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INSTRUCTIONS FOR

“ADAPTING AND IMPLEMENTING” CATEGORY

Nominating an Individual, Team, Work Unit, or Partnership for Adapting and Implementing a Prudential - Davis Productivity Award or other State Government Innovation

This category provides cash awards of \$200 to \$2,750 plus commemorative plaques and certificates of commendation for the following types of achievements that are a high priority of the Panel of Judges:

- Adapting and implementing an achievement that has been recognized by a Prudential - Davis Productivity Award, an award from another source, or an achievement that has not yet received recognition
- Award winners, or non-award winning innovators, who assisted other individuals, teams, or work units in adapting and implementing their achievement or innovation.

Please see an example of this type of award on [page 30](#) of the 2009 Prudential - Davis Productivity Awards Magazine. Hard copies were distributed at awards presentations in June 2009. To download an electronic version of the awards or this year’s publication of adaptable achievements, click on the link below. You are encouraged to review adaptable achievements from the 2003-08 awards competitions that are posted on the awards web site, www.floridataxwatch.org/dpa/adaptable.

- [2009 Awards Magazine](#)
- [Adaptable Achievements](#)

ONLINE NOMINATION SYSTEM

A nomination to recognize adapting and implementing a previous award-winning achievement or other innovation should be filled out using the online system at www.floridataxwatch.org/dpa/nomination.php. Through this system, you will be able to enter information, save for further editing, and submit your completed nomination for review by your manager, agency coordinator and agency head.

PREPARING YOUR NOMINATION

- **Please do not use acronyms, without explanation, for the names of organizational units, job titles, or state programs.**
- The title of your nominee's achievement MUST begin with an **action verb** such as "Adapted," or "Assisted," and it MUST be understandable to people with no knowledge of your agency's operations. Titles like "Saved Money," "Improved Operations," or "Exemplary Performance" are not acceptable.
- Worthy achievements may not receive the recognition they deserve if numerical performance data are not provided.

SUBMITTING YOUR NOMINATION

Any employee, supervisor or manager can submit a nomination. **The deadline for submitting nominations to your Agency Awards Coordinator is Friday, October 2, 2009. (Note: Individual agency deadlines may vary; therefore, please verify your respective agency's submission deadline date with your Agency Coordinator.)** Award winners will be notified by March 15, 2010 and presentations will be held throughout the state in June 2010.

Should you have any questions about this category of awards, please contact Ms. Clarissa Dunlap, Executive Director of the Prudential - Davis Productivity Awards, via email at cdunlap@floridataxwatch.org or call (850) 222-5052.

EVALUATING YOUR NOMINATION

Nominations are evaluated in terms of:

- The amount of innovation, skill, effort and perseverance beyond day-to-day performance expectations that was required to adapt and implement a Prudential - Davis Productivity Award, or other state government innovation, or for a previous award winner to assist others in implementing his/her/their achievement;
- The quantitative added value produced by adapting and implementing a previous achievement; and
- Evaluation and comment by an agency manager who is knowledgeable about your nominee's achievement. Following are sample comments:

"The nominees are former Davis Productivity Awards winners who deserve recognition for helping with the implementation, training, and maintenance of their state-of-the-art accounting research and reconciliation tool at four very diverse state agencies."

"To develop and implement a system like the one that the nominees installed within our agency would have required at least 2,000 hours plus additional equipment. Adapting the previously developed, award-winning, system to our use saved at least \$100,000."

Nominations are evaluated initially by Prudential - Davis Productivity Awards staff. Where necessary, nominators are contacted to clarify responses and provide additional documentation of achievements.

Florida TaxWatch staff and university-based Senior Fellows conduct a second evaluation of selected nominations. Teams of judges individually review nominations prior to the full Panel of Judges meeting to discuss them and make awards decisions.