



presents the



PRUDENTIAL PRESENTS THE
2010 DAVIS PRODUCTIVITY AWARDS

NOMINATION FORM FOR STATE EMPLOYEE TEAMS, WORK
UNITS AND PARTNERSHIPS

(For an achievement between October 1, 2008 and
September 30, 2009, or other specified period)

DATE PREPARED
BY NOMINATOR:

NOMINATION NUMBER: 2010 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 an awards ceremony. **If your nomination includes more than four (4) state employee nominees or non-state employees, please complete the "ADDITIONAL NOMINEES" section at the end of this nomination form.** If you would like less than four (4) checks cut for your team (regardless of the number of team members), please only enter the information for the person(s) to receive the checks below, and enter the additional nominees at the end of this form.

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:

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 beginning date was (month and year) (sample: September 2008) _____
2. The completion date was (month and year) (sample: August 2009) _____
3. The total number of hours that your nominees spent on the achievement (*NOT the number of hours the nominees work each week*) between the beginning and completion dates of their achievement was _____ hours.
4. The total combined number of hours that any consultants or contracted employees spent on the achievement between the beginning and completion dates of the achievement was _____ hours.
5. The percentage of total hours spent on the achievement that required your nominees to perform above and beyond their job descriptions, day-to-day performance expectations and peers' efforts by using special skills and exerting extra effort, creativity and/or perseverance was approximately ____%. **(If less than 50% of your nominees' efforts were within job expectations, please briefly explain why they deserve recognition.)**

6. WRITTEN SUMMARY OF ACHIEVEMENT

Sample: 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.

Please draft your response as formatted above. Do not use program or agency acronyms or abbreviations without explanation. After responding to the "net added value" question 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 in order to supplement your response to this question should be included in the "Optional Information" question near the end of this form.

(150 words)

7. SPEAKING SUMMARY OF ACHIEVEMENT

Sample: 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.

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.

(50 words)

SIGNIFICANCE OF ACHIEVEMENT

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

Sample: 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.

(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 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), either (b) and/or (c), plus either (d) and (e).**

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 non-nominee (a consultant or a state employee) 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: 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

(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 state employees or teams 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: 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.

Please provide your response as formatted in the above sample.

(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: Working with the U.S. Food and Drug Administration, Florida was the first state to evaluate food hazards on tomato farms and in packing houses. The team's observations and assessments are being used to develop strategies to keep tomatoes and other produce safe for consumers in Florida, nationally and internationally, and to avoid reoccurrence of a 2008 Salmonella saintaul food borne illness outbreak that resulted in an estimated \$50 million loss to tomato growers.

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 or a non-nominated state employee.
- 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, performance expectations, peers' performance and day-to-day routine for a sustained period of time because of one or more in (a) through (f) (please respond to all that apply):

(a) It required overcoming an organizational obstacle, 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 re-evaluation

(100 words)

(b) It was exceptional for its innovation or creativity

Sample: A 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.

(100 words)

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

Sample: The four-member 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 the "net added value" question above.

(100 words)

(d) 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 manage applications for, and track results achieved by, approximately 1,900 grantees who annually receive approximately \$2.7 billion worth of federal and state education funds. The system was developed in-house for reported savings of more than \$1 million, following several unsatisfactory procurement attempts.

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

(100 words)

(f) It required working uncompensated hours. *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.

_____ ...number of your 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

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: 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.

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. For more information, contact Dr. Wayne Dixon at 352-372-3505, ext. 408 or email dixonw@doacs.state.fl.us. 2009 DACS-64

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

(100 words)

12. My nominees' performance ranked number ____ among ____ teams or work units statewide, in 2008-2009.

13. 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 a work order system. The purpose of this year's nomination is to recognize substantially revising the system in order to meet the unique needs of data integrity officers. It deserves recognition because the nominee spent 60 hours revising the system in addition to her assigned work.

(100 words)

14. 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)

ASSISTANCE WITH ACHIEVEMENT

1. Approximately ___% of my nominees' achievement should be credited to the work of a consultant or another state employee(s).

Sample: Computer programming that constitutes about 35% of the achievement was provided by a consultant or in-house information technology staff. My nominee nonetheless deserves an award because he/she oversaw the work of the consultant or in-house information technology staff.

If your response is that more than 25% of the achievement resulted from work by your nominees' fellow employees or by a consultant, please provide a brief comment on why your nominees deserve an award.

(100 words)

2. Approximately ___% of my nominees' achievement should be credited to additional funding, or to a staffing increase, or to purchase of equipment.

Sample: A budget appropriation was used to purchase needed equipment, and/or two new positions were established and was/were responsible for approximately 30% of the nominated achievement. My nominees nonetheless deserve an award because they completed critical tasks that made the consultant or in-house information technology staff's contribution possible.

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.

(100 words)

OPTIONAL INFORMATION

Please provide any additional data, information or explanation not provided in response to the above questions that you think will assist evaluators and the Panel of Judges in understanding and appreciating your nominees' achievement.

(150 words)

NOMINATOR'S ENDORSEMENT

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

Signature of Nominator

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 **(NOT THE NOMINATOR)** 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:

(150 words)

Signature of Bureau Chief or Higher Level Manager **(other than the nominator)**

Print Name:

Title:

Telephone Number: () - Ext.

Suncom: -

Email:

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:

ADDITIONAL 2010 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.**