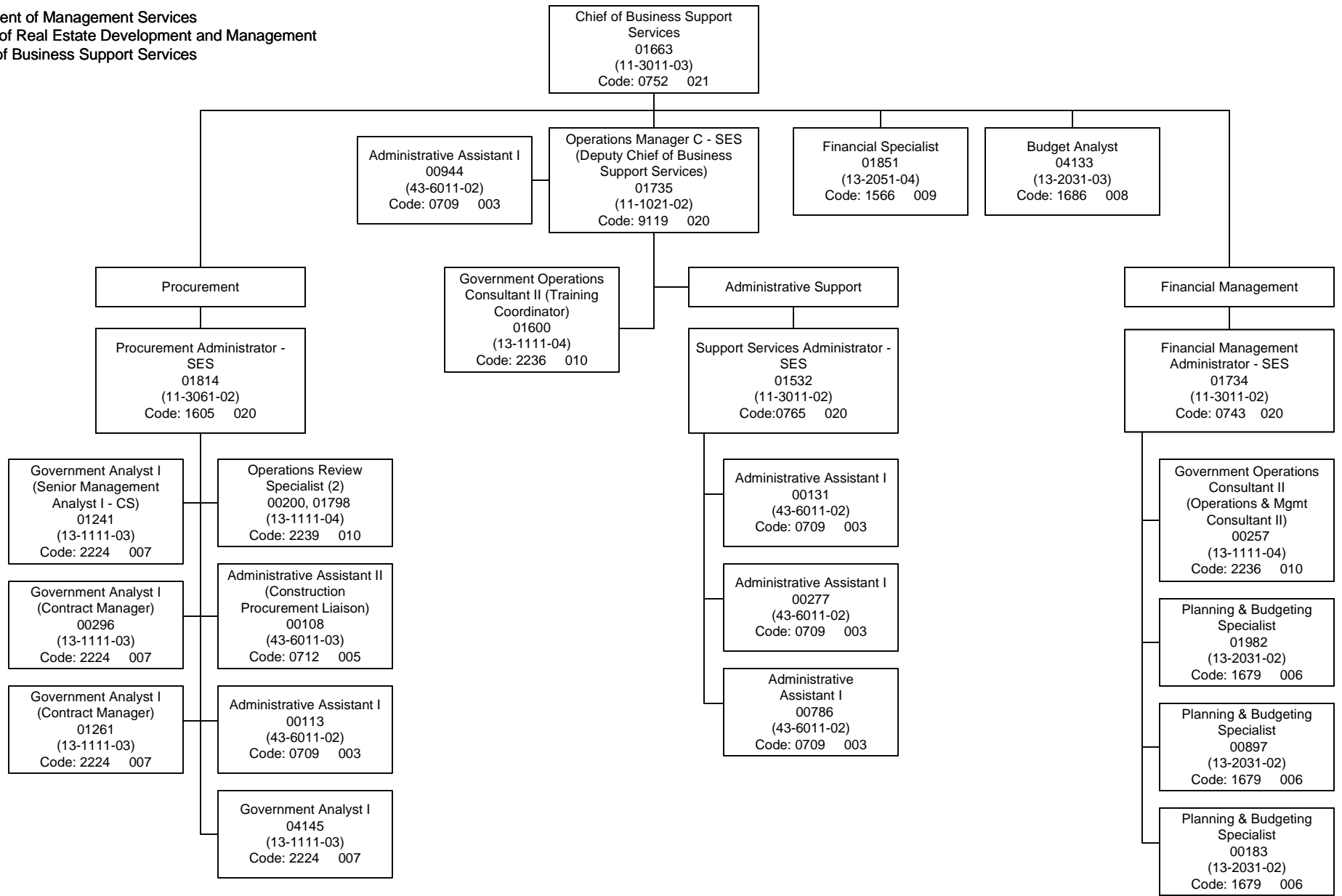
* Project Oversight

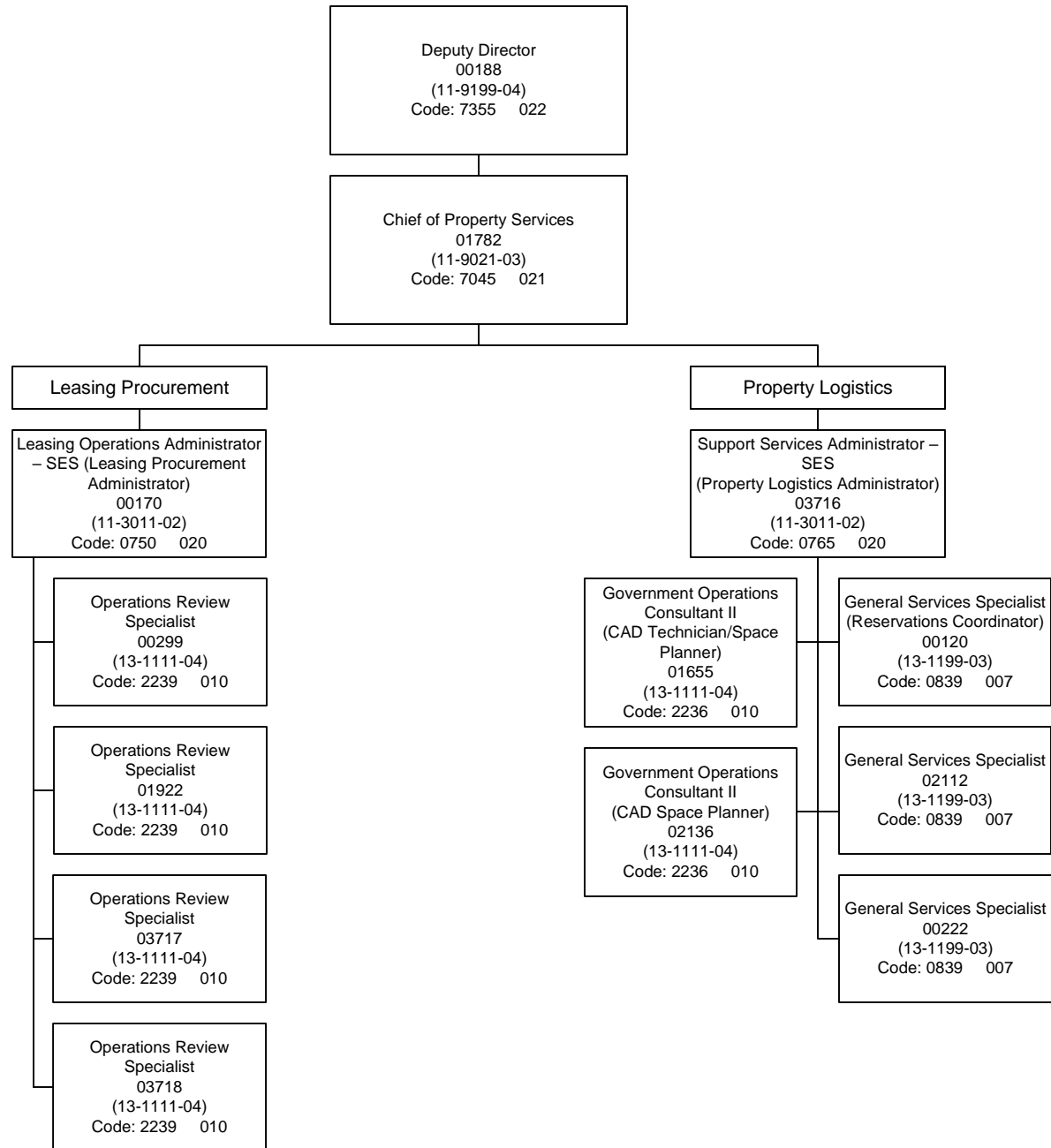


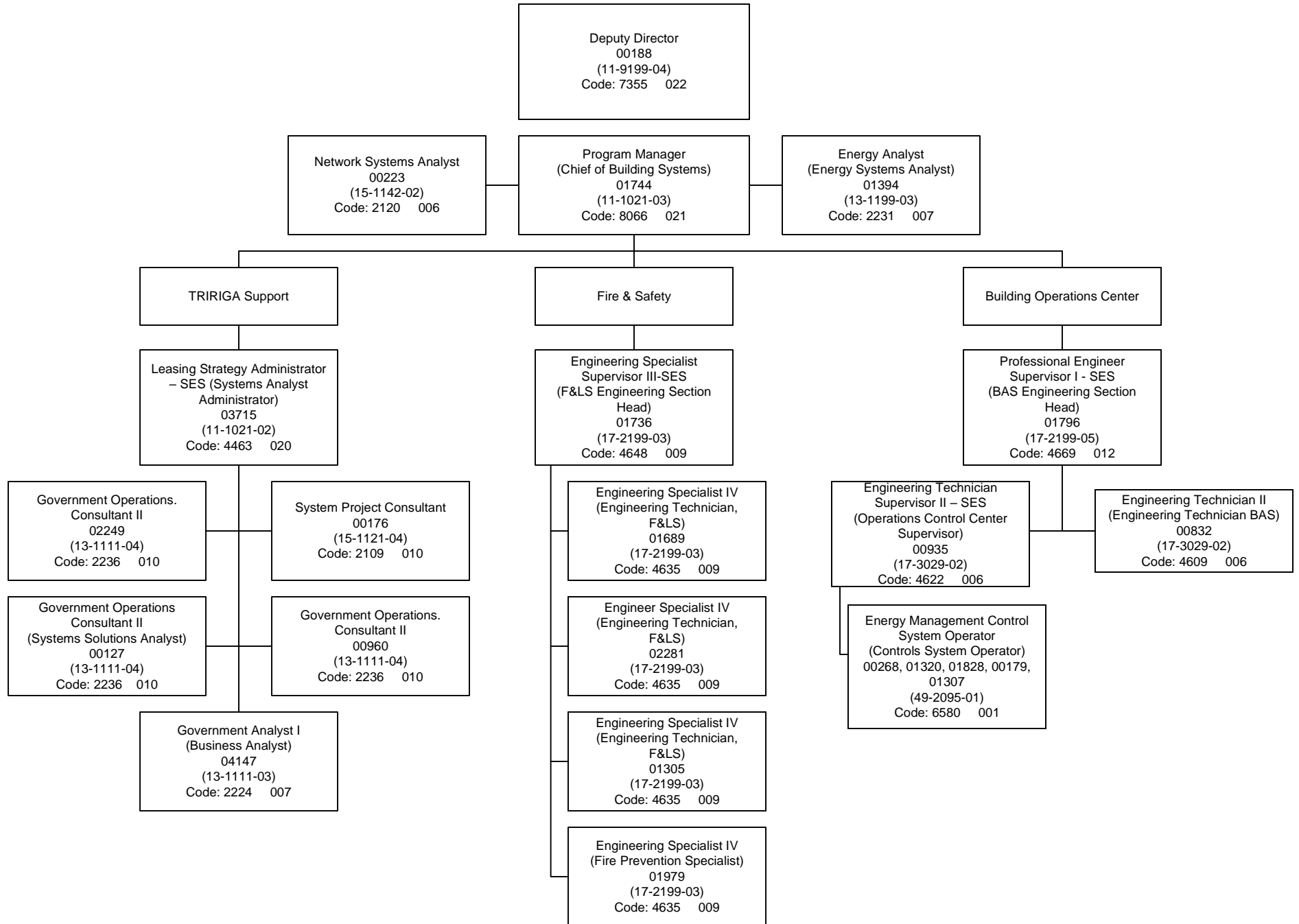
Department of Management Services
 Division of Real Estate Development and Management
 Bureau of Building Construction
 Bureau of Operations & Maintenance



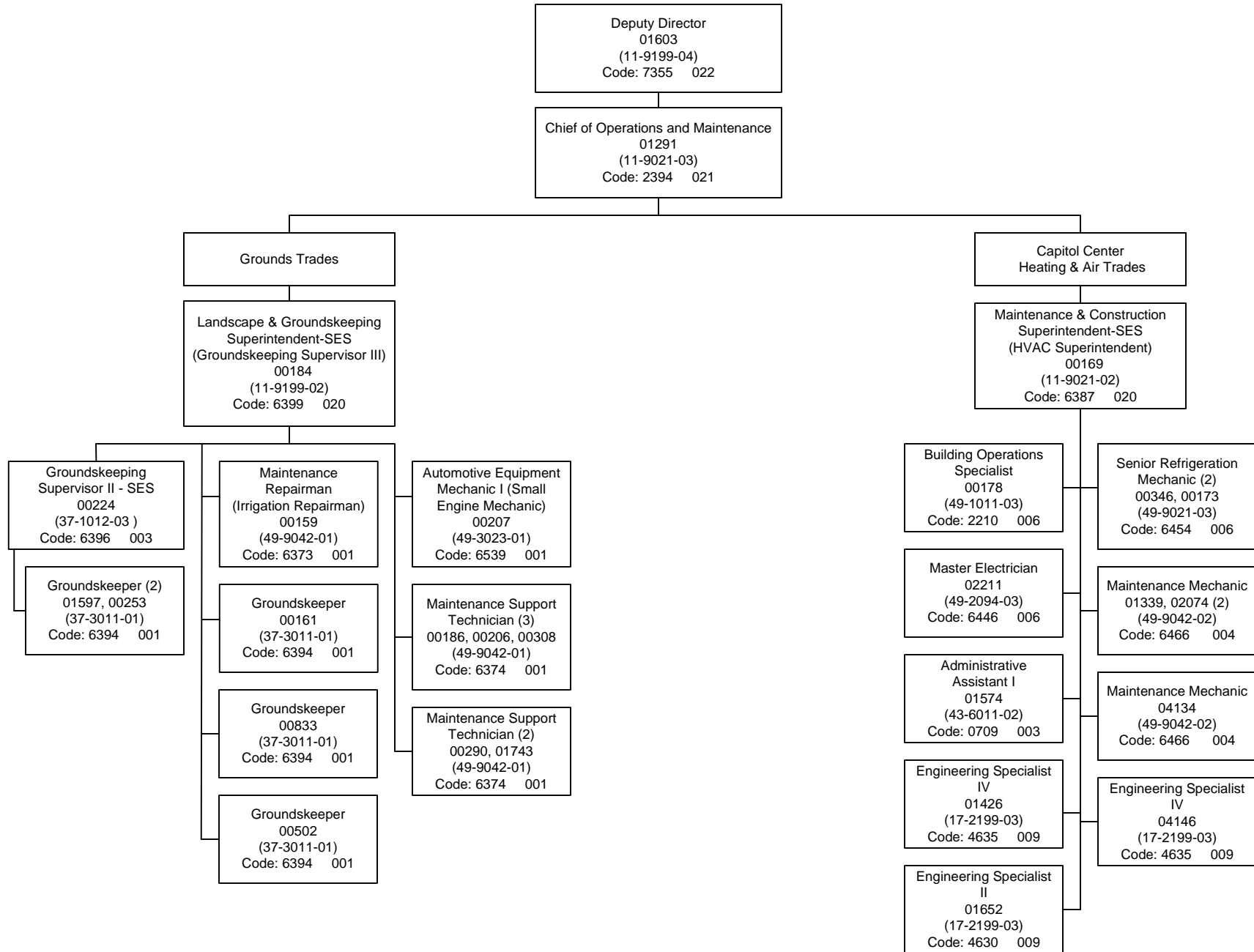
Department of Management Services
 Division of Real Estate Development and Management
 Bureau of Business Support Services

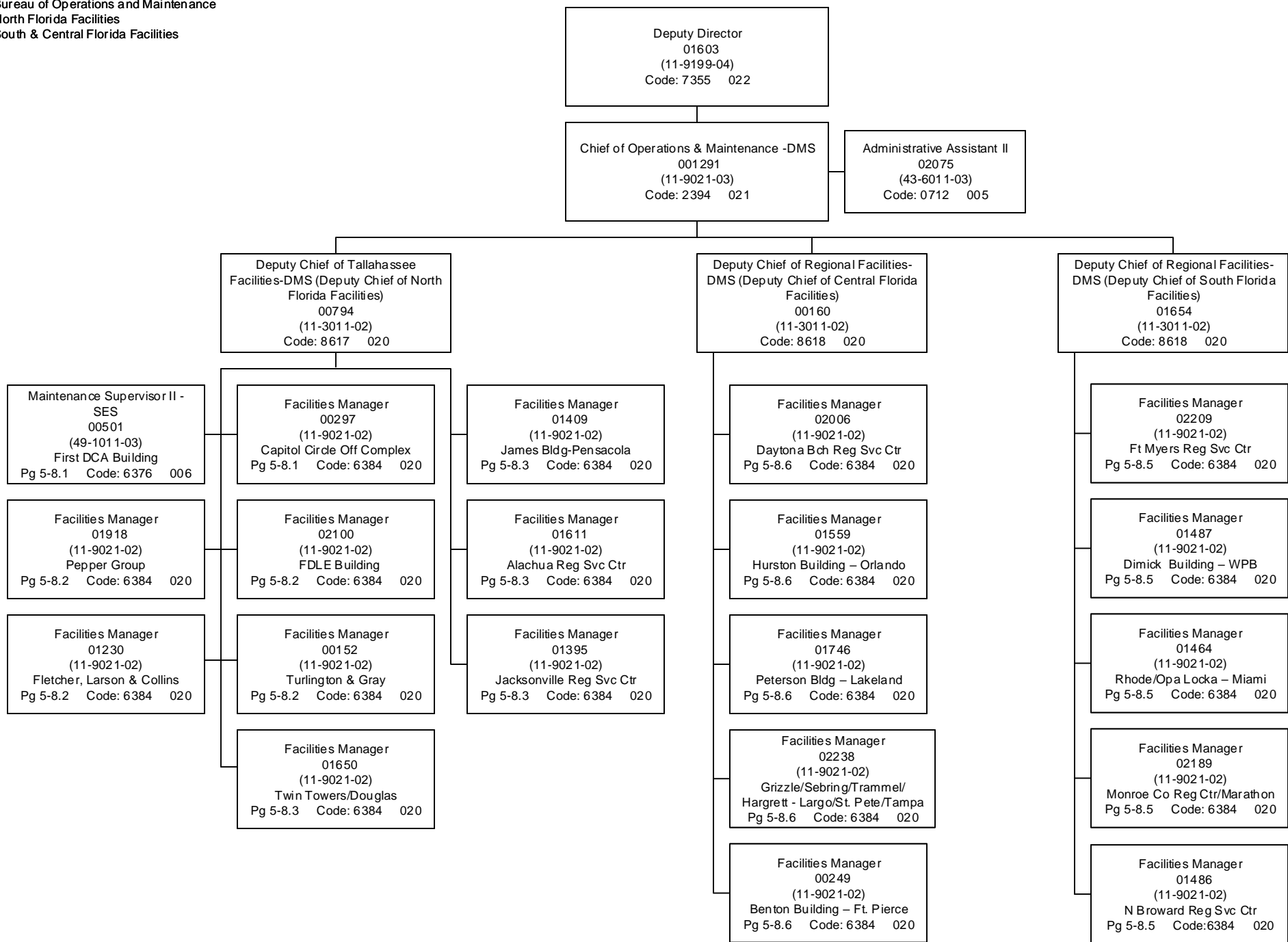


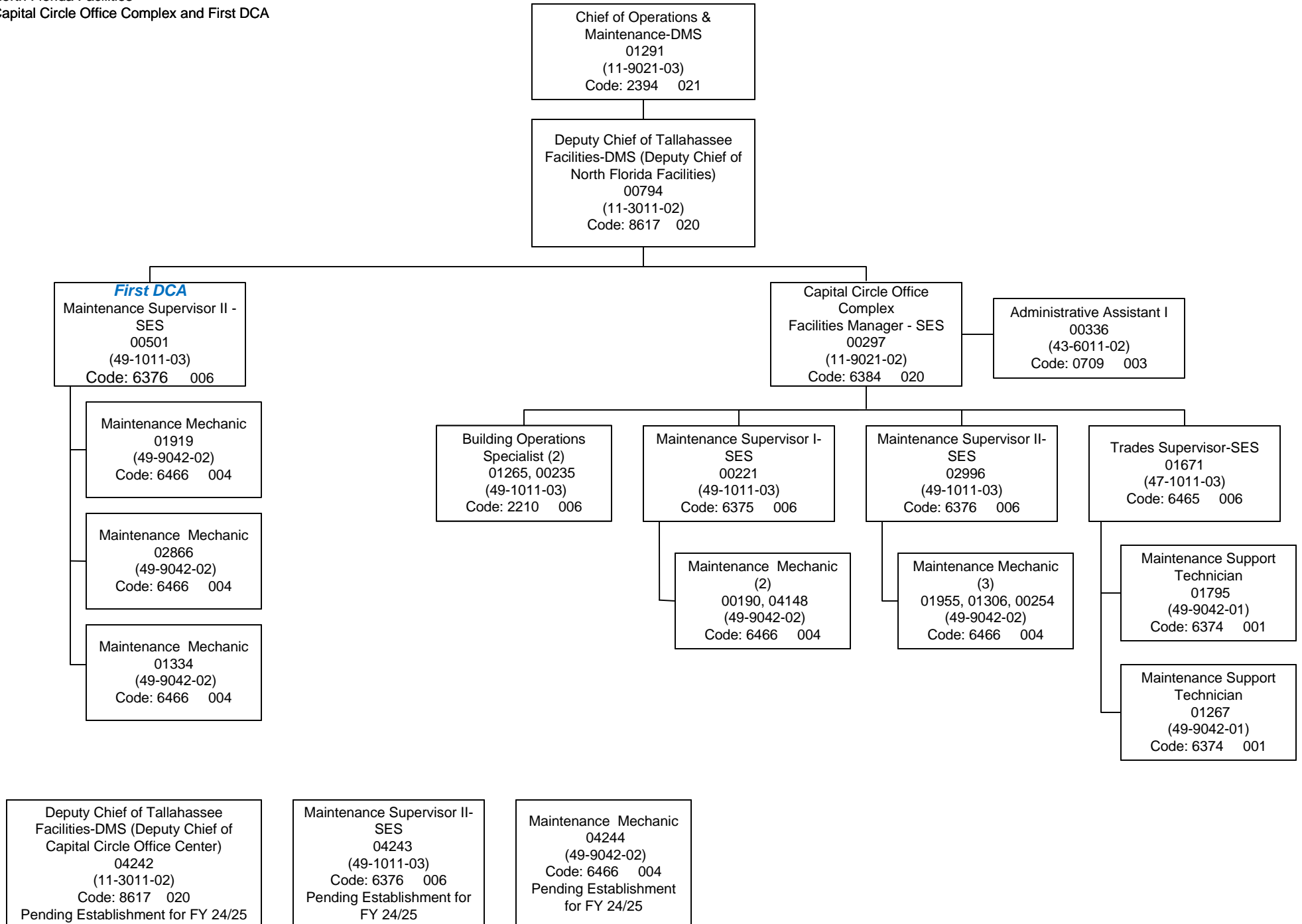


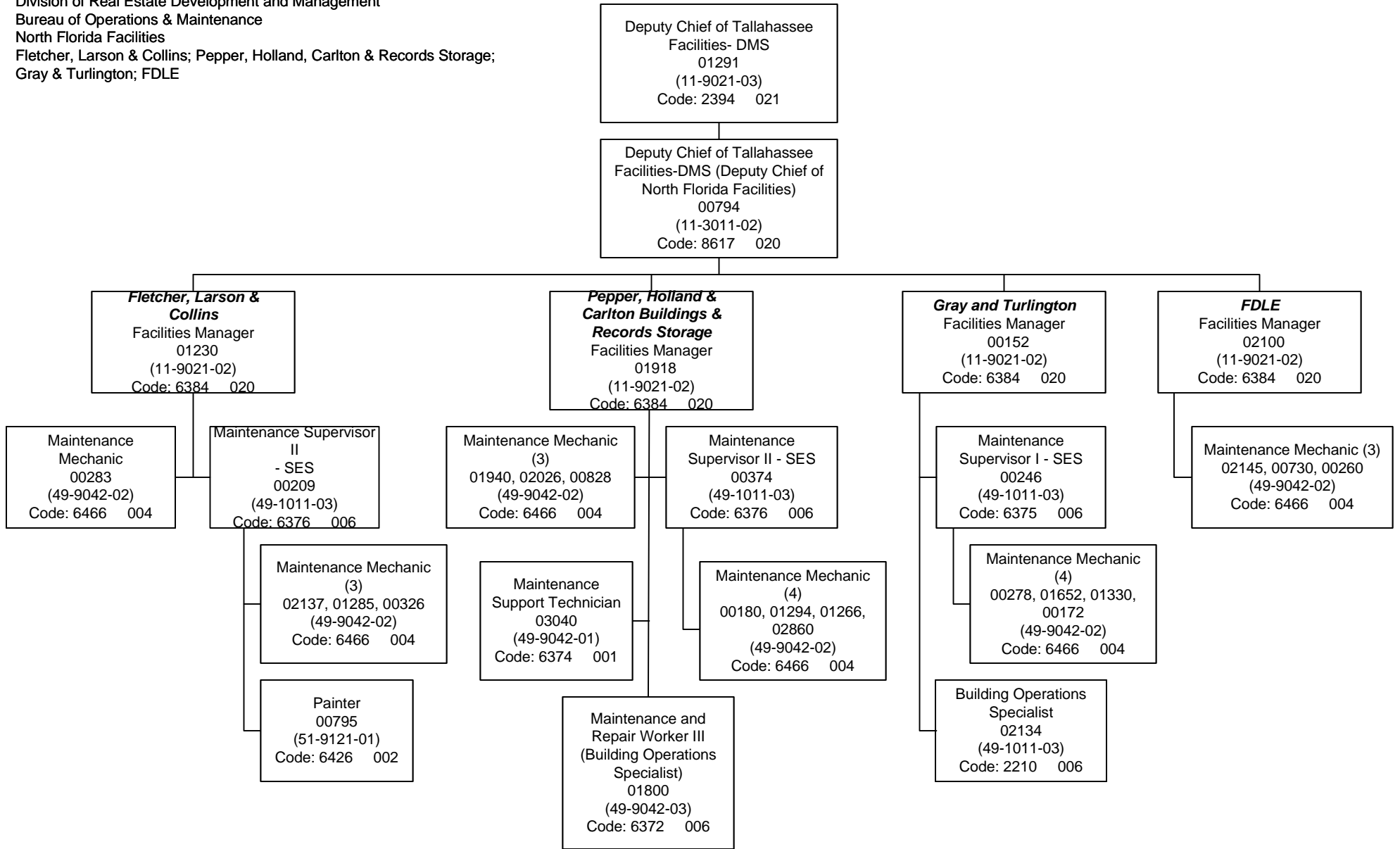


Department of Management Services
 Division of Real Estate Development and Management
 Bureau of Operations and Maintenance
 Grounds Trades
 Capitol Center Heating & Air Trades









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

Chief of Operations & Maintenance-DMS
 01291
 (11-9021-03)
 Code: 2394 021

Deputy Chief of Tallahassee Facilities-
 DMS (Deputy Chief of North Florida
 Facilities)
 00794
 (11-3011-02)
 Code: 8617 020

Twin Towers
 Facilities Manager
 01650
 (11-9021-02)
 Code: 6384 020

Maintenance Mechanic
 01960
 (49-9042-02)
 Code: 6466 004

Building Operations
 Specialist
 01322
 (49-1011-03)
 Code: 2210 006

Maintenance Mechanic
 01287
 (49-9042-02)
 Code: 6466 004

Douglas/Carr
 Maintenance Supervisor II -
 SES
 01232
 (49-1011-03)
 Code: 6376 006

Maintenance Mechanic
 (2)
 00345, 01595
 (49-9042-02)
 Code: 6466 004

James Building -Pensacola
 Facilities Manager
 01409
 (11-9021-02)
 Code: 6384 020

Building Operations
 Specialist
 01410
 (49-1011-03)
 Code: 2210 006

Maintenance Support
 Technician
 01457
 (49-9042-01)
 Code: 6374 001

Alachua RSC
 Facilities Manager
 01611
 (11-9021-02)
 Code: 6384 020

Maintenance Mechanic
 02210
 (49-9042-02)
 Code: 6466 004

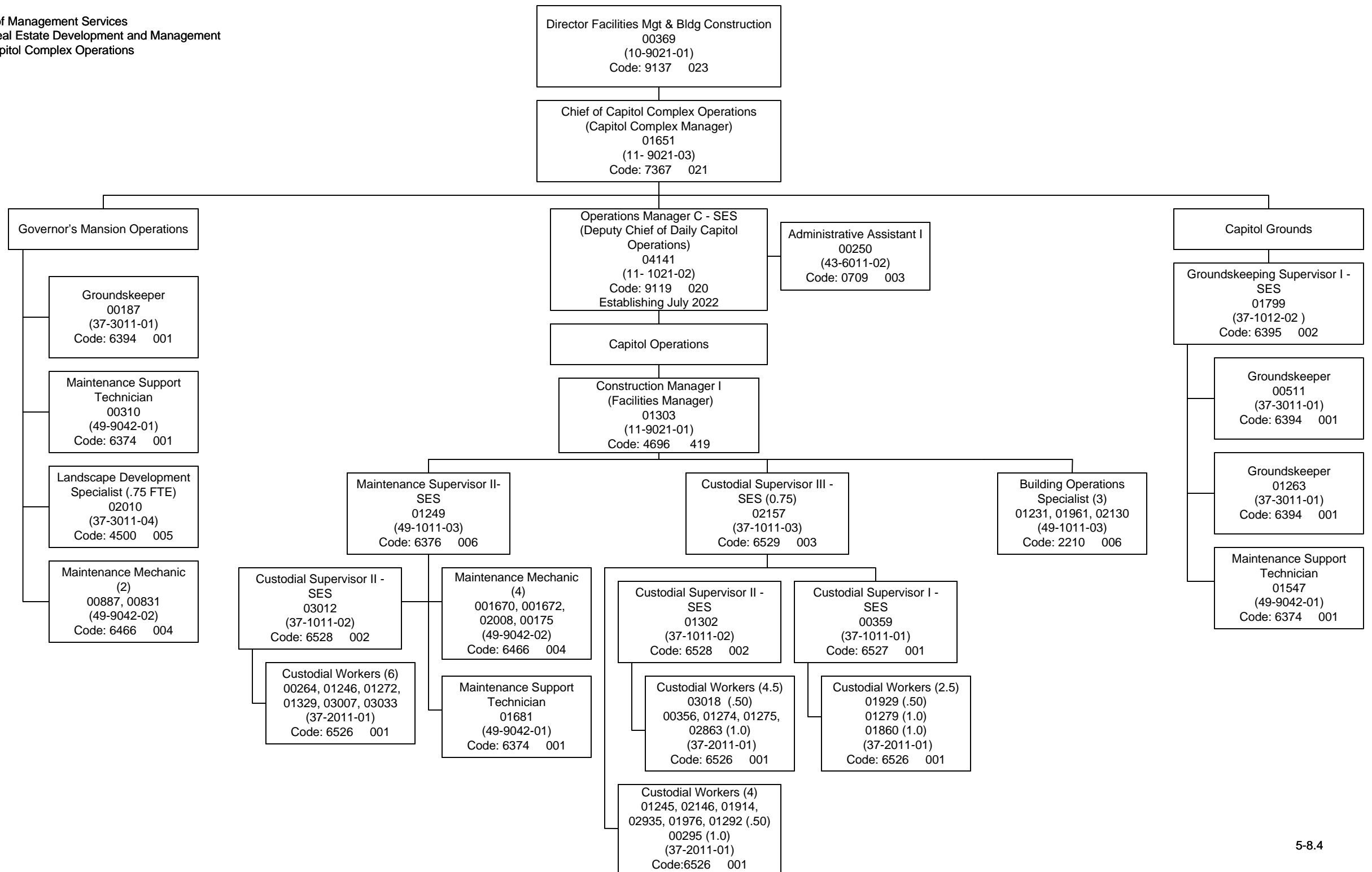
Jacksonville RSC
 Facilities Manager
 01395
 (11-9021-02)
 Code: 6384 020

Maintenance Mechanic
 01972
 (49-9042-02)
 Code: 6466 004

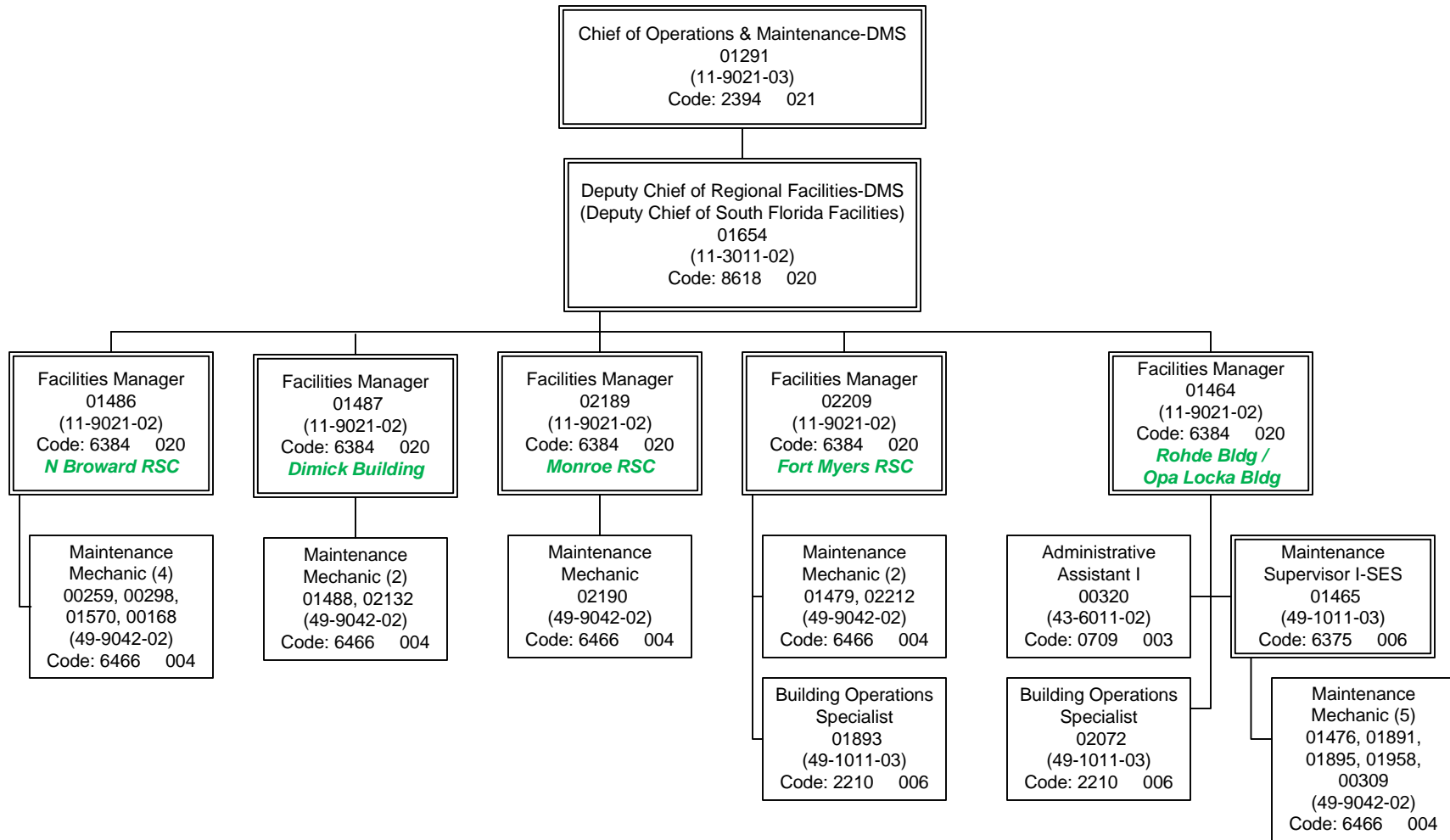
Maintenance Support
 Technician (2)
 01572, 01653
 (49-9042-01)
 Code: 6374 001

Administrative Assistant I
 00329
 (43-6011-02)
 Code: 0709 003

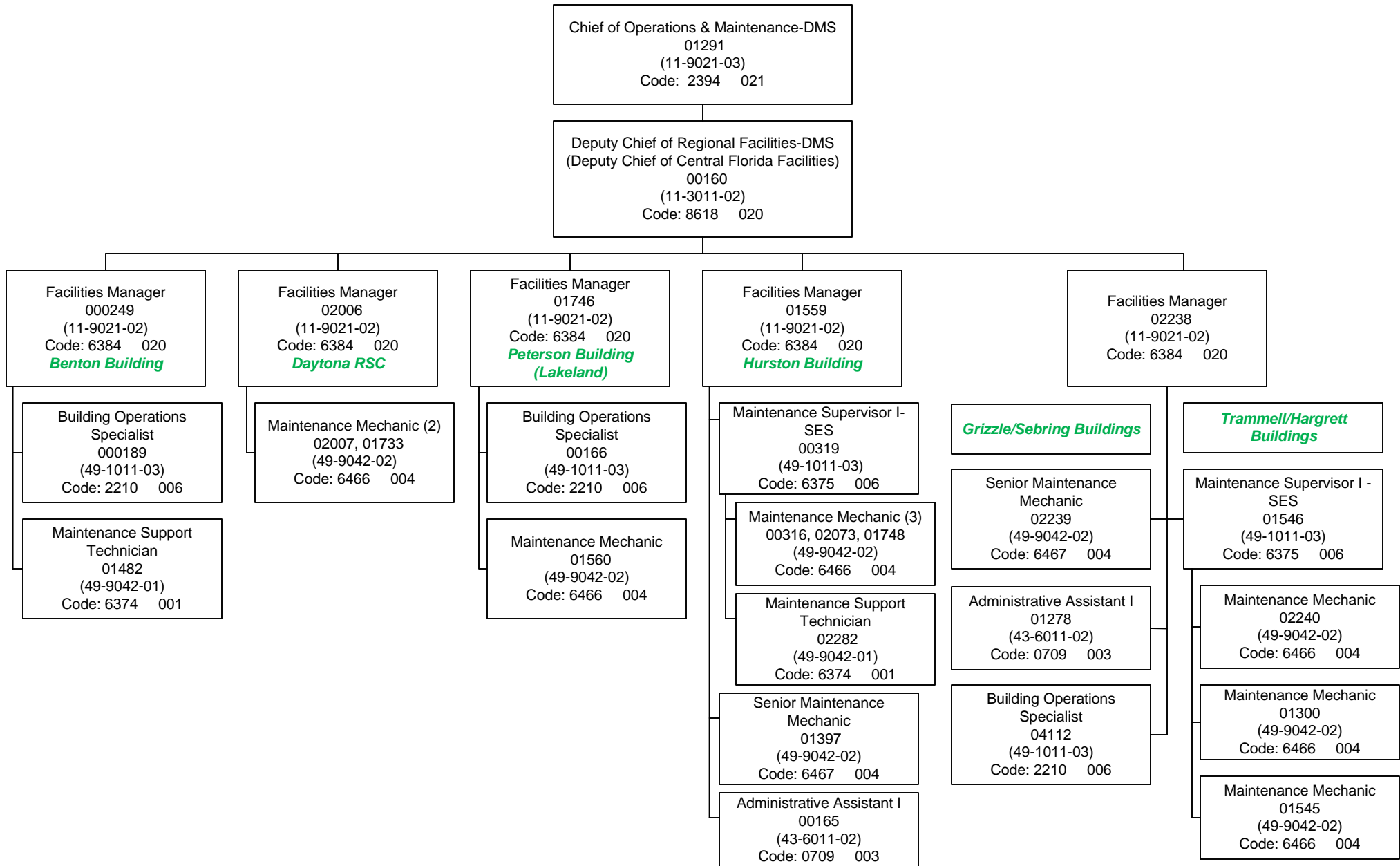
Building Operations
 Specialist
 02009
 (49-1011-03)
 Code: 2210 006

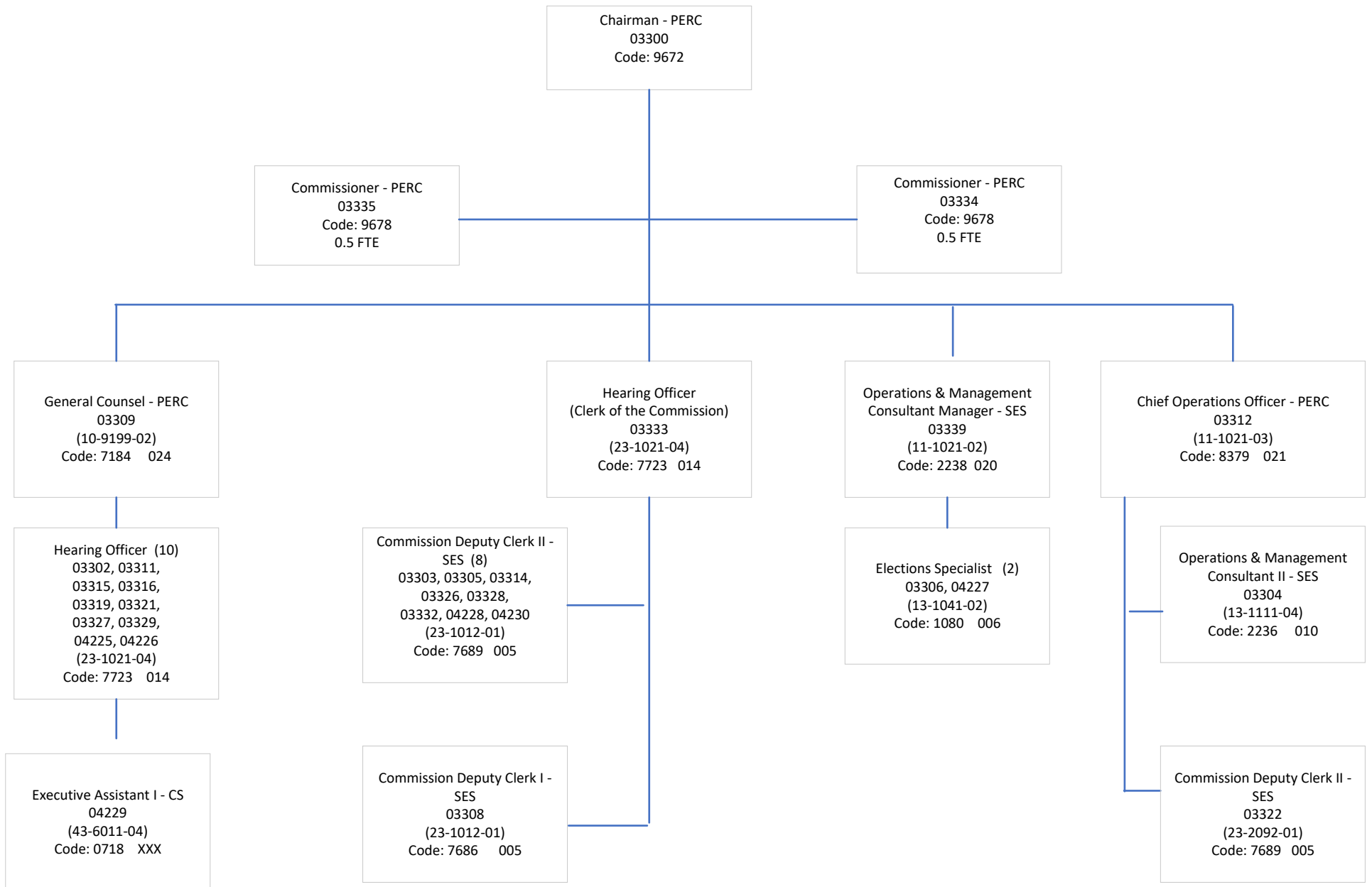


Department of Management Services
 Division of Real Estate Development and Management
 Bureau of Operations & Maintenance
 South and Central Florida Facilities
 Dimick Bldg; Benton Bldg; Monroe RSC;
 Fort Myers RSC; Rohde and Opa Locka Bldgs; N Broward RSC



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

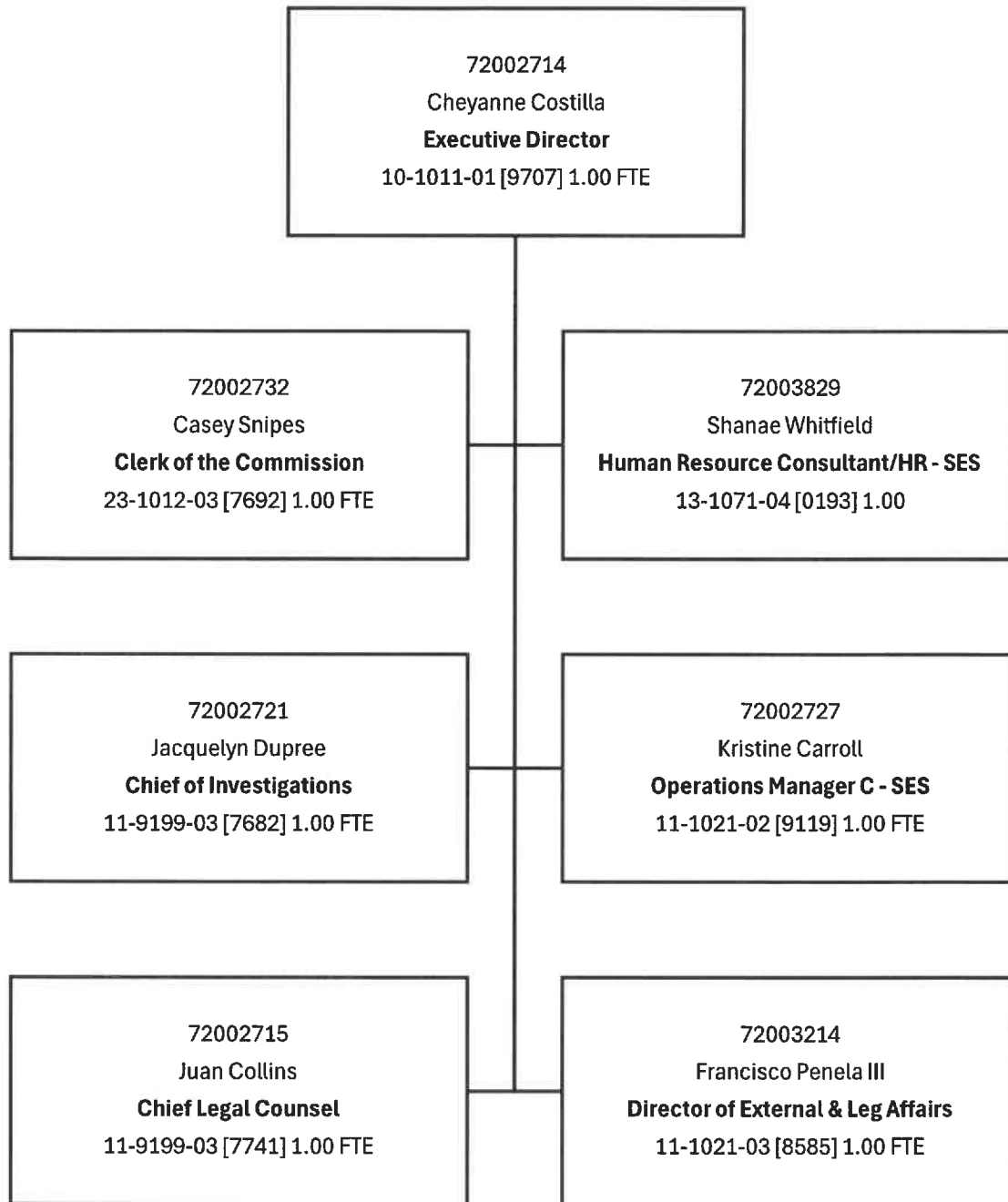




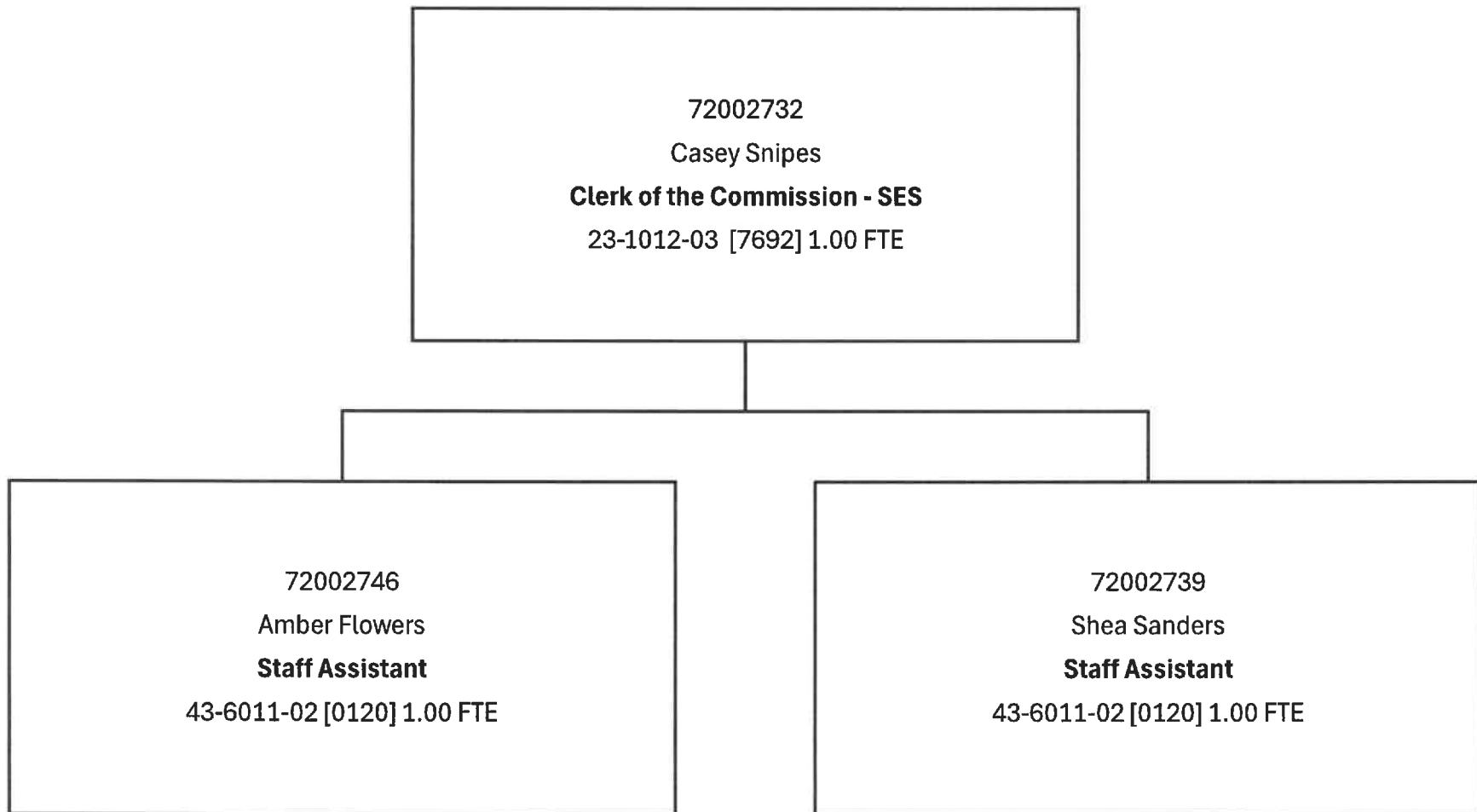
FLORIDA COMMISSION ON HUMAN RELATIONS

CURRENT - SEPTEMBER 2024

EXECUTIVE TEAM



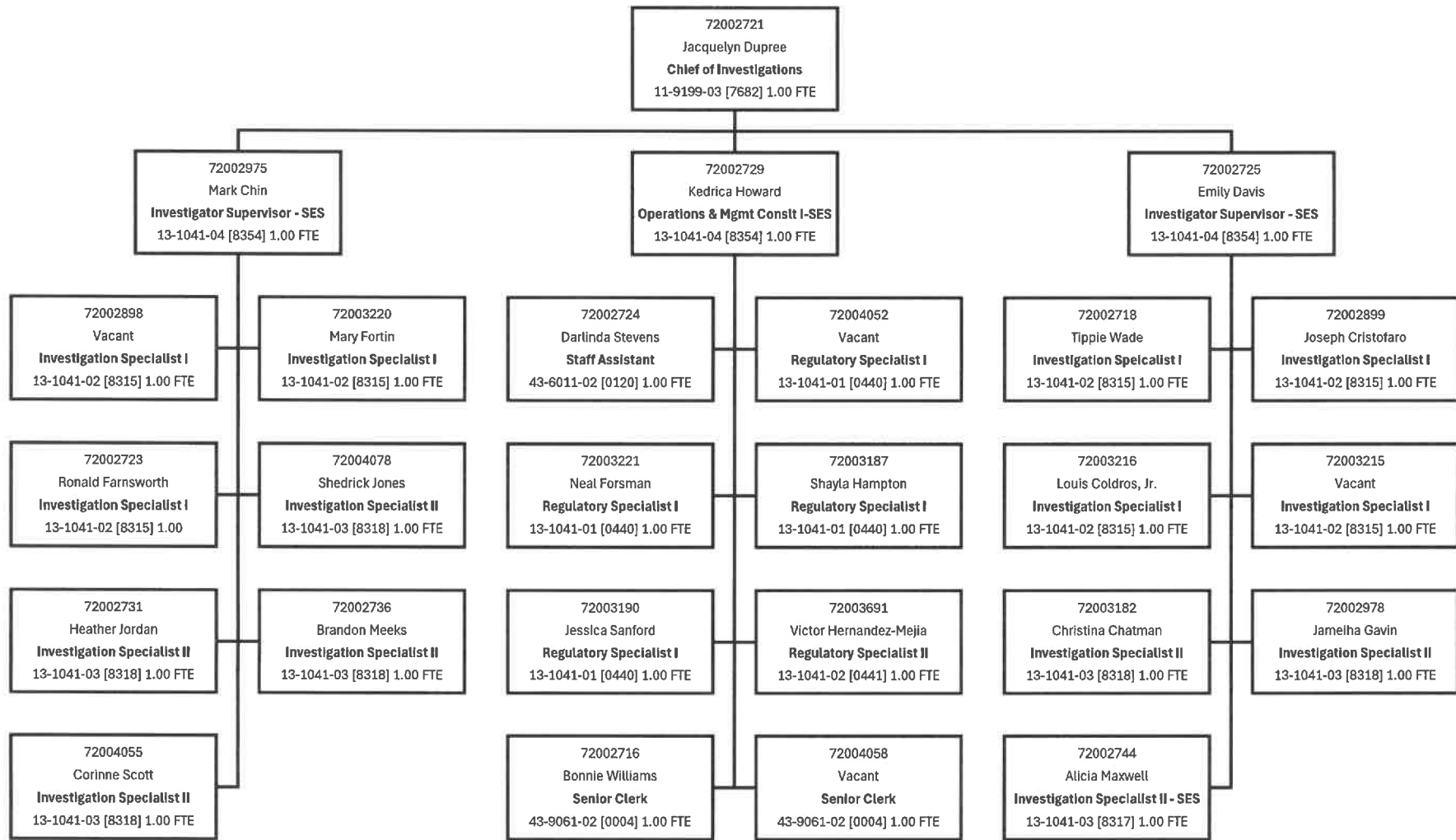
FLORIDA COMMISSION ON HUMAN RELATIONS
CURRENT - SEPTEMBER 2024
CLOSURE



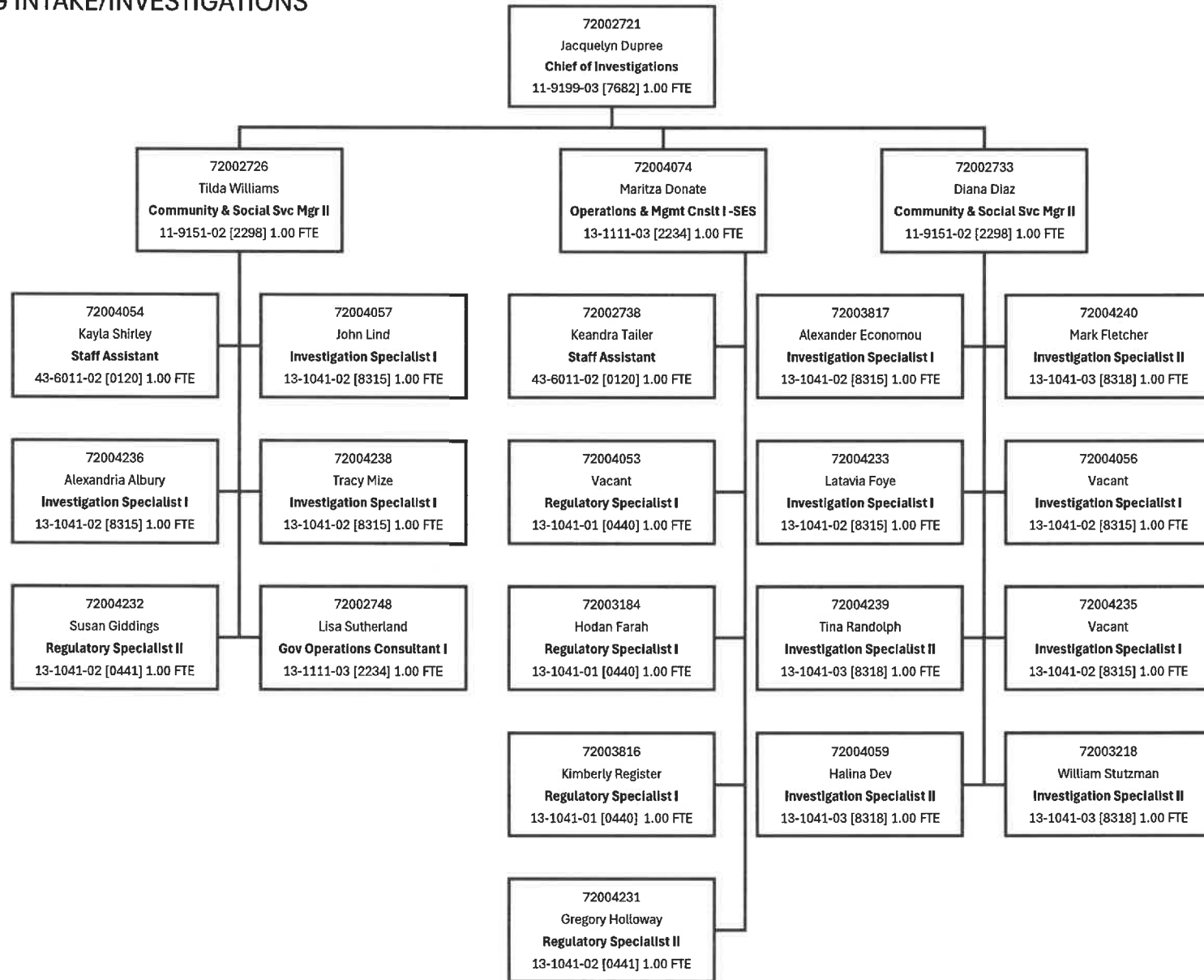
FLORIDA COMMISSION ON HUMAN RELATIONS

CURRENT - SEPTEMBER 2024

EMPLOYMENT INTAKE/INVESTIGATIONS



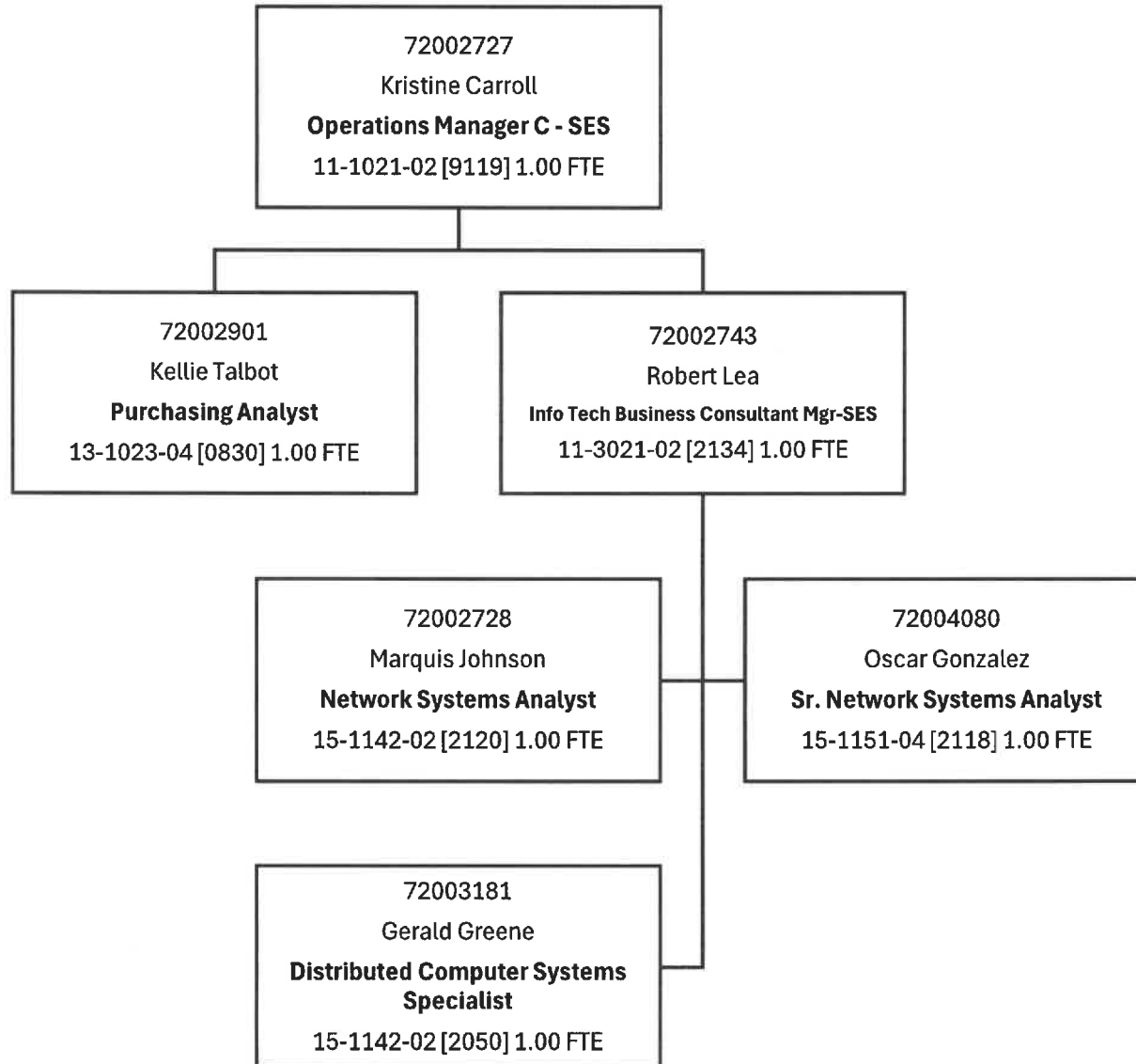
FLORIDA COMMISSION ON HUMAN RELATIONS
 CURRENT - SEPTEMBER 2024
 HOUSING INTAKE/INVESTIGATIONS



FLORIDA COMMISSION ON HUMAN RELATIONS

CURRENT - SEPTEMBER 2024

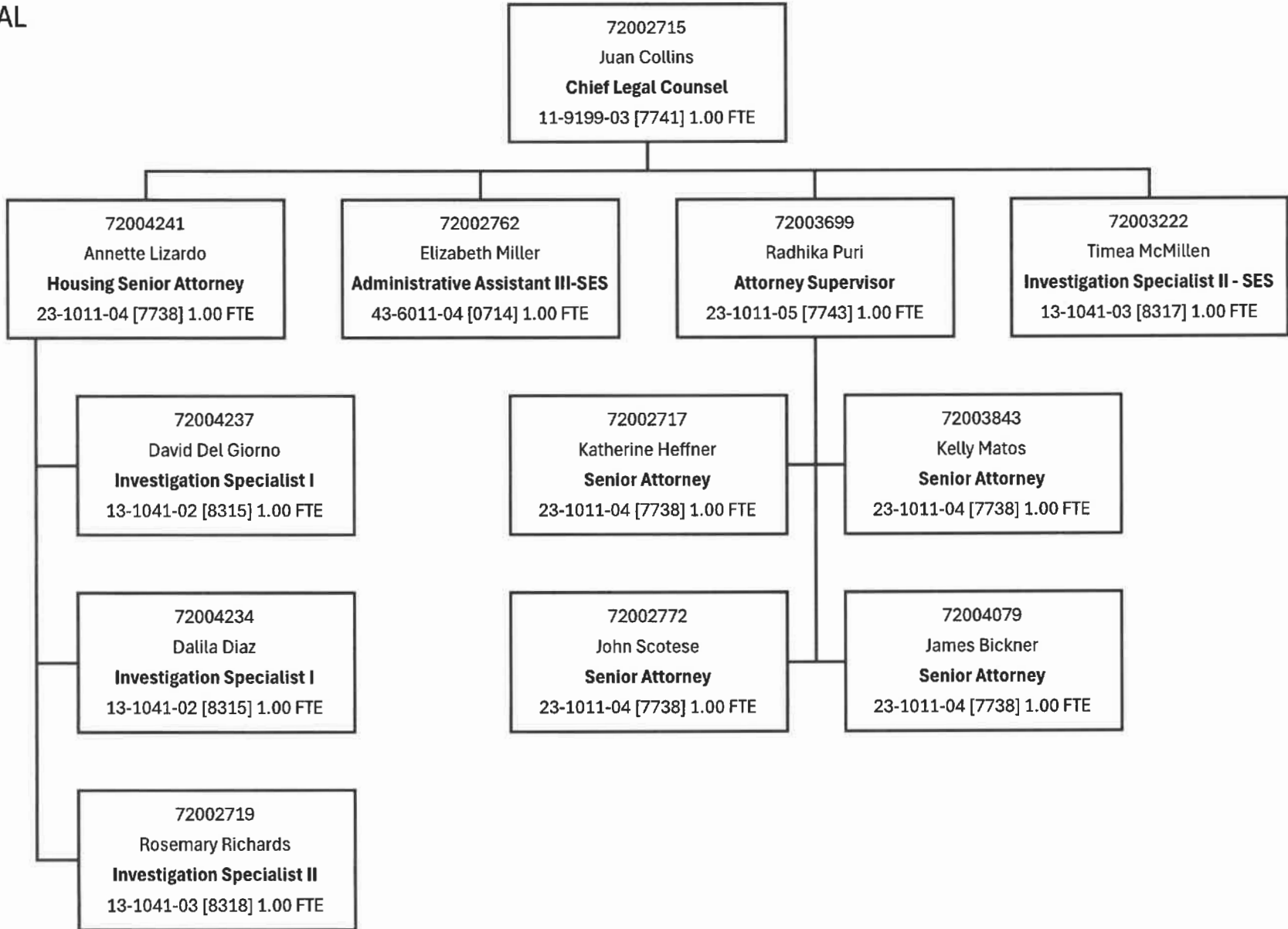
ADMINISTRATIVE SERVICES



FLORIDA COMMISSION ON HUMAN RELATIONS

CURRENT - SEPTEMBER 2024

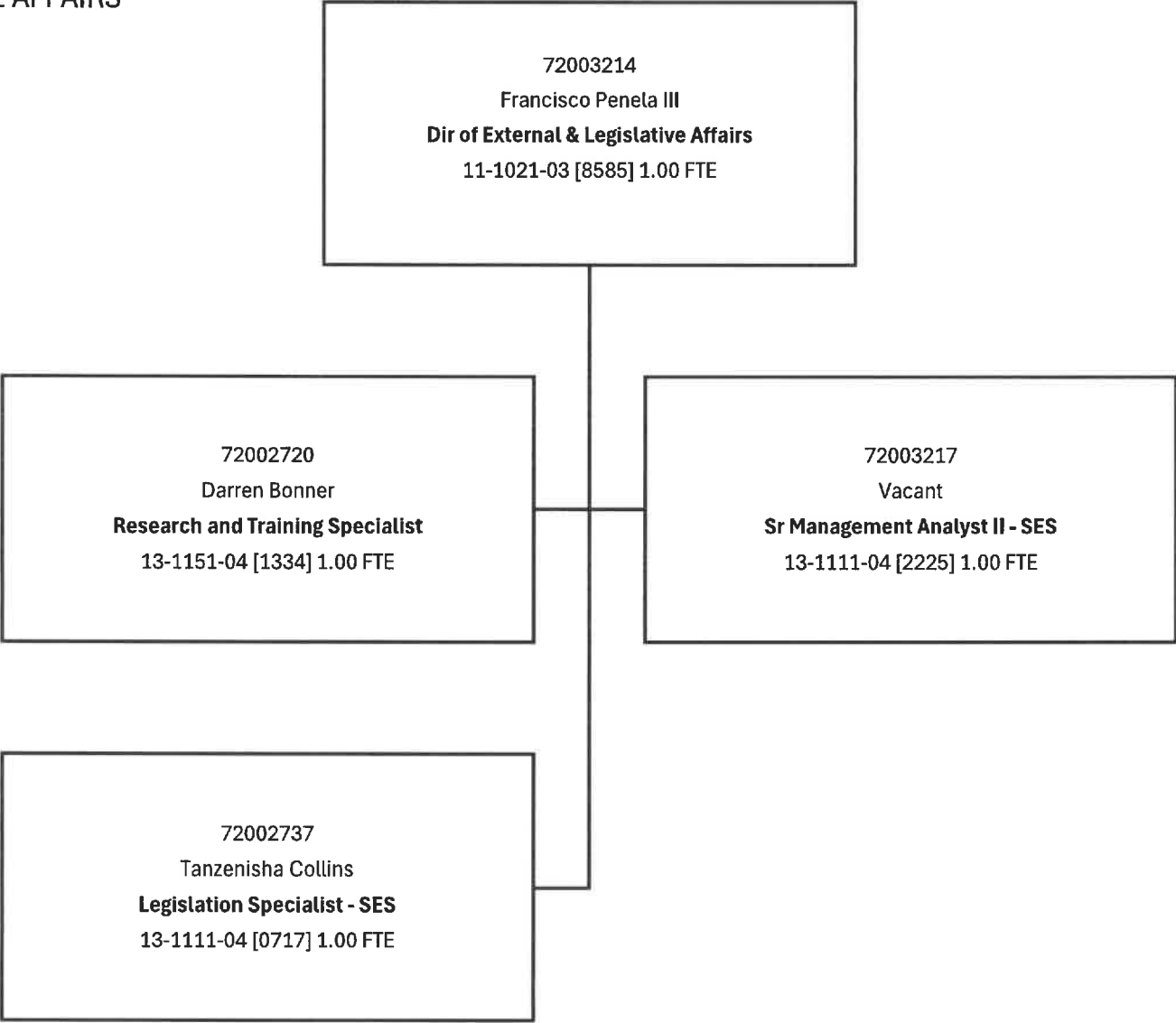
LEGAL



FLORIDA COMMISSION ON HUMAN RELATIONS

CURRENT - SEPTEMBER 2024

LEGISLATIVE AFFAIRS



MANAGEMENT SERVICES, DEPARTMENT OF		FISCAL YEAR 2023-24			
		SECTION I: BUDGET		OPERATING	FIXED CAPITAL OUTLAY
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT				762,281,924	141,178,591
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)				49,048,160	3,266,662
FINAL BUDGET FOR AGENCY				811,330,084	144,445,253
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					135,339,870
Operate And Maintain Department Of Management Services' Pool Facilities * Number of maintained square feet (private contract and agency)		7,957,991	13.32	105,970,440	
Operate And Maintain Non-pool Facilities * Number of maintained square feet (private contract and agency)		7,957,991	0.20	1,621,687	
Administer Bonding Program And Plan For State Office Space Requirements * Number of net square feet of pool facilities		6,229,672	0.89	5,550,923	
Manage Private Sector And State Leases For State Agencies * Number of leases managed		1,520	3,672.83	5,582,698	
Special Category: Utility Payments * Utility cost per gross square foot		9,054,864	1.58	14,302,406	
Provide Facilities Security * Number of facilities secured		16	141,896.56	2,270,345	
Manage Construction Projects * Dollar volume of Fixed Capital Outlay project starts		157,130,520	0.03	4,169,789	
Adjudicate And Facilitate Mediation Of Labor And Employment Disputes Through The Public Employees Relations Commission * Number of labor and employment dispositions		2,861	4,323.54	12,369,644	
Acquire And Redistribute Federal Surplus Property * Dollar value of donated property		29,682,365	0.04	1,215,162	
Acquire And Redistribute Military Excess Property * Dollar value of donated property		29,682,365	0.01	403,716	
Provide New Vehicle And Watercraft Acquisition Support * Number of vehicles and watercraft acquired		1,440	259.68	373,942	
Operate And Maintain The Florida Equipment Electronic Tracking (fleet) System * Number of state vehicles tracked		25,023	55.02	1,376,882	
Manage State Vehicle And Watercraft Disposal * Number of vehicles and watercraft disposed of		1,492	711.22	1,061,134	
Establish And Administer State Term (master) Contracts And Negotiated Agreements * Dollars expended by State Agencies using the State Term Contracts and Negotiated Agreements		997,937,056	0.03	29,313,295	
Provide Minority Access To Contracting Opportunities * Number of businesses certified and registered		6,696	148.94	997,313	
Manage And Oversee Minority Business Compliance * Number of businesses reviewed and audited		3,663	189.33	693,530	
Provide Human Resource Management Expertise/Consulting * Number of authorized FTE and OPS employees in the State Personnel System.		107,325	65.79	7,060,506	
People First Contract Management * N/A		227,000	123.03	27,927,708	
Administer The Health Insurance Program * Number of enrollees		171,009	402.47	68,826,700	
Administer The Life Insurance Program * Number of enrollees		184,633	0.15	27,291	
Administer The Flexible Spending Account Program * Number of enrollees		24,547	3.54	86,977	
Administer The Supplemental Insurance Program * Number of enrollees		241,468	8.86	2,138,946	
Administer The Disability Benefits Program * Number of enrollees		21,063	1.65	34,716	
Provide Local Government Pension Plan Oversight * Number of Local Pension Plans Reviewed		185	16,654.85	3,081,148	
Administer The Florida Retirement System * Number of FRS members		1,218,950	66.05	80,513,302	
Administer The Retiree Health Insurance Subsidy Program * Number of Recipients of the Health Insurance Subsidy		418,210	0.56	232,801	
Administer The State University System Optional Retirement Program * Number of participants in the State University System Optional Retirement Program		17,704	81.65	1,445,572	
Investigate Complaints Of Civil Rights Violations * Number of inquiries/investigations		10,037	2,669.14	26,790,156	
TOTAL				405,438,729	135,339,870
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES				25,741,867	
AID TO LOCAL GOVERNMENTS				285,623,896	
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				94,507,867	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				811,312,359	135,339,870

SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

- (1) Some activity unit costs may be overstated due to the allocation of double budgeted items.
- (2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in
- (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
BUDGET PERIOD: 2015-2026
STATE OF FLORIDA

SP 10/06/2024 16:14
SCHED XI: AGENCY-LEVEL UNIT COST SUMMARY
AUDIT REPORT MANAGEMENT SRVCS, DEPT OF

SECTION III - PASS THROUGH ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8: ACT0700 ACT1640

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8: ACT8020 ACT8030 ACT8040

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

*** NO OPERATING CATEGORIES FOUND ***

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 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.

*** NO ACTIVITIES FOUND ***

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

DEPARTMENT: 72	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	811,330,084	144,445,253
TOTAL BUDGET FOR AGENCY (SECTIONS II + III):	811,312,359	135,339,870
	-----	-----
DIFFERENCE:	17,725 *	9,105,383 **
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

*\$17,745 due to funds held in reserve on June 30, but reverted and reappropriated.

*\$20 rounding

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

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SCHEDULE XII

**Outsourcing or Privatization of
State Service or Activity**

Not Applicable

**SCHEDULE XIII
PROPOSED CONSOLIDATED FINANCING OF DEFERRED-PAYMENT
COMMODITY CONTRACTS**

Contact Information
Agency: Department of Management Services
Name: Robert Bechtol
Phone: 850-487-0364
E-mail address: Robert.Bechtoll@dms.fl.gov

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

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

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

Schedule XIV Variance from Long Range Financial Outlook

Agency: Department of Management Services

Contact: Robert Bechtol, 850-487-0364

Article III, section 19(a)3 of the Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2024 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2025-2026 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2025-2026 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	10 - Non-Florida Retirement System Pensions and Benefits - GR	B	0.1	0.1
b	39 - Other General Government Priorities GR	B	13.9	9.8
c	40 - State Building Pool - General Repairs and Maintenance - TF	B	6.8	56.1
d	42 - Life Safety and Americans with Disabilities Act - TF	B	2.1	2.1
e				
f				

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

* R/B = Revenue or Budget Driver

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SCHEDULE XV

Contract Reporting

Not Applicable

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EXHIBITS & SCHEDULES

Executive Direction & Support Services

72010100

Department of

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SCHEDULE I SERIES

Executive Direction & Support Services

72010100

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period: 2025 - 2026**
Program: 72010100 Executive Direction & Support Services
Fund: 2021 Administrative Trust Fund

Specific Authority: 215.32(1)2, Florida Statutes
Purpose of Fees Collected: Assessment fees are charged to operating divisions/programs within the Department to recover costs for departmental administrative services.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	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 2023 - 2024	ESTIMATED FY 2024 - 2025	REQUEST FY 2025 - 2026
Receipts:			
Restitution	600	600	600
Administrative Assessment	13,663,864	15,697,192	15,697,192
Transfer for Legal Services	767,218	800,000	800,000
Transfer of Fed Funds-Hurr Michael- DEM 2750	17,179	-	-
Refunds	8,096	-	-
Reimbursements	27,671	-	-
Total Fee Collection to Line (A) - Section III	14,484,627	16,497,792	16,497,792

SECTION II - FULL COSTS	ACTUAL FY 2023 - 2024	ESTIMATED FY 2024 - 2025	REQUEST FY 2025 - 2026
Direct Costs:			
Salaries and Benefits	11,745,951	12,830,522	12,902,381
Other Personal Services	98,189	120,249	120,249
Expenses	1,015,281	970,563	970,563
Operating Capital Outlay	-	-	-
Transfer to Admin Hearing	3,264	16,198	16,198
Contracted Services	308,113	247,684	247,684
FLAIR Replacement	29,605	660,000	-
Cloud Initiative Efficiencies	74,251	104,000	104,000
Mail Services	48,496	50,004	50,004
Risk Management Insurance	20,219	24,689	24,689
Contracted Legal Services	1,190,000	1,391,000	1,391,000
Lease/Purchase Equipment	29,879	22,427	22,427
Human Resources Assessment - DMS	40,478	39,681	39,681
Data Processing Services Assessment	270,219	190,113	190,113
Indirect Costs Charged to Trust Fund	17,915	1,234,465	25,126
Total Full Costs to Line (B) - Section III	14,891,860	17,901,595	16,104,115

Basis Used: Accrual

SECTION III - SUMMARY			
TOTAL SECTION I	(A)	14,484,627	16,497,792
TOTAL SECTION II	(B)	14,891,860	17,901,595
TOTAL - Surplus/Deficit	(C)	(407,233)	393,677

EXPLANATION of LINE C:
 Negative balances offset by cash balance brought forward (See Schedule I).

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72010100 Executive Direction & Support Services
Fund: 2510 Operating Trust Fund

Specific Authority: Section 287.042, Florida Statutes
Purpose of Fees Collected: To cover the projected administrative and project service costs of the online procurement systems.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
<u>Transfer from AHCA for Florida Health Cares FX</u>	5,000,000	-	-
<u>Transfer from DFS</u>	6,053,061	-	-
<u> </u>			
<u> </u>			
Total Fee Collection to Line (A) - Section III	11,053,061	-	-

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	89,081	-	-
<u>Other Personal Services</u>	-	-	-
<u>Expenses</u>	6,370	-	-
<u>Operating Capital Outlay</u>	-	-	-
<u>Contracted Services</u>	50,000	50,000	50,000
<u>FLAIR Replacement</u>	5,926,080	-	-
<u>Florida Health FX Care Connection</u>	4,981,440	-	-
<u>Human Resources Assessment – DMS</u>	355	-	-
<u>Indirect Costs Charged to Trust Fund</u>	-	-	-
Total Full Costs to Line (B) - Section III	11,053,326	50,000	50,000

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	11,053,061	-	-
TOTAL SECTION II	(B)	11,053,326	50,000	50,000
TOTAL - Surplus/Deficit	(C)	(265)	(50,000)	(50,000)

EXPLANATION of LINE C:

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Administrative Trust Fund
Budget Entity:	72010100 Executive Direction and Support Services
LAS/PBS Fund Number:	2021

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	382,525	(A)		382,525
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	5,879,973	(C)		5,879,973
ADD: Outstanding Accounts Receivable	17,610	(D)		17,610
ADD: _____	-	(E)		-
Total Cash plus Accounts Receivable	6,280,108	(F)	-	6,280,108
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards	679,434	(H)		679,434
Approved "B" Certified Forwards	860,830	(H)		860,830
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	4,501	(I)		4,501
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/24	4,735,344	(K)	-	4,735,344 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Operating Trust Fund
Budget Entity:	72010100 Executive Direction & Support Services
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	7,490,967	(A)		7,490,967
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	-	(D)		-
ADD: _____	-	(E)		-
Total Cash plus Accounts Receivable	7,490,967	(F)	-	7,490,967
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards	6,064	(H)		6,064
Approved "B" Certified Forwards	3,934,691	(H)		3,934,691
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	-	(I)		-
LESS: _____	-	(J)		-
Unreserved Fund Balance, 07/01/24	3,550,212	(K)	-	3,550,212 **

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: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Administrative Trust Fund
LAS/PBS Fund Number: 2021

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; 5,596,174 (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description - (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (860,830) (D)

Approved FCO Certified Forward per LAS/PBS - (D)

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

- (D)

- (D)

- (D)

ADJUSTED BEGINNING TRIAL BALANCE: 4,735,344 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 4,735,344 (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Operating Trust Fund
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; 7,484,903 (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description - (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (3,934,691) (D)

Approved FCO Certified Forward per LAS/PBS - (D)

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

- (D)

- (D)

- (D)

ADJUSTED BEGINNING TRIAL BALANCE: 3,550,212 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 3,550,212 (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: Executive Direction and Support Services

Phone Number: 850-487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
DMS OIG Report No. IA 2023-32	Report Dated August 2023	Office of Information Technology (OIT), Personnel Management, and Statewide Travel Management System Operations	This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	Confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	
DMS OIG Report No. IA 2023-33	Report Dated September 2023	OIT	This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	Confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	
DMS OIG Report No. IA 2024-25	Report Dated January 2024	OIT	This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	Confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	
DMS OIG Report No. IA 2024-34	Report Dated February 2024	OIT	This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	Confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	
DMS OIG Report No. IA 2024-35	Report Dated March 2024	OIT	This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	Confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	
DMS OIG Report No. IA 2024-36	Report Dated April 2024	OIT	This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	Confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	

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EXHIBITS & SCHEDULES

Facilities Management

72400100

Department of

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SCHEDULE I SERIES

Facilities Management

72400100

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period: 2025 - 2026**
Program: 72400100 Facilities Management
Fund: 2033 Architects Incidental Trust Fund

Specific Authority: Section 215.196, Florida Statutes
Purpose of Fees Collected: To provide funds for the administration and supervision of planning, designing, and construction of state-owned facilities.

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

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

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
Transfer from FDLE 2510	-	1,530,257	-

Total Fee Collection to Line (A) - Section III	-	1,530,257	-

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	-	-	-
Other Personal Services	-	-	-
Expenses	-	-	-
Operating Capital Outlay	-	-	-
Improvements to Facility Security	1,000,000	-	-
Contracted Services (NR)	-	400,000	-
Indirect Costs Charged to Trust Fund	(16,928,052)	(399,845)	(9,775,000)
Total Full Costs to Line (B) - Section III	(15,928,052)	155	(9,775,000)

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	-	1,530,257	-
TOTAL SECTION II	(B)	(15,928,052)	155	(9,775,000)
TOTAL - Surplus/Deficit	(C)	15,928,052	1,530,102	9,775,000

EXPLANATION of LINE C:

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72400100 Facilities Management
Fund: 2313 Florida Facilities Pool Clearing Trust Fund

Specific Authority: Section 255.503, Florida Statutes
Purpose of Fees Collected: Used to satisfy debt service requirements, capital depreciation and to transfer to the Division of Facilities Management to cover the cost of operation and maintenance.

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

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

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
Rent from State Agencies	101,704,932	99,990,810	99,990,810
Anticipated Rent from State Agencies	6,077,360	-	-
Total Fee Collection to Line (A) - Section III	107,782,292	99,990,810	99,990,810

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	-	-	-
Other Personal Services	-	-	-
Expenses	-	-	-
Operating Capital Outlay	-	-	-
Debt Service Payments	16,029,356	13,942,559	13,940,745
Indirect Costs Charged to Trust Fund	92,861,275	88,829,251	88,831,065
Total Full Costs to Line (B) - Section III	108,890,631	102,771,810	102,771,810

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	107,782,292	99,990,810	99,990,810
TOTAL SECTION II	(B)	108,890,631	102,771,810	102,771,810
TOTAL - Surplus/Deficit	(C)	(1,108,339)	(2,781,000)	(2,781,000)

EXPLANATION of LINE C:

Negative Balance offset by cash brought forward. (See Schedule I)

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72400100 Facilities Management
Fund: 2696 Supervision Trust Fund

Specific Authority: Section 255.503(1), 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.)

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Receipts:			
Transfer from DFS 2078	315,647	-	-
Paid Parking Fees - State Agencies	295,003	295,003	295,003
Paid Parking Fees - Non-State	488,035	488,035	488,035
Rental Receipts (22nd floor of Capitol)	-	9,865	9,865
Transfer from SBA - O & M	82,910,322	86,048,251	86,048,251
Transfer from SBA - Cap Depreciation	19,509,737	-	-
Anticipated Receivable Cap Dep Invest Held at SBA	30,037,893	-	-
Misc Revenue	2,885		
Restitution	425	-	-
Total Fee Collection to Line (A) - Section III	133,559,946	86,841,153	86,841,153

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits	19,262,146	21,275,159	21,448,642
Other Personal Services	197,716	273,131	274,861
Expenses	5,431,587	5,463,606	5,448,614
Operating Capital Outlay	323,312	323,727	323,727
Acquisition of Motor Vehicles	150,001	150,000	150,000
TR/FDLE - Capitol Police	8,627,885	8,931,384	8,984,015
Contracted Services	14,082,164	14,082,170	14,332,170
DMS/Facilities Security	1,270,345	1,678,387	1,678,387
Issue Interior Refurbishment	2,499,382	2,500,000	2,500,000
Risk Management Insurance	233,128	414,755	414,755
State Utility Payments	14,302,406	16,302,406	16,902,406
Deferred - Payment Commodity Contract	871,664	1,627,007	1,627,007
Lease/Purchase of Equipment	97,571	97,570	97,570
Human Resources Assessment – DMS	92,035	91,282	91,282
Capitol Maintenance	249,992	250,000	250,000
Data Processing Services Assessment	354,897	249,688	249,688
Indirect Costs Charged to Trust Fund	4,691,095	5,319,991	5,319,990
Total Full Costs to Line (B) - Section III	72,737,326	79,030,263	80,093,114

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	133,559,946	86,841,153	86,841,153
TOTAL SECTION II	(B)	72,737,326	79,030,263	80,093,114
TOTAL - Surplus/Deficit	(C)	60,822,620	7,810,891	6,748,039

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Architects Incidental Trust Fund
Budget Entity:	72400100 Facilities Management
LAS/PBS Fund Number:	2033

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(5,471,685)	(A)			(5,471,685)
ADD: Other Cash (See Instructions)	-	(B)			-
ADD: Investments	-	(C)			-
ADD: Outstanding Accounts Receivable	-	(D)			-
ADD: Transfer in from 72400200 2033 - Correction	3,552,724	(E)			3,552,724
ADD: Transfer in from 72400200 2033	19,000,000	(E)			19,000,000
Total Cash plus Accounts Receivable	17,081,039	(F)	-		17,081,039
LESS: Allowances for Uncollectibles	-	(G)			-
LESS: Approved "A" Certified Forwards	-	(H)			-
Approved "B" Certified Forwards	694,664	(H)			694,664
Approved "FCO" Certified Forwards	16,386,375	(H)			16,386,375
LESS: Other Accounts Payable (Nonoperating)	-	(I)			-
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/24	0	(K)	-		0 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Florida Facilities Pool Clearing Trust Fund
Budget Entity:	72400100 Facilities Management
LAS/PBS Fund Number:	2313

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,245,689	(A)		4,245,689
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	45,562,342	(C)		45,562,342
ADD: Outstanding Accounts Receivable	2,854,339	(D)	(1,556,473)	1,297,866
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	52,662,371	(F)	(1,556,473)	51,105,897
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)		(I)		-
LESS: Reserve for Bond Obligations (GL 53800)	48,129,866	(J)	1,541,026	49,670,891
LESS: Interest Payable - Debt Service (GLC 379XX)	1,435,006	(J)		1,435,006
LESS:		(J)		-
Unreserved Fund Balance, 07/01/24	3,097,499	(K)	(3,097,499)	0 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Supervision Trust Fund
Budget Entity:	72400100 Facilities Management
LAS/PBS Fund Number:	2696

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	7,557,538	(A)			7,557,538
ADD: Other Cash (See Instructions)	-	(B)			-
ADD: Investments	12,563,662	(C)			12,563,662
ADD: Outstanding Accounts Receivable	157,911	(D)	(1,757)		156,154
ADD: Anticipated Revenues - FCO	30,037,893	(E)			30,037,893
Total Cash plus Accounts Receivable	50,317,004	(F)	(1,757)		50,315,247
LESS: Allowances for Uncollectibles	-	(G)			-
LESS: Approved "A" Certified Forwards	1,193,898	(H)			1,193,898
Approved "B" Certified Forwards	3,033,484	(H)			3,033,484
Approved "FCO" Certified Forwards	39,195,932	(H)			39,195,932
LESS: Other Accounts Payable (Nonoperating)	17,448	(I)			17,448
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/24	6,876,242	(K)	(1,757)		6,874,485 **

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: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Architects Incidental Trust Fund
LAS/PBS Fund Number: 2033

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; 693,945 (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description - (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (694,664) (D)

Approved FCO Certified Forward per LAS/PBS (16,386,375) (D)

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

Net Capital Assets (GLC 27XXX) (6,165,631) (D)

Transfer in from 72400200 2033 3,552,724 (D)

Transfer in from 72400200 2033 19,000,000 (D)

ADJUSTED BEGINNING TRIAL BALANCE: - (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0 (F)

DIFFERENCE: (0) (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	Budget Period: 2025 - 2026
Trust Fund Title:	Department of Management Services
LAS/PBS Fund Number:	Florida Facilities Pool Clearing Trust Fund
	2313

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	3,097,499 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)	-
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200008 - Restricted Fund Balance Adjustment	(3,097,499) (C)
--	-----------------

SWFS Adjustment #B7200144 - Receivable Adjustment	(1,613) (C)
---	-------------

SWFS Adjustment #B7200150 - Receivable Adjustment	932 (C)
---	---------

SWFS Adjustment #B7200177 - Receivable Adjustment	(193,031) (C)
---	---------------

SWFS Adjustment #B7200179 - Receivable Adjustment	(863,376) (C)
---	---------------

SWFS Adjustment #B7200180 - Receivable Adjustment	(478,949) (C)
---	---------------

SWFS Adjustment #B7200206 - Restricted Fund Balance Adjustment	1,536,037 (C)
--	---------------

SWFS Adjustment #B7200229 - Receivable Adjustment	(13,156) (C)
---	--------------

SWFS Adjustment #B7200231 - Receivable Adjustment	(7,280) (C)
---	-------------

SWFS Adjustment #B7200xxx - Restricted Fund Balance Adjustment	20,436 (C)
--	------------

Add/Subtract Other Adjustment(s):

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

Approved FCO Certified Forward per LAS/PBS	-
--	---

A/P not C/F-Operating Categories	
----------------------------------	--

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

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	0 (F)
--	--------------

DIFFERENCE:	(0) (G)*
--------------------	-----------------

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	<u>Budget Period: 2025 - 2026</u>
Trust Fund Title:	<u>Department of Management Services</u>
LAS/PBS Fund Number:	<u>Supervision Trust Fund</u>
	<u>2696</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24	
Total all GLC's 5XXXX for governmental funds;	<input type="text" value="(44,139,368)"/> (A)
GLC 539XX for proprietary and fiduciary funds	

Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text" value="-"/> (B)
---	------------------------------------

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200146 - Receivable Adjustment	<input type="text" value="(120)"/> (C)
SWFS Adjustment #B7200148 - Receivable Adjustment	<input type="text" value="50"/> (C)
SWFS Adjustment #B7200153 - Receivable Adjustment	<input type="text" value="(1,488)"/> (C)
SWFS Adjustment #B7200172 - Receivable Adjustment	<input type="text" value="1,534"/> (C)
SWFS Adjustment #B7200173 - Receivable Adjustment	<input type="text" value="(1,559)"/> (C)
SWFS Adjustment #B7200175 - Receivable Adjustment	<input type="text" value="(30)"/> (C)
SWFS Adjustment #B7200228 - Receivable Adjustment	<input type="text" value="(144)"/> (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(3,033,484)"/> (D)
Approved FCO Certified Forward per LAS/PBS	<input type="text" value="(39,195,932)"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="-"/> (D)
Installment Purchase Contracts (GL 38500 & 48500)	<input type="text" value="1,495,101"/> (D)
Compensated Absences (GL 38600)	<input type="text" value="385,223"/> (D)
Compensated Absences (GL 48600)	<input type="text" value="1,150,326"/> (D)
Capital Leases (GL 38700 & 48700)	<input type="text" value="59,269,889"/> (D)
Accrued Interest (GL 32900)	<input type="text" value="29,566"/> (D)
Deferred Inflows (GL 49200)	<input type="text" value="877,027"/> (D)
Anticipated Revenues - FCO	<input type="text" value="30,037,893"/> (D)

ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="6,874,485"/> (E)
--	--

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="6,874,485"/> (F)
--	--

DIFFERENCE:	<input type="text" value="0"/> (G)*
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*SHOULD EQUAL ZERO.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: Facilities Management

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
DMS OIG Report No. IA 2023-33	Report Dated September 2023	Facilities Management	This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	Confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	

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

For Fiscal Year 2025-26



October, 2024

[DEPARTMENT OF MANAGEMENT SERVICES]

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I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Management Services	Schedule IV-B Submission Date: 10/15/2024
Project Name: Heating, Ventilation, and Air Conditioning Device Refresh	Is this project included in the Agency's LRPP? <p style="text-align: center;">__X__ Yes ____ No</p>
FY 2025-26 LBR Issue Code: 36121C0	FY 2025-26 LBR Issue Title: Control Device Refresh-Florida Facilities Pool
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): James Forehand, 850-544-6953, james.forehand@dms.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 the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: _____	Date: _____
Printed Name: Pedro Allende	
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name: Rich Evans	
Budget Officer: _____	Date: _____
Printed Name: Robert Bechtol	
Planning Officer: _____	Date: _____
Printed Name:	
Project Sponsor: _____	Date: _____
Printed Name: James Forehand	
Schedule IV-B Preparers (Name, Phone #, and 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

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

The Department of Management Services (Department) requests to refresh the components commonly referred to as tier one Heating, Ventilation, and Air Conditioning (HVAC) control devices. The devices play a crucial role in regulating temperature, humidity, fresh air intake, exhaust, and airborne contaminants in 43 facilities within the Florida Facility Pool (FFP) by effectively managing the operation of industrial HVAC equipment. It is worth noting that these tier one HVAC control devices are modern, computerized, networked Internet of Things-based components installed within mechanical rooms.

Out of the 431 tier one HVAC control devices in the FFP, 46 percent, or 198 devices are obsolete. 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. Additionally, malfunctioning tier one HVAC control devices can lead to excessively warm or cold buildings, poor indoor air quality, and facility closures due to lack of conditioned air. 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 control 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 control 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

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

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. Poor temperature and humidity control can lead to condensation on windows, walls, or ceilings. Persistent moisture can lead to degradation of building materials, mold and mildew growth, which can damage the building structure and create health hazards potentially resulting in costly repairs. Additionally, inefficient equipment operation consumes excessive natural resources, contributes to emission of greenhouse gases, and intensifies air and water pollution.

2. Business Objectives

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

Device Replacement Schedule		
Appropriation Year	Facility	Estimated Project Completion Date
FY 2024-25	<ol style="list-style-type: none"> 1. James 2. Lakeland Regional Service Center (RSC) 3. North Broward RSC 4. Fort Myers RSC 5. Jacksonville RSC – Singleton Building A 6. Jacksonville RSC – Singleton Building B 7. Jacksonville RSC – Singleton Cafe 8. Jacksonville RSC – Singleton Central Energy Plant 9. Jacksonville RSC – Singleton FDLE Office/Lab 10. Jacksonville RSC – Singleton Joint Dispatch Center 	Fiscal Year 2025-26
FY 2025-26	<ol style="list-style-type: none"> 11. Dimick 12. FDLE Miami 13. Opa-Locka RSC North 14. Opa-Locka RSC South 15. FDLE Crime Lab - Orlando 16. Holland 17. Carlton 	Fiscal Year 2026-27
FY 2026-27	<ol style="list-style-type: none"> 18. Carr 19. Douglas 20. Collins 21. Fletcher 22. Larson 23. Pepper 24. Records Storage Center 	Fiscal Year 2027-28
FY 2027-28	<ol style="list-style-type: none"> 25. Turlington 26. Capitol Circle Office Complex (CCOC) 2540 - Gunter 27. CCOC 2555 - Sadowski 28. CCOC 2575 - Rudd 29. CCOC 2585 – Department of Health (DOH) 30. CCOC 4025 	Fiscal Year 2028-2029

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

FY 2028-29	31. CCOC 4030 32. CCOC 4040 33. CCOC 4042 34. CCOC 4050 35. CCOC 4052 36. CCOC 4055 37. CCOC 4065 – Central Energy Plant	Fiscal Year 2029-30
FY 2029-30	38. CCOC 4070 39. CCOC 4075 40. CCOC First District Court of Appeals 41. CCOC 2450-2 Building Department of Revenue (DOR) #1 42. CCOC 2450-2 Building DOR #2 43. CCOC 2450-3 Building DOR #3	Fiscal Year 2030-31

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 qualified 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.

Additionally, the inherent unpredictability of technology project timelines, driven by the complex nature of design, installation, and commissioning processes may lead to an extension of construction timelines beyond the estimated completion dates. Integrating new technology with existing systems is complex leading to unforeseen technical problems requiring additional time for troubleshooting and resolution.

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 Return on Investment (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 the Department Integrated Automation Standards which are part of the Department 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

The minimum device requirements are listed below:

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

- (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) Building Automation and Control Networks (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 Megabytes per second (Mbps) Ethernet port.
- (d) Real-time clock.
- (e) Firmware upgradable over-the-network.
- (f) 24-Volts Alternating Current (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.

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

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

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.	Department, 31 tenant agencies and divisions, and citizens who visit the facilities.	06/25 – 6/31
2	Regulate humidity in FFP facilities.	Facility relative humidity between 45 – 65 percent.	Department, 31 tenant agencies and divisions, and citizens who visit the facilities.	06/25 – 6/31
3	Control HVAC equipment start/stop	Equipment starts and stops when needed	Department, 31 tenant agencies and divisions, and citizens who visit the facilities.	06/25 – 6/31
4	Control HVAC equipment speed	Equipment speed is regulated in accordance with the design and engineering specifications	Department, 31 tenant agencies and divisions, and citizens who visit the facilities.	06/25 – 6/31
5	Control HVAC equipment pressure	Pressure is regulated in accordance with the design and engineering specifications	Department, 31 tenant agencies and divisions, and citizens who visit the facilities.	06/25 – 6/31
6	Control HVAC equipment flow	Flow is regulated in accordance with the design and engineering specifications	Department, 31 tenant agencies and divisions, and citizens who visit the facilities.	06/25 – 6/31

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.	Department, 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.	06/25 – 6/31
2	Mitigation of cybersecurity risks	Department, 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	06/25 – 6/31
3	Prevention of indoor air quality issues	Department, 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.	06/25 – 6/31

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	<p>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.</p> <p>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.</p>
CBA Form 2 - Project Cost Analysis	<p>Baseline Project Budget: Estimated Project Costs.</p> <p>Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, Grants.</p> <p>Characterization of Project Cost Estimate.</p>
CBA Form 3 - Project Investment Summary	<p>Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates:</p> <ul style="list-style-type: none"> • 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.

This is addressed in Appendix B-Risk Analysis.

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 Megabytes (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 Department's 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 the Department's needs.
- (k) The Siemens BAS server is warm booted an average of five times weekly and cold booted once a month 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.

1. Modular Building Controllers:
 - Production: 1992-2008
 - End of life: 2015
 - Currently in use: 93
2. Floor Level Network Controllers:
 - Production: 1997-2008
 - End of life: 2015
 - Currently in use: 15
3. Modular Equipment Controllers:
 - Production: 1998-2010
 - End of life: 2017
 - Currently in use: 90
4. Programmable Controller-Compact
 - Production: 2006 - currently in production
 - End-of-life: Unknown
 - Currently in use: 172
5. Programmable Controllers-Modular
 - Production: 2009 - currently in production
 - End-of-life: Unknown
 - Currently 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 the DMS Integrated Automation Standards which are part of the DMS Design and Construction Guidelines 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
- Schneider Electric
- Tridium Niagara
- Distech
- Lynxspring
- Phoenix
- LG

2. Rationale for Selection

In 2018, the Division of Real Estate Development and Management (Division) formed a committee to address the Department's 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 Department's 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 are no anticipated software or staffing needs. Ongoing maintenance costs are currently funded by \$50,000 recurring in the Expenses (040000) appropriations category.

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 Trammell 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 and tier two 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 and two 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.

CBAForm 1 - Net Tangible Benefits

Agency	Department of Management Services	Project	Tier One HVAC Device Refresh
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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 <i>(Recurring Costs Only -- No Project Costs)</i>	FY 2025-26			FY 2026-27			FY 2027-28			FY 2028-29			FY 2029-30		
	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a)+(b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Cost Change Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
A. Personnel Costs -- Agency-Managed Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$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	\$0	\$0	\$0	\$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	\$0	\$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	\$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	\$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 <i>Specify</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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 <i>Specify</i>	\$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	\$0
E. Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other <i>Specify</i>	\$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. <i>Specify</i>		\$0			\$0			\$0			\$0			\$0	
F-2. <i>Specify</i>		\$0			\$0			\$0			\$0			\$0	
F-3. <i>Specify</i>		\$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	<input type="checkbox"/>	Confidence Level
Order of Magnitude	<input checked="" type="checkbox"/>	Confidence Level 100%
Placeholder	<input type="checkbox"/>	Confidence Level

A	B		C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Department of Management Services		Tier One HVAC Device Refresh		CBA Form 2A Baseline Project Budget																
2	Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.				FY2025-26			FY2026-27			FY2027-28			FY2028-2029			FY2029-2030			TOTAL	
3					\$ 2,158,500	\$ 2,000,530			\$ 3,401,560			\$ 2,217,588			\$ 1,883,709			\$ 2,302,742			\$ 13,964,628
4	Item Description <i>(remove guidelines and annotate entries here)</i>	Project Cost Element	Appropriation Category	Current & Previous Years Project-Related Cost	YR 1 #	YR 1 LBR	YR 1 Base Budget	YR 2 #	YR 2 LBR	YR 2 Base Budget	YR 3 #	YR 3 LBR	YR 3 Base Budget	YR 4 #	YR 4 LBR	YR 4 Base Budget	YR 5 #	YR 5 LBR	YR 5 Base Budget	Sum	
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	Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
8	Project management personnel and related deliverables.	Project Management	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
9	Construction Design	Project Planning/Analysis	Fixed Capitol Outlay	\$ 79,091	0.00	\$ 55,550	\$ -	0.00	\$ 108,130	\$ -	0.00	\$ 50,160	\$ -	0.00	\$ 33,440	\$ -	0.00	\$ 51,150	\$ -	\$ -	\$ 377,521
10	Construction Commissioning	Project Oversight	Fixed Capitol Outlay	\$ 118,635	0.00	\$ 83,325	\$ -	0.00	\$ 162,195	\$ -	0.00	\$ 75,240	\$ -	0.00	\$ 50,160	\$ -	0.00	\$ 76,725	\$ -	\$ -	\$ 566,280
11	Construction Management	Project Oversight	Fixed Capitol Outlay	\$ 276,815	0.00	\$ 194,425	\$ -	0.00	\$ 378,455	\$ -	0.00	\$ 175,560	\$ -	0.00	\$ 117,040	\$ -	0.00	\$ 179,025	\$ -	\$ -	\$ 1,321,320
12	State Fire Marshall Fee	Project Oversight	Fixed Capitol Outlay	\$ 19,773		\$ 13,888			\$ 27,033			\$ 12,540			\$ 8,360			\$ 12,788		\$ -	\$ 94,380
13	Network Infrastructure	Consultants/Contractors	Fixed Capitol Outlay	\$ 540,000		\$ 610,000			\$ 460,000			\$ 270,000			\$ 310,000			\$ 80,008		\$ -	\$ 2,270,008
14	Construction	Consultants/Contractors	Fixed Capitol Outlay	\$ 1,052,287	0.00	\$ 992,842	\$ -	0.00	\$ 2,167,447	\$ -	0.00	\$ 1,588,488	\$ -	0.00	\$ 1,334,309	\$ -	0.00	\$ 1,856,546	\$ -	\$ -	\$ 8,991,919
15	Hardware purchases not included in data center services.	Hardware	OCO	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
16	Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
17	Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
18	All first-time training costs associated with the project.	Training	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
19	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	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
20	Other contracted services not included in other categories.	Other Services	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
21	Include costs for non-state data center equipment required by the project and the proposed solution (insert additional rows as needed for detail)	Equipment	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
22	Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
23	Construction Contingency	Other Expenses	Fixed Capitol Outlay	\$ 71,900	0.00	\$ 50,500	\$ -		\$ 98,300	\$ -		\$ 45,600	\$ -		\$ 30,400	\$ -		\$ 46,500	\$ -	\$ -	\$ 343,200
24	Total				\$ 2,158,500	0.00	\$ 2,000,530	\$ -	0.00	\$ 3,401,560	\$ -	0.00	\$ 2,217,588	\$ -	0.00	\$ 1,883,709	\$ -	0.00	\$ 2,302,742	\$ -	\$ 13,964,628
25																					
26																					
27																					
28																					
29																					
30																					

CBAForm 2 - Project Cost Analysis

Agency	<u>Department of Management Services</u>	Project	<u>Tier One HVAC Device Refresh</u>
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	
TOTAL PROJECT COSTS (*)	\$2,000,530	\$3,401,560	\$2,217,588	\$1,883,709	\$2,302,742	\$13,964,629
CUMULATIVE PROJECT COSTS <i>(includes Current & Previous Years' Project-Related Costs)</i>	\$4,159,030	\$7,560,590	\$9,778,178	\$11,661,887	\$13,964,629	
Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.						

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	
General Revenue	\$ 2,000,530	\$ 3,401,560	\$2,217,588	\$1,883,709	\$2,302,742	\$11,806,129
Trust Fund	\$0	\$0	\$0	\$0	\$0	\$0
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INVESTMENT	\$2,000,530	\$3,401,560	\$2,217,588	\$1,883,709	\$2,302,742	\$11,806,129
CUMULATIVE INVESTMENT	\$4,159,030	\$7,560,590	\$9,778,178	\$11,661,887	\$13,964,629	

* The Project Funding Sources Table does not have a line for FY 2024-26. FY 2024-25 is accounted for in the Cumulative Investment in FY 2025-26 (\$2,158,500)

Characterization of Project Cost Estimate - CBAForm 2C		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	Confidence Level	
Order of Magnitude <input checked="" type="checkbox"/>	Confidence Level	75%
Placeholder	Confidence Level	

CBAForm 3 - Project Investment Summary

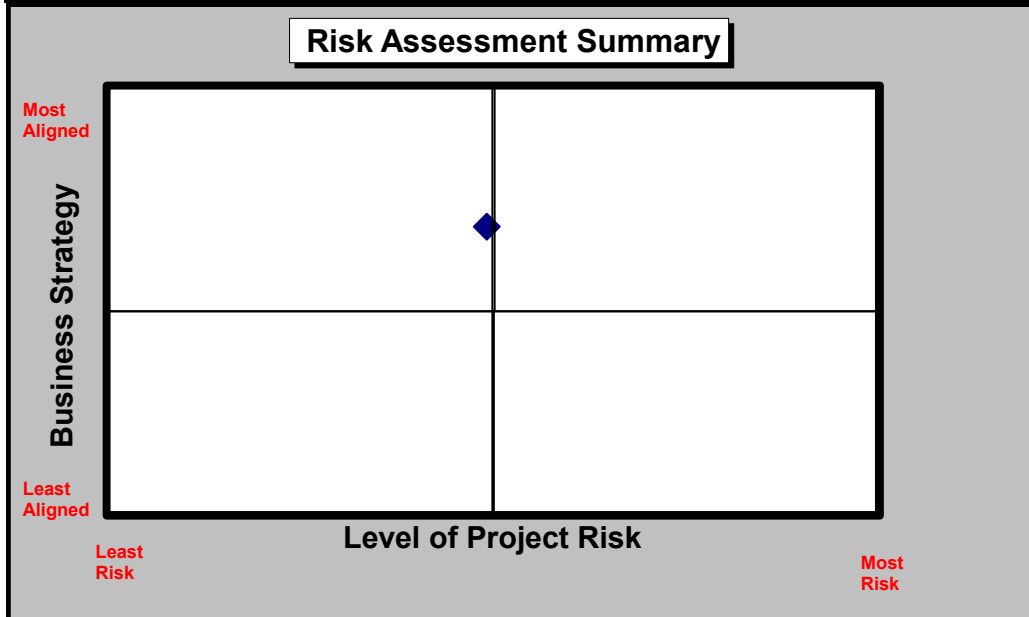
Agency	Department of Management Services	Project	Tier One HVAC Device Refresh
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COST BENEFIT ANALYSIS -- CBAForm 3A						
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	TOTAL FOR ALL YEARS
Project Cost	\$2,000,530	\$3,401,560	\$2,217,588	\$1,883,709	\$2,302,742	\$13,964,629
Net Tangible Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Return on Investment	(\$4,159,030)	(\$3,401,560)	(\$2,217,588)	(\$1,883,709)	(\$2,302,742)	(\$13,964,629)
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)	(\$12,840,425)	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 Year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Cost of Capital	2.90%	3.10%	3.30%	3.40%	3.50%

Project	<i>Tier One HVAC Device Refresh</i>	
Agency	<i>Department of Management Services</i>	
FY 2025-26 LBR Issue Code:	FY 2025-26 LBR Issue Title:	
<i>36121C0</i>	<i>Control Device Refresh-Florida Facilities</i>	
Risk Assessment Contact Info (Name, Phone #, and E-mail Address):		
<i>James Forehand, 850544-6953, james.forehand@dms.fl.gov</i>		
Executive Sponsor	<i>Tom Berger</i>	
Project Manager	<i>Not Assigned</i>	
Prepared By	<i>James Forehand</i>	<i>8/28/2024</i>



Project Risk Area Breakdown	
Risk Assessment Areas	Risk Exposure
Strategic Assessment	MEDIUM
Technology Exposure Assessment	LOW
Organizational Change Management Assessment	MEDIUM
Communication Assessment	MEDIUM
Fiscal Assessment	MEDIUM
Project Organization Assessment	MEDIUM
Project Management Assessment	MEDIUM
Project Complexity Assessment	MEDIUM
Overall Project Risk	
MEDIUM	

Agency: Department of Management Services

Project: Tier One HVAC Device Refresh

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

Agency: Department of Management Services

Project: Tier One 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 environment?	Read about only or attended conference and/or vendor presentation	Installed and supported production system more than 3 years
		Supported prototype or production system less than 6 months	
		Supported production system 6 months to 12 months	
		Supported production system 1 year to 3 years	
		Installed and supported production system more than 3 years	
2.02	Does the agency's internal staff have sufficient knowledge of the proposed technical solution to implement and operate the new system?	External technical resources will be needed for implementation and operations	External technical resources will be needed through implementation only
		External technical resources will be needed through implementation only	
		Internal resources have sufficient knowledge for implementation and 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 and considered
		Some alternatives documented and considered	
		All or nearly all alternatives documented 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 solution is fully compliant with all relevant agency, statewide, or industry standards
		Some relevant standards have been incorporated into the proposed technology	
		Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
2.05	Does the proposed technical solution require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Minor or no infrastructure change required
		Moderate infrastructure change required	
		Extensive infrastructure change required	
		Complete infrastructure replacement	
2.06	Are detailed hardware and software capacity requirements defined and documented?	Capacity requirements are not understood or defined	Capacity requirements are based on historical data and new system design specifications and performance requirements
		Capacity requirements are defined only at a conceptual level	
		Capacity requirements are based on historical data and new system design specifications and performance requirements	

Agency: Department of Management Services

Project: Tier One 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	Minimal changes to organization structure, staff or business processes structure
		Moderate changes to organization structure, staff or business processes	
		Minimal changes to organization structure, staff or business processes structure	
3.02	Will this project impact essential business processes?	Yes	Yes
		No	
3.03	Have all business process changes and process interactions been defined and documented?	0% to 40% -- Few or no process changes defined and documented	81% to 100% -- All or nearly all processes defined and documented
		41% to 80% -- Some process changes defined and documented	
		81% to 100% -- All or nearly all processes defined and documented	
3.04	Has an Organizational Change Management Plan been approved for this 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	Less than 1% FTE count change
		1% to 10% FTE count change	
		Less than 1% FTE count change	
3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	Less than 1% contractor count change
		1 to 10% contractor count change	
		Less than 1% contractor count change	
3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	Recently completed project with similar change requirements
		Recently completed project with fewer change requirements	
		Recently completed project with similar change requirements	
		Recently completed project with greater change requirements	

Agency: Department of Management Services

Project: Tier One HVAC Device Refresh

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

Agency: Department of Management Services

Project: Tier One HVAC Device Refresh

Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes	Yes
		No	
5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% -- None or few defined and documented	81% to 100% -- All or nearly all defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown	Greater than \$10 M
		Greater than \$10 M	
		Between \$2 M and \$10 M	
		Between \$500K and \$1,999,999	
		Less than \$500 K	
5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes	Yes
		No	
5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%)	Order of magnitude – estimate could vary between 10-100%
		Order of magnitude – estimate could vary between 10-100%	
		Placeholder – actual cost may exceed estimate by more than 100%	
5.06	Are funds available within existing agency resources to complete this project?	Yes	No
		No	
5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency	Funding from single agency
		Funding from local government agencies	
		Funding from other state agencies	
5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received	Neither requested nor received
		Requested but not received	
		Requested and received	
		Not applicable	
5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated	All or nearly all project benefits have been identified and validated
		Some project benefits have been identified but not validated	
		Most project benefits have been identified but not validated	
		All or nearly all project benefits have been identified and validated	
5.10	What is the benefit payback period that is defined and documented?	Within 1 year	No payback
		Within 3 years	
		Within 5 years	
		More than 5 years	
		No payback	
5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and documented	Stakeholders have reviewed and approved the proposed procurement strategy
		Stakeholders have not been consulted re: procurement strategy	
		Stakeholders have reviewed and approved the proposed procurement strategy	
5.12	What is the planned approach for acquiring necessary products and solution services to successfully complete the project?	Time and Expense (T&E)	Firm Fixed Price (FFP)
		Firm Fixed Price (FFP)	
		Combination FFP and T&E	
5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined	Just-in-time purchasing of hardware and software is documented in the project schedule
		Purchase all hardware and software at start of project to take advantage of one-time discounts	
		Just-in-time purchasing of hardware and software is documented in the project schedule	
5.14	Has a contract manager been assigned to this project?	No contract manager assigned	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	
5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes	No
		No	
5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified	All or nearly all selection criteria and expected outcomes have been defined and documented
		Some selection criteria and outcomes have been defined and documented	
		All or nearly all selection criteria and expected outcomes have been defined and documented	
5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed	Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor
		Multi-stage evaluation not planned/used for procurement	
		Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	
5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed	No, bid response did/will not require proof of concept or prototype
		No, bid response did/will not require proof of concept or prototype	
		Yes, bid response did/will include proof of concept or prototype	
		Not applicable	

Agency: Department of Management Services

Project: Tier One HVAC Device Refresh

Section 6 – Project Organization Area			
#	Criteria	Values	Answer
6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	Yes
		No	
6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented	All or nearly all have been defined and documented
		Some have been defined and documented	
		All or nearly all have been defined and documented	
6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	System Integrator (contractor)
		Agency	
		System Integrator (contractor)	
6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	1
		2	
		1	
6.05	Has a project staffing plan specifying the number of required resources (including project team, program staff, and contractors) and their corresponding roles, responsibilities and needed skill levels been developed?	Needed staff and skills have not been identified	Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented
		Some or most staff roles and responsibilities and needed skills have been identified	
		Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
6.06	Is an experienced project manager dedicated fulltime to the project?	No experienced project manager assigned	No, project manager is assigned 50% or less to project
		No, project manager is assigned 50% or less to project	
		No, project manager assigned more than half-time, but less than full-time to project	
		Yes, experienced project manager dedicated full-time, 100% to project	
6.07	Are qualified project management team members dedicated full-time to the project	None	No, business, functional or technical experts dedicated 50% or less to project
		No, business, functional or technical experts dedicated 50% or less to project	
		No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
		Yes, business, functional or technical experts dedicated full-time, 100% to project	
6.08	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	Few or no staff from in-house resources	Completely staffed from in-house resources
		Half of staff from in-house resources	
		Mostly staffed from in-house resources	
		Completely staffed from in-house resources	
6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Minimal or no impact
		Moderate impact	
		Extensive impact	
6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	Yes
		No	
6.11	Are all affected stakeholders represented by functional manager on the change review and control board?	No board has been established	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	

Agency: Department of Management Services

Project: Tier One HVAC Device Refresh

Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No	Yes
		Project Management team will use the methodology selected by the systems integrator	
		Yes	
7.02	For how many projects has the agency successfully used the selected project management methodology?	None	More than 3
		1-3	
		More than 3	
7.03	How many members of the project team are proficient in the use of the selected project management methodology?	None	All or nearly all
		Some	
		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	81% to 100% -- All or nearly all 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	
7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	81% to 100% -- All or nearly all have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
7.06	Are all requirements and design specifications traceable to specific business rules?	0% to 40% -- None or few are traceable	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	
7.07	Have all project deliverables/services and acceptance criteria been clearly defined and documented?	None or few have been defined and documented	All or nearly all deliverables and acceptance criteria have been defined and documented
		Some deliverables and acceptance criteria have been defined and documented	
		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 sign-off
		Only project manager sign-off	
		Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	
7.09	Has the Work Breakdown Structure (WBS) been defined to the work package level for all project activities?	0% to 40% -- None or few have been defined to the work package level	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	
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	
7.12	Are formal project status reporting processes documented and in place to manage and control this project?	No or informal processes are used for status reporting	Project team uses formal processes
		Project team uses formal processes	
		Project team and executive steering committee use formal status reporting processes	
7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	All planning and reporting templates are available
		Some templates are available	
		All planning and reporting templates are available	
7.14	Has a documented Risk Management Plan been approved for this project?	Yes	No
		No	
7.15	Have all known project risks and corresponding mitigation strategies been identified?	None or few have been defined and documented	None or few have been defined and documented
		Some have been defined and documented	
		All known risks and mitigation strategies have been defined	
7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	Yes
		No	
7.17	Are issue reporting and management processes documented and in place for this project?	Yes	Yes
		No	

Agency: Department of Management Services

Project: Tier One HVAC Device Refresh

Section 8 -- Project Complexity Area			
#	Criteria	Values	Answer
8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time	Similar complexity
		More complex	
		Similar complexity	
		Less complex	
8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
		3 sites or fewer	
		More than 3 sites	
8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location	Single location
		3 sites or fewer	
		More than 3 sites	
8.04	How many external contracting or consulting organizations will this project require?	No external organizations	More than 3 external organizations
		1 to 3 external organizations	
		More than 3 external organizations	
8.05	What is the expected project team size?	Greater than 15	Less than 5
		9 to 15	
		5 to 8	
		Less than 5	
8.06	How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system?	More than 4	None
		2 to 4	
		1	
		None	
8.07	What is the impact of the project on state operations?	Business process change in single division or bureau	Business process change in single division or bureau
		Agency-wide business process change	
		Statewide or multiple agency business process change	
8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes	No
		No	
8.09	What type of project is this?	Infrastructure upgrade	Infrastructure upgrade
		Implementation requiring software development or purchasing commercial off the shelf (COTS) software	
		Business Process Reengineering	
		Combination of the above	
8.10	Has the project manager successfully managed similar projects to completion?	No recent experience	Similar size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	
8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience	Greater size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	

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

For Fiscal Year 2025-26



October, 2024

[DEPARTMENT OF MANAGEMENT SERVICES]

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

Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Management Services	Schedule IV-B Submission Date: 10/15/2024
Project Name: Heating, Ventilation, and Air Conditioning Device Refresh	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2025-26 LBR Issue Code: 36134C0	FY 2025-26 LBR Issue Title: Terminal Equipment Controller (TEC) Replacement
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): James Forehand, 850-544-6953, james.forehand@dms.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 the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: _____	Date: _____
Printed Name: Pedro Allende	
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name: Rich Evans	
Budget Officer: _____	Date: _____
Printed Name: Robert Bechtol	
Planning Officer: _____	Date: _____
Printed Name:	
Project Sponsor: _____	Date: _____
Printed Name:	
Schedule IV-B Preparers (Name, Phone #, and 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

I. 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

The Department of Management Services (Department) requests budget to refresh the devices responsible for regulating temperature and airflow in individual office spaces, Information Technology (IT) closets, server rooms, and common areas such as lobbies and break rooms in 46 facilities within the Florida Facility Pool (FFP). These devices, commonly referred to as tier two Heating, Ventilation, and Air Conditioning (HVAC) control devices are modern, computerized, networked Internet of Things-based components installed within mechanical rooms.

6,335 tier two HVAC control devices in the Florida Facility Pool (FFP) are obsolete, with no replacement parts available. The continued use of outdated equipment significantly increases the risk of failures, leading to inconsistent temperature control and low airflow in individual spaces. Such conditions can have several negative impacts on both the physical environment and employee well-being.

Low airflow contributes to the accumulation of indoor pollutants, including dust, Volatile Organic Compounds (VOCs), carbon dioxide, and other contaminants. Prolonged exposure to poor air quality and uncomfortable temperatures can result in health issues such as headaches, respiratory problems, and increased susceptibility to illness, which will lead to higher absenteeism rates. Additionally, an uncomfortable work environment can lower employee morale, increase job dissatisfaction, and drive higher turnover, as staff may seek healthier and more comfortable workspaces elsewhere.

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 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.

Furthermore, inadequate temperature control can cause office equipment, including computers and servers, to overheat, reducing their lifespan and heightening the risk of malfunctions. Ensuring proper temperature and airflow in office environments is crucial for maintaining a healthy, comfortable, and productive workspace.

2. Business Objectives

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

Device Replacement Schedule		
Appropriation Year	Facility	Estimated Project Completion Date
FY 2025-26	<ol style="list-style-type: none"> 1. Florida Department of Law Enforcement (FDLE) Miami 2. Opa-Locka Regional Service Center (RSC) North 3. Opa-Locka RSC South 4. FDLE Crime Lab - Orlando 5. Holland 6. Carlton 	FY 2026-27
FY 2026-27	<ol style="list-style-type: none"> 7. Carr 8. Douglas 9. Collins 10. Fletcher 11. Larson 	FY 2027-28

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

	12. Pepper 13. Records Storage Center	
FY 2027-28	14. Turlington 15. Capitol Circle Office Complex (CCOC) 2540 - Gunter 16. CCOC 2555 - Sadowski 17. CCOC 2575 - Rudd 18. CCOC 2585 – Department of Health (DOH) 19. CCOC 4025	FY 2028-2029
FY 2028-29	20. CCOC 4030 21. CCOC 4040 22. CCOC 4042 23. CCOC 4050 24. CCOC 4052 25. CCOC 4055 26. CCOC 4065 – Central Energy Plant	FY 2029-30
FY 2029-30	27. CCOC 4070 28. CCOC 4075 29. CCOC First District Court of Appeals 30. CCOC 2450-2 Building Department of Revenue (DOR) #1 31. CCOC 2450-2 Building DOR #2 32. CCOC 2450-3 Building DOR #3 33. James	FY 2030-31
FY 2030-31	34. Alachua RSC East 35. Alachua RSC North 36. Bob Martinez Center – Twin Towers Lab (DEP) 37. Lakeland Regional Service Center (RSC) 38. North Broward RSC 39. Fort Myers RSC	FY 2031-32
FY 2031-32	40. Robert R. Dempsey - FDLE Tallahassee 41. Jacksonville RSC – Singleton Building A 42. Jacksonville RSC – Singleton Building B 43. Jacksonville RSC – Singleton Cafe 44. Jacksonville RSC – Singleton Central Energy Plant 45. Jacksonville RSC – Singleton FDLE Office/Lab 46. Jacksonville RSC – Singleton Joint Dispatch Center	FY 2032-33

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 two HVAC Control devices to regulate HVAC equipment and ensure optimal temperature and humidity levels within FFP Facilities. This encompasses various HVAC equipment operations:

- Temperature
- Air Flow

The Department is solely responsible for the overall management of the FFP including year-round heating and cooling operations. The Department 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 two HVAC controls devices which empowers the Department with crucial oversight capabilities.

2. Assumptions and Constraint

Cost estimates to replace tier two 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 qualified 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.

Additionally, the inherent unpredictability of technology project timelines, driven by the complex nature of design, installation, and commissioning processes may lead to an extension of construction timelines beyond the estimated completion dates. Integrating new technology with existing systems is complex leading to unforeseen technical problems requiring additional time for troubleshooting and resolution.

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. The replacement of tier two HVAC Control devices follows the principle that 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 existing tier two HVAC control devices.
- (b) Refresh the tier two HVAC controls devices (Recommended) – An option to replace all tier two 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 two 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 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 two 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 will contribute 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 local economies in 17 major markets.
- (e) 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 the Department’s Integrated Automation Standards which are part of the Department’s 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) **Ventilation Control:** The control device will have the ability to regulate the ventilation system. It will be capable of adjusting the airflow rates and controlling dampers ensuring proper air flow based on occupancy and indoor air quality requirements.
- (c) **Mode Selection:** The control device will offer different operating modes, such as heating and cooling based on facility needs and HVAC equipment capabilities.
- (d) **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.
- (e) **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.

2. Technical Requirements

The minimum device requirements are listed below:

- (a) Basis of design for tier two HVAC Control devices shall be a Terminal Equipment Controller (TEC) running the Niagara Framework with no connectivity restrictions.
- (b) Modular, Internet Protocol (IP)-based controller 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) Building Automation and Control Network (BACnet) installations require a native BACnet controller listed by the BACnet Testing Laboratory (BTL) as a BACnet Application Controller (B-AC) supported by a Protocol Implementation Conformance Statement (PICS).

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

- (a) Capable of Input/Output (IO) expansion.
- (b) Isolated RS-485 serial port connection.
- (c) 10/100 (Megabytes/second) Mbps Ethernet port.
- (d) MS/TP baud rate of 76.8 Kbps or higher on BACnet controller.
- (e) IO Compatibility
 - (1) 0-10 or 0-12 VDC (Volts Direct Current).
 - (2) 4-20 milliamps.
 - (3) 0-1000 ohm resistive, or Type-3 10K ohm thermistor.
 - (4) Dry-type contacts (no grounds or no voltage) of either Normally Open (NO) or Normally Closed (NC) configuration.

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

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

The required programmable feature must include:

- (a) Calendar functions.
- (c) Scheduling.
- (d) Trending.
- (e) Alarm monitoring and routing.
- (f) Time synchronization.
- (g) Application specific and custom control algorithms.

II. 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 two 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.

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 two HVAC Control devices are replaced by the end of Fiscal Year 2032-33.

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.	Department, 31 tenant agencies and divisions, and citizens who visit the facilities.	06/26 – 6/33
6	Regulate air flow in FFP facilities.	Air flow is regulated to meet facility space temperatures.	Department, 31 tenant agencies and divisions, and citizens who visit the facilities.	06/26 – 6/33

In addition to the criteria above, each tier two 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.

III. 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 two 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 airflow in FFP	Department, 31 tenant agencies and divisions, and citizens	Control of HVAC	Facility space temperatures of 74° during	06/26 – 6/33

BENEFITS REALIZATION TABLE					
	facilities.	who visit the facilities.	equipment.	summer and 70° during winter.	

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	<p>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.</p> <p>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.</p>
CBA Form 2 - Project Cost Analysis	<p>Baseline Project Budget: Estimated project costs.</p> <p>Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, Grants.</p> <p>Characterization of Project Cost Estimate.</p>
CBA Form 3 - Project Investment Summary	<p>Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates:</p> <ul style="list-style-type: none"> • Return on Investment • Payback Period • Breakeven Fiscal Year • Net Present Value • Internal Rate of Return

IV. 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.

V. 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 two HVAC Control devices are connected to the Siemens APOGEE Insight Building Automation System (BAS). The obsolete tier two 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 two legacy devices. HVAC Control device memory of 2 Megabytes (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 Department's 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 two HVAC Control devices cannot meet DMS needs.
- (k) The Siemens BAS server is warm booted an average of five times weekly and cold booted once a month 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 two device status. There are no annual maintenance costs due to the lack of service and available parts.

1. Terminal Equipment Controllers:
 - Production: 1991-2022
 - End of life: 2022
 - Currently in use: 6,335

C. Proposed Technical Solution

No new systems, applications, IT hardware or software are required as part of this request. New tier two 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 two HVAC Control devices are published in the DMS Integrated Automation Standards which are part of the Department's Design and Construction Guidelines 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 two HVAC Control devices are available on the market from global leaders in the industry. All can send inputs to HVAC equipment for temperature and airflow control. The list below is not all inclusive.

- Trane
- Johnson Controls
- Honeywell
- Delta
- Kreuter Manufacturing Company
- Vykon
- Automatic Logic Controls
- Alerton
- Schneider Electric
- Tridium Niagara
- Distech
- Lynxspring
- Phoenix
- LG

2. Rationale for Selection

In 2018, the Division of Real Estate Development and Management (Division) formed a committee to address the 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 Department's Office of Information Technology, met in March 2018, to select a new type and brand of tier two 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 two 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 the Department 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 two HVAC Control devices with devices 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. The Department 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 two 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 are no anticipated software or staffing needs. \$50,000 recurring in the Expenses (040000) appropriations category is requested to maintain service maintenance agreements ensuring device firmware remains updated and compliant with state cybersecurity requirements.

E. Capacity Planning

(historical and current trends versus projected requirements)

Data center service is not required.

VI. 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 two 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 Martinex 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 and two 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 and two HVAC Control devices running the Niagara Framework for their own HVAC project without any involvement from the Department in terms of input for device selection.

Individual projects, as well as combined projects for building on the same campus, will occur at the 46 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 Department's 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.

VII. 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.

CBAForm 1 - Net Tangible Benefits

Agency	Department of Management Services	Project	Tier Two HVAC Device Refresh
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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 <i>(Recurring Costs Only -- No Project Costs)</i>	FY 2025-26			FY 2026-27			FY 2027-28			FY 2028-29			FY 2029-30		
	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a)+(b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Cost Change Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
A. Personnel Costs -- Agency-Managed Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$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	
A-1.a. State FTEs (Salaries & Benefits)	\$0	\$0	\$0	\$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	
A-2.a. OPS Staff (Salaries)	\$0	\$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	
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	
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	
B-2. Hardware	\$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	
B-4. Other Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
C. Data Center Provider Costs	\$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	
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	\$0	
C-4. Disaster Recovery	\$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	
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$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	
Total of Recurring Operational Costs	\$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	<input type="checkbox"/>	Confidence Level
Order of Magnitude	<input checked="" type="checkbox"/>	Confidence Level 100%
Placeholder	<input type="checkbox"/>	Confidence Level

CBAForm 2 - Project Cost Analysis

Agency	<u>Department of Management Services</u>	Project	<u>Tier Two HVAC Device Refresh</u>
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)							TOTAL
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	
TOTAL PROJECT COSTS (*)	\$5,967,300	\$13,898,462	\$12,543,968	\$8,714,113	\$11,588,671	\$17,852,196	\$10,801,394	\$81,366,104
CUMULATIVE PROJECT COSTS <i>(includes Current & Previous Years' Project-Related Costs)</i>	\$5,967,300	\$19,865,762	\$32,409,730	\$41,123,843	\$52,712,514	\$70,564,710	\$81,366,104	
Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.								

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B							TOTAL
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	
General Revenue	\$5,967,300	\$13,898,462	\$12,543,968	\$8,714,113	\$11,588,671	\$17,852,196	\$10,801,394	\$81,366,104
Trust Fund	\$0	\$0	\$0	\$0	\$0			\$0
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0			\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0			\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0			\$0
TOTAL INVESTMENT	\$5,967,300	\$13,898,462	\$12,543,968	\$8,714,113	\$11,588,671	\$17,852,196	\$10,801,394	\$81,366,104
CUMULATIVE INVESTMENT	\$5,967,300	\$19,865,762	\$32,409,730	\$41,123,843	\$52,712,514	\$70,564,710	\$81,366,104	

Characterization of Project Cost Estimate - CBAForm 2C			
Choose Type	Estimate Confidence	Enter % (+/-)	
Detailed/Rigorous	Confidence Level		
Order of Magnitude <input checked="" type="checkbox"/>	Confidence Level	75%	
Placeholder	Confidence Level		

CBAForm 3 - Project Investment Summary

Agency Department of Management Services

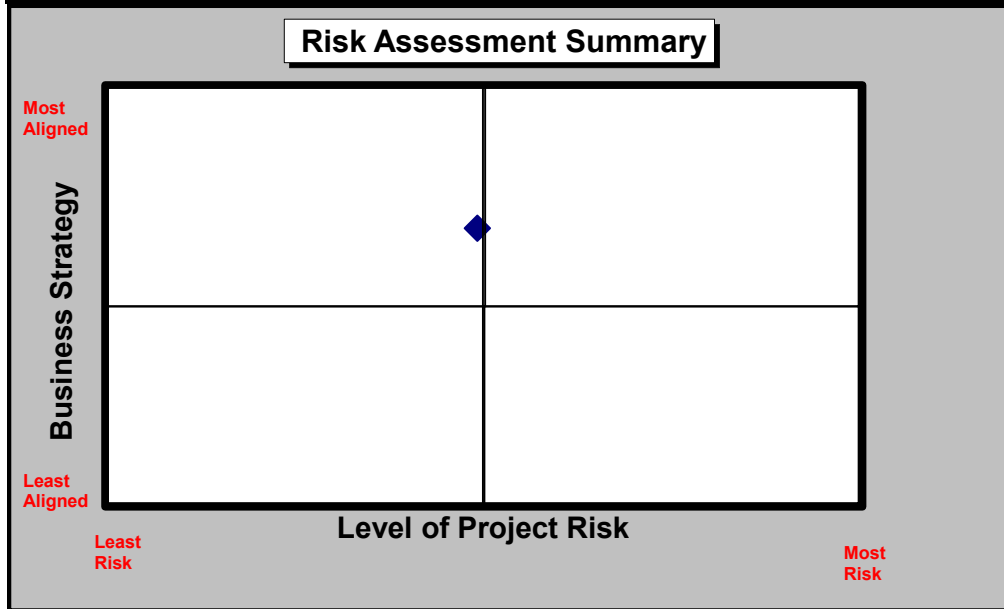
Project Tier Two HVAC Device Refresh

COST BENEFIT ANALYSIS -- CBAForm 3A								
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	TOTAL FOR ALL YEARS
Project Cost	\$5,967,300	\$13,898,462	\$12,543,968	\$8,714,113	\$11,588,671	\$17,852,196	\$10,801,394	\$81,366,104
Net Tangible Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Return on Investment	(\$5,967,300)	(\$13,898,462)	(\$12,543,968)	(\$8,714,113)	(\$11,588,671)	(\$17,852,196)	(\$10,801,394)	(\$81,366,104)
Year to Year Change in Program Staffing	0	0	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)	(\$47,541,026)	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 Year	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32
Cost of Capital	2.90%	3.10%	3.30%	3.40%	3.50%	3.60%	3.70%

Project	<i>Tier Two HVAC Device Refresh</i>	
Agency	<i>Department of Management Services</i>	
FY 2025-26 LBR Issue Code:	FY 2025-26 LBR Issue Title:	
<i>Issue Code</i>	<i>Terminal Equipment Controller (TEC) Replacement</i>	
Risk Assessment Contact Info (Name, Phone #, and E-mail Address):		
<i>James Forehand, 850544-6953, james.forehand@dms.fl.gov</i>		
Executive Sponsor	<i>Tom Berger</i>	
Project Manager	<i>Not Assigned</i>	
Prepared By	<i>James Forehand</i>	<i>8/27/2024</i>



Project Risk Area Breakdown	
Risk Assessment Areas	Risk Exposure
Strategic Assessment	MEDIUM
Technology Exposure Assessment	LOW
Organizational Change Management Assessment	MEDIUM
Communication Assessment	MEDIUM
Fiscal Assessment	MEDIUM
Project Organization Assessment	MEDIUM
Project Management Assessment	MEDIUM
Project Complexity Assessment	MEDIUM
Overall Project Risk	
MEDIUM	

Agency: Department of Management Services

Project: Tier Two HVAC Device Refresh

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

Agency: Department of Management Services

Project: Tier Two 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 environment?	Read about only or attended conference and/or vendor presentation	Installed and supported production system more than 3 years
		Supported prototype or production system less than 6 months	
		Supported production system 6 months to 12 months	
		Supported production system 1 year to 3 years	
		Installed and supported production system more than 3 years	
2.02	Does the agency's internal staff have sufficient knowledge of the proposed technical solution to implement and operate the new system?	External technical resources will be needed for implementation and operations	External technical resources will be needed through implementation only
		External technical resources will be needed through implementation only	
		Internal resources have sufficient knowledge for implementation and 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 and considered
		Some alternatives documented and considered	
		All or nearly all alternatives documented 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 solution is fully compliant with all relevant agency, statewide, or industry standards
		Some relevant standards have been incorporated into the proposed technology	
		Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
2.05	Does the proposed technical solution require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Minor or no infrastructure change required
		Moderate infrastructure change required	
		Extensive infrastructure change required	
		Complete infrastructure replacement	
2.06	Are detailed hardware and software capacity requirements defined and documented?	Capacity requirements are not understood or defined	Capacity requirements are based on historical data and new system design specifications and performance requirements
		Capacity requirements are defined only at a conceptual level	
		Capacity requirements are based on historical data and new system design specifications and performance requirements	

Agency: Department of Management Services

Project: Tier Two 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	Minimal changes to organization structure, staff or business processes structure
		Moderate changes to organization structure, staff or business processes	
		Minimal changes to organization structure, staff or business processes structure	
3.02	Will this project impact essential business processes?	Yes	Yes
		No	
3.03	Have all business process changes and process interactions been defined and documented?	0% to 40% -- Few or no process changes defined and documented	81% to 100% -- All or nearly all processes defined and documented
		41% to 80% -- Some process changes defined and documented	
		81% to 100% -- All or nearly all processes defined and documented	
3.04	Has an Organizational Change Management Plan been approved for this 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	Less than 1% FTE count change
		1% to 10% FTE count change	
		Less than 1% FTE count change	
3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	Less than 1% contractor count change
		1 to 10% contractor count change	
		Less than 1% contractor count change	
3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Minor or no changes
		Moderate changes	
		Minor or no changes	
3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	Recently completed project with similar change requirements
		Recently completed project with fewer change requirements	
		Recently completed project with similar change requirements	
		Recently completed project with greater change requirements	

Agency: Agency Name

Project: Project Name

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

Agency: Department of Management Services

Project: Tier Two HVAC Device Refresh

Section 5 -- Fiscal Area			
#	Criteria	Values	Answer
5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes	Yes
		No	
5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% -- None or few defined and documented	81% to 100% -- All or nearly all defined and documented
		41% to 80% -- Some defined and documented	
		81% to 100% -- All or nearly all defined and documented	
5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown	Greater than \$10 M
		Greater than \$10 M	
		Between \$2 M and \$10 M	
		Between \$500K and \$1,999,999	
		Less than \$500 K	
5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes	Yes
		No	
5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%)	Order of magnitude – estimate could vary between 10-100%
		Order of magnitude – estimate could vary between 10-100%	
		Placeholder – actual cost may exceed estimate by more than 100%	
5.06	Are funds available within existing agency resources to complete this project?	Yes	No
		No	
5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency	Funding from single agency
		Funding from local government agencies	
		Funding from other state agencies	
5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received	Neither requested nor received
		Requested but not received	
		Requested and received	
		Not applicable	
5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated	All or nearly all project benefits have been identified and validated
		Some project benefits have been identified but not validated	
		Most project benefits have been identified but not validated	
		All or nearly all project benefits have been identified and validated	
5.10	What is the benefit payback period that is defined and documented?	Within 1 year	No payback
		Within 3 years	
		Within 5 years	
		More than 5 years	
		No payback	
5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and documented	Stakeholders have reviewed and approved the proposed procurement strategy
		Stakeholders have not been consulted re: procurement strategy	
		Stakeholders have reviewed and approved the proposed procurement strategy	
5.12	What is the planned approach for acquiring necessary products and solution services to successfully complete the project?	Time and Expense (T&E)	Firm Fixed Price (FFP)
		Firm Fixed Price (FFP)	
		Combination FFP and T&E	
5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined	Just-in-time purchasing of hardware and software is documented in the project schedule
		Purchase all hardware and software at start of project to take advantage of one-time discounts	
		Just-in-time purchasing of hardware and software is documented in the project schedule	
5.14	Has a contract manager been assigned to this project?	No contract manager assigned	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	
5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes	No
		No	
5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified	All or nearly all selection criteria and expected outcomes have been defined and documented
		Some selection criteria and outcomes have been defined and documented	
		All or nearly all selection criteria and expected outcomes have been defined and documented	
5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed	Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor
		Multi-stage evaluation not planned/used for procurement	
		Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	
5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed	No, bid response did/will not require proof of concept or prototype
		No, bid response did/will not require proof of concept or prototype	
		Yes, bid response did/will include proof of concept or prototype	
		Not applicable	

Agency: Department of Management Services

Project: Tier Two HVAC Device Refresh

Section 6 – Project Organization Area			
#	Criteria	Values	Answer
6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	Yes
		No	
6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented	All or nearly all have been defined and documented
		Some have been defined and documented	
		All or nearly all have been defined and documented	
6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	System Integrator (contractor)
		Agency	
		System Integrator (contractor)	
6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	1
		2	
		1	
6.05	Has a project staffing plan specifying the number of required resources (including project team, program staff, and contractors) and their corresponding roles, responsibilities and needed skill levels been developed?	Needed staff and skills have not been identified	Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented
		Some or most staff roles and responsibilities and needed skills have been identified	
		Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
6.06	Is an experienced project manager dedicated fulltime to the project?	No experienced project manager assigned	No, project manager is assigned 50% or less to project
		No, project manager is assigned 50% or less to project	
		No, project manager assigned more than half-time, but less than full-time to project	
		Yes, experienced project manager dedicated full-time, 100% to project	
6.07	Are qualified project management team members dedicated full-time to the project	None	No, business, functional or technical experts dedicated 50% or less to project
		No, business, functional or technical experts dedicated 50% or less to project	
		No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
		Yes, business, functional or technical experts dedicated full-time, 100% to project	
6.08	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	Few or no staff from in-house resources	Completely staffed from in-house resources
		Half of staff from in-house resources	
		Mostly staffed from in-house resources	
		Completely staffed from in-house resources	
6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Minimal or no impact
		Moderate impact	
		Extensive impact	
6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	Yes
		No	
6.11	Are all affected stakeholders represented by functional manager on the change review and control board?	No board has been established	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	

Agency: Department of Management Services

Project: Tier Two HVAC Device Refresh

Section 7 -- Project Management Area			
#	Criteria	Values	Answer
7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No	Yes
		Project Management team will use the methodology selected by the systems integrator	
		Yes	
7.02	For how many projects has the agency successfully used the selected project management methodology?	None	More than 3
		1-3	
		More than 3	
7.03	How many members of the project team are proficient in the use of the selected project management methodology?	None	All or nearly all
		Some	
		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	81% to 100% -- All or nearly all 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	
7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% -- None or few have been defined and documented	81% to 100% -- All or nearly all have been defined and documented
		41 to 80% -- Some have been defined and documented	
		81% to 100% -- All or nearly all have been defined and documented	
7.06	Are all requirements and design specifications traceable to specific business rules?	0% to 40% -- None or few are traceable	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	
7.07	Have all project deliverables/services and acceptance criteria been clearly defined and documented?	None or few have been defined and documented	All or nearly all deliverables and acceptance criteria have been defined and documented
		Some deliverables and acceptance criteria have been defined and documented	
		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 sign-off
		Only project manager sign-off	
		Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	
7.09	Has the Work Breakdown Structure (WBS) been defined to the work package level for all project activities?	0% to 40% -- None or few have been defined to the work package level	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	
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	
7.12	Are formal project status reporting processes documented and in place to manage and control this project?	No or informal processes are used for status reporting	Project team uses formal processes
		Project team uses formal processes	
		Project team and executive steering committee use formal status reporting processes	
7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	All planning and reporting templates are available
		Some templates are available	
		All planning and reporting templates are available	
7.14	Has a documented Risk Management Plan been approved for this project?	Yes	No
		No	
7.15	Have all known project risks and corresponding mitigation strategies been identified?	None or few have been defined and documented	None or few have been defined and documented
		Some have been defined and documented	
		All known risks and mitigation strategies have been defined	
7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	Yes
		No	
7.17	Are issue reporting and management processes documented and in place for this project?	Yes	Yes
		No	

Agency: Department of Management Services

Project: Tier Two HVAC Device Refresh

Section 8 -- Project Complexity Area			
#	Criteria	Values	Answer
8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time	Similar complexity
		More complex	
		Similar complexity	
		Less complex	
8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
		3 sites or fewer	
		More than 3 sites	
8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location	Single location
		3 sites or fewer	
		More than 3 sites	
8.04	How many external contracting or consulting organizations will this project require?	No external organizations	More than 3 external organizations
		1 to 3 external organizations	
		More than 3 external organizations	
8.05	What is the expected project team size?	Greater than 15	Less than 5
		9 to 15	
		5 to 8	
		Less than 5	
8.06	How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system?	More than 4	None
		2 to 4	
		1	
		None	
8.07	What is the impact of the project on state operations?	Business process change in single division or bureau	Business process change in single division or bureau
		Agency-wide business process change	
		Statewide or multiple agency business process change	
8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes	No
		No	
8.09	What type of project is this?	Infrastructure upgrade	Infrastructure upgrade
		Implementation requiring software development or purchasing commercial off the shelf (COTS) software	
		Business Process Reengineering	
		Combination of the above	
8.10	Has the project manager successfully managed similar projects to completion?	No recent experience	Similar size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	
8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience	Greater size and complexity
		Lesser size and complexity	
		Similar size and complexity	
		Greater size and complexity	

Department of

MANAGEMENT SERVICES

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EXHIBITS & SCHEDULES

Building Construction

72400200

Department of

MANAGEMENT SERVICES

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SCHEDULE I SERIES

Building Construction

72400200

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period: 2025 - 2026**
Program: 72400200 Building Construction
Fund: 2033 Architects Incidental Trust Fund

Specific Authority: Section 215.196, Florida Statutes
Purpose of Fees Collected: To provide funds for the administration and supervision of planning, designing, and construction of state-owned facilities.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
<u>Construction Services</u>	2,555,074	2,555,074	2,555,074
<u>Transfer from FDLE 2510</u>	3,552,724	-	-
<u>Sale of Services - Outside State Government</u>	4,900	-	-
Total Fee Collection to Line (A) - Section III	6,112,698	2,555,074	2,555,074

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	1,056,309	1,111,948	1,119,169
<u>Other Personal Services</u>	-	-	-
<u>Expenses</u>	122,002	122,002	122,002
<u>Operating Capital Outlay</u>	-	-	-
<u>Contracted Services</u>	46,341	46,341	46,341
<u>Risk Management Insurance</u>	13,054	10,740	10,740
<u>Lease/Purchase Equipment</u>	1,613	1,613	1,613
<u>Building Relocation</u>	1,054,797	3,000,000	2,000,000
<u>Data Processing Services Assessment</u>	3,868	3,792	3,792
<u>Human Resources Assessment - DMS</u>	8,342	5,869	5,869
<u>Indirect Costs Charged to Trust Fund</u>	23,072,537	1,769,721	10,481,946
Total Full Costs to Line (B) - Section III	25,378,863	6,072,026	13,791,472

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	6,112,698	2,555,074
TOTAL SECTION II	(B)	25,378,863	6,072,026
TOTAL - Surplus/Deficit	(C)	(19,266,165)	(3,516,952)

EXPLANATION of LINE C:
Negative balances offset by cash balance brought forward (see Schedule I).

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	Budget Period: 2025 - 2026
Trust Fund Title:	Department of Management Services
LAS/PBS Fund Number:	Architects Incidental Trust Fund
	2033

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24	
Total all GLC's 5XXXX for governmental funds;	61,162,481 (A)
GLC 539XX for proprietary and fiduciary funds	

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200084 - Unearned Revenue Adjustment	(240,232) (C)
SWFS Adjustment #B7200149 - Receivable Adjustment	1,750 (C)
SWFS Adjustment #B7200166 - Receivable Adjustment	(105,136) (C)
SWFS Adjustment #B7200171 - Receivable Adjustment	(11,618) (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(77,474) (D)
Approved FCO Certified Forward per LAS/PBS	-
A/P not C/F-Operating Categories	
Compensated Absences (GL 38600 & 48600)	88,044 (D)
Anticipated Transfer to 72400100 2033	(3,552,724) (D)
Anticipated Transfer to 72400100 2033	(19,000,000) (D)
Fund Balance Adjustment (GLC 53600)	6,167,767 (D)
Net Assets (27XXX)	(4,306) (D)

ADJUSTED BEGINNING TRIAL BALANCE:	44,428,552 (E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	44,428,552 (F)
--	----------------

DIFFERENCE:	-
--------------------	---

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2025 - 2026
Trust Fund Title:	Department of Management Services
Budget Entity:	Architects Incidental Trust Fund
LAS/PBS Fund Number:	72400200 Building Construction
	2033

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	5,595,982	(A)		5,595,982
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	63,364,420	(C)		63,364,420
ADD: Outstanding Accounts Receivable	497,027	(D)	(355,236)	141,791
ADD:		(E)		-
Total Cash plus Accounts Receivable	69,457,430	(F)	(355,236)	69,102,194
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards	97,050	(H)		97,050
Approved "B" Certified Forwards	77,474	(H)		77,474
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	1,946,395	(I)		1,946,395
LESS: Anticipated Transfer to 72400100 2033	19,000,000	(J)		19,000,000
LESS: Anticipated Transfer to 72400100 2033	3,552,724	(J)		3,552,724
Unreserved Fund Balance, 07/01/24	44,783,788	(K)	(355,236)	44,428,552 **

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.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: Building Construction

Phone Number: 850-487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			NOT APPLICABLE		

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EXHIBITS & SCHEDULES

Federal Property Assistance

72600200

Department of

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SCHEDULE I SERIES

Federal Property Assistance

72600200

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** **2025 - 2026**
Program: 72600200 Federal Property Assistance
Fund: 2699 Surplus Property Revolving Trust Fund

Specific Authority: Section 217.07, Florida Statutes
Purpose of Fees Collected: DMS administers the Federal Surplus Property Utilization Program for the State of FL. Service charges are placed on federal property and are passed on are passed on to certified donees whereby funds are generated.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
<u>Sales of Surplus Property - State</u>	340,396	421,788	421,788

Total Fee Collection to Line (A) - Section III	340,396	421,788	421,788

SECTION II - FULL COSTS			
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	253,515	327,342	329,071
<u>Other Personal Services</u>	-	-	-
<u>Expenses</u>	42,791	37,420	37,420
<u>Operating Capital Outlay</u>			
<u>Contracted Services</u>	222,445	42,445	42,445
<u>Risk Management</u>	478	636	636
<u>Human Resources Assessment - DMS</u>	1,956	1,917	1,917
<u>Data Processing Services Assessment</u>	1,576	1,109	1,109
<u>Indirect Costs Charged to Trust Fund</u>	80,852	51,426	51,426
Total Full Costs to Line (B) - Section III	603,613	462,295	464,024

Basis Used: Accrual

SECTION III - SUMMARY			
TOTAL SECTION I	(A)	340,396	421,788
TOTAL SECTION II	(B)	603,613	462,295
TOTAL - Surplus/Deficit	(C)	(263,217)	(42,236)

EXPLANATION of LINE C:
Negative Balances are offset by Cash Balance carried forward (See Schedule I).

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Federal Property Assistance Revolving Trust Fund
LAS/PBS Fund Number: 2699

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	1,281,682 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	-
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B7200174 - Receivable Adjustment	(149) (C)
SWFS Adjustment #B7200232 - Receivable Adjustment	(1,000) (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,580) (D)
Approved FCO Certified Forward per LAS/PBS	-
A/P not C/F-Operating Categories	-
Compensated Absences - Current (GL 386)	4,960 (D)
Compensated Absences - Liability (GL 486)	17,176 (D)
	-
ADJUSTED BEGINNING TRIAL BALANCE:	1,301,088 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	1,301,088 (F)
DIFFERENCE:	- (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2025 - 2026
Trust Fund Title:	Department of Management Services
Budget Entity:	Federal Property Assistance Revolving Trust Fund
LAS/PBS Fund Number:	72600200 Federal Property Assistance
	2699

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	168,901	(A)		168,901
ADD: Other Cash (See Instructions)	4,211	(B)		4,211
ADD: Investments	841,691	(C)		841,691
ADD: Outstanding Accounts Receivable	343,939	(D)	(1,149)	342,790
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	1,358,742	(F)	(1,149)	1,357,593
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards	54,837	(H)		54,837
Approved "B" Certified Forwards	1,580	(H)		1,580
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	88	(I)		88
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/24	1,302,238	(K)	(1,149)	1,301,088 **

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.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: Federal Property Assistance

Phone Number: 850-487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			NOT APPLICABLE		

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EXHIBITS & SCHEDULES

Motor Vehicle & Watercraft Management

72600300

Department of

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SCHEDULE I SERIES

Motor Vehicle & Watercraft Management

72600300

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72600300 Motor Vehicle/Watercraft Management
Fund: 2510 Operating Trust Fund

Specific Authority: Section 287.16, Florida Statutes
Purpose of Fees Collected: For maintenance of the Furniture and Equipment Management Information System (FEMIS)

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Receipts:			
<u>Equipment Mgmt. Report Fees</u>	546,741	526,407	526,407
<u>Security/Escrow Deposits (Auct. Proceeds Rev)</u>	5,452,071	4,445,425	4,445,425
<u>Sale of Surplus Property</u>	6,055	-	-
Total Fee Collection to Line (A) - Section III	6,004,867	4,971,832	4,971,832

SECTION II - FULL COSTS

Direct Costs:

<u>Salaries and Benefits</u>	666,699	706,298	767,334
<u>Expenses</u>	58,708	58,708	58,708
<u>Contracted Services</u>	68,782	68,784	68,784
<u>Fleet Mgmt Information System</u>	456,000	456,000	537,880
<u>Risk Management Insurance</u>	957	955	955
<u>Lease/Purchase Equipment</u>	1,247	1,247	1,247
<u>Human Resources Assessment - DMS</u>	2,863	2,807	2,807
<u>Pay/Expense/Sale of Agency Vehicles</u>	695,000	695,000	695,000
<u>Data Processing Services Assessment</u>	30,689	21,591	21,591
Indirect Costs Charged to Trust Fund	4,213,312	3,271,315	2,892,340
Total Full Costs to Line (B) - Section III	6,194,257	5,282,705	5,046,646

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	6,004,867	4,971,832	4,971,832
TOTAL SECTION II	(B)	6,194,257	5,282,705	5,046,646
TOTAL - Surplus/Deficit	(C)	(189,390)	(310,873)	(74,814)

EXPLANATION of LINE C:

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2025 - 2026 Department of Management Services
Trust Fund Title:	Operating Trust Fund
Budget Entity:	72600300 Motor Vehicle and Watercraft Management
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	143,125	(A)		143,125
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	203,461	(C)		203,461
ADD: Outstanding Accounts Receivable	94,653	(D)	(7,509)	87,144
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	441,239	(F)	(7,509)	433,730
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards	57,268	(H)		57,268
Approved "B" Certified Forwards	52,649	(H)		52,649
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	347	(I)	5,135	5,482
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/24	330,975	(K)	(12,644)	318,331 **

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:	<u>Budget Period: 2025 - 2026</u>
Trust Fund Title:	<u>Department of Management Services</u>
LAS/PBS Fund Number:	<u>Operating Trust Fund 72600300</u>
	<u>2510</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24	
Total all GLC's 5XXXX for governmental funds;	313,456 (A)
GLC 539XX for proprietary and fiduciary funds	

Subtract Nonspendable Fund Balance (GLC 56XXX)	-	(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200151 - Receivable Adjustment	(77)	(C)
SWFS Adjustment #B7200154 - Receivable Adjustment	(3,204)	(C)
SWFS Adjustment #B7200155 - Receivable Adjustment	(25,214)	(C)
SWFS Adjustment #B7200156 - Receivable Adjustment	(42)	(C)
SWFS Adjustment #B7200157 - Receivable Adjustment	(2,205)	(C)
SWFS Adjustment #B7200203 - Receivable Adjustment	22,255	(C)
SWFS Adjustment #B7200215 - Receivable Adjustment	905	(C)
SWFS Adjustment #B7200225 - Receivable Adjustment	2	(C)
SWFS Adjustment #B7200230 - Receivable Adjustment	71	(C)
SWFS Adjustment #B7200238 - Non-Operating Payable Adjustment	(5,135)	(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(52,649)	(D)
Approved FCO Certified Forward per LAS/PBS	-	(D)
A/P not C/F-Operating Categories	-	(D)
Compensated Absences (GLC 38600 & 48600)	70,169	(D)

ADJUSTED BEGINNING TRIAL BALANCE:	318,331	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	318,331	(F)
--	---------	-----

DIFFERENCE:	-	(G)*
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***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**Budget Period: 2025 - 2026****Department:** Management Services**Chief Internal Auditor:** Steven Meredith**Budget Entity:** Motor Vehicle / Watercraft Management**Phone Number:** 850-487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) 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.	

Office of Policy and Budget - June 2024

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EXHIBITS & SCHEDULES

Purchasing Oversight

72600400

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SCHEDULE I SERIES

Purchasing Oversight

72600400

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period: 2025 - 2026**
Program: 72600400 Purchasing Oversight
Fund: 2510 Operating Trust Fund
Specific Authority: Section 287.042, Florida Statutes
Purpose of Fees Collected: To cover the projected administrative and project service costs of the online procurement system.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Receipts:			
<u>Vendor Transaction Fees (MFMP)</u>	26,419,429	29,965,835	31,164,468
<u>Pride Subscription Fees</u>	40,000	40,000	40,000
<u>Purchasing Card Rebate</u>	3,333,054	3,499,706	3,508,039
<u>Reimbursements</u>	2,625	-	-
Total Fee Collection to Line (A) - Section III	29,795,108	33,505,541	34,712,507

<u>SECTION II - FULL COSTS</u>			
Direct Costs:			
<u>Salaries and Benefits</u>	4,782,280	5,394,622	5,424,118
<u>Other Personal Services</u>	6,802	10,066	10,066
<u>Expenses</u>	494,248	507,277	507,277
<u>Contracted Services</u>	358,965	693,647	693,647
<u>MFMP Contract Payment</u>	11,000,000	11,000,000	11,000,000
<u>Project Mgmt Prof - Training PMP</u>	167,500	180,000	180,000
<u>Risk Management Insurance</u>	9,762	13,647	13,647
<u>Contracted Legal Services</u>	30,000	30,000	30,000
<u>Lease/Purchase Equipment</u>	4,999	5,000	5,000
<u>Human Resources Assessment - DMS</u>	16,824	17,199	17,199
<u>Data Processing Services Assessment</u>	164,729	115,895	115,895
<u>Transfer to Department of Financial Services</u>	1,500,000	4,550,000	2,500,000
<u>Cloud Computer Services</u>	-	-	-
Indirect Costs Charged to Trust Fund	9,175,326	16,141,312	12,834,263
Total Full Costs to Line (B) - Section III	27,711,436	38,658,665	33,331,112

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	29,795,108	34,712,507
TOTAL SECTION II	(B)	27,711,436	33,331,112
TOTAL - Surplus/Deficit	(C)	2,083,672	1,381,395

EXPLANATION of LINE C:
Negative balances offset by cash balance brought forward (See Schedule I).

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Operating Trust Fund
Budget Entity:	72600400 Purchasing Oversight
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	728,020	(A)		728,020
ADD: Other Cash (See Instructions)	30,529	(B)		30,529
ADD: Investments	36,883,449	(C)		36,883,449
ADD: Outstanding Accounts Receivable	111,196	(D)		111,196
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	37,753,194	(F)	-	37,753,194
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards	391,730	(H)		391,730
Approved "B" Certified Forwards	2,178,845	(H)		2,178,845
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	596,107	(I)		596,107
LESS: Anticipated Transfer to 72600500 2510	2,895,798	(J)		2,895,798
Unreserved Fund Balance, 07/01/24	31,690,714	(K)	-	31,690,714 **

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: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Operating Trust Fund
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; 36,765,357 (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (2,178,845) (D)

Approved FCO Certified Forward per LAS/PBS - (D)

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

Anticipated Transfer to 72600500 2510 (2,895,798) (D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 31,690,714 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 31,690,714 (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: Purchasing Oversight

Phone Number: 850-487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			NOT APPLICABLE		

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EXHIBITS & SCHEDULES

Office of Supplier Development

72600500

Department of

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SCHEDULE I SERIES

Office of Supplier Development

72600500

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72600500 Office of Supplier Development
Fund: 2510 Operating Trust Fund

Specific Authority: Section 287.042, Florida Statutes
Purpose of Fees Collected: To cover the projected administrative and project service costs of the online procurement systems.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Fee Collection to Line (A) - Section III	-	-	-

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	382,757	436,618	439,059
Other Personal Services	-	-	-
Expenses	55,640	55,641	55,641
Operating Capital Outlay	-	-	-
Contracted Services	11,573	11,573	11,573
Risk Management Insurance	957	955	955
Human Resources Assessment - DMS	3,413	3,346	3,346
Data Processing Services Assessment	12,019	8,456	8,456
Indirect Costs Charged to Trust Fund	(2,819,181)	(496,682)	(519,030)
Total Full Costs to Line (B) - Section III	(2,352,822)	19,907	(0)

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	-	-	-
TOTAL SECTION II	(B)	(2,352,822)	19,907	(0)
TOTAL - Surplus/Deficit	(C)	2,352,822	(19,907)	0

EXPLANATION of LINE C:

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Operating Trust Fund
Budget Entity:	72600500 Office of Supplier Development
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(2,859,956)	(A)			(2,859,956)
ADD: Other Cash (See Instructions)	-	(B)			-
ADD: Investments	-	(C)			-
ADD: Outstanding Accounts Receivable	-	(D)			-
ADD: Anticipated Transfer from 72600400 2510	2,895,798	(E)			2,895,798
Total Cash plus Accounts Receivable	35,841	(F)	-		35,841
LESS: Allowances for Uncollectibles	-	(G)			-
LESS: Approved "A" Certified Forwards	35,443	(H)			35,443
Approved "B" Certified Forwards	399	(H)			399
Approved "FCO" Certified Forwards		(H)			-
LESS: Other Accounts Payable (Nonoperating)	-	(I)			-
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/24	(0)	(K)	-		(0)**

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Operating Trust Fund
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; (2,895,399) (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (399) (D)

Approved FCO Certified Forward per LAS/PBS (D)

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

Anticipated Transfer from 72600400 2510 2,895,798 (D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: - (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) (0) (F)

DIFFERENCE: 0 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: Office of Supplier Development

Phone Number: 850-487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			NOT APPLICABLE		

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EXHIBITS & SCHEDULES

Private Prison Monitoring

72600800

Department of

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SCHEDULE I SERIES

Private Prison Monitoring

72600800

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72600800 Private Prison Monitoring
Fund: 2510 Operating Trust Fund

Specific Authority: Sections 215.32(2)(b)1 and 957, Florida Statutes
Purpose of Fees Collected: Transfer from the Department of Corrections for the major maintenance and repair funds for the Correction Facilities overseen by Private Prison Monitoring.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	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 2023 - 2024	ESTIMATED FY 2024 - 2025	REQUEST FY 2025 - 2026
Receipts:			
TR from DOC for Major Repairs - PPM	124,411	-	-
_____	_____	_____	_____
_____	-	-	-
_____	-	-	-
Total Fee Collection to Line (A) - Section III	124,411	-	-

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits	21,902	-	-
Expenses	3,238	-	-
Human Resources Assessment - DMS	107	-	-
_____	-	-	-
_____	-	-	-
Indirect Costs Charged to Trust Fund	4,150,220	_____	_____
Total Full Costs to Line (B) - Section III	4,175,467	-	-

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	124,411	-	-
TOTAL SECTION II	(B)	4,175,467	-	-
TOTAL - Surplus/Deficit	(C)	(4,051,056)	-	-

EXPLANATION of LINE C:

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

Transferred to FLDOC 10/01/23.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2025 - 2026
Trust Fund Title:	Department of Management Services
Budget Entity:	Private Prison Monitoring Operating Trust Fund
LAS/PBS Fund Number:	72600800 Private Prison Monitoring
	2510

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0	(A)			0
ADD: Other Cash (See Instructions)		(B)			0
ADD: Investments	0	(C)			0
ADD: Outstanding Accounts Receivable		(D)			0
ADD: _____		(E)			0
Total Cash plus Accounts Receivable	0	(F)	0		0
LESS: Allowances for Uncollectibles		(G)			0
LESS: Approved "A" Certified Forwards	0	(H)			0
Approved "B" Certified Forwards	0	(H)			0
Approved "FCO" Certified Forwards		(H)			0
LESS: Other Accounts Payable (Nonoperating)		(I)			0
LESS: _____		(J)			0
Unreserved Fund Balance, 07/01/24	0	(K)	0		0 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Private Prison Monitoring Operating Trust Fund
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

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

Approved FCO Certified Forward per LAS/PBS (D)

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

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) (F)

DIFFERENCE: (G)*

***SHOULD EQUAL ZERO.**

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EXHIBITS & SCHEDULES

Human Resource Management

72750100

Department of

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SCHEDULE I SERIES

Human Resource Management

72750100

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72750100 Human Resource Management
Fund: 2678 State Personnel System Trust Fund

Specific Authority: Section 110.125, Florida Statutes
Purpose of Fees Collected: To maintain and administer the Personnel Program.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Fee Collection to Line (A) - Section III	-	-	-

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Personal Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operating Capital Outlay	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
Indirect Costs Charged to Trust Fund	(2,600,000)	<input type="text"/>	<input type="text"/>
Total Full Costs to Line (B) - Section III	(2,600,000)	-	-

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	<input type="text" value="-"/>	<input type="text" value="-"/>
TOTAL SECTION II	(B)	<input type="text" value="(2,600,000)"/>	<input type="text" value="-"/>
TOTAL - Surplus/Deficit	(C)	<input type="text" value="2,600,000"/>	<input type="text" value="-"/>

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	State Personnel System Trust Fund
Budget Entity:	72750100 Human Resource Management
LAS/PBS Fund Number:	2678

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	170,000	(A)		170,000
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	(2,770,000)	(C)		(2,770,000)
ADD: Outstanding Accounts Receivable	-	(D)		-
ADD: Anticipated Transfer from 72750400 2678	2,600,000	(E)		2,600,000
Total Cash plus Accounts Receivable	-	(F)	-	-
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)	-	(I)		-
LESS: _____	-	(J)		-
Unreserved Fund Balance, 07/01/24	-	(K)	-	-

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: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: State Personnel System Trust Fund
LAS/PBS Fund Number: 2678

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; (2,600,000) (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description - (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

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

Approved FCO Certified Forward per LAS/PBS - (D)

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

Anticipated Transfer from 72750400 2678 2,600,000 (D)

- (D)

- (D)

ADJUSTED BEGINNING TRIAL BALANCE: - (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) - (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

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EXHIBITS & SCHEDULES

Insurance Benefits Administration

72750200

Department of

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SCHEDULE I SERIES

Insurance Benefits Administration

72750200

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72750200 Insurance Benefits Administration
Fund: 2570 Pretax Benefits Trust Fund
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.)
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
Employee and Employer Contributions	41,091,358	40,730,513	40,730,513
Supplemental Plan Premiums	94,970,031	96,266,773	96,266,773
Savings (pre-tax benefit program)	21,749,608	21,720,961	21,720,961
Penalties	64,100	-	-
Refunds	10,927,862	-	-
Prior Year Warrant Cancellations	43	-	-
Total Fee Collection to Line (A) - Section III	168,803,002	158,718,247	158,718,247

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	445,476	485,542	488,664
Other Personal Services	-	15,034	15,034
Expenses	47,531	47,531	47,531
Operating Capital Outlay	4,100	10,000	10,000
Contracted Services	348,504	348,505	348,505
Risk Management Insurance	2,998	2,842	2,842
Human Resources Assessment - DMS	4,123	4,042	4,042
Data Processing Services Assessment	3,044	2,142	2,142
Indirect Costs Charged to Trust Fund	168,991,519	157,631,672	158,631,672
Total Full Costs to Line (B) - Section III	169,847,295	158,547,310	159,550,432

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	168,803,002	158,718,247	158,718,247
TOTAL SECTION II	(B)	169,847,295	158,547,310	159,550,432
TOTAL - Surplus/Deficit	(C)	(1,044,293)	170,937	(832,185)

EXPLANATION of LINE C:

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

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72750200 Insurance Benefits Administration
Fund: 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.)

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Receipts:			
Employee and Employer Contributions	38,902,161	38,108,105	38,118,087
Penalties	25,500	-	-
Refunds	272	-	-
Prior Year Warrant Cancellations	734	-	-
Total Fee Collection to Line (A) - Section III	38,928,667	38,108,105	38,118,087

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	26,505	27,422	27,599
Other Personal Services	-	-	-
Expenses	-	1,984	1,984
Operating Capital Outlay	-	-	-
Risk Management Insurance	786	745	745
Indirect Costs Charged to Trust Fund	39,498,049	38,335,970	38,268,537
Total Full Costs to Line (B) - Section III	39,525,340	38,366,121	38,298,865

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	38,928,667	38,108,105	38,118,087
TOTAL SECTION II	(B)	39,525,340	38,366,121	38,298,865
TOTAL - Surplus/Deficit	(C)	(596,673)	(258,016)	(180,778)

EXPLANATION of LINE C:

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

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** **2025 - 2026**
Program: 72750200 Insurance Benefits Administration
Fund: 2668 State Employees Health Insurance Trust Fund
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 COLLECTION

	ACTUAL FY 2023 - 2024	ESTIMATED FY 2024 - 2025	REQUEST FY 2025 - 2026
Receipts:			
<u>Employee and Employer Contributions</u>	2,269,351,000	2,630,600,000	2,894,800,000
<u>Non-Employee Contributions</u>	213,600,000	219,800,000	231,800,000
<u>Health Savings Account Employer Contribution</u>	9,700,000	9,900,000	10,000,000
<u>Contributions - Medicare Part D Subsidy</u>	10,023,111	16,000,000	16,000,000
<u>Fines, Forfeitures, and Judgements</u>	642,593	-	
<u>Penalties</u>	11,394,852	-	-
<u>Transfer from w/in the Agency - Pretax 72750200 2570</u>	20,000,000	21,000,000	22,000,000
<u>Transfer in from DFS (43) 1000</u>	200,000,000	350,000,000	-
<u>Reverted Funds</u>	122,556,091	74,357,965	-
<u>Administrative Health Ins Assessment (AHIA)</u>	71,638,506	78,100,000	78,600,000
<u>Refunds- PPO and HMO TPA/Self Insured Refunds</u>	21,492,331	23,300,000	27,200,000
<u>PPO/HMO PBM Rebates/Refund reimbursements</u>	293,485,500	467,800,000	584,700,000
<u>Prior Year Warrant Cancellations</u>	46,406	-	-
Total Fee Collection to Line (A) - Section III	3,243,930,390	3,890,857,965	3,865,100,000

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period: 2025 - 2026**
Program: 72750200 Insurance Benefits Administration
Fund: 2668 State Employees Health Insurance Trust Fund

Specific Authority: 110.123(6) and 110.1239, Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

SECTION II - FULL COSTS

Direct Costs:

<u>Salaries and Benefits</u>	2,179,508	2,899,726	2,918,370
<u>Other Personal Services</u>	47,913	145,385	146,301
<u>Expenses</u>	358,393	353,901	353,901
<u>Operating Capital Outlay</u>	1,004	8,000	8,000
<u>Actuary Services</u>	-	250,000	250,000
<u>Transfer to Division of Administrative Hearings</u>	13,058	25,917	25,917
<u>Post Payment Claims Audit Services</u>	147,542	583,000	583,000
<u>Contracted Services</u>	2,592,491	2,059,157	2,059,157
<u>ASO Health Insurance Admin</u>	40,893,866	43,625,034	43,625,034
<u>SSDI Contract</u>	2,300	375,000	375,000
<u>Prescription Drug Claims Expenses</u>	3,613,221	4,846,622	5,331,284
<u>Adm Services for SW Contracts</u>	6,182,000	6,400,000	6,400,000
<u>Risk Management Insurance</u>	18,762	17,784	17,784
<u>Contracted Legal Services</u>	280,000	300,000	300,000
<u>Pymt Employer Con/HAS Custodian</u>	3,624,169	3,858,000	4,556,500
<u>Lease/Purchase Equipment</u>	9,235	9,235	9,235
<u>Transparency- Bundled Services for Employee Transfers</u>	2,235,154	4,500,000	4,500,000
<u>Human Resources Assessment - DMS</u>	16,116	15,475	15,475
<u>Data Processing Services Assessment</u>	9,488	6,675	6,675
Indirect Costs Charged to Trust Fund	3,346,401,255	3,844,050,604	4,443,862,643
Total Full Costs to Line (B) - Section III	3,408,625,476	3,914,329,515	4,515,344,276

Basis Used: Accrual

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period: 2025 - 2026**
Program: 72750200 Insurance Benefits Administration
Fund: 2668 State Employees Health Insurance Trust Fund

Specific Authority: 110.123(6) and 110.1239, Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

SECTION III - SUMMARY

TOTAL SECTION I	(A)	3,243,930,390	3,890,857,965	3,865,100,000
TOTAL SECTION II	(B)	3,408,625,476	3,914,329,515	4,515,344,276
TOTAL - Surplus/Deficit	(C)	(164,695,085)	(23,471,550)	(650,244,276)

EXPLANATION of LINE C:

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

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72750200 Insurance Benefits Administration
Fund: 2671 State Employees Disability Insurance Trust Fund

Specific Authority: Section 110.123(6), Florida Statutes
Purpose of Fees Collected: State Employer premium collections for disability insurance benefits.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
Employee and Employer Contributions	675,184	682,852	682,852

Total Fee Collection to Line (A) - Section III	675,184	682,852	682,852

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	34,716	35,910	36,141
Other Personal Services	-	-	-
Expenses	-	2,875	2,875
Operating Capital Outlay	-	-	-

Indirect Costs Charged to Trust Fund	373,265	441,596	441,596
Total Full Costs to Line (B) - Section III	407,981	480,381	480,612

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	675,184	682,852
TOTAL SECTION II	(B)	407,981	480,612
TOTAL - Surplus/Deficit	(C)	267,203	202,240

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Pretax Benefits Trust Fund
Budget Entity:	72750200 Insurance Benefits Administration
LAS/PBS Fund Number:	2570

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	8,327,721	(A)			8,327,721
ADD: Other Cash (See Instructions)	-	(B)			-
ADD: Investments	5,415,604	(C)			5,415,604
ADD: Outstanding Accounts Receivable	10,956,220	(D)	177,224		11,133,444
ADD: Anticipated Revenue	-	(E)			-
Total Cash plus Accounts Receivable	24,699,545	(F)	177,224		24,876,769
LESS: Allowances for Uncollectibles	-	(G)			-
LESS: Approved "A" Certified Forwards	84,145	(H)			84,145
Approved "B" Certified Forwards	15,475	(H)			15,475
Approved "FCO" Certified Forwards	-	(H)			-
LESS: Other Accounts Payable (Nonoperating)	15,116,471	(I)			15,116,471
LESS: Other Unearned Revenue 38800 GL	9,620,320	(J)			9,620,320
Unreserved Fund Balance, 07/01/24	(136,865)	(K)	177,224		40,359 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2025 - 2026
Trust Fund Title:	Department of Management Services
Budget Entity:	State Employees Life Insurance Trust Fund
LAS/PBS Fund Number:	72750200 Insurance Benefits Administration
	2667

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,870,418	(A)		1,870,418
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	8,112,837	(C)		8,112,837
ADD: Outstanding Accounts Receivable	31,565	(D)	21	31,586
ADD: _____	-	(E)		-
Total Cash plus Accounts Receivable	10,014,819	(F)	21	10,014,840
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)	1,054	(I)		1,054
LESS: Unearned Revenue GLC 38800	3,076,832	(J)		3,076,832
Unreserved Fund Balance, 07/01/24	6,936,934	(K)	21	6,936,955 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2025 - 2026
Trust Fund Title:	Department of Management Services
Budget Entity:	State Employees Health Insurance Trust Fund
LAS/PBS Fund Number:	72750200 Insurance Benefits Administration
	2668

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	33,437,403	(A)		33,437,403
ADD: Other Cash (See Instructions)	32,782	(B)		32,782
ADD: Investments	269,673,633	(C)		269,673,633
ADD: Outstanding Accounts Receivable	70,117,272	(D)	103,164,703	173,281,976
ADD: Anticipated Transfer		(E)		-
Total Cash plus Accounts Receivable	373,261,090	(F)	103,164,703	476,425,793
LESS: Allowances for Uncollectibles	373,080	(G)		373,080
LESS: Approved "A" Certified Forwards	210,030	(H)		210,030
Approved "B" Certified Forwards	938,984	(H)		938,984
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	239,229,613	(I)	2,997,423	242,227,037
LESS: Other Unearned Revenue 38800 GL	186,630,013	(J)		186,630,013
LESS:		(J)		-
Unreserved Fund Balance, 07/01/24	(54,120,630)	(K)	100,167,280	46,046,650 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	State Employees Disability Insurance Trust Fund
Budget Entity:	72750200 Insurance Benefits Administration
LAS/PBS Fund Number:	2671

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	517,911	(A)			517,911
ADD: Other Cash (See Instructions)	-	(B)			-
ADD: Investments	5,335,603	(C)			5,335,603
ADD: Outstanding Accounts Receivable	16,938	(D)			16,938
ADD: Unearned Revenue	-	(E)	(18,807)		(18,807)
Total Cash plus Accounts Receivable	5,870,452	(F)	(18,807)		5,851,645
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)	566	(I)			566
LESS: Unearned Revenue 38800	38,717	(J)			38,717
Unreserved Fund Balance, 07/01/24	5,831,169	(K)	(18,807)		5,812,363 **

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:	<u>Budget Period: 2025 - 2026</u>
Trust Fund Title:	<u>Department of Management Services</u>
LAS/PBS Fund Number:	<u>Pretax Benefits Trust Fund</u>
	<u>2570</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24	
Total all GLC's 5XXXX for governmental funds;	<input type="text" value="(177,224)"/> (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text" value="-"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # B7200010 - Receivable Adjustment	<input type="text" value="57,524"/> (C)
SWFS Adjustment # B7200065 - Receivable Adjustment	<input type="text" value="119,700"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(15,475)"/> (D)
Approved FCO Certified Forward per LAS/PBS	<input type="text" value="-"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="-"/> (D)
Compensated Absences Liability (GLC 38600 & 48600)	<input type="text" value="67,851"/> (D)
Net Capital Assets (GLC 276xx & 277xx)	<input type="text" value="(12,017)"/> (D)
Anticipated Revenue	<input type="text" value="-"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="40,359"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="40,359"/> (F)
DIFFERENCE:	<input type="text" value="(0)"/> (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: State Employees Life Insurance Trust Fund
LAS/PBS Fund Number: 2667

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; 6,936,934 (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B7200226- Receivable Adjustment 21 (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

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

Approved FCO Certified Forward per LAS/PBS - (D)

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

- (D)

- (D)

- (D)

ADJUSTED BEGINNING TRIAL BALANCE: 6,936,955 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 6,936,955 (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title:

Department of Management Services

Trust Fund Title:

State Employees Health Insurance Trust Fund

LAS/PBS Fund Number:

2668

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

(113,837,816) (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

- (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200034 Receivable Adjustments

105,611,742 (C)

SWFS Adjustment #B7200055 Receivable Adjustments

117,897 (C)

SWFS Adjustment #B7200011 Receivable and Payable Adjustments

(5,723,806) (C)

SWFS Adjustment #B7200016 Receivable and Payable Adjustments

(70,966) (C)

SWFS Adjustment #B7200159 Receivable Adjustments

886,377 (C)

SWFS Adjustment #B7200160 Receivable Adjustments

30,000 (C)

SWFS Adjustment #B7200181 Receivable Adjustments

451,968 (C)

SWFS Adjustment #B7200182 Receivable Adjustments

1,194,815 (C)

SWFS Adjustment #B7200198 Receivable Adjustments

(1,194,815) (C)

SWFS Adjustment #B7200199 Receivable Adjustments

(422,193) (C)

SWFS Adjustment #B7200200 Receivable Adjustments

(761,933) (C)

SWFS Adjustment #B7200220 Receivable Adjustments

3,674 (C)

SWFS Adjustment #B7200227 Payable Adjustments

860 (C)

SWFS Adjustment #B7200233 Receivable Adjustments

22,904 (C)

SWFS Adjustment #B7200235 Receivable Adjustments

8,398 (C)

SWFS Adjustment #B7200236 Receivable Adjustments

29,155 (C)

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title:

Department of Management Services

Trust Fund Title:

State Employees Health Insurance Trust Fund

LAS/PBS Fund Number:

2668

SWFS Adjustment #B7200241 Receivable Adjustments (16,796) (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (938,984) (D)

Approved FCO Certified Forward per LAS/PBS - (D)

A/P not C/F-Operating Categories 46,359,054 (D)

Compensated Absences (GLC 38600 & 48600) 118,647 (D)

SBITA (GLC 37700 & 43200) 14,178,468 (D)

ADJUSTED BEGINNING TRIAL BALANCE: **46,046,650** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **46,046,650** (F)

DIFFERENCE: **0** (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title:

Department of Management Services

Trust Fund Title:

State Employees Disability Insurance Trust Fund

LAS/PBS Fund Number:

2671

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

5,831,169 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

- (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200009 Unearned Revenue

(18,807) (C)

SWFS Adjustment # and Description

- (C)

Add/Subtract Other Adjustment(s):

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

- (D)

Approved FCO Certified Forward per LAS/PBS

- (D)

A/P not C/F-Operating Categories

- (D)

Compensated Absenses Liability 386XX

- (D)

Compensated Absenses Liability 486XX

- (D)

- (D)

ADJUSTED BEGINNING TRIAL BALANCE:

5,812,363 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

5,812,363 (F)

DIFFERENCE:

- (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: Insurance Benefits Administration

Phone Number: 850-487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
DMS OIG Report No. IA 2023-32	Report Dated August 2023	Division of State Group Insurance	This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	Confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	

Department of

MANAGEMENT SERVICES

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EXHIBITS & SCHEDULES

Retirement Benefits Administration

72750300

Department of

MANAGEMENT SERVICES

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SCHEDULE I SERIES

Retirement Benefits Administration

72750300

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72750300 Retirement Benefits Administration
Fund: 2510 FRS Operating Trust Fund
Specific Authority: Section 121.031(1), Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
<u>Transfer in DMS 72750300 2309</u>	22,003,807	28,045,626	28,907,522
<u>Other Income</u>	438,873	300,000	300,000
<u>Interest (SBA)</u>	66,057	40,000	40,000
<u>Interest - Investments</u>	57,616	30,000	30,000
Total Fee Collection to Line (A) - Section III	22,566,353	28,415,626	29,277,522

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	15,114,398	16,169,358	16,281,900
<u>Other Personal Services</u>	387,721	336,136	337,459
<u>Expenses</u>	3,178,303	3,178,303	3,178,303
<u>Operating Capital Outlay</u>	5,000	5,000	5,000
<u>Acquisition of Motor Vehicles</u>	30,000	-	-
<u>Transfer to Administrative Hearings</u>	22,851	16,198	16,198
<u>Contracted Services</u>	7,223,531	7,398,531	7,398,531
<u>FLAIR System Replacement</u>	-	630,000	-
<u>Overtime</u>	84,018	122,571	122,571
<u>Risk Management Insurance</u>	55,806	59,182	59,182
<u>Contracted Legal Services</u>	138,242	168,891	168,891
<u>Lease/Purchase Equipment</u>	33,571	103,571	103,571
<u>Human Resources Assessment - DMS</u>	68,922	67,565	67,565
<u>Data Processing Services Assessment</u>	374,454	263,447	263,447
<u>Indirect Costs Charged to Trust Fund</u>	2,290	222,172	1,192
Total Full Costs to Line (B) - Section III	26,719,106	28,740,925	28,003,810

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	22,566,353	28,415,626	29,277,522
TOTAL SECTION II	(B)	26,719,106	28,740,925	28,003,810
TOTAL - Surplus/Deficit	(C)	(4,152,753)	(325,299)	1,273,712

EXPLANATION of LINE C:

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

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72750300 Retirement Benefits Administration
Fund: 2517 Optional Retirement Program Trust Fund

Specific Authority: Sections 121.021(36) and 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.)

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Receipts:			
Employee and Employer Contributions	220,357	234,590,568	246,320,097
Interest - Investments	220,357	190,000	190,000
Total Fee Collection to Line (A) - Section III	440,714	234,780,568	246,510,097

<u>SECTION II - FULL COSTS</u>			
Direct Costs:			
Salaries and Benefits	278,995	344,870	347,268
Other Personal Services	15,100	15,100	15,100
Expenses	28,011	28,011	28,011
Operating Capital Outlay	-	-	-
Contracted Services	26,000	26,000	26,000
Human Resources Assessment - DMS	1,349	1,322	1,322
Indirect Costs Charged to Trust Fund	233,169,567	241,221,824	246,092,396
Total Full Costs to Line (B) - Section III	233,519,022	241,637,127	246,510,097

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	440,714	234,780,568	246,510,097
TOTAL SECTION II	(B)	233,519,022	241,637,127	246,510,097
TOTAL - Surplus/Deficit	(C)	(233,078,308)	(6,856,559)	-

EXPLANATION of LINE C:
Negative balances offset by cash balance brought forward (See Schedule I).

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72750300 Retirement Benefits Administration
Fund: 2532 Police and Firefighter's Premium Tax Trust Fund
Specific Authority: Sections 175.1215 and 185.105, Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Receipts:			
Interest - Investments	13,516,600	8,000,000	8,000,000
Insurance Premium Tax (subject to 8% GR SC)	324,230,432	319,300,000	334,500,000
Total Fee Collection to Line (A) - Section III	337,747,032	327,300,000	342,500,000

<u>SECTION II - FULL COSTS</u>			
Direct Costs:			
Salaries and Benefits	804,581	1,051,284	1,051,284
Other Personal Services	-	-	-
Expenses	57,139	57,139	57,139
Operating Capital Outlay	-	-	-
Contracted Services	238,305	238,305	238,305
Lease/Purchase Equipment	1,780	2,000	2,000
Indirect Costs Charged to Trust Fund	4,236	4,153	4,153
Total Full Costs to Line (B) - Section III	1,106,041	1,352,881	1,352,881

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	337,747,032	327,300,000	342,500,000
TOTAL SECTION II	(B)	1,106,041	1,352,881	1,352,881
TOTAL - Surplus/Deficit	(C)	336,640,991	325,947,119	341,147,119

EXPLANATION of LINE C:

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72750300 Retirement Benefits Administration
Fund: 2583 Retirees Health Insurance Subsidy Trust Fund

Specific Authority: Section 112.363, Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Receipts:			
Interest - Investments	36,977,567	1,565,000	1,565,000
Contributions from Employers	849,505,272	810,000,000	810,000,000
Total Fee Collection to Line (A) - Section III	886,482,839	811,565,000	811,565,000

<u>SECTION II - FULL COSTS</u>			
Direct Costs:			
Salaries and Benefits	161,160	165,221	165,221
Other Personal Services	-	-	-
Expenses	17,817	17,817	17,817
Operating Capital Outlay	-	-	-
Contracted Services	52,700	52,700	52,700
Human Resources Assessment - DMS	1,124	1,102	1,102
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	232,801	236,840	236,840

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	886,482,839	811,565,000
TOTAL SECTION II	(B)	232,801	236,840
TOTAL - Surplus/Deficit	(C)	886,250,038	811,328,160

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	FRS Operating Trust Fund
Budget Entity:	72750300 Retirement Benefits Administration
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	120,771	(A)		120,771
ADD: Other Cash (See Instructions)	85,169,847	(B)	(85,167,847)	2,000
ADD: Investments	1,307,995	(C)		1,307,995
ADD: Outstanding Accounts Receivable	122,322	(D)	2,000,000	2,122,322
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	86,720,934	(F)	(83,167,847)	3,553,087
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	1,266,096	(H)		1,266,096
Approved "B" Certified Forwards	1,080,525	(H)		1,080,525
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	171	(I)		171
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/24	84,374,142	(K)	(83,167,847)	1,206,295 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

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

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	9,888,143	(A)		9,888,143
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	4,723,230	(C)		4,723,230
ADD: Outstanding Accounts Receivable	35,665	(D)	1,933,684	1,969,349
ADD: _____	-	(E)		-
Total Cash plus Accounts Receivable	14,647,039	(F)	1,933,684	16,580,723
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards	19,172	(H)		19,172
Approved "B" Certified Forwards	15,449	(H)		15,449
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	9,705,940	(I)		9,705,940
LESS: _____	-	(J)		-
Unreserved Fund Balance, 07/01/24	4,906,478	(K)	1,933,684	6,840,162 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Police and Firefighter's Premium Tax Trust Fund
Budget Entity:	72750300 Retirement Benefits Administration
LAS/PBS Fund Number:	2532

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	22,710	(A)		22,710
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	433,641,693	(C)		433,641,693
ADD: Outstanding Accounts Receivable	16,230,432	(D)		16,230,432
ADD: _____	-	(E)		-
Total Cash plus Accounts Receivable	449,894,835	(F)	-	449,894,835
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards	116,082	(H)		116,082
Approved "B" Certified Forwards	129,833	(H)		129,833
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	199,416,125	(I)	(3,432,145)	195,983,980
LESS: _____	-	(J)		-
Unreserved Fund Balance, 07/01/24	250,232,796	(K)	3,432,145	253,664,941 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Retiree Health Insurance Subsidy Trust Fund
Budget Entity:	72750300 Retirement Benefits Administration
LAS/PBS Fund Number:	2583

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	106,017	(A)		106,017
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	677,731,353	(C)		677,731,353
ADD: Outstanding Accounts Receivable	78,960,030	(D)		78,960,030
ADD: _____	-	(E)		-
Total Cash plus Accounts Receivable	756,797,400	(F)	-	756,797,400
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards	36,100	(H)		36,100
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	18,430	(I)		18,430
LESS: _____	-	(J)		-
Unreserved Fund Balance, 07/01/24	756,742,870	(K)	-	756,742,870 **

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:	Budget Period: 2025 - 2026
Trust Fund Title:	Department of Management Services
LAS/PBS Fund Number:	FRS Operating Trust Fund
	2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	84,364,372 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	-
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B7200035 - Correct Cash/Interest	(85,167,847) (C)
SWFS Adjustment #B7200061 - Due from DMS 72750300 2309	2,000,000 (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,080,525) (D)
Approved FCO Certified Forward per LAS/PBS	-
A/P not C/F-Operating Categories	-
Compensated Absences Liability 386XX	395,920 (D)
Compensated Absences Liability 486XX	920,567 (D)
Accrued Interest Payable 32900 Capital	15,665 (D)
Leases 38700 & 4870	15,669,781 (D)
Capital Leases 28400 & 28500	(15,388,873) (D)
Property Value included in Net Assets Unrestricted- Fiduciary Fund	(522,765) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	1,206,295 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	1,206,295 (F)
DIFFERENCE:	0 (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Optional Retirement Program Trust Fund
LAS/PBS Fund Number: 2517

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	4,897,967 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	-
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B7200066 - Contributions Receivables	1,933,684 (C)
SWFS Adjustment # and Description	-
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(15,449) (D)
Approved FCO Certified Forward per LAS/PBS	-
A/P not C/F-Operating Categories	-
Compensated Absences Liabililty 386XX	6,562 (D)
Compensated Absences Liabililty 486XX	11,258 (D)
Capital Leases 38700 & 48700	324,116 (D)
Capital Assets 28400 & 28500	(318,300) (D)
Accrued Interest Payable 32900	324 (D)
	-
ADJUSTED BEGINNING TRIAL BALANCE:	6,840,162 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	6,840,162 (F)
DIFFERENCE:	0 (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title:	<u>Department of Management Services</u>
Trust Fund Title:	<u>Police and Firefighter's Premium Tax Trust Fund</u>
LAS/PBS Fund Number:	<u>2532</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	250,357,188 (A)
--	-----------------

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment (B7200026) - Correction Due to DOR	3,432,145 (C)
--	---------------

SWFS Adjustment # and Description	-	(C)
-----------------------------------	---	-----

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(129,833) (D)
---	---------------

Approved FCO Certified Forward per LAS/PBS	-	(D)
--	---	-----

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

Compensated Absence Liability 386XX GL	5,441 (D)
--	-----------

	-	(D)
--	---	-----

	-	(D)
--	---	-----

ADJUSTED BEGINNING TRIAL BALANCE:	253,664,940 (E)
--	-----------------

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	253,664,941 (F)
--	-----------------

DIFFERENCE:	(0) (G)*
--------------------	----------

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Retiree Health Insurance Subsidy Trust Fund
LAS/PBS Fund Number: 2583

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; 756,778,970 (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description - (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (36,100) (D)

Approved FCO Certified Forward per LAS/PBS - (D)

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

- (D)

- (D)

- (D)

ADJUSTED BEGINNING TRIAL BALANCE: 756,742,870 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 756,742,870 (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: Retirement Benefits 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
			NOT APPLICABLE		

Department of

MANAGEMENT SERVICES

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EXHIBITS & SCHEDULES

State Personnel Policy Administration

72750400

Department of

MANAGEMENT SERVICES

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SCHEDULE I SERIES

State Personnel Policy Administration

72750400

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72750400 State Personnel Policy Administration
Fund: 2678 State Personnel System Trust Fund

Specific Authority: Section 110.125, Florida Statutes
Purpose of Fees Collected: To maintain and administer the Personnel Program.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
<u>Human Resources Services Assessments</u>	38,224,432	37,488,422	37,488,422
<u>Anticipated HR Services Assessments</u>	-	3,697,243	12,211,759
<u>Refunds</u>	829	-	-
Total Fee Collection to Line (A) - Section III	38,225,261	41,185,665	49,700,181

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	1,713,809	2,188,667	2,201,432
<u>Other Personal Services</u>	-	-	-
<u>Expenses</u>	148,749	138,052	138,052
<u>Operating Capital Outlay</u>	-	-	-
<u>Contracted Services</u>	951,980	22,576	1,122,576
<u>Risk Management Insurance</u>	6,644	4,466	4,466
<u>Contracted Legal Services</u>	100,001	100,000	100,000
<u>Lease/Purchase Equipment</u>	3,191	3,191	3,191
<u>Human Resources Assessment - DMS</u>	8,849	8,675	8,675
<u>Data Processing Services Assessment</u>	23,416	16,474	16,474
<u>Indirect Costs Charged to Trust Fund</u>	198,819,183	49,882,596	42,522,648
Total Full Costs to Line (B) - Section III	201,775,822	52,364,697	46,117,514

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	38,225,261	49,700,181
TOTAL SECTION II	(B)	201,775,822	46,117,514
TOTAL - Surplus/Deficit	(C)	(163,550,561)	3,582,667

EXPLANATION of LINE C:
Negative balances offset by cash balance brought forward (See Schedule I).

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2025 - 2026
Trust Fund Title:	Department of Management Services
Budget Entity:	State Personnel System Trust Fund
LAS/PBS Fund Number:	72750400 State Personnel Policy Administration
	2678

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	192,443,100	(A)		192,443,100
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	21,984,978	(C)		21,984,978
ADD: Outstanding Accounts Receivable	3,312,499	(D)	128,818	3,441,317
ADD: _____	-	(E)		-
Total Cash plus Accounts Receivable	217,740,577	(F)	128,818	217,869,394
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards	149,449	(H)		149,449
Approved "B" Certified Forwards	4,031	(H)		4,031
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	588,042	(I)		588,042
LESS: Transfer Out to 72750100 2678	2,600,000	(J)		2,600,000
LESS: Transfer Out to 72750500 2678	195,188,394			195,188,394
Unreserved Fund Balance, 07/01/24	19,210,660	(K)	128,818	19,339,478 **

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:	Budget Period: 2025 - 2026
Trust Fund Title:	Department of Management Services
LAS/PBS Fund Number:	State Personnel System Trust Fund
	2678

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24	
Total all GLC's 5XXXX for governmental funds;	217,011,074 (A)
GLC 539XX for proprietary and fiduciary funds	

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B7200147 - Receivable Adjustment	(2,736)	(C)
SWFS Adjustment # B7200167 - Receivable Adjustment	(112,821)	(C)
SWFS Adjustment # B7200169 - Receivable Adjustment	(30,353)	(C)
SWFS Adjustment # B7200170 - Receivable Adjustment	(43,139)	(C)
SWFS Adjustment # B7200194 - Receivable Adjustment	(6,246)	(C)
SWFS Adjustment # B7200240 - Receivable Adjustment	324,113	(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(4,031)	(D)
Approved FCO Certified Forward per LAS/PBS	-	(D)
A/P not C/F-Operating Categories	-	(D)
Offset in BE 72750500 (FYE84)	(7,989)	(D)
Transfer Out to 72750100 2678	(2,600,000)	(D)
Transfer Out to 72750500 2678	(195,188,394)	(D)

ADJUSTED BEGINNING TRIAL BALANCE:	19,339,478	(E)
--	-------------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	19,339,478	(F)
--	-------------------	-----

DIFFERENCE:	(0)	(G)*
--------------------	------------	------

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: State Personnel Policy Administration

Phone Number: 850-487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			NOT APPLICABLE		

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EXHIBITS & SCHEDULES

People First

72750500

Department of

MANAGEMENT

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SCHEDULE I SERIES

People First

72750500

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72750500 People First
Fund: 2678 State Personnel System Trust Fund

Specific Authority: Section 110.125, Florida Statutes
Purpose of Fees Collected: To maintain and administer the Personnel Program.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	<u>ACTUAL</u>	<u>ESTIMATED</u>	<u>REQUEST</u>
	<u>FY 2023 - 2024</u>	<u>FY 2024 - 2025</u>	<u>FY 2025 - 2026</u>
<u>Receipts:</u>			
<u>Reimbursements</u>	385	-	-
Total Fee Collection to Line (A) - Section III	385	-	-

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	1,598,806	1,850,920	1,861,194
<u>Other Personal Services</u>	422	8,053	8,053
<u>Expenses</u>	117,946	112,575	112,575
<u>Operating Capital Outlay</u>	-	-	-
<u>Contracted Services</u>	153,158	12,075	12,075
<u>Flair System Replacement</u>	1,979,250	9,738,208	-
<u>Risk Management Insurance</u>	3,759	5,615	5,615
<u>Contracted Legal Services</u>	3,670	-	-
<u>Lease/Purchase Equipment</u>	2,855	2,860	2,860
<u>Human Resources Assessment - DMS</u>	6,886	6,750	6,750
<u>Human Resources Services Statewide Contract</u>	28,973,955	30,047,762	31,547,762
<u>Data Processing Services Assessment</u>	11,765	8,277	8,277
<u>Indirect Costs Charged to Trust Fund</u>	(194,940,914)	(41,533,591)	(41,211,515)
Total Full Costs to Line (B) - Section III	(162,088,443)	259,504	(7,646,354)

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	385	-
TOTAL SECTION II	(B)	(162,088,443)	259,504
TOTAL - Surplus/Deficit	(C)	162,088,828	(7,646,354)

EXPLANATION of LINE C:
Negative balances offset by cash balance brought forward (See Schedule I).

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2025 - 2026
Trust Fund Title:	Department of Management Services
Budget Entity:	State Personnel System Trust Fund
LAS/PBS Fund Number:	72750500 People First
	2678

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(192,468,040)	(A)		(192,468,040)
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	-	(D)		-
ADD: Transfer in from 72750400 2678	195,188,394	(E)		195,188,394
Total Cash plus Accounts Receivable	2,720,354	(F)	-	2,720,354
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards	96,377	(H)		96,377
Approved "B" Certified Forwards	2,623,976	(H)		2,623,976
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	-	(I)		-
LESS: _____	-	(J)		-
Unreserved Fund Balance, 07/01/24	0	(K)	-	0 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title: Department of Management Services

Trust Fund Title: State Personnel System Trust Fund

LAS/PBS Fund Number: 2678

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; (192,720,660) (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (2,623,976) (D)

Approved FCO Certified Forward per LAS/PBS - (D)

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

Offset in BE 72750400 7,989 (D)

Transfer In From 72750400 2678 195,188,394 (D)

Payable Only Partially Approved on CF Report 148,254 (D)

ADJUSTED BEGINNING TRIAL BALANCE: 0 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 0 (F)

DIFFERENCE: (0) (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: People First

Phone Number: 850-487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			NOT APPLICABLE		

SCHEDULE IV-B FOR [PEOPLE FIRST INTEGRATION WITH FLORIDA PALM]

For Fiscal Year 2025-26



OCTOBER 2024

[DEPARTMENT OF MANAGEMENT SERVICES]

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SCHEDULE IV-B FOR [PEOPLE FIRST INTEGRATION WITH FLORIDA PALM]

Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Management Services	Schedule IV-B Submission Date:
Project Name: People First Integration with Florida PALM	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2025-26 LBR Issue Code:	FY 2025-26 LBR Issue Title: People First Integration with Florida PALM
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Tony Lloyd, (850) 413-9579; tony.lloyd@dms.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 the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: _____	Date: _____
Printed Name: Pedro Allende	
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name: Rich Evans	
Budget Officer: _____	Date: _____
Printed Name: Robert Bechtol	
Planning Officer: _____	Date: _____
Printed Name:	
Project Sponsor: _____	Date: _____
Printed Name: Tony Lloyd	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Tony Lloyd; (850) 413-9579; tony.lloyd@dms.fl.gov
Cost Benefit Analysis:	Libby Farmer; (850) 921-4571; libby.farmer@dms.fl.gov
Risk Analysis:	Tony Lloyd; (850) 413-9579; tony.lloyd@dms.fl.gov
Technology Planning:	Steve Eaton; (850) 410-0330; stephen.eaton@dms.fl.gov
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I. 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.

To meet the new requirements for Florida PALM, the current File 0001 (payroll preparation file) process will be divided into distinct flat file feeds that will consist of position, HR and payroll related information. 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 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 section 216.023(4)(a)10, Florida Statutes.

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

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.
6. 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

After the temporary pause in Florida PALM following the CMS wave, the timeline for PLAM implementation was compressed. The People First team received appropriations for remediating the system to match the projected implementation date of Florida PALM. People First has been implementing our PALM project schedule for nine months and is on pace to meet PALM testing and go live deadlines. 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".

Time Constraints: 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 \$9,738,208 allocated in Specific Appropriation 2959, Chapter 2024-231, Laws of Florida, and \$1,123,750 which reverted and was reappropriated for Fiscal Year 2024-25 under Section 194 of Chapter 2024-231, 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 2024-25, including the need for staff augmentation during Fiscal Year 2025-26 (addressed below in Resource Constraints).

- The system integration cost projection for Fiscal Year 2025-26 is \$3,713,160. To help offset some of these expenses, People First plans to utilize a portion of applicable system hours from the existing contract, which will reduce the funding request by \$446,250, resulting in a legislative budget request (LBR) of \$3,266,910.
- To summarize the project calculation:
 - Minimum Estimation (ROM costs) from NGA: **\$15,886,360**
 - People First System Hours (also known as Enhancement Hours (EH)) in dollars: **\$2,155,090**
 - **Total Not to Exceed Costs Less EH: \$13,731,270**
 - Current Fiscal Year 2024-25 appropriation: **\$9,738,208 (plus \$1,123,750 from Revert and Reappropriate funding; grand total of \$10,861,958)**

SCHEDULE IV-B FOR [PEOPLE FIRST INTEGRATION WITH FLORIDA PALM]

The table below depicts the out-year spending plan with the current vendor:

*Note that EH refers to Enhancement Hours

	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>Project Total</u>
Contractor Labor	\$777,000	\$3,612,000	\$1,428,000	\$5,817,000
NGA Labor	\$1,228,080	\$2,556,120	\$1,385,160	\$5,169,360
Total FY	\$2,005,080	\$6,168,120	\$2,813,160	\$10,986,360
Environment	\$2,100,000	\$1,800,000	\$850,000	\$4,750,000
Travel	\$50,000	\$50,000	\$50,000	\$150,000
Total Before EH	\$4,155,080	\$8,018,120	\$3,713,160	\$15,886,360
EH	7,430	3,500	2,625	12,677
Less EH Value	\$1,228,080	\$595,000	\$446,250	\$2,155,090
Total Not to Exceed Cost Less EH	\$2,927,000	\$7,423,120	\$3,266,910	\$13,731,270

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.

Scope Constraints: 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 received \$2,315,088 to augment its staff and meet the PALM deadlines and requirements. In August 2024, People First contracted with KPMG to assist with several critical areas of the PALM remediation project. The Department has submitted a request to continue this staff augmentation in FY 2025-26 to assist in remediating defects found during PALM UAT as well as providing support during the hyper-care timeframe.

The scope of work for KPMG includes developing UAT test scripts, developing user stories, Organizational change management for agencies, agency training modules, delivery of training to agencies, regression testing, quality assurance testing and interface validity testing. KPMG is also developing a comprehensive communications plan to assist with People First/agency interface changes.

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.
- As this remediation project has proceeded the People First team in conjunction with the PALM team have identified the required conversion files and interface files required to move People First from FLAIR to 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 section 216.023(4) (a) 10, Florida Statutes.

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, 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. These solutions are included in our project plan and schedule detailed in section V. 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 continually engaged with the PALM team and our vendors (NGA and KPMG) through a cadence of multiple weekly meetings and project updates.

II. Success Criteria

Purpose: To identify the critical results, both outputs and outcomes, that must be realized for the project to be considered a success.

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.	Apr 2024 to Jan 2025
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.	Jan 2025 to August 2025
3	Modernized integrations.	Integration testing.	State agencies.	Jun 2025 to Nov 2025

III. 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.

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	Jan 2025

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	<p>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.</p> <p>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.</p>
CBA Form 2 - Project Cost Analysis	<p>Baseline Project Budget: Estimated project costs.</p> <p>Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, Grants.</p> <p>Characterization of Project Cost Estimate.</p>
CBA Form 3 - Project Investment Summary	<p>Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates:</p> <ul style="list-style-type: none"> • Return on Investment • Payback Period • Breakeven Fiscal Year • Net Present Value • Internal Rate of Return

IV. Schedule IV-B Major Project Risk Assessment

Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight and to improve the likelihood of project success. The risk assessment summary identifies the overall level of risk associated with the project and provides an assessment of the project’s alignment with business objectives.

NOTE: All multi-year projects must update the Risk Assessment Component of the Schedule IV-B along with any other components that have been changed from the original Feasibility Study.

The Risk Assessment Tool and Risk Assessment Summary are included in Appendix B on the Florida Fiscal Portal and must be completed and submitted with the agency’s Schedule IV-B. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

Refer to Appendix B.

V. 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 250,000 users. The group includes all state agencies, all 12 state universities and 28 colleges, 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 were established in February 2024 in People First to support 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.

Change Order #2 (FY 2023-24) with NGA provided funding and requirements to establish the parallel testing environment, provide some additional NGA resources and identify existing System Enhancement Hours (SEH) to be dedicated to PALM implementation.

Change Order#4 (FY 2024-25) with NGA provided funding and requirements to continue the parallel testing environment, provided additional NGA resources and identified SEH to be available for PALM implementation.

After analysis of the remediation requirements, People First, NGA and the PALM team established a project plan that requires design, development and testing of 4 conversion files and 15 interface files directly between PALM and People First. Additionally, People First and NGA established, as part of the project plan, the design, development and testing schedule for 168 People First to agency interface files. The project schedule mirrors the PALM schedule, so that all People First requirements will be accomplished prior to the need for PALM or agency interaction.

1. **Technical Solution Alternatives**

N/A

2. **Rationale for Selection**

Existing contractual relationship.

3. **Recommended Technical Solution**

Please see previous year’s Schedule IV-B for detailed breakout of project events that were planned and have been executed in FY 2023-24. **Current Status:** Parallel testing environment have been established and is being maintained. Conversion and interface workshops have been held. Analysis and requirement gathering has been completed. Functional Design Documents (FDD) have been completed for 4 conversion files. FDD for 15 interface files have been approved and are scheduled for completion by November 2024.

Please see Section VI for overview of project schedule from October 2024 through PALM go live in January 2026.

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. Assuming continued funding of the project, People First will successfully remediate its system to transfer data with PALM using conversion files and interface files. Additionally, through 168 interface files, People First will continue to provide needed data to all agencies.

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.

VI. 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 cost 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 section 216.023(4)(a)10, Florida Statutes.

Although the People First /PALM remediation project requires significant funding, resources and timely execution, it is exempt from the requirements of Rule 60GG-1 as it is adaptive maintenance under the operations and maintenance exception. Although exempt, People First and its contractors (NGA and KPMG) are maintaining detailed project plans to ensure that deadlines are met, and the remediation project is a success.

Major milestones for People First remediation from October 2024 to January 2026:

- Complete PALM interface files – November 2024
- Complete Agency interface files – January 2025
- Initiate parallel testing of bi-week payroll files with PALM – January 2025
- Complete Data Warehouse and Business Objects interface files – February 2025
- Complete parallel testing of monthly and bi-weekly payroll files – January thru August 2025
- Complete PALM/People First conversion file and interface file testing – January to April 2025
- Support agency interface testing in PALM environment – June to November 2025
- Participate in Dry Runs and Mock Conversion with PALM – October 2024 to November 2025

VII. 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 2025-26
- Appendix B - People First Integration with FL PALM Schedule IV B - Project Risk Assessment for Fiscal Year 2025-26

CBAForm 1 - Net Tangible Benefits

Agency	<u>Department of Management Services</u>	Project	<u>People First Integration with Florida PALM</u>
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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 <i>(Recurring Costs Only -- No Project Costs)</i>	FY 2025-26			FY 2026-27			FY 2027-28			FY 2028-29			FY 2029-30		
	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a)+(b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Cost Change Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
A. Personnel Costs -- Agency-Managed Staff	\$1,790,157	\$0	\$1,790,157	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.b Total Staff	16.00	0.00	16.00	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)	\$1,790,157	\$0	\$1,790,157	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-1.b. State FTEs (#)	16.00	0.00	16.00	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	\$0	\$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	\$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	\$27,429,240	\$0	\$27,429,240	\$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	Existing contract is a fixed price contract, amounts are not separated out by staffing, hardware, software, etc.	\$27,429,240	\$0	\$27,429,240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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
D. Plant & Facility Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Other Costs	\$298,000	\$0	\$298,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$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 & Validation contract	\$298,000	\$0	\$298,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total of Recurring Operational Costs	\$29,517,397	\$0	\$29,517,397	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Additional Tangible Benefits:		\$0			\$0			\$0			\$0			\$0	
F-1.	Successful payroll integration with PALM Chart of Accounts	\$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	<input type="checkbox"/>	Confidence Level
Order of Magnitude	<input checked="" type="checkbox"/>	Confidence Level 75%
Placeholder	<input type="checkbox"/>	Confidence Level

A	B		C	D	E	F		G	H	I	J	K	L		M	N	O	P	Q	R	S	T
1	Department of Management Services		People First Integration with Florida PALM		CBA Form 2A Baseline Project Budget																	
2	Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quotes in the Item Description where applicable. Include only one-time project costs in this table. Include any recurring costs in CBA Form 1A.				FY2025-26			FY2026-27			FY2027-28			FY2028-29			FY2029-30			TOTAL		
3					\$ -	\$ 5,567,300		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 5,567,300		
4	Item Description <i>(remove guidelines and annotate entries here)</i>	Project Cost Element	Appropriation Category	Current & Previous Years Project-Related Cost	YR 1 #	YR 1 LBR	YR 1 Base Budget	YR 2 #	YR 2 LBR	YR 2 Base Budget	YR 3 #	YR 3 LBR	YR 3 Base Budget	YR 4 #	YR 4 LBR	YR 4 Base Budget	YR 5 #	YR 5 LBR	YR 5 Base Budget	TOTAL		
5	Costs for all state employees working on the project.	FTE	Salaries and Benefits	\$ -	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	Staffing costs for personnel using Time & Expense.	Staff Augmentation	Contracted Services	\$ -	10.00	\$ 2,300,390	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ 2,300,390	
8	Project management personnel and related deliverables.	Project Management	Contracted Services	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	
9	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	\$ -	\$ -	\$ -	\$ -	
10	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	\$ -	\$ -	\$ -	\$ -	
11	Separate requirements analysis and feasibility study procurements.	Project Planning/Analysis	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
12	Hardware purchases not included in data center services.	Hardware	OCO	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
13	Commercial software purchases and licensing costs.	Commercial Software	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
14	Professional services with fixed-price costs (i.e. software development, installation, project documentation)	Project Deliverables	Contracted Services	\$ -		\$ 3,266,910	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 3,266,910	
15	All first-time training costs associated with the project. 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.	Training	Contracted Services	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
16	Other contracted services not included in other categories.	Data Center Services - One Time Costs	Data Center Category	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
17	Include costs for non-state data center equipment required by the project and the proposed solution (insert additional rows as needed for detail)	Equipment	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
18	Include costs associated with leasing space for project personnel.	Leased Space	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
19	Other project expenses not included in other categories.	Other Expenses	Expense	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
20	Total			\$ -	10.00	\$ 5,567,300	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ 5,567,300	
21																						

CBAForm 2 - Project Cost Analysis

Agency	Department of Management Services	Project	People First Integration with Florida PALM
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PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	
TOTAL PROJECT COSTS (*)	\$5,567,300	\$0	\$0	\$0	\$0	\$5,567,300
CUMULATIVE PROJECT COSTS <small>(includes Current & Previous Years' Project-Related Costs)</small>	\$5,567,300	\$5,567,300	\$5,567,300	\$5,567,300	\$5,567,300	
Total Costs are carried forward to CBAForm3 Project Investment Summary worksheet.						

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	
General Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Trust Fund	\$5,567,300	\$0	\$0	\$0	\$0	\$5,567,300
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INVESTMENT	\$5,567,300	\$0	\$0	\$0	\$0	\$5,567,300
CUMULATIVE INVESTMENT	\$5,567,300	\$5,567,300	\$5,567,300	\$5,567,300	\$5,567,300	

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

CBAForm 3 - Project Investment Summary

Agency Department of Management Services Project People First Integration with Florida

COST BENEFIT ANALYSIS -- CBAForm 3A						
	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	TOTAL FOR ALL YEARS
Project Cost	\$5,567,300	\$0	\$0	\$0	\$0	\$5,567,300
Net Tangible Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Return on Investment	(\$5,567,300)	\$0	\$0	\$0	\$0	(\$5,567,300)
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)	(\$5,410,398)	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 Year	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
Cost of Capital	2.90%	3.10%	3.30%	3.40%	3.50%

	B	C	D	E	F	G	H																																																												
3	Project		<i>People First Integration with Florida PALM</i>																																																																
4																																																																			
5	Agency		<i>Department of Management Services</i>																																																																
6	FY 2025-26 LBR Issue Code:			FY 2025-26 LBR Issue Title:																																																															
7	<i>Issue Code</i>			<i>People First Integration with Florida PALM</i>																																																															
8	Risk Assessment Contact Info (Name, Phone #, and E-mail Address):																																																																		
9	<i>Tony Lloyd, 850-413-9579; tony.lloyd@dms.fl.gov</i>																																																																		
10	Executive Sponsor		<i>Tony Lloyd</i>																																																																
11	Project Manager		<i>Michael Livingston</i>																																																																
12	Prepared By		<i>Tony Lloyd</i>			<i>10/4/2024</i>																																																													
14	Risk Assessment Summary																																																																		
15																																																																			
16	Business Strategy	Level of Project Risk																																																																	
17								Level of Project Risk																																																											
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32																									Level of Project Risk																																										
34																															Project Risk Area Breakdown																																				
35																															Risk Assessment Areas						<i>Risk Exposure</i>																														
36																															Strategic Assessment						HIGH																														
37																																																																			
38																															Technology Exposure Assessment						MEDIUM																														
39																																																																			
40																															Organizational Change Management Assessment						MEDIUM																														
41																																																																			
42	Communication Assessment						HIGH																																																												
43																																																																			
44	Fiscal Assessment						HIGH																																																												
45																																																																			
46	Project Organization Assessment						HIGH																																																												
47																																																																			
48	Project Management Assessment						LOW																																																												
49																																																																			
50	Project Complexity Assessment						HIGH																																																												
51																																																																			
52																																																																			
53	Overall Project Risk						HIGH																																																												

	B	C	D	E
1	Agency: Department of Management Services		Project: People First Integration with Florida PALM	
3	Section 1 -- Strategic Area			
4	#	Criteria	Values	Answer
5	1.01	Are project objectives clearly aligned with the agency's legal mission?	0% to 40% -- Few or no objectives aligned	81% to 100% -- All or nearly all objectives aligned
6			41% to 80% -- Some objectives aligned	
7			81% to 100% -- All or nearly all objectives aligned	
8	1.02	Are project objectives clearly documented and understood by all stakeholder groups?	Not documented or agreed to by stakeholders	Documented with sign-off by stakeholders
9			Informal agreement by stakeholders	
10			Documented with sign-off by stakeholders	
11	1.03	Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project?	Not or rarely involved	Most regularly attend executive steering committee meetings
12			Most regularly attend executive steering committee meetings	
13			Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	
14	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
15			Vision is partially documented	
16			Vision is completely documented	
17	1.05	Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented?	0% to 40% -- Few or none defined and documented	81% to 100% -- All or nearly all defined and documented
18			41% to 80% -- Some defined and documented	
19			81% to 100% -- All or nearly all defined and documented	
20	1.06	Are all needed changes in law, rule, or policy identified and documented?	No changes needed	No changes needed
21			Changes unknown	
22			Changes are identified in concept only	
23			Changes are identified and documented	
24			Legislation or proposed rule change is drafted	
25	1.07	Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions?	Few or none	All or nearly all
26			Some	
27			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	Extensive external use or visibility
29			Moderate external use or visibility	
30			Extensive external use or visibility	
31	1.09	What is the internal (e.g. state agency) visibility of the proposed system or project?	Multiple agency or state enterprise visibility	Multiple agency or state enterprise visibility
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
35			Between 3 and 5 years	
36			Between 1 and 3 years	
37			1 year or less	

	B	C	D	E
1	Agency: Department of Management Services		Project: People First Integration 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 technical solution in a production environment?	Read about only or attended conference and/or vendor presentation	Installed and supported production system more than 3 years
6			Supported prototype or production system less than 6 months	
7			Supported production system 6 months to 12 months	
8			Supported production system 1 year to 3 years	
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 technical solution to implement and operate the new system?	External technical resources will be needed for implementation and operations	External technical resources will be needed for implementation and operations
11			External technical resources will be needed through implementation only	
12			Internal resources have sufficient knowledge for implementation and operations	
13	2.03	Have all relevant technical alternatives/ solution options been researched, documented and considered?	No technology alternatives researched	No technology alternatives researched
14			Some alternatives documented and considered	
15			All or nearly all alternatives documented and considered	
16	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 solution is fully compliant with all relevant agency, statewide, or industry standards
17			Some relevant standards have been incorporated into the proposed technology	
18			Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
19	2.05	Does the proposed technical solution require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Extensive infrastructure change required
20			Moderate infrastructure change required	
21			Extensive infrastructure change required	
22			Complete infrastructure replacement	
23	2.06	Are detailed hardware and software capacity requirements defined and documented?	Capacity requirements are not understood or defined	Capacity requirements are based on historical data and new system design specifications and performance requirements
24			Capacity requirements are defined only at a conceptual level	
25			Capacity requirements are based on historical data and new system design specifications and performance requirements	

	B	C	D	E
1	Agency: Department of Management Services		Project: People First Integration with Florida PALM	
3	Section 3 -- Organizational Change Management Area			
4	#	Criteria	Values	Answer
5	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
6			Moderate changes to organization structure, staff or business processes	
7			Minimal changes to organization structure, staff or business processes structure	
8	3.02	Will this project impact essential business processes?	Yes	Yes
9			No	
10	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	81% to 100% -- All or nearly all processes defined and documented
11			41% to 80% -- Some process changes defined and documented	
12			81% to 100% -- All or nearly all processes defined and documented	
13	3.04	Has an Organizational Change Management Plan been approved for this project?	Yes	No
14			No	
15	3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	Less than 1% FTE count change
16			1% to 10% FTE count change	
17			Less than 1% FTE count change	
18	3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	Less than 1% contractor count change
19			1 to 10% contractor count change	
20			Less than 1% contractor count change	
21	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
22			Moderate changes	
23			Minor or no changes	
24	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	Minor or no changes
25			Moderate changes	
26			Minor or no changes	
27	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
28			Recently completed project with fewer change requirements	
29			Recently completed project with similar change requirements	
30			Recently completed project with greater change requirements	

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

	B	C	D	E
1	Agency: Department of Management Services		Project: People First Integration with Florida PALM	
3	Section 5 -- Fiscal Area			
4	#	Criteria	Values	Answer
5	5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes	No
6			No	
7	5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% – None or few defined and documented	81% to 100% – All or nearly all defined and documented
8			41% to 80% – Some defined and documented	
9			81% to 100% – All or nearly all defined and documented	
10	5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown	Greater than \$10 M
11			Greater than \$10 M	
12			Between \$2 M and \$10 M	
13			Between \$500K and \$1,999,999	
14			Less than \$500 K	
15	5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes	No
16			No	
17	5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%)	Order of magnitude – estimate could vary between 10-100%
18			Order of magnitude – estimate could vary between 10-100%	
19			Placeholder – actual cost may exceed estimate by more than 100%	
20	5.06	Are funds available within existing agency resources to complete this project?	Yes	No
21			No	
22	5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency	Funding from other state agencies
23			Funding from local government agencies	
24			Funding from other state agencies	
25	5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received	Neither requested nor received
26			Requested but not received	
27			Requested and received	
28			Not applicable	
29	5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated	Most project benefits have been identified but not validated
30			Some project benefits have been identified but not validated	
31			Most project benefits have been identified but not validated	
32			All or nearly all project benefits have been identified and validated	
33	5.10	What is the benefit payback period that is defined and documented?	Within 1 year	No payback
34			Within 3 years	
35			Within 5 years	
36			More than 5 years	
37			No payback	
38	5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and documented	Procurement strategy has not been identified and documented
39			Stakeholders have not been consulted regarding procurement strategy	
40			Stakeholders have reviewed and approved the proposed procurement strategy	
41	5.12	What is the planned approach for acquiring necessary products and solution services to successfully complete the project?	Time and Expense (T&E)	Combination FFP and T&E
42			Firm Fixed Price (FFP)	
43			Combination FFP and T&E	
44	5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined	Just-in-time purchasing of hardware and software is documented in the project schedule
45			Purchase all hardware and software at start of project to take advantage of one-time discounts	
46			Just-in-time purchasing of hardware and software is documented in the project schedule	
47	5.14	Has a contract manager been assigned to this project?	No contract manager assigned	Contract manager assigned is not the procurement manager or the project manager
48			Contract manager is the procurement manager	
49			Contract manager is the project manager	
50			Contract manager assigned is not the procurement manager or the project manager	
51	5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes	No
52			No	
53	5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified	No selection criteria or outcomes have been identified
54			Some selection criteria and outcomes have been defined and documented	
55			All or nearly all selection criteria and expected outcomes have been defined and documented	
56	5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed	Procurement strategy has not been developed
57			Multi-stage evaluation not planned/used for procurement	
58			Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	
59	5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed	Not applicable
60			No, bid response did/will not require proof of concept or prototype	
61			Yes, bid response did/will include proof of concept or prototype	
62			Not applicable	

	B	C	D	E
1	Agency: Department of Management Services		Project: People First Integration with Florida PALM	
3	Section 6 -- Project Organization Area			
4	#	Criteria	Values	Answer
5	6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	Yes
6			No	
7	6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented	None or few have been defined and documented
8			Some have been defined and documented	
9			All or nearly all have been defined and documented	
10	6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	System Integrator (contractor)
11			Agency	
12			System Integrator (contractor)	
13	6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	3 or more
14			2	
15			1	
16	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	Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented
17			Some or most staff roles and responsibilities and needed skills have been identified	
18			Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
19	6.06	Is an experienced project manager dedicated fulltime to the project?	No experienced project manager assigned	No, project manager assigned more than half-time, but less than full-time to project
20			No, project manager is assigned 50% or less to project	
21			No, project manager assigned more than half-time, but less than full-time to project	
22			Yes, experienced project manager dedicated full-time, 100% to project	
23	6.07	Are qualified project management team members dedicated full-time to the project	None	No, business, functional or technical experts dedicated more than half-time but less than full-time to project
24			No, business, functional or technical experts dedicated 50% or less to project	
25			No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
26			Yes, business, functional or technical experts dedicated full-time, 100% to project	
27	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
28			Half of staff from in-house resources	
29			Mostly staffed from in-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	Minimal or no impact
32			Moderate impact	
33			Extensive impact	
34	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
35			No	
36	6.11	Are all affected stakeholders represented by functional manager on the change review and control board?	No board has been established	No board has been established
37			No, only IT staff are on change review and control board	
38			No, all stakeholders are not represented on the board	
39			Yes, all stakeholders are represented by functional manager	

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

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

Department of

MANAGEMENT SERVICES

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EXHIBITS & SCHEDULES

Telecommunications Services

72900100

Department of

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SCHEDULE I SERIES

Telecommunications Services

72900100

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period: 2025 - 2026**
Program: 72900100 Telecommunications Services
Fund: 2105 Communications Working Capital Trust Fund

Specific Authority: Chapter 282.702, Florida Statutes
Purpose of Fees Collected: To manage and operate the SUNCOM Network.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	<u>ACTUAL</u>	<u>ESTIMATED</u>	<u>REQUEST</u>
	<u>FY 2023 - 2024</u>	<u>FY 2024 - 2025</u>	<u>FY 2025 - 2026</u>
Receipts:			
<u>Centrex and SUNCOM Revenues</u>	102,523,274	121,336,638	135,070,501
<u>Vendor Reimbursements - Wireless</u>	4,051,416	5,425,869	5,425,869
<u>BEAR Erate Reimbursements - FIRN</u>	32,199,411	32,199,411	32,199,411
Total Fee Collection to Line (A) - Section III	138,774,101	158,961,918	172,695,781

<u>SECTION II - FULL COSTS</u>			
Direct Costs:			
<u>Salaries and Benefits</u>	6,116,780	6,465,742	6,509,083
<u>Other Personal Services</u>	277,545	389,232	391,268
<u>Expenses</u>	540,163	667,245	660,979
<u>Operating Capital Outlay</u>	34,476	46,079	46,079
<u>Centrex and SUNCOM Payments</u>	123,586,638	123,586,638	123,586,638
<u>Contracted Services</u>	2,343,515	2,108,404	2,108,404
<u>Cloud Computing Services</u>	-	2,108,404	362,776
<u>Risk Management</u>	21,207	30,186	30,186
<u>Lease/Purchase Equipment</u>	3,242	3,241	3,241
<u>Human Resources Assessment - DMS</u>	24,511	24,381	24,381
<u>Data Processing Services Assessment</u>	558,899	393,214	393,214
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	133,506,976	135,822,766	134,116,249

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	138,774,101	158,961,918	172,695,781
TOTAL SECTION II	(B)	133,506,976	135,822,766	134,116,249
TOTAL - Surplus/Deficit	(C)	5,267,125	23,139,152	38,579,532

EXPLANATION of LINE C:

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period: 2025 - 2026**
Program: 72900100 Telecommunications Services
Fund: 2344 Wireless Emergency Telephone System Trust Fund

Specific Authority: Sections 365.172 and 365.173, Florida Statutes
Purpose of Fees Collected: \$.40 per month to Florida's wireless telephone subscribers to offset counties' and the service providers' 911 and Emergency 911 costs. Fees are deposited into the fund and subsequent distributions are as follows: 44% to counties; 54% to service providers; and 2% to rural counties.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Receipts:			
<u>Deposits from Non-Wireless 911 Service Providers</u>	19,938,382	16,801,149	14,834,704
<u>Deposits from Prepaid Wireless Service Providers</u>	22,914,213	22,430,724	21,912,572
<u>Deposits from Wireless 911 Service Providers</u>	94,530,672	101,759,716	108,128,154
<u>Refunds and Reimbursements</u>	20,974	-	-
Total Fee Collection to Line (A) - Section III	137,404,241	140,991,589	144,875,430

SECTION II - FULL COSTS

Direct Costs:			
<u>Salaries and Benefits</u>	646,608	748,517	753,537
<u>Other Personal Services</u>	106,647	155,068	155,068
<u>Expenses</u>	77,464	227,636	227,636
<u>Operating Capital Outlay</u>	-	-	-
<u>Distribution to Counties - Wireless 911</u>	104,884,653	121,819,519	121,819,519
<u>Distributions to Service Providers - Wireless 911</u>	-	-	-
<u>Distributions to Counties - Non-Wireless E911</u>	22,629,615	21,567,589	21,567,589
<u>Distribution of County Prepaid Wireless 911</u>	33,197,852	41,069,033	41,069,033
<u>Distribution of County PSAP Upgrade</u>	-	12,000,000	-
<u>Contracted Services</u>	444,480	966,512	966,512
<u>Contracted Legal Services</u>	42,992	62,159	62,159
<u>Lease/Purchase Equipment</u>	1,845	1,845	1,845
<u>Human Resources Assessment - DMS</u>	1,023	1,003	1,003
<u>Data Processing Services Assessment</u>	4,078	2,869	2,869
Indirect Costs Charged to Trust Fund	612,063	658,917	358,917
Total Full Costs to Line (B) - Section III	162,649,321	199,280,667	186,985,687

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	137,404,241	140,991,589	144,875,430
TOTAL SECTION II	(B)	162,649,321	199,280,667	186,985,687
TOTAL - Surplus/Deficit	(C)	(25,245,080)	(58,289,078)	(42,110,257)

EXPLANATION of LINE C:

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Communications Working Capital Trust Fund
Budget Entity:	72900100 Telecommunications Services
LAS/PBS Fund Number:	2105

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,539,775	(A)			4,539,775
ADD: Other Cash (See Instructions)	82,341	(B)			82,341
ADD: Investments	38,124,720	(C)			38,124,720
ADD: Outstanding Accounts Receivable	23,021,454	(D)	661,561		23,683,015
ADD: _____	-	(E)			-
Total Cash plus Accounts Receivable	65,768,290	(F)	661,561		66,429,851
LESS: Allowances for Uncollectibles	-	(G)			-
LESS: Approved "A" Certified Forwards	334,849	(H)			334,849
Approved "B" Certified Forwards	11,902,646	(H)			11,902,646
Approved "FCO" Certified Forwards	-	(H)			-
LESS: Other Accounts Payable (Nonoperating)	3,701	(I)			3,701
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/24	53,527,095	(K)	661,561		54,188,655 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Wireless Emergency Telephone System Trust Fund
Budget Entity:	72900100 Telecommunications Services
LAS/PBS Fund Number:	2344

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	7,456,331	(A)		7,456,331
ADD: Other Cash (See Instructions)	2,968	(B)		2,968
ADD: Investments	89,121,962	(C)		89,121,962
ADD: Outstanding Accounts Receivable	10,664,227	(D)	(202,737)	10,461,490
ADD: _____	-	(E)		-
Total Cash plus Accounts Receivable	107,245,488	(F)	(202,737)	107,042,751
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards	35,168,680	(H)		35,168,680
Approved "B" Certified Forwards	53,273	(H)		53,273
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	9,365	(I)		9,365
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/24	72,014,170	(K)	(202,737)	71,811,433 **

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: 2025 - 2026
Department Title: Department of Management Services
Trust Fund Title: Communications Working Capital Trust Fund
LAS/PBS Fund Number: 2105

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24	
Total all GLC's 5XXXX for governmental funds;	64,254,936 (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	-
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #B7200014 - Receivable Adjustment	61,800 (C)
SWFS Adjustment #B7200018 - Receivable Adjustment	3,500 (C)
SWFS Adjustment #B7200072 - Receivable Adjustment	34,200 (C)
SWFS Adjustment #B7200073 - Receivable Adjustment	1,243 (C)
SWFS Adjustment #B7200143 - Receivable Adjustment	(5,967) (C)
SWFS Adjustment #B7200158 - Receivable Adjustment	59,171 (C)
SWFS Adjustment #B7200162 - Receivable Adjustment	(55) (C)
SWFS Adjustment #B7200164 - Receivable Adjustment	7,542 (C)
SWFS Adjustment #B7200165 - Receivable Adjustment	446,573 (C)
SWFS Adjustment #B7200197 - Receivable Adjustment	0.01 (C)
SWFS Adjustment #B7200202 - Receivable Adjustment	42,235 (C)
SWFS Adjustment #B7200208 - Receivable Adjustment	111 (C)
SWFS Adjustment #B7200234 - Receivable Adjustment	11,206 (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(11,902,646) (D)
Approved FCO Certified Forward per LAS/PBS	-
A/P not C/F-Operating Categories	-
Compensated Absences - 38600	180,780 (D)
Compensated Absences - 48600	494,024 (D)
Advances From Other Funds Within the Dept - 457xx	500,000 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	54,188,655 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	54,188,655 (F)
DIFFERENCE:	- (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title:

Department of Management Services

Trust Fund Title:

Wireless Emergency Telephone System Trust Fund

LAS/PBS Fund Number:

2344

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

71,716,458 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

- (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200083 - Receivable Adjustment

(202,737) (C)

SWFS Adjustment # and Description

- (C)

Add/Subtract Other Adjustment(s):

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

(53,273) (D)

Approved FCO Certified Forward per LAS/PBS

- (D)

A/P not C/F-Operating Categories

- (D)

A/P - Deposit Correction Due to Fund 2105

350,984 (D)

- (D)

- (D)

ADJUSTED BEGINNING TRIAL BALANCE:

71,811,433 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

71,811,433 (F)

DIFFERENCE:

- (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: Telecommunications Services

Phone Number: 850-487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
DMS OIG Report No. IA 2024-25	Report Dated January 2024	Communications Services Authorization and Billing System (CASB)	This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	Confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	
DMS OIG Report No. IA 2024-34	Report Dated February 2024	CASB	This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	Confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	
DMS OIG Report No. IA 2024-35	Report Dated March 2024	CASB	This audit and its associated documents and findings are confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	Confidential and exempt from public disclosure pursuant to §282.318, Florida Statutes.	
DMS OIG Report No. IA 2022-30	Report Dated August 2024	Statewide Law Enforcement Radio System (SLERS)	The Bureau of Public Safety did not ensure all deployed radios were entered into the state financial system as property for inventory purposes as required by Rule 69I-72, Florida Administrative Code.	The Division of Telecommunication Services will work with property administration to have all radios that belong to Public Safety entered in property records as state tagged assets.	

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EXHIBITS & SCHEDULES

Wireless Services

72900200

Department of

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SCHEDULE I SERIES

Wireless Services

72900200

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72900200 Wireless Services
Fund: 2432 Law Enforcement Radio System Trust Fund

Specific Authority: 328.72(9), Florida Statutes
Purpose of Fees Collected: To provide for the construction and operation of the statewide law enforcement radio system to serve law enforcement agencies.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
<u>Traffic Infraction Penalties</u>	4,147,980	4,147,980	4,147,980
<u>Fees from Boat/Vehicles Registrations</u>	23,676,800	23,975,394	24,309,995
<u>Tower Rental Fees</u>	36,974	36,974	36,974
Total Fee Collection to Line (A) - Section III	27,861,754	28,160,348	28,494,949

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	1,428,409	1,498,006	1,507,922
<u>Other Personal Services</u>	28,893	94,022	94,022
<u>Expenses</u>	232,368	280,980	280,980
<u>Operating Capital Outlay</u>	-	22,000	22,000
<u>Contracted Services</u>	3,645,609	5,052,710	3,882,811
<u>Risk Management Insurance</u>	2,299	2,412	2,412
<u>Contract Payments</u>	100,001	250,000	250,000
<u>Contracted Legal Services</u>	19,000,000	19,000,000	19,000,000
<u>Lease/Purchase Equipment</u>	2,230	2,229	2,229
<u>Human Resources Assessment - DMS</u>	5,596	5,486	5,486
<u>Data Processing Services Assessment</u>	2,626	1,848	1,848
<u>Indirect Costs Charged to Trust Fund</u>	2,744,618	2,591,095	2,617,863
Total Full Costs to Line (B) - Section III	27,192,647	28,800,788	27,667,573

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	27,861,754	28,160,348	28,494,949
TOTAL SECTION II	(B)	27,192,647	28,800,788	27,667,573
TOTAL - Surplus/Deficit	(C)	669,106	(640,440)	827,376

EXPLANATION of LINE C:

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Federal Grants Trust Fund
Budget Entity:	72900200 Wireless Services
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.10	(A)		0.10
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	0.10	(F)	-	0.10
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)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/24	0.10	(K)	-	0.10 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Law Enforcement Radio System Trust Fund
Budget Entity:	72900200 Wireless Services
LAS/PBS Fund Number:	2432

	Balance as of 6/30/2024	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	511,746 (A)		511,746
ADD: Other Cash (See Instructions)	- (B)		-
ADD: Investments	19,369,324 (C)		19,369,324
ADD: Outstanding Accounts Receivable	58,079 (D)	965,870	1,023,949
ADD: _____	- (E)		-
Total Cash plus Accounts Receivable	19,939,149 (F)	965,870	20,905,019
LESS: Allowances for Uncollectibles	- (G)		-
LESS: Approved "A" Certified Forwards	63,087 (H)		63,087
Approved "B" Certified Forwards	4,030,558 (H)		4,030,558
Approved "FCO" Certified Forwards	- (H)		-
LESS: Other Accounts Payable (Nonoperating)	531,904 (I)		531,904
LESS: _____	- (J)		-
Unreserved Fund Balance, 07/01/24	15,313,600 (K)	965,870	16,279,470 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

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

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	28,936	(A)		28,936
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	-	(D)		-
ADD: _____	-	(E)		-
Total Cash plus Accounts Receivable	28,936	(F)	-	28,936
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)	-	(I)		-
LESS: _____	-	(J)		-
Unreserved Fund Balance, 07/01/24	28,936	(K)	-	28,936 **

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: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Fedral Grants Trust Fund
LAS/PBS Fund Number: 2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

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

Approved FCO Certified Forward per LAS/PBS (D)

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

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) (F)

DIFFERENCE: (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Law Enforcement Radio System Trust Fund
LAS/PBS Fund Number: 2432

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; 19,344,158 (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200088 - Receivable Adjustment 965,870 (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (4,030,558) (D)

Approved FCO Certified Forward per LAS/PBS - (D)

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

- (D)

- (D)

- (D)

ADJUSTED BEGINNING TRIAL BALANCE: 16,279,470 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 16,279,470 (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Operating Trust Fund
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; 28,936 (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description - (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

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

Approved FCO Certified Forward per LAS/PBS - (D)

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

- (D)

- (D)

- (D)

ADJUSTED BEGINNING TRIAL BALANCE: 28,936 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 28,936 (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: Wireless Services

Phone Number: 850-487-9476

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			NOT APPLICABLE		

Office of Policy and Budget - June 2024

Department of

MANAGEMENT SERVICES

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EXHIBITS & SCHEDULES

State Data Center

72900600

Department of

MANAGEMENT SERVICES

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SCHEDULE I SERIES

State Data Center

72900600

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72900600 State Data Center
Fund: 2792 Working Capital Trust Fund
Specific Authority: Section 216.272(2), Florida Statutes
Purpose of Fees Collected: Provide funds sufficient to cover the operation of the Data Center.

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

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

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
_____	[]	[]	[]
_____	[]	[]	[]
Total Fee Collection to Line (A) - Section III	[-]	[-]	[-]

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	[-]	[-]	[-]
Other Personal Services	[-]	[-]	[-]
Expenses	[-]	[-]	[-]
Operating Capital Outlay	[-]	[-]	[-]
_____	[]	[]	[]
_____	[]	[]	[]
Indirect Costs Charged to Trust Fund	27,959,633	[-]	[-]
Total Full Costs to Line (B) - Section III	[27,959,633]	[-]	[-]

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	[-]	[-]	[-]
TOTAL SECTION II	(B)	27,959,633	[-]	[-]
TOTAL - Surplus/Deficit	(C)	[(27,959,633)]	[-]	[-]

EXPLANATION of LINE C:

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Working Capital Trust Fund
Budget Entity:	72900600 State Data Center
LAS/PBS Fund Number:	2792

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	14,870,706	(A)		14,870,706
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	-	(D)		-
ADD: _____	-	(E)		-
Total Cash plus Accounts Receivable	14,870,706	(F)	-	14,870,706
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)	-	(I)		-
LESS: Anticipated Transfer to 72900700 2792	14,870,706	(J)		14,870,706
Unreserved Fund Balance, 07/01/24	(0)	(K)	-	(0)**

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title:

Department of Management Services

Trust Fund Title:

Working Capital Trust Fund

LAS/PBS Fund Number:

2792

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

13,321,489 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

- (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

- (C)

SWFS Adjustment # and Description

- (C)

Add/Subtract Other Adjustment(s):

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

- (D)

Approved FCO Certified Forward per LAS/PBS

- (D)

A/P not C/F-Operating Categories

- (D)

Anticipated Transfer to 72900700 2792

(14,870,706) (D)

Compensated Absences - GL 38600

298,539 (D)

Compensated Absences - GL 48600

1,179,139 (D)

Net Capital Assets (53600 - 27xxx)

71,539 (D)

ADJUSTED BEGINNING TRIAL BALANCE:

(0) (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

(0) (F)

DIFFERENCE:

- (G)*

***SHOULD EQUAL ZERO.**

Department of

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EXHIBITS & SCHEDULES

Office of the State Chief Information Officer

72900700

Department of

MANAGEMENT SERVICES

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SCHEDULE I SERIES

Office of the State Chief Information Officer

72900700

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72900700 Office of the State Chief Information Officer
Fund: 2792 Working Capital Trust Fund

Specific Authority: Section 216.272(2), Florida Statutes
Purpose of Fees Collected: Provide funds sufficient to cover the operation of the Data Center.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Fee Collection to Line (A) - Section III	-	-	-

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	-	-	-
Other Personal Services	-	-	-
Expenses	-	-	-
Operating Capital Outlay	-	-	-
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
Indirect Costs Charged to Trust Fund	(14,870,706)	-	-
Total Full Costs to Line (B) - Section III	(14,870,706)	-	-

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	-	-
TOTAL SECTION II	(B)	(14,870,706)	-
TOTAL - Surplus/Deficit	(C)	14,870,706	-

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Working Capital Trust Fund
Budget Entity:	72900700 Office of the State Chief Information Officer
LAS/PBS Fund Number:	2792

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(14,870,706)	(A)		(14,870,706)
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	-	(D)		-
ADD: Anticipated Transfer From 72900600 - 2792	14,870,706	(E)		14,870,706
Total Cash plus Accounts Receivable	-	(F)	-	-
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)	-	(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/24	-	(K)	-	-

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: 2025 - 2026

Department Title:

Department of Management Services

Trust Fund Title:

Working Capital Trust Fund

LAS/PBS Fund Number:

2792

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

(A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

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

(D)

Approved FCO Certified Forward per LAS/PBS

(D)

A/P not C/F-Operating Categories

(D)

Net Capital Assets

(D)

Anticipated Transfer From 72900600 - 2792

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

(F)

DIFFERENCE:

(G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: State Chief Information Office

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
			NOT APPLICABLE		

Office of Policy and Budget - June 2024

SCHEDULE IV-B FOR [ENTERPRISE CYBER SECURITY RESILIENCY]

For Fiscal Year 2025-26



OCTOBER 2024

[DEPARTMENT OF MANAGEMENT SERVICES]

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SCHEDULE IV-B FOR [ENTERPRISE CYBER SECURITY RESILIENCY]

Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Management Services	Schedule IV-B Submission Date: 10/15/2024
Project Name: Enterprise Cyber Security	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2025-26 LBR Issue Code: 36109C0	FY 2025-26 LBR Issue Title: Enterprise Cybersecurity
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Jeremy Rodgers (850) 509-9199, Jeremy.rodgers@digital.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 the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: _____	Date: _____
Printed Name: Pedro Allende	
Agency Chief Information Officer (or equivalent): _____	Date: _____
Printed Name: Rich Evans	
Budget Officer: _____	Date: _____
Printed Name: Robert Bechtol	
Planning Officer: _____	Date: _____
Printed Name: Jeremy Rodgers	
Project Sponsor: _____	Date: _____
Printed Name: Warren Sponholtz	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Jeremy Rodgers (850) 509-9199, Jeremy.rodgers@digital.fl.gov
Cost Benefit Analysis:	Nicole Linn (850) 363-3457, Nicole.Linn@digital.fl.gov
Risk Analysis:	N/A
Technology Planning:	Jeremy Rodgers (850) 509-9199, Jeremy.rodgers@digital.fl.gov
Project Planning:	Jessica Lanese (850) 759-2928, jessica.lanese@digital.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 section 216.023(4)(a)10, Florida Statutes, 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.

SCHEDULE IV-B FOR [ENTERPRISE CYBER SECURITY RESILIENCY]

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.

I. 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

Section 282.318, Florida Statutes (F.S.) designates the Florida Digital Service (FLDS) as the lead entity responsible for establishing standards and processes for assessing state agency cybersecurity risks and determining appropriate security initiatives. FLDS has identified necessary security initiatives as follows:

Security Initiative	Anticipated Amount
Enterprise Cyber Threat Intelligence (CTI)	\$131,000
Enterprise Email Security	\$2,500,000
Enterprise Incident Response (IR) Retainer	\$1,500,000
Enterprise Vulnerability Management	\$1,500,000
Re-procurements	\$5,000,000
Secure Messaging & File Transfer Solution	\$40,000
Unfunded Enterprise Demand	\$4,869,940
Zero Trust Network Access (ZTNA)	\$75,000
Total Requested Additional Funding	\$15,615,940

Enterprise Vulnerability Management and Enterprise Email Security have been identified as requiring a Schedule IV-B in association with the D3A submitted for the Enterprise Cybersecurity Resiliency program. However, in accordance with Sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida Law and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely.

In accordance with Sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

2. Business Objectives

In accordance with Sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

NOTE: For IT projects with 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 section 216.023(4)(a)10, Florida Statutes.

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)

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

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

2. Assumptions and Constraints

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

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

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

2. Business Solution Alternatives

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

3. Rationale for Selection

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

4. Recommended Business Solution

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

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 section 216.023(4) (a) 10, Florida Statutes.

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.

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted

documentation has been provided securely through alternate channels.

II. Success Criteria

Purpose: To identify the critical results, both outputs and outcomes, that must be realized for the project to be considered a success.

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1				
2				

III. 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.

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

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					
2					

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.

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are

exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

Cost Benefit Analysis	
Form	Description of Data Captured
CBA Form 1 - Net Tangible Benefits	<p>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.</p> <p>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.</p>
CBA Form 2 - Project Cost Analysis	<p>Baseline Project Budget: Estimated project costs.</p> <p>Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, Grants.</p> <p>Characterization of Project Cost Estimate.</p>
CBA Form 3 - Project Investment Summary	<p>Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates:</p> <ul style="list-style-type: none"> • Return on Investment • Payback Period • Breakeven Fiscal Year • Net Present Value • Internal Rate of Return

IV. Schedule IV-B Major Project Risk Assessment

Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight and to improve the likelihood of project success. The risk assessment summary identifies the overall level of risk associated with the project and provides an assessment of the project’s alignment with business objectives.

NOTE: All multi-year projects must update the Risk Assessment Component of the Schedule IV-B along with any other components that have been changed from the original Feasibility Study.

The Risk Assessment Tool and Risk Assessment Summary are included in Appendix B on the Florida Fiscal Portal and must be completed and submitted with the agency’s Schedule IV-B. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

V. 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

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

a. Description of Current System

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

b. Current System Resource Requirements

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

c. Current System Performance

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

2. Information Technology Standards

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

B. Current Hardware and/or Software Inventory

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

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

C. Proposed Technical Solution

1. Technical Solution Alternatives

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

2. Rationale for Selection

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

3. Recommended Technical Solution

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

D. Proposed Solution Description

1. Summary Description of Proposed System

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

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

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

E. Capacity Planning

(historical and current trends versus projected requirements)

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

VI. 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 a attachment the agency's project management plan and any associated planning tools/documents.

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

NOTE: For IT projects with total cost 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 section 216.023(4)(a)10, Florida Statutes.

VII. 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.

In accordance with sections 119.0725 and 282.318, Florida Statute, all associated attachments and appendices are exempt from public disclosure under Florida and are not posted to the Florida Fiscal Portal. Unredacted documentation has been provided securely through alternate channels.

Department of

MANAGEMENT SERVICES

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EXHIBITS & SCHEDULES

Public Employees Relations Commission

72920100

Department of

MANAGEMENT SERVICES

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SCHEDULE I SERIES

Public Employees Relations Commission

72920100

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72920100 Public Employees Relations Commission
Fund: 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.)

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
Receipts:			
<u>Local Government (half-cent Sales Tax from GR)</u>	2,796,365	2,796,365	2,796,365
<u>Reimbursements</u>	13,977	13,977	13,977
<u> </u>			
<u> </u>			
Total Fee Collection to Line (A) - Section III	2,810,342	2,810,342	2,810,342

SECTION II - FULL COSTS

Direct Costs:			
<u>Salaries and Benefits</u>	1,472,962	1,625,031	1,634,244
<u>Other Personal Services</u>	2,891	53,985	53,985
<u>Expenses</u>	345,814	345,814	345,814
<u>Operating Capital Outlay</u>	-	5,721	5,721
<u>Transfer to Administrative Hearings</u>	-	3,240	3,240
<u>Contracted Services</u>	32,500	32,500	32,500
<u>Contracted Legal Services</u>	911,387	1,499,999	500,000
<u>Risk Management Insurance</u>	3,961	3,547	3,547
<u>Human Resources Assessment - DMS</u>	5,464	5,356	5,356
<u>Data Processing Services Assessment</u>	32,010	46,280	46,280
<u> </u>			
Indirect Costs Charged to Trust Fund	118,029	1,243,979	380,769
Total Full Costs to Line (B) - Section III	2,925,017	4,865,452	3,011,456

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	2,810,342	2,810,342	2,810,342
TOTAL SECTION II	(B)	2,925,017	4,865,452	3,011,456
TOTAL - Surplus/Deficit	(C)	(114,675)	(2,055,110)	(201,114)

EXPLANATION of LINE C:

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Public Employees Relations Commission Trust Fund
Budget Entity:	72920100 Public Employees Relations
LAS/PBS Fund Number:	2558

	Balance as of 6/30/2024		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	562,750	(A)			562,750
ADD: Other Cash (See Instructions)	-	(B)			-
ADD: Investments	5,461,169	(C)			5,461,169
ADD: Outstanding Accounts Receivable	16,857	(D)	45,427		62,284
ADD: _____		(E)			-
Total Cash plus Accounts Receivable	6,040,776	(F)	45,427		6,086,203
LESS: Allowances for Uncollectibles	-	(G)			-
LESS: Approved "A" Certified Forwards	109,759	(H)			109,759
Approved "B" Certified Forwards	285,648	(H)			285,648
Approved "FCO" Certified Forwards		(H)			-
LESS: Other Accounts Payable (Nonoperating)	4,008	(I)			4,008
LESS: _____		(J)			-
Unreserved Fund Balance, 07/01/24	5,641,361	(K)	45,427		5,686,788 **

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: 2025 - 2026

Department Title:

Department of Management Services

Trust Fund Title:

Public Employees Relations Commission Trust Fund

LAS/PBS Fund Number:

2558

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

5,739,557 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

- (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200239 - Receivable Adjustment

45,427 (C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

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

(285,648) (D)

Approved FCO Certified Forward per LAS/PBS

(D)

A/P not C/F-Operating Categories

(D)

Compensated Absences Liability 386XXX

38,966 (D)

Compensated Absences Liability 486XXX

148,487 (D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

5,686,788 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

5,686,788 (F)

DIFFERENCE:

- (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: Public Employees Relations

Phone Number: 850-487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			NOT APPLICABLE		

Department of

MANAGEMENT SERVICES

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EXHIBITS & SCHEDULES

Florida Commission on Human Relations

72950100

Department of

MANAGEMENT SERVICES

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SCHEDULE I SERIES

Florida Commission on Human Relations

72950100

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2025 - 2026
Program: 72950100 Commission on Human Relations
Fund: 2261 Federal Grants Trust Fund

Specific Authority: Section 760.06, Florida Statutes
Purpose of Fees Collected: To fund the Federal Grants Housing and Urban Development (HUD) and Equal Employment Opportunity Commission (EEOC) programs.
No state fees collected.

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

<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2023 - 2024	FY 2024 - 2025	FY 2025 - 2026
<u>Receipts:</u>			
HUD Grant	1,168,105	1,705,563	1,705,563
EEOC Grant	1,003,400	912,360	912,360
Total Fee Collection to Line (A) - Section III	2,171,505	2,617,923	2,617,923

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	1,210,673	1,556,799	1,569,170
Other Personal Services	16,972	43,623	43,623
Expenses	593,052	533,971	533,971
Operating Capital Outlay	20,004	32,000	5,000
Contracted Services	69,000	69,000	69,000
Risk Management Insurance	91,489	73,815	73,815
Administrative Overhead	272,132	272,132	272,132
Lease/Purchase Equipment	23,754	23,753	23,753
Human Resources Assessment - DMS	14,124	13,847	13,847
Data Processing Services Assessment	72,152	144,851	144,851
Indirect Costs Charged to Trust Fund	-	287,451	287,451
Total Full Costs to Line (B) - Section III	2,383,352	3,051,242	3,036,613

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	2,171,505	2,617,923
TOTAL SECTION II	(B)	2,383,352	3,051,242
TOTAL - Surplus/Deficit	(C)	(211,847)	(418,690)

EXPLANATION of LINE C:
Negative balances offset by cash balance brought forward (See Schedule I).

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Federal Grants Trust Fund
Budget Entity:	72950100 Florida Commission on Human Relations
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	3,714,223	(A)		3,714,223
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	-	(D)		-
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	3,714,223	(F)	-	3,714,223
LESS: Allowances for Uncollectibles	-	(G)		-
LESS: Approved "A" Certified Forwards	113,829	(H)		113,829
Approved "B" Certified Forwards	63,675	(H)		63,675
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	-	(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/24	3,536,718	(K)	-	3,536,718 **

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.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2025 - 2026

Department Title:	Department of Management Services
Trust Fund Title:	Operating Trust Fund
Budget Entity:	72950100 Florida Commission on Human Relations
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2024		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	12,535	(A)		12,535
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	-	(D)		-
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	12,535	(F)	-	12,535
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)	-	(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/24	12,535	(K)	-	12,535 **

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: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Federal Grants Trust Fund
LAS/PBS Fund Number: 2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; 3,600,393 (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (63,675) (D)

Approved FCO Certified Forward per LAS/PBS (D)

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

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 3,536,718 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 3,536,718 (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2025 - 2026

Department Title: Department of Management Services
Trust Fund Title: Operating Trust Fund
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/24

Total all GLC's 5XXXX for governmental funds; 12,535 (A)
 GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

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

Approved FCO Certified Forward per LAS/PBS - (D)

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

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 12,535 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 12,535 (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2025 - 2026

Department: Management Services

Chief Internal Auditor: Steven Meredith

Budget Entity: Florida Commission on Human Relations

Phone Number: 850-487-9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			NOT APPLICABLE		

Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Management Services

Agency Budget Officer/OPB Analyst Name: Robert Bechtol

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

	Program or Service (Budget Entity Codes)			
Action	72010100	72400100	72400200	

1. GENERAL

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		
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		

AUDITS:

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		
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		
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		
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. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y	Y	Y		
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y		
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 14 through 27)? Do they clearly describe the issue?	Y	Y	Y		

Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Management Services
 Agency Budget Officer/OPB Analyst Name: Robert Bechtol

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

	Program or Service (Budget Entity Codes)			
Action	72010100	72400100	72400200	

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y		
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		
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		
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 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 59 of the LBR Instructions?	Y	Y	Y		
4.2	Is the program component code and title used correct?	Y	Y	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					

Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Management Services				
Agency Budget Officer/OPB Analyst Name: Robert Bechtol				
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	Program or Service (Budget Entity Codes)			
Action	72010100	72400100	72400200	

5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y
AUDITS:				
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y
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
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
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 <u>adjustment made to the object data.</u>			
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency <u>must adjust Column A01.</u>			
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 2023-24 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.)				
6.1	Are issues appropriately aligned with appropriation categories?	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 <u>identifying negative appropriation category problems.</u>			
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 14 through 27 of the LBR Instructions.)	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y
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.7 of the LBR Instructions.)	Y	Y	Y

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	Program or Service (Budget Entity Codes)			
Action	72010100	72400100	72400200	

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		
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 94 of the LBR Instructions.)	Y	Y	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	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)	Y	Y	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	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		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y		
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y		
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> 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 26 and 27 of the LBR Instructions.)	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		
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y		
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y		
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y		
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N	N	N		

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	Program or Service (Budget Entity Codes)			
Action	72010100	72400100	72400200	

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		
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		
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. 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		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 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 2024-25 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					

8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required)

8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	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		
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		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y		

Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
Action	72010100	72400100	72400200	

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		
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		
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y		
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y	Y		
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		
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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	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		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A	N/A	N/A		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	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		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	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?	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		
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	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		

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	Program or Service (Budget Entity Codes)			
Action	72010100	72400100	72400200	

8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y		
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y		
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	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		
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		
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		
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	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		
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		
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		
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		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y		
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					

9. SCHEDULE II (PSCR, SC2)

AUDIT:

9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	Y	Y	Y		
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Fiscal Year 2025-26 LBR Technical Review Checklist

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	Program or Service (Budget Entity Codes)			
Action	72010100	72400100	72400200	

10. SCHEDULE III (PSCR, SC3)				
10.1 Is the appropriate lapse amount applied? (See page 90 of the LBR Instructions.)	Y	Y	Y	
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 and 94 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	
11. SCHEDULE IV (EADR, SC4)				
11.1 Are the correct Information Technology (IT) issue codes used?				
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.				
12. SCHEDULE VIIIA (EADR, SC8A)				
12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y	Y	Y	
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
13.1 NOT REQUIRED FOR THIS YEAR	N/A	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.				
14. SCHEDULE 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 99 through 102 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, etc.)	Y	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 104-108 of the LBR Instructions for detailed instructions) (Required				
16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP (if submitting) and LBR match?	Y	Y	Y	

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	Program or Service (Budget Entity Codes)			
Action	72010100	72400100	72400200	

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3	Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y		
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y		
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> 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	Y		
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)

17.1	Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y		
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y		
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y		
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 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		

AUDITS - GENERAL INFORMATION

TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 154 through 156) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					

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	Program or Service (Budget Entity Codes)			
Action	72010100	72400100	72400200	

18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	
18.5	Are the appropriate counties identified in the narrative?	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	
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				

19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	

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	Program or Service (Budget Entity Codes)			
Action	72600200	72600300	72600400	

1. GENERAL

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		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)					

AUDITS:

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		
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		
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		
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. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y	Y	Y		
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y		
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 14 through 27)? Do they clearly describe the issue?	Y	Y	Y		

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	Program or Service (Budget Entity Codes)			
Action	72600200	72600300	72600400	

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y		
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		
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		
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 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 59 of the LBR Instructions?	Y	Y	Y		
4.2	Is the program component code and title used correct?	Y	Y	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					

Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Management Services				
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	Program or Service (Budget Entity Codes)			
Action	72600200	72600300	72600400	

5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y
AUDITS:				
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y
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
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
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 <u>adjustment made to the object data.</u>			
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency <u>must adjust Column A01.</u>			
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 2023-24 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.)				
6.1	Are issues appropriately aligned with appropriation categories?	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 <u>identifying negative appropriation category problems.</u>			
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 14 through 27 of the LBR Instructions.)	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y
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.7 of the LBR Instructions.)	Y	Y	Y

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Action	Program or Service (Budget Entity Codes)			
	72600200	72600300	72600400	

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		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/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 94 of the LBR Instructions.)	Y	Y	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	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)	Y	Y	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	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		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y		
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y		
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> 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 26 and 27 of the LBR Instructions.)	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 (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y	Y	Y		
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y		
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y		
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y		
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N	N	N		

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	Program or Service (Budget Entity Codes)				
Action	72600200	72600300	72600400		

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		
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		
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. 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		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 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 2024-25 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	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		
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		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y		

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Action	Program or Service (Budget Entity Codes)			
	72600200	72600300	72600400	

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		
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		
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y		
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y	Y		
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		
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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	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		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A	N/A	N/A		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	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		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	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?	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		
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	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		

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Action	Program or Service (Budget Entity Codes)			
	72600200	72600300	72600400	
Action				

8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	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	
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	
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	
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	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	
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	
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	
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	
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	Y	Y	Y	

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	Program or Service (Budget Entity Codes)			
Action	72600200	72600300	72600400	

10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied? (See page 90 of the LBR Instructions.)	Y	Y	Y	
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 and 94 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	
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	Y	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.				
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y	Y	Y	
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR	N/A	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.				
14. SCHEDULE 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 99 through 102 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, etc.)	Y	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 104-108 of the LBR Instructions for detailed instructions) (Required					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP (if submitting) and LBR match?	Y	Y	Y	

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	Program or Service (Budget Entity Codes)			
Action	72600200	72600300	72600400	

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> 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	Y	
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 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	
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 154 through 156) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				

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	Program or Service (Budget Entity Codes)				
Action	72600200	72600300	72600400		

18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	
18.5	Are the appropriate counties identified in the narrative?	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	
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	

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	Program or Service (Budget Entity Codes)			
Action	72600500	72600800	72750100	

1. GENERAL

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		
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		

AUDITS:

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		
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		
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		
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. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y	Y	Y		
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y		
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 14 through 27)? Do they clearly describe the issue?	Y	N/A	Y		

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Department/Budget Entity (Service): Management Services

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	Program or Service (Budget Entity Codes)			
Action	72600500	72600800	72750100	

3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	N/A	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	N/A	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	N/A	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 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 59 of the LBR Instructions?	Y	Y	Y		
4.2	Is the program component code and title used correct?	Y	Y	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					

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	Program or Service (Budget Entity Codes)			
Action	72600500	72600800	72750100	

5. EXHIBIT D-1 (ED1R, EXD1)

5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y		
AUDITS:					
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y		
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		
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		
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 2023-24 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.)

6.1 Are issues appropriately aligned with appropriation categories?	Y	N/A	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 14 through 27 of the LBR Instructions.)	Y	N/A	Y		
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y	N/A	Y		
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y	N/A	Y		
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	N/A	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.7 of the LBR Instructions.)	Y	N/A	Y		

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Action	Program or Service (Budget Entity Codes)			
	72600500	72600800	72750100	

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	N/A	Y	
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/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 94 of the LBR Instructions.)	Y	N/A	Y	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	N/A	Y	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	N/A	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 #24-040?	Y	N/A	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)	Y	N/A	Y	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	N/A	Y	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	N/A	Y	
7.14	Do the amounts reflect appropriate FSI assignments?	Y	N/A	Y	
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	N/A	Y	
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> 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 26 and 27 of the LBR Instructions.)	Y	N/A	Y	
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y	N/A	Y	
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	N/A	Y	
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	N/A	Y	
AUDIT:					
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	N/A	Y	
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	N/A	Y	
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N	N/A	N	

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	Program or Service (Budget Entity Codes)			
Action	72600500	72600800	72750100	

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	N/A	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 input by the agency. (NAAR, BSNR)	Y	N/A	Y		
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	Y	N/A	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 64 through 69 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 2024-25 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	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		
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		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y		

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Action	Program or Service (Budget Entity Codes)			
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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		
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		
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y		
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	N/A	Y		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y		
8.10	Are the statutory authority references correct?	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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	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		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A	N/A	N/A		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	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		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	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?	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		
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	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		

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8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y		
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y		
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	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		
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		
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		
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	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		
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		
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		
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		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y		
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	Y	N/A	Y		

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Action	72600500	72600800	72750100	

10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied? (See page 90 of the LBR Instructions.)	Y	N/A	Y	
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 and 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	N/A	Y	
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	Y	N/A	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.				
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y	N/A	Y	
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR	N/A	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.				
14. SCHEDULE 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 99 through 102 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, etc.)	Y	N/A	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 104-108 of the LBR Instructions for detailed instructions) (Required					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP (if submitting) and LBR match?	Y	Y	Y	

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Action	72600500	72600800	72750100	

AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A	N/A	N/A	
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> 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	Y	
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	N/A	Y	
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Y	N/A	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	N/A	Y	
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 154 through 156) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				

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18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	N/A	Y	
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	N/A	Y	
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	N/A	Y	
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	N/A	Y	
18.5	Are the appropriate counties identified in the narrative?	Y	N/A	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	N/A	Y	
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	

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	Program or Service (Budget Entity Codes)			
Action	72750200	72750300	72750400	72750500

1. GENERAL					
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
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y
AUDITS:					
1.3	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
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
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
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. EXHIBIT A (EADR, EXA)					
2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 14 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y

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	Program or Service (Budget Entity Codes)			
Action	72750200	72750300	72750400	72750500

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y	Y	
AUDITS:					
3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity 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	
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP Requests for appropriations which require advance payment authority must use the 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 59 of the LBR Instructions?	Y	Y	Y	Y	
4.2 Is the program component code and title used correct?	Y	Y	Y	Y	
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					

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5. EXHIBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y
AUDITS:					
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.				
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.				
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2023-24 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.)					
6.1	Are issues appropriately aligned with appropriation categories?	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 14 through 27 of the LBR Instructions.)	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.7 of the LBR Instructions.)	Y	Y	Y	Y

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7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 94 of the LBR Instructions.)	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	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)	Y	Y	Y	Y
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> 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 26 and 27 of the LBR Instructions.)	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 (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y	Y	Y	Y
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y
AUDIT:					
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N	N	N	N

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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
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
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. 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
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.				
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 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 2024-25 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				

8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required)

8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y

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8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y	Y	Y
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	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
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	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 year)?	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
8.17	If applicable, are nonrecurring revenues entered into Column A04?	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?	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	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

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8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	Y	Y	Y	Y
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y

AUDITS:

8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y	Y
8.33	Has a Schedule IB been provided for 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
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.				

9. SCHEDULE II (PSCR, SC2)

AUDIT:

9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	Y	Y	Y	Y
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10. SCHEDULE III (PSCR, SC3)

10.1 Is the appropriate lapse amount applied? (See page 90 of the LBR Instructions.)	Y	Y	Y	Y	
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 and 94 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	

11. SCHEDULE IV (EADR, SC4)

11.1 Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	
TIP If IT issues are not coded (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)

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	Y	Y	
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13. SCHEDULE VIIIB-1 (EADR, S8B1)

13.1 NOT REQUIRED FOR THIS YEAR	N/A	N/A	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.					

14. SCHEDULE 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 99 through 102 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, etc.)	Y	Y	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 104-108 of the LBR Instructions for detailed instructions) (Required)

16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP (if submitting) and LBR match?	Y	Y	Y	Y	

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AUDITS INCLUDED IN THE SCHEDULE XI REPORT:

16.3 Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	
16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: 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	Y	Y	
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	Y	
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)

17.1 Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Y	Y	Y	Y	
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y	Y	Y	Y	

AUDITS - GENERAL INFORMATION

TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 154 through 156) for a list of audits and their descriptions.					
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					

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18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)

18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	
18.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	Y	Y	Y	Y	
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					

19. FLORIDA FISCAL PORTAL

19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	
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Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Management Services

Agency Budget Officer/OPB Analyst Name: Robert Bechtol

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	Program or Service (Budget Entity Codes)			
Action	72900100	72900200	72900700	

1. GENERAL

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		
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		

AUDITS:

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		
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		
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		
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. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y	Y	Y		
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y		
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 14 through 27)? Do they clearly describe the issue?	Y	Y	Y		

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3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y		
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	
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	
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 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 59 of the LBR Instructions?	Y	Y	Y	
4.2	Is the program component code and title used correct?	Y	Y	Y	
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.				

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5. EXHIBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y
AUDITS:				
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y
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
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
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 <u>adjustment made to the object data.</u>			
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency <u>must adjust Column A01.</u>			
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 2023-24 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.)				
6.1	Are issues appropriately aligned with appropriation categories?	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 <u>identifying negative appropriation category problems.</u>			
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 14 through 27 of the LBR Instructions.)	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 64 through 69 of the LBR Instructions.)	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y
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.7 of the LBR Instructions.)	Y	Y	Y

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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		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/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 94 of the LBR Instructions.)	Y	Y	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-040?	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)	Y	Y	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	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		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y		
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y		
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> 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 26 and 27 of the LBR Instructions.)	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		
7.18	Are the issues relating to <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y		
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y		
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y		
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N	N	N		

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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		
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		
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. 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		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 69 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 2024-25 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	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		
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		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y		

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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		
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		
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y		
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y	Y		
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		
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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	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		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A	N/A	N/A		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	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		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A	N/A		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y		
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		
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	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		

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8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y		
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y		
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	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		
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		
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		
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	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		
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		
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		
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		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y		
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	Y	Y	Y		

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10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied? (See page 90 of the LBR Instructions.)	Y	Y	Y	
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 and 94 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	
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	Y	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.				
12. SCHEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y	Y	Y	
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR	N/A	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.				
14. SCHEDULE 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 99 through 102 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, etc.)	Y	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 104-108 of the LBR Instructions for detailed instructions) (Required					
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP (if submitting) and LBR match?	Y	Y	Y	

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AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2023-24 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> 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	Y	
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 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	
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 154 through 156) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				

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18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)					
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	
18.5	Are the appropriate counties identified in the narrative?	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	
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				
19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	

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	Program or Service (Budget Entity Codes)			
Action	72920100	72950100		

1. GENERAL

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:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	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			
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. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	Y	Y			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 14 through 27)? Do they clearly describe the issue?	Y	Y			

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3. EXHIBIT B (EXBR, EXB)

3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y		
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		
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 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 59 of the LBR Instructions?	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 displayed on an Exhibit D whereas it may not be visible on an Exhibit A.				

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5. EXHIBIT D-1 (ED1R, EXD1)

5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y		
AUDITS:					
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [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 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 correct the object amounts. In addition, the fund totals must be adjusted to reflect the <u>adjustment made to the object data.</u>				
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency <u>must adjust Column A01.</u>				
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 2023-24 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.)

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 <u>identifying negative appropriation category problems.</u>				

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 14 through 27 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 64 through 69 of the LBR Instructions.)	Y	Y		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 69 of the LBR Instructions?	Y	Y		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.7 of the LBR Instructions.)	Y	Y		

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7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 94 of the LBR Instructions.)	Y	Y		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	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 #24-040?	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)	Y	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y		
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y		
7.16	Do the issue codes relating to special <i>Salaries and Benefits</i> 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 26 and 27 of the LBR Instructions.)	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 (36XXXXCX) 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 <i>Major Audit Findings and Recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y		
AUDIT:					
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y		
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y		
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N	N		

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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))	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, BSNR)	Y	Y		
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2024-25? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2024-25. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	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 64 through 69 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 2024-25 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.				
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required					
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 fund?	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		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y		

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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		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y		
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y		
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y		
8.9	Are the revenue codes correct? In the case of federal revenues, has the 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		
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		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	N/A		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	N/A		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y		
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y		
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y		

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8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y			
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y			
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	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			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	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			
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			
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 page 124 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 155 of the LBR Instructions.)	Y	Y			

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10. SCHEDULE III (PSCR, SC3)				
10.1	Is the appropriate lapse amount applied? (See page 90 of the LBR Instructions.)			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 and 94 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)				
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.			
12. SCHEDULE VIIIA (EADR, SC8A)				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y	Y	
13. SCHEDULE VIIIB-1 (EADR, S8B1)				
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.			
14. SCHEDULE 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 99 through 102 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, 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. SCHEDULE VIIIC (EADR, S8C) (NO LONGER REQUIRED)				
16. SCHEDULE XI (UCSR, SCXI) (LAS/PBS Web - see pages 104-108 of the LBR Instructions for detailed instructions) (Required				
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP (if submitting) and LBR match?	Y	Y	

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AUDITS INCLUDED IN THE SCHEDULE XI REPORT:					
16.3	Does the FY 2023-24 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 Operating Categories Found")	Y	Y		
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: 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 therefore will be acceptable.				
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)					
17.1	Do exhibits and schedules comply with LBR Instructions (pages 52 through 152 of the LBR 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 level of detail?	Y	Y		
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 128 and 129 of the LBR instructions for exceptions to this rule)? Have all IV-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 in the proper form, including a Truth in Bonding statement (if applicable) ?	Y	Y		
AUDITS - GENERAL INFORMATION					
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 154 through 156) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				

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18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)					
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 Instructions)?	Y	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, A08 and A09)?	Y	Y		
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 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 Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				

19. FLORIDA FISCAL PORTAL					
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y		