

Suggestion List

31-Aug-09

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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SUGGESTION

Agency for Health Care Administration

2815

6/29/2009

Y

8/7/2009

I have a money saving suggestion, it may be a small one that some may not think will have a huge impact but every little bit helps. In my particular process, we are constantly receiving correspondence from other state's and we receive paper clips on almost all of our correspondence. So much so that we have bowls of them sitting around our office, in our file room and stuffed in empty drawers. I also worked for another service center and we had a similar issue so I am suspecting that this over-abundance is not limited to just our office, but perhaps is a state wide issue. I was thinking that perhaps somehow the paper clips could be re-distributed among other state offices and this would eliminate the need to purchase them from an outside agency.

I don't know if this would be a cost effective effort or not, but thought it was noteworthy.

Thank you for your consideration.

Has Merit? Y **Explanation**

Implementation Suggestion has no merit. See above.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Agency for Work Force Innovation

2848

6/30/2009

Recurring

Y

8/4/2009

INSTEAD OF TRAVELING ALL OVER THE STATE FOR MEETINGS YOU COULD SIGN UP FOR A WEBSITE THAT LETS YOU HOLD AN UNLIMITED AMOUNT OF MEETINGS ONLINE FOR A LOW MONTHLY PRICE.

I ONLY SUGGEST BECAUSE I HAVE HEARD OF WWW.GOTOMEETINGS.COM SEEMS LOGICAL AND COULD SAVE A LOT

Has Merit? Y **Explanation**

Implementation Since 2005 our Agency has been using web meetings.. for instance in July 09 we held 11 separate web meeting sessions in which many of our statewide offices participated in.

Web conferencing services are currently available on the Department of Management Services, SunCom conferencing services contract.

Steps Taken The agency head has signed a “mission critical” travel memorandum that encourages web conferencing in lieu of employee travel.

Efficiency: Web conferencing has already saved time and travel cost associated with traveling to various meetings and conferences for our Agency. We will continue to use web meetings when this approach is deemed to be the best event solution.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Corrections

2501	5/19/2009		Recurring		Y	8/28/2009
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Any local, state, or federal agency can post items onto www.govdeals.com. The site allows items to be bid on nationwide. The state should consider buying and selling items on this site to save and earn some money.

Has Merit? Y **Explanation**

Implementation

regular monitoring of site to see what items are for sale. Also, the Bureau of Procurement and Supply are looking at the possibility of listing surplus property for sale on the site.

Steps Taken See above.

Efficiency:

2589	5/26/2009				Y	8/13/2009
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Why is the DC paying overtime at the Lancaster facility. The taxpayers are getting ripped off. The Warden, Assistants, and Chiefs should be required to re-imburse the state for all of the overtime that has occurred. What happened to roster management. What about the administrative shift employees.

Has Merit? Y **Explanation** We carefully monitor the utilization of overtime at all of the department's institutions. While it is true that the overtime usage at Lancaster is somewhat higher than in some other locations, there are certain considerations peculiar to this facility that make management's continuing efforts in this regard more difficult. First of all, the impulsive and volatile youthful offender population characteristically requires more intense and directive supervision than the more settled and mature populations found in many other institutions. The physical plant at Lancaster, consisting of numerous small cottages located on an expansive compound results in additional staffing challenges that require a higher percentage of the posts there to be filled at all times. These characteristics make the institution more sensitive to fluctuations in staffing resulting from normal turnover, recruit training, extended and family sick leave, etc. We are working with the management team at Lancaster to manage these issues and control overtime as best possible.

Implementation See above.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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	2888	7/1/2009		Recurring	Y	8/13/2009
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In an effort to reduce utility costs; installing motion detectors to control lighting in areas/halls/rooms that have emergency lighting and rooms that have windows will save electricity. This is currently being done in some handicapped bathrooms.

Has Merit? Y **Explanation**

Implementation

This is already beeing done where appropriate.

Steps Taken See above.

Efficiency:

	2974	8/5/2009		Recurring	Y	8/28/2009
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People's First is an outsourced personnel agency that the the state has contracted for personnel. I believe corrections officers should be providing security and not be paid to sit in an office to enter timesheets when People's First is paid for this service. Each employee is responsible for they time to be entered not another corrections officer. If the department wants to continue this practice then employee a data entry person for half the cost that corrections officer makes.

Has Merit? Y **Explanation**

Implementation

The People First timekeeping segment was designed for input by each employee, not necessarily taking into account that many of our employees do not have access to a computer. The original timekeeping solution proposed by People First (and approved by DMS) for the Department of Corrections was to fax manual timesheets to the People First Service Center for an automated upload to the People First System. This technology proved to be very costly to the agency due to special mailing of timesheets, overtime errors, incorrect coding of timesheets and overpayments. As a result, the agency initiated a pilot utilizing staff at the institution to input the timesheets. After a very successful pilot which resulted in an overall savings to the agency by reducing erroneous overtime payments, reduction of salary overpayments and omitting costly mailing charges, it was determined that the agency would set up timekeepers to input the manual timesheets. The timekeeper does not have to be a Correctional Officer; however, the Warden may assign staff as needed to assist with this project.

We continue to look at other timekeeping solutions to ensure that the recording of hours and leave is both efficient and correct.

Steps Taken See above.

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Education

2794 6/22/2009 Y 8/17/2009

- 1) Put all k-12 schools on an 11 month schedule, closing for July. That will save utility costs and salaries.
- 2) Once retired, rehires should only be paid salary & freeze retirement checks.
- 3) School board members should be volunteers not salary.

Has Merit? Y **Explanation** The three suggestions all have merit and are topics that were debated in the 2009 Legislative Session.

Implementation 1) No, this is a local decision.

2) The 2009 Florida Legislature (Senate Bill 1802) required the actuarial study conducted pursuant to Section 121.031(3), F.S., to consider the following methods of funding the Deferred Retirement Option Program (DROP), (1) treating participants as active members such that the payroll associated with the participants is used to develop the contribution rates for the respective membership class, and (2) requiring the employer to make contributions on the payroll at the same contribution rate as the employer pays for an active member of the applicable class.

3) The 2009 Florida Legislature added subsection (3) to Section 1001.395, F.S., relating to compensation for district school board members, requiring that school board member salaries for the 2009-10 fiscal year to be the lesser of the amount calculated pursuant to the methodologies in Sections 1001.395 and 145.19, F.S., or the salary of beginning teachers in the district.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	2826	6/29/2009	0	Once	Y	8/17/2009

I have a money saving suggestion, it may be a small one that some may not think will have a huge impact but every little bit helps. In my particular process, we are constantly receiving correspondence from other state's and we receive paper clips on almost all of our correspondence. So much so that we have bowls of them sitting around our office, in our file room and stuffed in empty drawers. I also worked for another service center and we had a similar issue so I am suspecting that this over-abundance is not limited to just our office, but perhaps is a state wide issue. I was thinking that perhaps somehow the paper clips could be re-distributed among other state offices and this would eliminate the need to purchase them from an outside agency.

I don't know if this would be a cost effective effort or not, but thought it was noteworthy.

Thank you for your consideration.

Has Merit? Y Explanation

Implementation The Department of Education (Department) is currently developing a plan to implement a "swap-type" recycling plan for not only paper clips, but other office supplies as well. In the near future, the Department plans to start a small office supply recycling area to be used by employees as an effective means to use office supplies and save.

The plan will include identifying a central recycling area, located in the Turlington Building. Offices would be responsible for taking their excess supplies to the identified area and shelving them neatly. Expanding this effort between other state agencies would depend on cooperation between Warehouse and/or Mail Room personnel in each agency.

Steps Taken See previous question.

Efficiency: This would be a recurring, constant savings to all offices in the Department. Supplies are a consistent cost to every office, and far too many still-useful supplies are thrown away simply because of space needs or by being no longer useful in that particular office. A benefit to all (community included) will be more resources recycled and less garbage going in the landfill!

Example of costs per year, office of approximately 25, JUST these small supplies:

Item	Cost per	Units ordered	Total Cost
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Regular paper clips \$0.05 per box of 100 48 \$2.40

Jumbo paper clips \$0.15 per box of 100 48 \$7.20

Rubber Bands \$3.29 per lb bag 2 \$6.58

Small Binder clips \$0.09 per box of 12 40 \$3.60

Medium Binder clips \$0.22 per box of 12 40 \$8.80

Large Binder clips \$0.65 per box of 12 30 \$19.50

\$48.08

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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SUGGESTION

	2857	6/30/2009			Y	8/17/2009
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INSTEAD OF TRAVELING ALL OVER THE STATE FOR MEETINGS YOU COULD SIGN UP FOR A WEBSITE THAT LETS YOU HOLD AN UNLIMITED AMOUNT OF MEETINGS ONLINE FOR A LOW MONTHLY PRICE.

I ONLY SUGGEST BECAUSE I HAVE HEARD OF WWW.GOTOMEETINGS.COM SEEMS LOGICAL AND COULD SAVE A LOT

Has Merit? Y **Explanation**

Implementation Yes, this suggestion is already being implemented.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Environmental Protection

	2721	6/16/2009	0	Once	Y	8/4/2009
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Staff at the correctional facility has been dumping waste in sink holes and burying under the ground that will affect the area water supply.

Has Merit? Y **Explanation**

Implementation This issue was forwarded to the Director of Law Enforcement for investigation.

This issue was forwarded to the Director of Law Enforcement for investigation.

Steps Taken

Efficiency:

	2828	6/29/2009	0	Once	Y	8/4/2009
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I have a money saving suggestion, it may be a small one that some may not think will have a huge impact but every little bit helps. In my particular process, we are constantly receiving correspondence from other state's and we receive paper clips on almost all of our correspondence. So much so that we have bowls of them sitting around our office, in our file room and stuffed in empty drawers. I also worked for another service center and we had a similar issue so I am suspecting that this over-abundance is not limited to just our office, but perhaps is a state wide issue. I was thinking that perhaps somehow the paper clips could be re-distributed among other state offices and this would eliminate the need to purchase them from an outside agency.

I don't know if this would be a cost effective effort or not, but thought it was noteworthy.

Thank you for your consideration.

Has Merit? Y **Explanation**

Implementation

I have forwarded this suggestion to the agency's Administrative Services Director.

Steps Taken

Efficiency: Unknown at this time

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Financial Services

2686	6/9/2009	80000	Once	Y	8/4/2009
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Part of my job as an Insurance Specialist III is forwarding information that was sent to our department incorrectly to the appropriate agency. Sometimes this is done through inter-office mail and other times we send the information via regular U.S. mail. Sending these documents via email instead has many benefits. We will save time by reducing the number of personnel needed to re-route the mail, it will allow us to respond to the consumer more quickly since email is instantaneous, we would eliminate the need to print out a second hard copy of the document which makes it an environmentally friendly option and would also save money by reducing postage expenses. This change could be applied to all state agencies potentially saving the State of Florida money and allowing us to serve Floridians better.

Has Merit? Y **Explanation**

Implementation

- Contact state agencies involved: Department of Agriculture, Department of Business and Professional Regulation and Department of Highway Safety and obtain their willingness to accept documents via email rather than inter-office or postal mail delivery. Their willingness to adopt this method of document delivery is imperative to implementing this suggestion.
- Contact Federal Department of Labor and determine if they are willing to accept documents via email.
- Large documents with pages in excess of 15 pages will still have to be either mailed through the inter-office mail service or post marked.
- Large documents can be scanned into Service Point but downloading and attaching to an email can only be done one page at a time through Service Point.
- There is some potential for savings using e-mail to transmit the smaller page count documents. The larger documents with higher page counts which can be attached to an email may negate this savings because of the staff hours required to process each page into an attachment.
- The idea has merit and although the savings may not be significant the processing of documents through DFS is better means of providing consumer service.

Steps Taken

Efficiency: Approximately \$800 per year (1830 referrals X .44 postage).

2753	6/16/2009	0	Once	Y	8/4/2009
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When designing forms, do not include color images or text. Forms can be copied rather than printed when multiple copies are needed and still look just as good, but more economically! Also, reduce the amount of gray/black boxes, as that just uses more toner/ink. Design fax cover sheets with a minimum of text/artwork. They scan through faster and save on toner/film on the receiving end.

Has Merit? Y **Explanation**

Implementation

1. Revise AP&P 1-03 Forms Management. Add procedure to not include color images or color text in forms.
2. E-mail recently designed posters to DFS Divisions, OFR & OIR to "Save Energy", "Go Paperless", and "Reuse - Recycle - Reduce". Posters will be placed throughout the Department.

Steps Taken As a result of another Get Lean Suggestion, Publications recently designed posters to "Save Energy", "Go Paperless", and "Reuse - Recycle - Reduce" which will be placed throughout the Department.

Efficiency: Cost savings unknown at this time.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
SUGGESTION						

	2892	7/1/2009	0	Once	Y	8/4/2009
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In an effort to reduce utility costs; installing motion detectors to control lighting in areas/halls/rooms that have emergency lighting and rooms that have windows will save electricity. This is currently being done in some handicapped bathrooms.

Has Merit? Y **Explanation** The suggestion has merit and could apply to some state-owned buildings. However, DFS leases almost all office space from DMS or other private lease holders so the potential use of this type of device would require purchase, installation, maintenance, etc. by the leaseholder. In some of our leased facilities we have experienced malfunctions where the lights will not function as a regular light switch and will turn off even when working in the office if there is limited movement. We also have some locations where one switch functions for two or three different rooms so a regular switch can be more effective.

Implementation The DFS energy AP&P was updated to reflect additional energy saving procedures and some communications have been sent. The CFO also publishes a "Saving Energy, Saving Money" section in each week of her Consumer eViews that goes to all employees and many others outside of the agency. Some things we can continue to do is send out periodic reminders regarding energy saving measures and place posters in common areas to remind all that we need to partner in turning out the lights at every opportunity we can.

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Steps Taken The DFS energy AP&P was updated to reflect additional energy saving procedures and some communications have been sent. The CFO also publishes a "Saving Energy, Saving Money" section in each week of her Consumer eViews that goes to all employees and many others outside of the agency. Some things we can continue to do is send out periodic reminders regarding energy saving measures and place posters in common areas to remind all that we need to partner in turning out the lights at every opportunity we can.

Efficiency: Unable to determine cost savings at this time.

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Department of State

	2532	5/19/2009			Y	8/6/2009
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How much lost revenue from Interest Income do you think the State loses each month by not processing checks with Florida U/C Fund returns on a more timely matter! Further today is 5-19-2009 and I know of 12 checks for \$150 each mailed before 4-30-2009 for the Annual Reports that have not been deposited by the State of Florida. We are talking about 10's of thousands of checks with returns and reports sitting undeposited. And THIS HAPPENS EVERY YEAR!!!

Has Merit? Y **Explanation** The idea of depositing checks promptly is a good one, but we already make this a high priority and the writer makes no specific suggestion for improving how it is currently done. Additionally, it is unclear from the comments exactly what she is referring to specifically

Implementation Would need more specific information

Steps Taken

Efficiency:

	2837	6/29/2009			Y	8/6/2009
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I have a money saving suggestion, it may be a small one that some may not think will have a huge impact but every little bit helps. In my particular process, we are constantly receiving correspondence from other state's and we receive paper clips on almost all of our correspondence. So much so that we have bowls of them sitting around our office, in our file room and stuffed in empty drawers. I also worked for another service center and we had a similar issue so I am suspecting that this over-abundance is not limited to just our office, but perhaps is a state wide issue. I was thinking that perhaps somehow the paper clips could be re-distributed among other state offices and this would eliminate the need to purchase them from an outside agency.

I don't know if this would be a cost effective effort or not, but thought it was noteworthy.

Thank you for your consideration.

Has Merit? Y **Explanation**

Implementation The Department of State has already implemented strict office supply purchasing and recycling measures

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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SUGGESTION

	2868	6/30/2009		Recurring	Y	8/6/2009
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INSTEAD OF TRAVELING ALL OVER THE STATE FOR MEETINGS YOU COULD SIGN UP FOR A WEBSITE THAT LETS YOU HOLD AN UNLIMITED AMOUNT OF MEETINGS ONLINE FOR A LOW MONTHLY PRICE.

I ONLY SUGGEST BECAUSE I HAVE HEARD OF WWW.GOTOMEETINGS.COM SEEMS LOGICAL AND COULD SAVE A LOT

Has Merit? Y **Explanation**

Implementation

The Department has implemented a very strict travel policy. All travel must be approved by the Assistant Secretary and must be mission critical. The ability to utilize webservices to hold meetings must be considered when submitting travel. Our Divisions have been actively using webinars for some time.

Steps Taken See answer above

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Transportation

2901	7/1/2009		Recurring	Y	8/24/2009
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In an effort to reduce utility costs; installing motion detectors to control lighting in areas/halls/rooms that have emergency lighting and rooms that have windows will save electricity. This is currently being done in some handicapped bathrooms.

Has Merit? Y **Explanation** Partial merit - Motion sensors work well in many office areas and modular workstations, but are not practical in all areas such as high traffic hallways which are required by fire code to be permanently lit and be on emergency back-up power.

Implementation It has already been implemented. Motion sensors have already been installed in modular workstations and most hard-walled offices. Larger open areas are controlled through the building automation systems and are on timers. As mentioned above, high traffic areas are not well suited for motion sensors.

We constantly monitor opportunities to reduce energy consumption with lighting and other systems.

Steps Taken Motion sensors have already been installed where practical in most DOT facilities. During statewide teleconferences, we have emphasized the energy savings potential of motion sensors and all Districts have and will continue to install motion sensors where practical.

Efficiency: There is savings to be realized with motion sensor technology. It would be very difficult to place a dollar savings potential to be realized through this technology.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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State Board of Administration

	2079	4/23/2009			Y	8/25/2009
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We waste tons of office supplies, we buy things we don't need, we surplus things that are practically brand new. There is very little storage available for surplus so things are taken to the dump regularly. Employees should be able to buy the perfectly good furniture and computers that we regularly surplus. I put unknown because I don't want to be identified since it will be obvious who made this suggestion. I've been making it loud and clear for a long time. I'm sure this kind of activity is rampant throughout every agency.

Has Merit? Y **Explanation**

Implementation According to SBA Policy 20-140, employees are prohibited from buying surplus property.

Steps Taken

Efficiency:

	2148	4/27/2009			Y	8/17/2009
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By following a similar program as State's Attorney walking program for his employees, state offices will have healthier and more efficient employees. Allow state employees to walk 30 minutes a day and reward them with four hours off a month.

This will result in less time off for sick leave. When the employee earns the four hours off then it save on electricity and water.

American Heart Association's Start!

<http://www.americanheart.org/presenter.jhtml?identifier=3053031>

This is what Start! is all about — employees stepping away from their desks to get some quick and easy physical activity at work. Remember, walking can help a person reduce their risk of heart disease and stroke. And healthier employees help you reduce healthcare costs. So why wouldn't you want employees up and moving?

Promote this healthier lifestyle with our menu of tools to help get your workers up and moving. It's easy and free. It also celebrates the many health benefits of simply walking! MyStart! Online Tracker is one of these tools. It's a great way for you to track your employees' fitness progress.

The Start! Walking Program encourages employers to set up walking routes that can motivate employees to walk around the office. National Start! Walking Day, April 8, 2009, is our special day that calls on all employees to become more active.

And keep your employees informed year-round with healthy tips from our quarterly Start! at Work newsletter. Use our information in your own company newsletters.

Has Merit? Y **Explanation**

Implementation We agree that supporting employees to be physically fit benefits the individual and the employer. This same goal can be accomplished without the need for providing blocks of time to schedule walking during regular work hours and a reward of an additional 4 hours leave from work per month. An example is the monthly wellness newsletters we email that provide quick tips on healthy behaviors which promote physical fitness in an office setting, healthy eating choices, stress relief and more. Additionally, we promote that State employees' health plans currently reimburse employees a portion of their health club memberships.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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SUGGESTION

	2198	4/29/2009		Recurring	Y	8/25/2009
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Very simple suggestion turn off office lights when employee has left for the day or if employee is not in for the day turn off the light. Save energy, Save money.

Has Merit? Y **Explanation**

Implementation

Intruct employees and cleaning crew to turn lights off.

Steps Taken We do ask employees to turn off lights. Building Management has instructed the cleaning crew to turn off all lights before leaving the building.

Efficiency: Saves electricity

	2236	4/29/2009		Recurring	Y	8/17/2009
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As a state agency, we are mandated to buy the lowest cost ticket item. The lowest cost item does not stand up to the use and sometimes is only good for one time. IE markers, hilighter, pens, etc. What a waste of money.

Has Merit? Y **Explanation**

Implementation

The State Board of Administration continually strives to purchase the best value product at the most economical price.

Steps Taken The State Board of Administration continually strives to purchase the best value product at the most economical price.

Efficiency: The State Board of Administration continually strives to purchase the best value product at the most economical price.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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	2428	5/13/2009			Y	8/17/2009
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I told the partners at the architecture and interior design firm that I work for that the State & the Federal government could save A LOT OF MONEY if the forms we are required to fill out when creating proposals for bid opportunities on public projects were the same. Sometimes called RFQ or RFI (Request for Proposal or Information)- these are required for most State and Federal bids, but not all.

The GSA has a form called SF330 (Standard Form) - this has replaced the SF254 and SF255 in most states, but not all. It's not easily found on their website - when you type SF 330 in the search box, there are 64 answers - there should be one. North Carolina still uses the SF 254, which we haven't used in at least 5 years. There are also many versions - the 2004 and 2007 updates seem to be the most popular.

Then, there is the PQS or Professional Qualifications Supplement - not a standard form from any of Florida's K-12 schools, colleges and universities. If there was one form for all Federal and one form for State of Florida, AND they were easily accessible on a website, it would save so much time and money for the hard-working companies that have to create these proposals.

The company I work for was founded in Tampa in 1990. There has not been a standard form in the history of this ompany. Thank you,

Has Merit? Y **Explanation**

Implementation The requirements mandated by the State are not the same requirments for the State Board of Administration (SBA) when issuing solicitations. The SBA does not solicit architecture and interior design services. Therefore, the aforementioned forms are not applicable.

Steps Taken

Efficiency:

	2469	5/13/2009		Recurring	Y	8/21/2009
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Set the default setting on all state agency copiers/printers to "duplex", "greyscale". When people need single sided copies or color copies they can still select those options. This should save \$\$ in several ways - the cost of paper, the cost of ink, the cost of mailing/shipping, the cost of storing and archiving documents, the cost of rent associated with space needed to store and archive documents. It will also save trees!

Has Merit? Y **Explanation**

Implementation

modify default settings on printer, notify staff of the changes.

Steps Taken default settings modified, staff notified

Efficiency: saves paper

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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SUGGESTION

2527 5/19/2009 Y 8/17/2009

Any local, state, or federal agency can post items onto www.govdeals.com. The site allows items to be bid on nationwide. The state should consider buying and selling items on this site to save and earn some money.

Has Merit? Y **Explanation**

Implementation We will continue to review govdeals.com when and if the need arises.

Steps Taken

Efficiency:

2578 5/20/2009 Y 8/17/2009

This applies to all state operations. The consumer suggests the state look at all free "perks" provided to state employees at taxpayer expense. Perks would include any free additional hotel night stays when away on state business, as well as receiving air miles at taxpayer expense.

Has Merit? Y **Explanation**

Implementation See attachment

Steps Taken

Efficiency:

2627 5/26/2009 Y 8/17/2009

Occasionally awards are given for superior job performance. In the past luncheons were held. This is nice but I believe a better and more appreciated alternative exists. Rather than spend money on a frame or plaque, send a letter of congratulations and a pass for a day or half day off. Formal recognition and plaques are nice, but after a while the wall gets full and most end up in a file cabinet.

I'd much rather spend the afternoon at home with my dog or in the garden than just about anything else.

Has Merit? Y **Explanation**

Implementation Not applicable. Passes for days off are outside state mandated rules for leave.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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SUGGESTION

	2845	6/29/2009			Y	8/17/2009
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I have a money saving suggestion, it may be a small one that some may not think will have a huge impact but every little bit helps. In my particular process, we are constantly receiving correspondence from other state's and we receive paper clips on almost all of our correspondence. So much so that we have bowls of them sitting around our office, in our file room and stuffed in empty drawers. I also worked for another service center and we had a similar issue so I am suspecting that this over-abundance is not limited to just our office, but perhaps is a state wide issue. I was thinking that perhaps somehow the paper clips could be re-distributed among other state offices and this would eliminate the need to purchase them from an outside agency.

I don't know if this would be a cost effective effort or not, but thought it was noteworthy.

Thank you for your consideration.

Has Merit? Y **Explanation**

Implementation Excess supplies are consolidated in one area and checked before processing a request.

Steps Taken

Efficiency:

	2877	6/30/2009		Recurring	Y	8/6/2009
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INSTEAD OF TRAVELING ALL OVER THE STATE FOR MEETINGS YOU COULD SIGN UP FOR A WEBSITE THAT LETS YOU HOLD AN UNLIMITED AMOUNT OF MEETINGS ONLINE FOR A LOW MONTHLY PRICE.

I ONLY SUGGEST BECAUSE I HAVE HEARD OF WWW.GOTOMEETINGS.COM SEEMS LOGICAL AND COULD SAVE A LOT

Has Merit? Y **Explanation**

Implementation already in use

already in use

Steps Taken The SBA has used Webex and Gotomeetings for the past 4 years and continues to do so when appropriate.

Efficiency: These tools are convenient and functional for both service providers and state personnel. It saves both parties time and money.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	2912	7/1/2009		Recurring	Y	8/25/2009

In an effort to reduce utility costs; installing motion detectors to control lighting in areas/halls/rooms that have emergency lighting and rooms that have windows will save electricity. This is currently being done in some handicapped bathrooms.

Has Merit? Y **Explanation**

Implementation

Our property management team has installed motion detectors. Talcor Management

Steps Taken Restrooms and storage rooms have motion detectors.

Efficiency: Saves electricity

Total Suggestions: 30