



PURCHASING

Procurement Streamlining

Combining purchasing and contract administration functions at the Agency for Health Care Administration increases procurement competition while reducing time spent developing and writing solicitations, contracts and amendments for savings of approximately \$375,000. For more information, please contact Cathy McEachron (850) 921-0064 or email mceachr@ahca.myflorida.com. 2006-AHCA-008

Network Work Order System

A network work order system that replaced a cumbersome forms-based system only requires users to input a telephone number and short description of the computer problem they are experiencing. Additional data (user's site name, logon name, first and last name, computer network name and assigned site technician) is automatically extracted from user information maintained in the network's active directory database. The resulting work order is sent as an email to the technician supporting the facility the user is working in. The originator is given a reference number for tracking purposes, and when the work order is closed, an email is generated to the requester notifying him/her what actions were taken. For more information, please contact Paul Prado at (407) 521-2668 or email Paul.Prado@djj.state.fl.us. 2006-DJJ-005

Increasing Purchasing Card Credit Limit in Emergencies

A procedure that updates hundreds of purchasing card records within minutes with no data entry errors can be adapted and implemented by other state agencies to increase credit limits of key staff during hurricanes and other emergencies. For more information, please contact Lynn Hart at (850) 410-3602 or email Hart.Lynn@mail.dc.state.fl.us; Rhonda Vause at (850) 410-3615 or email Vause.Rhonda@mail.dc.state.fl.us. 2006-DOC-007

Joint Purchase of Equipment

A state/local regional initiative to purchase equipment for law enforcement specialty teams through the same vendor saved \$235,000. Joint purchases made with federal grant monies streamlines the grant writing process. For more information, please contact Andrea Ward at (786) 336-1110 or email andreadward@fdle.state.fl.us. 2006-FDLE-019

Reduced Cellular Phone Time

A master umbrella cellular telephone account reduces costs including overages, standardizes telephones, improves productivity and simplifies management. The cost per telephone in three Department of Children and Families districts was reduced from \$51 to \$37, saving nearly \$90,000 annually. Per minute overage costs were eliminated because of the large pooled plan of cellular and direct connect minutes. For more information, please contact Frank Kerwick at (772) 467-4155 or email frank_kerwick@dcf.state.fl.us. 2006-DCF-075

Improved Bidding Process for Mental Health Treatment Teams

A electronic request for proposal template enables Department Children and Families staff to select the most qualified applicants to provide evaluative tools for mental health treatment teams. Work that formerly required 1,060 hours to complete can now be accomplished in 150 hours, a 86% reduction.

The RFP evaluation instrument, scoring protocols and proposal tabulation forms are highly adaptable to DCF programs and other agencies. For more information, please contact Steve Poole at (850) 410-1188 or email Stephen_Poole@dcf.state.fl.us. 2006-DCF-106

Procurement of Complex Devices and Software

Acquisitions that involve significant software development are well known for developing major problems including schedule failures and cost overruns. A contracting method used to procure two complex intelligent transportation systems devices and software saved approximately \$1.7 on an \$8 million acquisition. A single integrated and scaleable system deploys a regional network of advanced traffic control technologies and

PURCHASING (cont.)

controls maintenance and operating costs. For additional information, please contact Bijan Behzadi at (813) 975-6733 or email bijan.behzadi@dot.state.fl.us. 2006-DOT-033

Processing Work Requests

Using Blackberrys with a email-based system to receive and track work requests replaced a cumbersome forms-based system, producing an estimated annual \$165,000 productivity increase at the Department of Juvenile Justice. For more information, please contact Ms. Jan Wright at (850) 921-7288 or email Jan.Wright@djj.state.fl.us. 2006- DJJ-004