



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

**INFORMATION ON NOMINEE’S ACHIEVEMENT**

**Please do not use unexplained acronyms for the names of organizational units, state or federal programs, or job titles.**

1. The total number of employees who work in the nominated agency, division, region, district, institution, bureau, or comparable organizational unit is \_\_\_\_\_ people.
2. The total number of employees who actively participated in the achievement you are nominating is \_\_\_\_\_ people.
3. The beginning date of the achievement was (month and year) (sample: September 2008) \_\_\_\_\_
4. The completion date of the achievement was (month and year) (sample: August 2009) \_\_\_\_\_
5. 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.
6. 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 \_\_\_\_%.

**WRITTEN SUMMARY OF ACHIEVEMENT**

**Sample:** This 4,109 member team adapted and expanded previously recognized innovations in eligibility determination. These include expanding a document imaging system statewide, thereby enabling eligibility to be determined from any site with internet access, including staff homes. More than 90% of Food Stamp and other public assistance applications are now completed electronically. And \$83 million in annual administrative savings continued.

**Please draft your response as formatted above. Do not use program or agency acronyms or abbreviations without explanation. After responding to the question on “added value” 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 the “optional information” question below.**

**(150 words)**

## **SIGNIFICANCE OF ACHIEVEMENT**

1. Briefly explain how your nominee’s achievement solved a problem or corrected an efficiency deficit.

**Sample:** It is common among large institutions to hear complaints about too many meetings. During 2006-07, in an effort to boost staff morale and increase efficiency, the John and Mable Ringling Museum of Art, Florida State University, Sarasota, embarked on a campaign to reduce the time that staff spent in meetings. A series of reforms aimed at reducing the number of participants per meeting led to a 30% reduction in staff meeting time, which is the equivalent of 96 hours per week or 2.6 full-time employees. Added value exceeded \$100,000.

Please provide your response as formatted in the above sample, including your nominee’s achievement title on page one.

**(100 words)**

2. Briefly explain how your nominee’s achievement measurably improved service delivery, customer satisfaction, and/or internal operations, relative to the nominee’s position and organizational level.

**Sample:** Process mapping of financial tracking methods revealed duplication of effort among project managers and a budget manager. Maintaining all financial information on a project in a centrally accessible database would facilitate simultaneous updating of Information as opposed to a sequential process that was being used. This improvement saves an estimated \$5,000 annually.

Please provide your response as formatted above by copying the achievement title from page one for the one-line heading. Copy contact information from your written summary, and include numerical performance data from your response to the next question on added value.

**(100 words)**

3. Provide information on net added value (cost savings, cost avoidance and/or increased collection of state revenue or federal funding that directly resulted from your nominee’s achievement. Provide information requested in (a), (d) and (e) plus (b) and/or (c).

A suggested method for calculating added value to an ongoing state function that resulted from the nominee’s improved performance is to subtract a number representing the level of performance in 2007-08 or other period prior to the improvement from the level of performance during 2008-09 or other period following the achievement.

**Example:**

\$ 500,000 Value of performance in 2008-09  
350,000 Value of performance in 2007-08  
\$ 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 2008-09  
- 350,000 Value of performance in 2007-08  
- 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 consultant is \_\_\_\_%.
- b. The actual added value from your nominees’ achievement in 2008-09 was \$\_\_\_\_; **OR**

- c. The estimated added value that resulted from your nominees' achievement in 2008-09 was \$\_\_\_\_\_.
- d. The above added value accrues to (Input "100%" in the appropriate box if all value goes to one source, or 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 above cost savings, cost avoidance or additional revenue.

**Sample:** While the long-term added value of the nominated achievement regarding comprehensive planning effort could be significantly larger as a result of more efficient spending on roads, schools and other infrastructure and other cost savings the immediate value is an estimate of 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 and 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).

**Costs 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  
 (100 words)

**All achievements nominated for 2010 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.**

4. My nominee's achievement can be, and/or has been, adapted and implemented by other agencies or one of their divisions, districts, institutions or bureaus of 100 or more staff in order to maximize its productive value.

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:** 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 statewide with disabilities placed in employment by more than 15% over the previous fiscal year, creating \$23 million of income.

(125 words)

5. My nominee's achievement is a "first-in-Florida" accomplishment. (Please state briefly how you know that your nominee's achievement is a "first".)

**Sample:** The cost of a highway construction project was reduced by performing research and testing to determine if the coal-ash-limerock by-product from a local coal fired power plant could substitute for conventional limerock as a stabilizing material in roadway subgrade. This first-in-Florida achievement, which supports the Governor's "Going Green" initiative and can be used on future projects, resulted from a coordinated effort of three divisions within the Department of Transportation (Construction, State Materials Office, District Materials Office), the Department of Environmental Regulation, and a contractor. Approval, based on assurance that a smaller amount of the lighter weight coal-ash-limerock by-product would perform as well or better than conventional limerock, required more than 600 hours of testing using new and varied procedures.

**(125 words)**

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

**Sample:** 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.

Please make your response similar to the above sample.

**(125 words)**

7. My nominees' achievement made a change in program policies or service delivery that required formulation of a new process or design of a new technological approach.

- a. Approximately \_\_\_% of the new process, technical approach, or new software should be attributed to my nominees and approximately \_\_\_% should be attributed to a consultant.
- b. The new process, technical approach, or software required approximately \_\_\_ hours to complete.
- c. The new process or technical approach or new software required my nominees to perform (please check one) \_\_\_minimally, \_\_\_considerably, or \_\_\_extraordinarily beyond their job expectations.

8. My nominees' achievement was beyond their job descriptions and performance expectations for a sustained period of time because of one or more in (a) through (e) (please respond to all that apply):

(a) It required overcoming an organizational obstacle.

**Sample:** Despite a 39% increase in workload at the time that the Florida Legislature enacted the Emergency Unemployment Compensation law, a staff of 843 employees implemented the act within two weeks in order to pay citizens in need of immediate unemployment benefits.

**(100 words)**

(b) It was exceptional for its innovation or creativity

**Sample:** Florida State Hospital staff utilized a uniquely accountable close-the-loop process, total quality management techniques, strategic planning strategies, and timely monthly performance reports to 25 hospital wide managers to help reduce

workers' compensation incidents by 13.1% (32 claims) between FY 2006-07 and 2007-08, to the lowest in more than 25 years and the best outcome among the Department of Children and Families' state mental health facilities.

Please make your response similar to the above sample.

**(100 words)**

(c) It was exceptional for the efficiency(ies)it produced

**Sample:** Staff of the Florida Commission for the Transportation Disadvantaged helped generate benefits of \$8.35 for each dollar invested in trips that help citizens who, because of age, disability, or income restraints, do not have access to conventional public transportation options, to remain independent and rely less on government subsidies.

Please make your response similar to the above sample, including numerical performance data from your response to the "added value" question above.

**(100 words)**

(d) It was exceptional for the cost savings it produced

**Sample:** The Attorney General's Office has achieved national recognition for its consumer protection efforts that included first-in-the-nation restitution of more than \$60 million worth of cruise line fuel surcharges, \$16.5 million restitution for fraudulently advertised "free" ringtones, and \$175 million annual consumer savings from stopping deceptive advertising by eleven prepaid calling card companies.

Please make your response similar to the above sample, including numerical performance data from your response to the "added value" question above.

**(100 words)**

(e) 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 the "added value" question above.

**(100 words)**

9. My nominees' achievement measurably promotes a Crist/Kottkamp Administration priority listed on Page 4 of the nomination instructions, and/or a core value of your nominee's agency.

**Sample:** The department's assistance to local, state, and federal agencies in Central Florida helped further the Crist/Kottkamp's priority of assuring Floridians' safety and security by apprehending 130 violent fugitives and helping reduce violent crime by 2.4% during the first half of 2008.

**(100 words)**

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

**Sample:** The Agency for Workforce Innovation staff's implementation of the Emergency Unemployment Compensation program by within two weeks after legislative approval resulted in paying \$186 million to 116,063 individuals in need of immediate unemployment benefits.

Please make your response similar to the above sample and include numerical performance data from your response to the net added value question above.

**(100 words)**

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

**Sample:** A procedure to identify citrus greening via visual examination of symptoms facilitates diagnosis of a plant disease that is on the agricultural list of select agents as defined in the Agricultural Bioterrorism Protection Act of 2002. This methodology is transferable to other states with citrus plants.

Please make your response similar to the above sample and include any numerical performance data from your response to the net added value question.

**(100 words)**

12. My nominee's achievement is similar to an achievement that has been recognized by a Prudential - Davis Productivity Award or recognized by another source. Please provide the year that the previous achievement was recognized and why the achievement you are nominating deserves recognition.

**Sample:** My 2010 nomination is similar to a 2009 nomination that received a Prudential - Davis Productivity Award for utilizing coal-ash-limerock from a coal fired power plant to substitute for conventional limerock as a stabilizing material in roadway subgrade. The purpose of this year's nomination is to recognize application of this cost saving alternative on three additional projects for savings of more than \$2 million.

**(100 words)**

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

**Sample:** My nominee's video series could be copyrighted since it is an original production of a motion picture or other audio visual.

Please explain what makes your nominee's achievement eligible for a patent or copyright.

**(50 words)**

### **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.

**(200 words)**

**NOMINATOR'S ENDORSEMENT**

I, \_\_\_\_\_, hereby recommend the above nominee for a 2010 Prudential - Davis Productivity Award.

\_\_\_\_\_  
**Signature of Nominator**

**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:

**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: