



presents the



PRUDENTIAL PRESENTS THE 2009 DAVIS PRODUCTIVITY AWARDS

NOMINATION FORM FOR STATE EMPLOYEE TEAMS, WORK UNITS AND PARTNERSHIPS

(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 NOMINEES (Please use upper and lower case letters, **not all caps**. Do not abbreviate name of team, work unit or partnership, or use acronyms.)

TEAM OR WORK UNIT
Two or more state employees from the same agency who worked together on an achievement.

PARTNERSHIP
Two or more employees from different agencies who worked together on an achievement. At least 50% of the nominees must be state employees.

NAME OF TEAM, WORK UNIT OR PARTNERSHIP
(This name should be **different** from the achievement title below and it should end with the word "team" or "task force," etc. Maximum of six (6) words – Do not use acronyms):

NAME OF AGENCY/AGENCIES:

TOTAL NUMBER OF NOMINEES:
Of this total, ___ are fulltime state employees, and ___ are consultants or contract employees.

NOMINEES' 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 should be understandable to people with no knowledge of your agency's operations. Sample Titles: Developed Fixed Capital Outlay Management System; or Implemented Correctional Officer Basic Recruit Training Network; or Increased Prosecution of Narcotics Trafficking and Money Laundering.

NOMINATOR'S INFORMATION

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

NOMINEES

For nominations involving employees located in multiple cities, please selected a location, from the choices provided, where you prefer an award to be presented. (Choose only one location.)

Please provide the following information on up to four (4) state employee nominees who will be designated to receive award checks (if applicable) on behalf of all members and represent their team, work unit, or partnership at a DPA awards ceremony.

1. Name:	Title:
Agency:	Division:
Bureau:	Address:
City:	State: Zip: -
Telephone Number: () - Ext.	FAX: () -
Suncom: -	Email:
2. Name:	Title:
Agency:	Division:
Bureau:	Address:
City:	State: Zip: -
Telephone Number: () - Ext.	FAX: () -
Suncom: -	Email:
3. Name:	Title:
Agency:	Division:
Bureau:	Address:
City:	State: Zip: -
Telephone Number: () - Ext.	FAX: () -
Suncom: -	Email:
4. Name:	Title:
Agency:	Division:
Bureau:	Address:
City:	State: Zip: -
Telephone Number: () - Ext.	FAX: () -
Suncom: -	Email:

Please complete the "ADDITIONAL NOMINEES" form at the end of this nomination form, if your nomination includes more than four (4) state employee nominees or non-state employees.

1. INFORMATION ON THE NOMINEES' ACHIEVEMENT Please do not use acronyms, without explanation, for names of organizational units, state or federal programs, or job titles.

a. DATES AND HOURS

- (1) The beginning date was (month and year) (sample: September 2007) _____
- (2) The completion date was (month and year) (sample: August 2008) _____
- (3) The total combined number of hours that **ALL** state employees included in the nomination spent on the achievement (*NOT the number of hours the nominees work each week*) between the beginning and completion dates of the achievement was _____ hours.
- (4) The total combined number of hours that any consultants or contracted employees included in the nomination spent on the achievement between the beginning and completion dates of the achievement was _____ hours.
- (5) The percentage of total combined hours spent on the achievement by all state employee nominees that required them to perform above and beyond their job description, day-to-day performance expectations and the performance of peers by using special skills and exerting extra effort, creativity and/or perseverance was approximately ____%.
- (6) If applicable, please explain how a problem or efficiency deficit, that was addressed by the nominee's achievement, now benefits the public.

b. WRITTEN SUMMARY OF ACHIEVEMENT

**Contract Data Support Team
Department of Children and Families, Tallahassee**

This two-man team created a system to identify, track, and correct deficiencies involving nearly 900 department contracts valued at more than \$1.6 billion annually. The system standardizes and streamlines contract management activities, focuses management attention on the progress of corrective actions -- particularly those associated with repeat findings -- which this system helped to reduce by 30% in 2006-07. For the first time, the department can objectively measure improvement in contract compliance, analyze trends, and direct resources toward improvement. The nominees stayed with this project after organizational realignments ended their responsibility for identifying contract deficiencies. For more information, please contact Richard Chatel at (850) 413-7462 or richard_chatel@dcf.state.fl.us. 2008 DCF-84

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 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.

c. SPEAKING SUMMARY OF ACHIEVEMENT

Sample:

The next award is to

The Contract Data Support Team

Department of Children and Families, Tallahassee

This two-man team created a system that improves processes involving nearly 900 department contracts valued at more than \$1.6 billion annually. For the first time, the department can objectively measure improvement in contract compliance, analyze trends, and direct resources toward improvement.

SPEAKING SUMMARY Please provide your response as formatted above. This summary should be a condensed version of your written summary, and it should include numerical performance data.

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

Notes:

A suggested method for calculating value added to an ongoing state function that resulted from the nominees' performance is to subtract a number representing the level of performance in 2006-07 (or another 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 resulted entirely from the efforts of your nominees is: ___%. The percentage that should be attributed to a non-nominee (a consultant or another state employee is: ___%.
- b. The actual added value from your nominees' achievement in 2007-08 was \$____; **OR**
- c. The estimated added value from your nominees' achievement in 2007-08 is \$____;
- d. The above added value accrues to (Input "100%" in the appropriate box if all value goes to one source. **Apportion percentages if value goes 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: A fixed capital outlay management system similar to the nominees' was purchased by two state agencies for \$1,053,000. After deduction of state salary/benefits (\$46,077) for office labor hours required for development of the nominees' system, a savings of \$1,006,923 was realized through in-house development.

Your response

3. SIGNIFICANCE OF THE ACHIEVEMENT

All achievements nominated for 2009 Prudential- Davis Productivity Awards (except any recognizing hurricane preparation and relief efforts) 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.

- a. My nominee's achievement solved a problem, improved a service or product, or improved an efficiency deficit that benefits the public.

Sample:

Gained Approval for Emergency Relief Lighting Repair

My nominees documented deficiencies and risks associated with the Federal Highway Administration's process for approving emergency repair of highway lighting after a hurricane. As a result, non-site specific, post-disaster construction projects are now approved for permanent lighting repair in advance of a disaster. This means that a contractor can begin lighting repair work soon after a disaster instead of about a year later.

Please provide your response as formatted in the above sample, including the achievement title from page one.

- b. My nominee's achievement 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:

Digital Dashboard

A web-based application, using ACCESS, EXCEL and SharePoint software, provides management with one monthly report combining key financial, human resource, project and performance metrics. These include information on budget and spending projections, project status and performance measures relating to the long range program plan, and the number of personnel vacancies, aging of vacancies and their associated cost. This system can be adapted and implemented by other state agencies. For more information, please contact Buckley Vernon at the Department of Financial Services in Tallahassee, (850) 413-2113 or Buckley.Vernon@fldfs.com. 2008 DFS-15

Please provide your response as formatted in the above sample, including the achievement title from page one, and contact information ("For more information, please contact...") from your written summary above

- c. My nominee's achievement is a quality improvement process that included process mapping, cut costs and markedly improved external and/or internal operations and/or customer satisfaction.

Sample:

Increased Revenues from Social Security Reimbursement Claims

A quality management approach improved vocational rehabilitation claims for social security reimbursement. Process mapping the previous system identified tracking and submission problems. Program procedures were revised and an instructional guide was developed. Claim reimbursement revenue increased by \$1.5 million in one year. For more information, please contact Harold Thornton at the Department of Education in Tallahassee, (850) 245-3270 or email Harold.Thornton@vr.fldoe.org. 2007 DOE-19

Please provide your response as formatted in the sample. Include a one-line heading, copy the contact information from the written summary of the achievement above, and include numerical performance data from your response to question #2.

d. My nominee's achievement was beyond its members' job descriptions, performance expectations, peers' performance and day-to-day routine for a sustained period of time because of one or more of the following:

(1) it was exceptional for its innovation or creativity

Sample:

This five-member team at the Department of Transportation in Lake City designed a hopper that feeds sand and cement into sinkholes to stabilize roadways, reducing the cost on two projects by nearly \$50,000. The team's innovation can be patented and used by other DOT districts. The nominator rates this among the top 5% of roughly 50 nominations he has submitted over the past 15 years

Please make your response similar to the above sample, including numerical performance data from your response to question #2 (Added Value) above.

(2) it was exceptional for the efficiency(ies) it produced

Sample:

The four-member team Time Validation Process Improvement Team at the Agency for Health Care Administration relieved the Agency's 300 surveyors of the burden of completing two timesheets, one electronic and one manual, by replacing a time validation process using bubble sheets and a scanner with one that uses the PeopleFirst personnel system. Staff now record time worked in PeopleFirst through the use of charge objects for a cost avoidance of \$118,554.

Please make your response similar to the above sample, including numerical performance data from your response to question #2 (Added Value) above.

(3) it was exceptional for the cost savings it produced

Sample:

The six-member Grants Management System Team at the Department of Education created a system that manages applications for, and tracks results achieved by approximately 1,900 grantees of approximately \$2.7 billion of federal and state education funds. The system was developed in-house for reported savings of more than \$1 million following several procurement attempts.

Please make your response similar to the above sample, including numerical performance data from your response to question #2 (Added Value) above.

(4) it was exceptional for the amount of initiative, perseverance and/or extra effort required

Sample:

Under a tight timeframe and despite delays caused by the 2005 hurricane season, a 249-member team from the Departments of Law Enforcement and Corrections, and the Office of the State Courts Administrator implemented

the Jessica Lunsford Act re-registration project ahead of schedule and under the original projected budget. During this project, the workload of some team members doubled, tripled, and in some cases increased almost 10-fold.

Please make your response similar to the above sample, including numerical performance data from your response to question #2 (Added Value) above.

(5) it occurred despite an organizational obstacle or personal adversity

Sample:

The three-member MyFloridaNet Sourcing Team at the Department of Management Services developed information technology and related procurement processes to obtain a replacement for the state's aging Suncom data networking infrastructure. The project required an Invitation To Negotiate process that is fraught with potential show stopping procedural obstacles. Thirty critically important considerations required the team's constant reevaluation

Please make your response similar to the above sample.

e. **This is a very significant question. Please fill in the blanks for which data is available:** My nominee's performance ranked #___ among ___ teams or work units in the district or region, and # ___ among ___ teams or work units statewide, in 2007-08.

Sample:

My nominee's performance ranked #1 among six similar units in its district, and #1 among 24 similar units statewide in 2007-08.

f. My nominee's achievement is a "first-in-Florida" accomplishment.

Please explain what made your nominees' achievement unique.

g. My nominee's achievement is a "first-in-the-Nation" or nationally significant accomplishment.

Sample:

Streamlined Payment Process for Disaster Recovery Payments

An on-line disaster claim application and payment process is recognized by the Federal Emergency Management Agency as a standard in emergency management nationwide. Known as www.FloridaPA.org, this improvement is used by local governments and has been adopted as-is by other states to streamline their disaster recovery payment programs. For more information, please contact Bill Owens at the Department of Community Affairs, (407) 858-6332 or william.owens@dca.state.fl.us. 2007 DCA-3

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.

h. **Please check the appropriate box(es):** My nominee's achievement relates to a Crist/Kottkamp Administration Priority listed on pages 4-5 of the nomination instructions, and/or a core value of your agency **(Please briefly state what your nominee accomplished.)**

i. My nominee's achievement addresses a homeland security issue

Sample:

Emergency Vaccine Preservation Kit and DVD

To avoid the loss of vaccine doses during emergency events, a contact and instruction kit for providers attaches to their refrigeration units for easy access. Transparent plastic sleeves with magnetic strips facilitate use of critical information. A training DVD in English and Spanish accompanies the kit. This initiative is applicable to

medication requiring refrigeration in all providers' offices, not just vaccine doses. For more information, please contact Rick Barrett at the Department of Health in Tallahassee, (850) 245-4444 or rick_barrett@doh.state.fl.us. 2007 DOH-25

Please provide your response as formatted above. Copy the achievement title from page one for the one-line heading, include any numerical performance data from your response to question #2 (Added Value), and copy the contact information from your written summary of the achievement.

- j. My nominee's achievement produced a service that benefits citizens or the private sector.

**Sample:
Rapid Incident Scene Clearance**

An incident management program developed by the Department of Transportation and the Florida Highway Patrol uses heavy duty wreckers under an incentive-based performance contract to achieve faster clearance of major incidents on Florida's Turnpike. User costs savings of more than \$5 million were achieved in 2005, based on an average 30-minute reduction during 88 incidents. The program also helped prevent secondary crashes valued at more than \$500,000. For more information, please contact Mike Werner in Ft. Lauderdale at (954) 934-1208 or michael.werner@dot.state.fl.us. 2007 DOT-10

Please provide your response as formatted above. Copy the achievement title from page one for the one-line heading, copy the contact information from your written summary, and include numerical performance data from your response to question #2.

- k. My nominee's achievement increased federal funding or state revenue collection. **Please state by what amount and how the increase occurred.**

- l. My nominee's achievement produced state general revenue savings. **Please state by what amount and how the increase occurred.**

- m. My nominee's achievement has been, or can be, patented or copyrighted.

- n. My nominee's achievement required the nominees to formulate a new process, design a new technological approach or create a new software application. **Please fill in the applicable blanks:**

(1) Approximately ___% of the new process, technical approach, or new software should be attributed to the nominated state employee and approximately ___% should be attributed to a consultant or a non-nominated state employee.

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

(3) The new process, technical approach, or software required the nominated state employees to **(please check one)** perform _____ minimally, ___ considerably, or ___ extraordinarily beyond their job expectations.

- o. My nominee's achievement was a partnership of two or more agencies that achieved more than the sum of what two or more agencies would have achieved separately.

Sample:

Effective communications among the Department of Law Enforcement and Corrections, the Office of State Court Administrator and 67 Florida Sheriffs' Offices helped to integrate existing technologies, prevent redundancy, and optimally use state and local resources to implement the Jessica Lunsford Act re-registration project ahead of schedule and under the original projected budget.

- p. My nominee's achievement involved extra hours of non-compensated work from the beginning to the end of the achievement, in addition to the nominees' normal work week, that 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 (FLSA) that requires extra compensation for work beyond the normal 40-hour week.**

Please fill in the blanks below using the following sample: Ten of 18 members of a work unit 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

- q. My nominee's achievement produced \$100,000 or more added value (cost savings, cost avoidance or additional revenue)
- r. My nominee's achievement brought previous sub-par performance up to an acceptable or better level.

Sample: The Department of Children and Families' SunCoast Region team recognized inefficiencies in the relative caregiver eligibility determination process, which was taking up to a year or longer from placement to approval of benefits. The team mapped program processes to correct gaps and hold-ups. The result is a streamlined process to obtain documentation and complete cases that saved the state an estimated \$123,200 in 2005-06 by reducing the time to process relative caregiver cases by an average of 6.1 months.

Please provide your response as formatted above. It is very important to include numerical performance data from your response to question #2.

- s. My nominee's achievement has been, is being, or can be considered for submission to the Service First Savings Sharing Program, and/or in conjunction with the Florida Sterling program.

Sample:

Fixed Capital Outlay Management System

Capital Outlay Management Team

Department of Management Services, Tallahassee

This four-member team created a system to administer approximately 275 projects worth \$200 million plus. In-house development of the system saved approximately \$1 million plus annual licensing fees of more than \$100,000. This achievement was recognized and rewarded under the Service First Savings Sharing Program, with team members receiving combined salary increases of nearly \$8,000. For more information, please contact John Owen at (850) 488-0439 or owenj@dms.state.fl.us

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

(1) Approximately ___% of my nominee's achievement should be credited to the work of a consultant or another state employee(s). For example, computer programming that constitutes about 25% of the achievement was provided by a consultant or in-house information technology staff. **If your response is that more than 25% of the achievement was by non-nominees, please provide a brief comment on why your nominees' deserve an award.**

(2) Approximately ___% of my nominee's achievement should be credited to additional funding, or to a staffing increase, or to purchase of equipment. For example, a budget appropriation was used to purchase needed equipment, and/or one new position was established to achieve the project's goals, to which 30% of achievement should be credited. **If your response is that more than 25% of the achievement was due to additional funding, staffing, or equipment, please provide a brief comment on why your nominees' deserve an award.**

u. The achievement I am 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 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 nominees' achievement.

5. NOMINATOR'S ENDORSEMENT

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

Signature of Nominator

6. MANAGER'S COMMENT **(Nominations without a manager's comment will not be accepted by your Agency Awards Coordinator.)**

A bureau chief or higher-level manager (other than the nominator or a nominee) who can verify the nominees' achievement is required to supply the following:

The nominees' achievement deserves an award for the following reason(s):

Sample:

As the nominees' supervisor, I have first hand knowledge of this team's content knowledge, professionalism, work ethic and organizational skills. They demonstrate these characteristics in every project they undertake. The achievement for which they deserve recognition will impact the manner in which education programs improve their curricula to help educate thousands of reading teachers.

Your comment:

Signature of Bureau Chief or Higher Level Manager (Other than the nominator or nominee)

Print Name:

Title:

Telephone Number: () -

Ext.

Suncom: -

Email:

7. 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:

8. 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:

ADDITIONAL 2009 PRUDENTIAL - DPA NOMINEES

**Please list all nominees not appearing on page two (2) of the nomination form.
STATE employees should be listed first, followed by any NON-STATE employees.**