

# Suggestion List

01-Jun-10

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

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## Department of Agriculture

4502	5/5/2010		Recurring	Y	5/17/2010
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Printers when purchased have default settings that maximize the ink useage. The printer companies do this because it also maximizes their profits, by selling more ink cartridges. Ink cartridges cost between \$25 to \$50 apiece.

A significant number of users either do not know how to change the default setting or do not take the time to change the settings.

The State would save Hundreds of Thousand of dollars by having the various agencies IT departments change the default settings to "draft""black ink" only.

If the user needs a higher quality or color, he/she could change the setting for the bob being printed.

**Has Merit?** Y      **Explanation**

### Implementation

See below

**Steps Taken** An e-mail to all employees was sent on June 16, 2009, referencing this suggestion from the Get Lean Program and requesting employees to set their copiers and printers to "duplex" and "grayscale."

### Efficiency:

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**Department of Children and Families**

4504	5/5/2010				Y	5/18/2010
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**Has Merit?** Y      **Explanation**

**Implementation** Already implemented.

**Steps Taken**

**Efficiency:**

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## Department of Corrections

3810	3/19/2010		Recurring		Y	5/21/2010
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The state of florida would save millions of dollars if it place a electric meter on all state owned housing and required each employee who resides in that house to pay 100% of the electric cost. The corrections agency alone would save several millions of dollars in energy cost.

**Has Merit?** Y      **Explanation**

**Implementation** See above.

See above.

**Steps Taken** See above.

**Efficiency:**

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

	3892	3/4/2010			Y	5/3/2010
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This is an idea that can quite possibly save the State of Florida hundreds, if not thousands, of dollars monthly.

If the State of Florida were to make "EcoFont" the default font for printing documents on all State computer systems the savings would be phenomenal; with what would appear to be minimal costs to implement. I work at the Brooksville CSE Office and even if [just] CSE were to use this font Statewide, the savings in toner/ink would be quite large.

EcoFont has very tiny holes within it that are virtually imperceptible to the human eye at a normal font size(10 to 12 point). These "invisible" holes result in this font using up to 20% less ink and/or toner.

More info on EcoFont can be found at: <http://www.ecofont.com/> I recommend someone go to the website and check out the FREE (click on English) version and the PROFESSIONAL (click on English) version for further information.

I sent this cost savings idea up several months ago through the "Listening To You" program, but it seems to have gotten "stuck" somewhere along the way.

Thank you for your consideration.

**Has Merit?** Y      **Explanation**

**Implementation** The Department of Corrections has taken several steps to reduce the cost of printing in the past two years:

- Currently, the Department incorporates draft quality printing as a default wherever possible which reduces toner coverage.
- The Department also leases 675 BIZHUBS, multiple purpose machines (faxing, scanning, printing), which includes the toner cost in the lease price.
- The Department has also implemented a program, called Save-A-Tree, in May of 2009 which allows staff to "electronically" print reports instead of printing to paper. Our conservative estimates indicate that the Department prevents the printing of approximately 200,000 sheets of paper per month by utilizing this program.

At this time the Department is exploring EcoFont as well as defaulting to the font Century Gothic (see article: 'Switch to Century Gothic to save the planet') where possible and investigating its impact on Department operations.

**Steps Taken**

**Efficiency:**

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

	3966	4/6/2010		Recurring	Y	5/21/2010
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The Fla. Dept of Corrections has over 70 Wardens. Each one has a state owned house that included free electric usage.

Each of these employees starts out at \$87,000 per year. Place a electric meter on each warden's house and require each warden to pay 100% of the electric cost. Currently tax payers in the state are paying from a avg of \$150 to over \$600 per month for electric usage.

**Has Merit?** Y      **Explanation**

**Implementation** See above.

See above.

**Steps Taken** See above.

**Efficiency:**

	4003	4/6/2010		Recurring	Y	5/21/2010
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The Fla. Dept of Corrections has over 70 facilities. Each unit has state owned housing for it's employees. Currently employees pay \$125 biweekly for a state owned house, Unfurnishing room(s) (staff apts) are \$50.00 bi-weekly and mobile home lot rentals are \$25.00 biweekly. These rates are extremely low. Since the state provides in most cases 100% of electric, water, sewer, garbage, maintenance, and lawn cost. The rates should be raised immediately. The Florida taxpayer should not support this waste of taxpayers dollars. The rates should require all housing to be metered for electric usage and the employee pay 100% of the cost. The rates should be at leasted doubled. The taxpayers are getting ripped off.

**Has Merit?** Y      **Explanation**

**Implementation** See above.

See above.

**Steps Taken** See above.

**Efficiency:**

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	4507	5/5/2010			Y	5/21/2010
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A significant number of users either do not know how to change the default setting or do not take the time to change the settings.

The State would save Hundreds of Thousand of dollars by having the various agencies IT departments change the default settings to "draft""black ink" only.

If the user needs a higher quality or color, he/she could change the setting for the bob being printed.

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At this time the Department is exploring EcoFont as well as defaulting to the font Century Gothic (see article: 'Switch to Century Gothic to save the planet') where possible and investigating its impact on Department operations.

**Steps Taken**

**Efficiency:**

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**SUGGESTION**

	4536	5/19/2010			Y	5/21/2010
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The Correction's agency at it's youthful offender facility, Lancaster CI, is building a modern, staff/inmate efficient housing unit. The agency is scheduled to tear down an old, temporary housing unit that holds 67 inmates.

It also has five, 37 man housing unit's are are outdated and costly to maintain and keep up along with a high staff cost associated with it. The corrections agency should contract with CCA to take the overflow of 67 inmates and immediately tear down the temporary hosuing unit. Upon the new 240 inmate capacity being open. relocate the other 195 inmates from the old five small 37 man housing units and tear them down also. This would save the agency on a long term basis a lot of money is staff and maintenance cost. It would also improve public safety greatly. The youthful offender are very violatial and the population needs to be keep small to make the agency's Re-entry program successful.

**Has Merit?** Y      **Explanation**

**Implementation** The department has requested funding to replace the older, less efficient, housing units at Lancaster on several occasions and will continue to do so until such funding is forthcoming. It should be noted that the department requires legislative approval to remove beds from capacity (i.e. demolish dorms). Transferring the inmates to the CCA facility simply moves the costs to a another category but does not eliminate them.

**Steps Taken**

**Efficiency:**

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## Department of Environmental Protection

4510	5/5/2010		Recurring		Y	5/25/2010
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**Has Merit?** Y      **Explanation**

### Implementation

DEP implemented a printer action plan last year. The steps taken are identified below.

- Steps Taken**
- 1.Owned or leased networked printers shall be configured to print pages in black/white draft mode, double-sided by default unless the user specifically selects a different print output. As an optional best practice, if printers allow profiles to be set, consider having these printers set to provide users options like "Color/Draft/double-sided", etc. to increase the ease of making good print setting decisions.
  - 2.Printers should be configured to economize on toner use by taking advantage of each printer's ability to reduce ink use through such choices as ECONO Mode on HPs and Toner Save choices on Toshibas. Ensure toner is fully depleted before replacing to maximize the value obtained from each cartridge used.
  - 3.Each organizational shall ensure they are consistent in their use of their respective printer naming convention on owned or leased networked printers with the minimum requirement to ensure each printer name consists of a prefix identifying the asset owner (e.g. WRM, OTIS, SD, etc) so that management can use enterprise tools to easily recognize current asset ownership. It is suggested that in addition to the standard to prefix printer names to reflect the division owning/leasing the device, but also to practice including in the name or description field where available, letters that identify the building location, room number and desired, the model, etc. As an example, OTIS-BMC613-bizhub-L might refer to an OTIS printer in BMC room 613 that is a leased bizhub. Again, the standard is minimally be have a consistent prefix used across all owned/leased devices.

**Efficiency:** DEP implemented standard printer configuration and operational practices to conserve energy, paper, and toner/ink while ensuring users continue to have their printing needs met.

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## Department of Management Services

4354

5/3/2010

Y

5/12/2010

FIX PEOPLEFIRST OR DO AWAY WITH IT AND CONVERGYS AND EITHER GO BACK TO PAPER TIME SHEETS OR HIRE A COMPANY TO FIX THE JEB BUSH MESS.

**Has Merit?** Y

**Explanation** The Department is currently in the process of implementing enhancements to the People First system to resolve some of the issues that may have caused user dissatisfaction in the past. The Department is currently not pursuing plans to change vendors or to go back to paper timesheets.

The Department has recently made great strides with the People First system that will translate to improved ease of use, and enhanced system functionality that will be apparent to users. With the signing of Amendment 10 on May 28, 2008, 135 system enhancements and upgrades will be applied to People First. This includes significant improvements in the core HR functions of the system (payroll administration, leave and attendance [timesheets], benefits administration, HR administration, reporting capabilities), strengthens system security, and upgrades the SAP, Oracle, Authoria software to latest release versions. All of the 135 enhancements and upgrades will be in place by the end of July 2010.

In addition, the Department recently signed an Amended and Restated Contract with Convergys on December 8, 2009 that:

1. Reduces the overall cost of the contract by \$45 million beginning January 1, 2010 and improves services to end-users (state agency and university employees and retirees).
2. Strengthens the vendor's performance measures.
3. Continues to tighten system security.
4. Includes 22 additional enhancements to the People First system, including a Medical Reimbursement Account debit card, and a performance management system module.

**Implementation** The Department recently signed the Amended and Restated contract with Convergys on December 8, 2009 which extends the contract to August 20, 2016. To implement this suggestion, the Department would first perform a business case to request approval to obtain quotes from interested vendors on the current outsourcing model (or variation thereof) for providing human resource (HR) and benefits administration services for the state of Florida.

Once the initial business case is completed and approval is obtained, the Department would issue an Invitation to Negotiate (ITN), in accordance with Section 287.057(3)(a), Florida Statutes. An ITN offers respondents an opportunity to propose innovative approaches and improvements to the existing program. The Department would go through the standard ITN review and negotiation steps. The Department would contract with the vendor that provides the best value to the state. It is anticipated that this entire process would take approximately 12 months to complete. An additional 18 months would be necessary to transition to a new vendor. The Legislature approves the Department's budgetary expenditure for the People First contract each year. Should a new vendor be selected to maintain the People First system, the Legislature would need to approve the appropriation of funds for the contract. The actual long-term cost savings and transition costs can only be determined by obtaining quotes from interested vendors through the bid solicitation process.

### Steps Taken

### Efficiency:

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## Department of Revenue

4248

4/13/2010

Y

5/5/2010

Instead of spending money on artwork. The Department of Revenue can buy frames and contact schools to gather artwork from students. This would be an inexpensive way to decorate the buildings, and it would give the students recognition.

**Has Merit?** Y      **Explanation**

**Implementation** No. The Department of Revenue does not decide how the money set aside for the purchase of art will be used. When money was appropriated for construction of the new buildings, the Legislature included a specific appropriation for purchasing artwork through the "Art in State Buildings" program. These funds have to be spent following the law and rules governing the "Art in State Buildings" program (section 255.043 of the Florida Statutes, and rule number 1T-1.033 of the Florida Administrative Code).

The rule states: "Each agency shall follow the art selection process and forms contained in the Art in State Buildings Handbook." (<http://www.florida-arts.org/programs/asb/handbook/>).

The handbook establishes procedures for the selection of artworks, including criteria for ensuring "that artists have achieved a level of expertise and recognition in their profession."

The Department of State's website provides more information on the program: <http://www.florida-arts.org/programs/statebuildings/>.

### Steps Taken

### Efficiency:

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**Department of the Lottery**

	4522	5/5/2010			Y	5/19/2010
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**Has Merit?** Y      **Explanation**

**Implementation** The Lottery has already implemented multiple cost saving measures pertaining to printer settings. (Suggestion 2458 was similar.)

**Steps Taken**

**Efficiency:**

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**SUGGESTION**

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**State Board of Administration**

	3918	3/4/2010			Y	5/3/2010
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I sent this cost savings idea up several months ago through the "Listening To You" program, but it seems to have gotten "stuck" somewhere along the way.

Thank you for your consideration.

**Has Merit?** Y      **Explanation**

**Implementation** Possibly SRC can look into this and make a recommendation to other departments.

**Steps Taken**

**Efficiency:**

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AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	4532	5/5/2010		Recurring	Y	5/18/2010

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**Has Merit?** Y      **Explanation**

**Implementation**

This was previously addressed in suggestion #2469

**Steps Taken** This was previously addressed in suggestion #2469

**Efficiency:** Saves ink

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**Total Suggestions:** 14