



Prudential

presents the



PRUDENTIAL PRESENTS THE 2009 DAVIS PRODUCTIVITY AWARDS

NOMINATION FORM FOR AN EXEMPLARY ACHIEVEMENT OF A STATE AGENCY OR A DIVISION, DISTRICT, INSTITUTION, LARGE BUREAU, OR COMPARABLE ORGANIZATIONAL UNIT

(For an achievement between October 1, 2007 and September 30, 2008 or other specified period)

DATE PREPARED BY NOMINATOR:

NOMINATION NUMBER: 2009- or # (Number assigned by Agency Awards Coordinator)

INFORMATION PERTAINING TO YOUR NOMINEE (Please use upper and lower case letters, not all caps. In the space for "name of nominee," provide the name that your nominee would want on his/her award. Do not abbreviate nominee's title or state agency, or use acronyms.)

NAME OF NOMINEE (State Agency, Division, District or Institution):

Business Address:

City: State: Zip: Telephone #: () - Ext. FAX #: () - Suncom: - Email:

NOMINEE'S ACHIEVEMENT TITLE (complete as stated below):

Note: The achievement title should be EIGHT (8) words or less; it MUST begin with an ACTION VERB such as "Developed," "Reduced," "Streamlined," etc.; and it MUST be understandable to people with no knowledge of your agency's operations. Sample Titles: Developed and Implemented a System that Improves Agency-wide Contracting; or Became National Leader in State Intelligence Sharing; or Achieved Lowest Number of Worker Compensation Claims

NOMINATOR'S INFORMATION

(Nominator must be an agency head or division director, or a bureau chief of 100 or more FTEs.)

Name of Nominator: Title: Agency/Company/Provider: Address: City: State: Zip: Telephone Number: () - Ext. FAX: () - Suncom: - Email:

CONTACT INFORMATION	
<i>Person to be contacted for follow-up information IF DIFFERENT from the Nominator.</i>	
Name of Contact:	Title:
Agency:	Address:
City:	State: Zip: -
Telephone Number: () - Ext.	FAX: () -
Suncom: -	Email:

1. INFORMATION ON THE NOMINEE’S ACHIEVEMENT

- a. The total number of employees who work in the nominated agency, division, region, district, institution, bureau, or comparable organizational unit is _____ people.
- b. The total number of employees who actively participated in the achievement you are nominating is _____ people.
- c. The beginning date of the achievement was (month and year) (sample: September 2007) _____
- d. The completion date of the achievement was (month and year) (sample: August 2008) _____
- e. The total combined number of hours that all state employees nominated for recognition spent on the achievement between its beginning and completion (*NOT the number of hours that the nominees normally work each week*) is _____ hours.
- f. The percentage of the total combined hours worked by all persons nominated for recognition that required them to perform significantly above and beyond their job descriptions and day-to-day performance expectations by using special skills and exert extra effort, creativity and/or perseverance was approximately ____%.
- g. If applicable, please explain how a problem or efficiency deficit, that was addressed by the nominee’s achievement, now benefits the public.

WRITTEN SUMMARY OF ACHIEVEMENT

Sample:
Implementation of Growth Management Reforms
Division of Community Planning
Department of Community Affairs, Tallahassee

By combining the resources of the Departments of Community Affairs, Transportation, Environmental Protection, Education and regional agencies, the Division of Community Planning accelerated implementation of Florida’s 2005 growth management law to help strengthen local government land use and capital improvement plans to meet new transportation, school and water supply requirements. The division worked with 41 pilot communities, 203 local governments, four universities, and private contractors to develop 15 new technical and best practices guides, conduct 21 joint workshops, produce four software tools, and administer \$8.1 million in grants to fund 461 project deliverables. Value added from staff planning and project management in addition to regular duties between May 2005 and

September 2006 is an estimated \$4.3 million. For more information, please contact Maryann Ferencak at (850) 922-1622 or Maryann.Ferencak@dca.state.fl.us DCA-002

- **WRITTEN SUMMARY** Please draft your response, including contact information, as formatted above. Do not use program or agency acronyms or abbreviations without explanation. After responding to question #2 below, please copy your added value data to this summary. Worthy achievements may not receive the recognition they deserve if numerical performance data are not provided. Any additional information you wish to provide should be included in question #4.

2. NET ADDED VALUE (Please complete information requested in (a), (d), and (e), plus either (b) or (c))

Notes:

A suggested method for calculating the added value of your nominee's achievement is to subtract a number representing the level of performance in 2006-07 or other period prior to the improvement from the level of performance during 2007-08 or other period following the achievement.

Example:

\$ 500,000 - Value of performance in 2007-08
350,000 - Value of performance in 2006-07
\$ 150,000 - Added value resulting from improvement

If a performance improvement resulted from expenditure, deduct this amount (such as salaries and benefits paid to in-house staff for developing computer software in lieu of contracting out this task). Also deduct printing costs and other production costs.

Example:

\$ 500,000 - Value of performance in 2007-08
- 350,000 - Value of performance in 2006-07
- 40,000 - Development/production/implementation costs
\$ 110,000 - Added value resulting from improvement

- a. The percentage of added value that was due entirely to the efforts of the nominees is: %.
- b. The actual added value from the nominees' achievement in 2007-08 was \$; **OR**
- c. The estimated added value that resulted from your nominees' achievement in 2007-08 is \$;
- d. The above added value accrues to (Input "100%" in the appropriate box if all value accrues to one source. Apportion percentages if value accrues to more than one source.)
- State Government
 Other level of Government
 Specific Citizens
 Private Sector
- e. Please explain how you calculated the cost savings, cost avoidance or additional revenue above.

Sample:

While the long-term added value of this effort, as a result of more efficient spending on roads, schools and other infrastructure and other cost savings will be significantly larger, the immediate value added can be assessed by estimating the private sector rate that would apply to the extra planning and project management work that was accomplished by team members for this project in addition to their continuing to perform their regular duties.

Cost of comparable services from private sector:
70 senior & planning staff x 10 hours per week x 50 weeks
x \$125 / hour private sector planner rate = \$4,375,000

The 10 hours per week represents estimated additional average service on top of regular duties.

Cost incurred
OPS salaries and FICA = \$131,908

SMS and SES overtime not compensated, Career Service additional hours required efficiencies in other areas and the generation of comp time - also creating no additional direct cost.

Value added: \$4,375,000 - \$131,908 = \$4,243,092

Your response

3. **SIGNIFICANCE OF THE ACHIEVEMENT**

All achievements nominated for 2009 Prudential - Davis Productivity Awards **MUST** include **at least** five (5) of the following items. **but are not limited to five**. Therefore, please respond to **all** of the items that apply to your nominee's achievement.

THE NOMINEE'S ACHIEVEMENT:

- a. solved a problem or improved an efficiency deficit that benefits the public.
- b. is adaptable. Please draft a summary that is similar to the sample below. In your summary, indicate whether the nominee's achievement has been partially or fully adapted and implemented within and/or outside your department.

Sample:

Data Driven System Documents High Performance Teams

Process mapping five steps of the vocational rehabilitation program, and identifying output and outcome measures for these steps, resulted in a unit leader board to compare performance and isolate areas needing improvement. Deploying the leader board statewide improved the timeliness of two critical steps in rehabilitation by approximately 25% and increased the number of Floridians with disabilities placed in employment by more than 15% over the previous fiscal year, creating \$23 million of income. For more information contact Jean Casali at the Division of Vocational Rehabilitation, Department of Education, at (850-245-3299) or Jean.Casali@vr.fldoe.org 2007 DOE-26

Please provide your response as formatted in the sample, including a title such as "Data Driven System Documents High Performance Teams." From your written summary of the achievement above, copy the line that begins "For more information, please contact..."

c. has been, or can be, patented or copyrighted. (Please explain what made your nominee's achievement eligible for a patent or copyright.)

d. required an entire agency or one of its divisions, districts, institutions or bureaus of 100 or more staff to overcome an obstacle or impediment, or required an unusual amount of initiative, creativity, perseverance and/or extra effort beyond the nominees' job descriptions, performance expectations and day-to-day routines for a sustained period of time.

Sample:

Implementing the 2005 Growth Management Act required significant coordination and numerous joint activities involving multiple agencies. Community planning issues were complex, and 477 local governments and 67 school districts needed quick answers and new tools. This required approximately 35,000 hours of work by all of the agencies and their staff over a 15-month period. An inter-agency teaming structure involved coordination of policy and program direction by senior agency officials and collaborative working groups for all each key issue area. Senior agency officials and the Governor's Office staff worked together to implement major policy changes and make new resources available to communities. Interagency staff implementation teams then developed and executed targeted action plans for issue areas including transportation, school, water supply, fiscal impact, etc.

Please explain how one or more of the factors in the paragraph preceding the "sample" contributed to your nominees' initiation and implementation of the achievement.

e. is a "first-in-Florida accomplishment. (Please explain what made your nominee's achievement unique.)

f. is a "first-in-the-nation" or nationally significant accomplishment.

Sample

Modernized Economic Self-Sufficiency Eligibility Determination

Florida's Automated Community Connection to Economic Self-Sufficiency (ACCESS) delivery system for Food Stamps, cash and Medicaid services is a national model for improved performance and reduced administrative cost. Representatives from 26 states and all federal food and nutrition service regional offices visited the state to learn how to adapt the ACCESS model in their programs. For more information, please contact Jennifer Lange at the Department of Children and Families in Tallahassee, (850) 921-0253 or jennifer_lange@dcf.state.fl.us for more information. 2007-DCF-24

Please provide your response as formatted above. Copy the achievement title from page one for the one-line heading, and copy the contact information from your written summary of the achievement.

g. increased federal funding or state revenue collection

h. produced state general revenue savings

i. is a quality improvement process that included process mapping, cut costs and measurably improved external and/or internal operations and/or customer satisfaction. (Please specify what the improvement is.)

j. resulted from implementing a new public policy, program or initiative, or formulating a new process.

Please summarize the new public policy, program or initiative, or new process.

k. required the nominees to formulate a new process, design a new technical approach or create a new software application. **Please fill in the applicable blanks:**

(1) Approximately ___% of the new process or technical approach or new software should be attributed to ___% of the total number of nominees, and approximately ___% should be attributed to a consultant.

(2) The new process, technical approach, or software required approximately ____ hours to complete.

(3) The new process, technical approach, or software required the nominees to perform ___minimally, ___considerably, or ___extraordinarily beyond their job expectations.

l. has produced, \$250,000 or more added value cost savings, cost avoidances or additional revenue)

m. relates to a Crist/Kottkamp Administration Priority listed on page five of the nomination instructions, and/or a core value of your agency **(Please briefly state what your nominee accomplished.)**

n. provides outstanding external and/or internal customer service, or benefits citizens or the private sector **(Please comment on the magnitude and impact of the improvement.)**

o. involved extra hours of non-compensated work from beginning to end of achievement in addition to the nominees' normal work week. These extra hours were not compensated by extra pay, time off, or leave credit. **This question applies to nominees who are exempt from the Fair Labor Standards Act that requires extra compensation for work beyond the normal 40-hour week.**

Sample: Ten of 100 members of a large bureau are exempt from the FLSA. These 10 members worked a combined total of 300 uncompensated hours. The 300 hours equate to an average of 30 hours each during the three-month period of the achievement. Using this example, the correct responses on the lines below are 10; 300; and 30.

Please fill in the blanks

_____ ... number of nominees who are exempt from the FLSA

_____ ... combined total number of uncompensated hours worked by exempt nominees from the beginning date until completion of the achievement

_____ ... average number of uncompensated hours worked by each exempt nominee

p. Assistance with nominated achievement. **Please fill in the applicable blanks:**

(1) Approximately ___% of the nominated achievement should be credited to the work of a consultant. For example, computer programming that made up 25% of the achievement was provided by a consultant.

(2) Approximately ___% of the nominated achievement should be credited to additional funding, a staffing increase, or purchase of equipment. For example, a budget appropriation was used to purchase needed equipment, and/or two new positions were established to achieve the project's goals. **If 25% or more, please provide a comment on why the nominees' achievement nonetheless deserves recognition.**

q. The achievement you are nominating is similar to an achievement that has been recognized by a Prudential - Davis Productivity Award or recognized by another source. For example, a work order system achievement that received a 2008 Davis Productivity Award was rewritten to adapt and implement it to meet the unique needs of data integrity officers, saving an estimated \$25,000.

Please provide the year that the previous achievement was recognized, by whom it was recognized, and why the achievement you are nominating deserves recognition.

4. OPTIONAL INFORMATION

Please provide any additional data, information or explanation that you think will assist evaluators and the Panel of Judges in understanding and appreciating your nominee's achievement.

5. NOMINATOR'S ENDORSEMENT

I, _____, hereby recommend the above nominee for a 2009 Prudential - Davis Productivity Award.

Signature of Nominator

6. AGENCY AWARDS COORDINATOR REVIEW

I have reviewed this nomination for completeness and for compliance with the nomination guidelines.

Signature of Agency Awards Coordinator

Print Name:

7. ENDORSEMENT AND SIGNATURE OF AGENCY HEAD OR DESIGNEE

The responses to the questions on this nomination form have been represented to me by the nominator and/or awards coordinator as accurate and complete.

Signature of Agency Head or Designee

Print Name: