



Contracts and Grants

Contract Tracking System

A software program titled "D Carter" automates contract, invoice payment, and expenditure reconciliation processes. Custom toolbars open all work files relating to a specific contract with one keystroke. A built-in graph shows actual versus expected expenditures. Error messages spotlight atypical balances. For more information, please contact Curtis Hatcher at (850) 413-9389 or Curtis_Hatcher@dcf.state.fl.us. 2007 DCF-028

Contract Training Program

A contract training program at the Department of Children and Families helps ensure compliance with laws, rules, and operating policies and procedures, and reduces administrative work associated with process oversight and review, and approval of documentation. For more information, please contact Valerie Carnett at (850) 413-7214 or valerie_carnett@dcf.state.fl.us. 2007 DCF-085

Streamlined Procurement Process for Commodities and Services

A review of contracts for the Department of Children and Families Technology Center in Tallahassee determined that purchase of commodities, maintenance and some services could be handled by purchase order. Contracts require a detailed statement of work, supporting documentation and several layers of review, normally taking three to four weeks. Any changes to the contract require a formal amendment which must go through the same process. By contrast, a purchase order normally takes two to five days because it does not require the same review process. For more information, please contact Paul Bartlett at (850) 922-6360 or paul_bartlett@dcf.state.fl.us. 2007 DCF-090

Grants Management Tracking System

A web-based system annually processes approximately 3,500 applications for \$2.7 billion worth of federal and state education funds submitted by public educators, community, and faith-based organizations. For more information, please contact Pete Tanzy at (850) 245-9775 or pete.tanzy@fldoe.org. 2007 DOE-007 and DOE-008

Regional Planning Contract

A contract under which planners from several agencies worked together to identify and adopt health and medical best practices resulted in forming a regional strike team to augment a host county's epidemiological unit and assist in response to a disease outbreak in the region. The planners' contract facilitated securing two health and medical grant-funded projects as part of the Orlando Urban Area Security Initiative. For more information, please contact Lloyd Frausel at (407) 665-3311 or lloyd_frausel@doh.state.fl.us. 2007 DOH-024

Courier and Janitorial Services

Restructuring contractual agreements for courier and janitorial services saved the Department of Juvenile Justice's South Region \$173,000. For more information, please contact Lee Ann Thomas at (850) 414-2488 or leeann.thomas@djj.state.fl.us. 2007 DJJ-001

After adapting and implementing one of the achievements above, please submit a nomination for a Prudential Financial - Davis Productivity Award of up to \$2,500. Instructions and forms are available at www.floridatxwatch.org. The full list of adaptable achievements is on the website, as well. For further information, please contact your agency awards coordinator or Ms. Clarissa Dunlap, Executive Director of the Prudential Financial - Davis Productivity Awards, cdunlap@floridatxwatch.org or (850) 222-5052.



Energy Performance Contracting Program

Energy performance contracting is providing low cost repairs and renovations (lighting, heating, air conditioning and plumbing) at eleven Department of Juvenile Justice facilities statewide. A \$6.1 million loan will be repaid from utility savings. For more information, please contact Russ Barber at (850) 922-6148 or russ.barber@djj.state.fl.us. 2007 DJJ-002

Restructured Business Function and Contracts

Restructuring of bidding and contracting for pressure cleaning Florida Turnpike buildings saves more than \$1 million annually. For more information, please contact John Cerasari at (954) 934-1266 or john.cerasari@dot.state.fl.us. 2007 DOT-009

Consultant Selection Process Guide

A consultant selection process guide includes a flow chart, a step-by-step summary of the process, examples of advertising and award packages, documents, forms and tools used in evaluating proposals. It also contains guidelines for conducting negotiations and a compilation of ethics and government in the sunshine law provisions that affect consultant selection. For more information, please contact Antonette Adams at (954) 777-4624 or antonette.adams@dot.state.fl.us. 2007 DOT-022

Improved Emergency Operations for Disaster Recovery

Based on lessons learned from the 2005 hurricane season, Department of Transportation staff in Ft. Lauderdale developed actions plans that included executing "pre-event" contracts prior to the 2006 hurricane season in order to be in a better position to respond to potential recovery efforts. For additional information, contact Tim Brock at (954) 777-4413 or tim.brock@dot.state.fl.us. 2007 DOT-058

Financials Data Warehouse for Encumbrance Reporting

A data warehouse system at the University of Central Florida is also used as an internal grants tracking database. For more information, please contact Rebecca Vilsack at (407) 882-1093 or rvilsack@mail.ucf.edu. 2007 UCF-007