

Suggestion List

06-Oct-11

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

Agency for Health Care Administration

6735

7/22/2011

Y

9/8/2011

Agency by agency, a "turn out the lights" campaign can be initiated via e-mail reminders as well as in-building flyers or notices posted in gathering areas and next to or near exits/light switch sources.

Volunteers or assigned, rotating building or office monitors could be responsible to ensure that all unnecessary lights are off at the end of each work day. A brainstorming session can be utilized to bring forth innovative and successful strategies to be utilized by employees to save energy, turn out the lights.

Has Merit? Y **Explanatio**

Implementation AHCA already has a program in place to assure lights are off when not in use.

Steps Taken

Efficiency:

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

	6739	7/22/2011		Recurring	Y	9/22/2011
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Has Merit? Y **Explanatio**

Implementation This suggestion has been implemented to the greatest extent possible at this time.

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Steps Taken Through the janitorial staff lights are turned off and in some areas in some building motion detection lights have been installed.

Efficiency: Unknown at this time.

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Department of Environmental Protection

	6715	8/1/2011		Recurring	Y	9/6/2011
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I put unknown above but actually this contract and suggestion applies to all State agencies in all areas of the State.

My suggestion would be to require current vendors reduce their price by 50% which still allows them 40% higher margins than what they originally anticipated.

If they were not willing to reduce their price I would threaten to put the entire contract out for re-bid. Knowing that paper commodity pricing will continue to rise, all vendors will lower their prices in a heart beat with no disruption of service.

As an FYI - When the contract comes up for bid I would require as a condition to bid an off-set be paid to the State based on the commodity value. This is now a common industry practice for new contracts of large size and will mean prices paid by the State will gradually decrease over time.

Has Merit? Y **Explanatio**

Implementation

- Contact Mr. Timothy Gibney, State Purchasing Director, at 850-487-6592 or email tim.gibney@dms.myflorida.com with details on data supporting the markups described in your suggestion.
- Alternatively, contact Mr. Charles Day, Purchasing Analyst responsible for the State Term Contract No. 645-120-10-1 entitled "Office, Virgin and Recycled Content", to discuss the paper market and the areas where drastic savings can be achieved. He can be reached at 850-410-2426 or by email at Charles.Day@dms.myflorida.com.
- Visit the DMS State Term Contract website located at the following address: http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists and locate the paper contract identified above. Using the pricing information available, document your suggested cost savings (as described above) and provide supporting information of the sources that you feel will beat the pricing provided under the contract and under your suggested cost-saving method. This information would be beneficial to DMS in their analysis.

Steps Taken Currently, State agencies and many local governments (referred to as "eligible users") use State Term Contracts established by the Department of Management Services (DMS) through formal competitive procurement opportunities. Section 287.056(1), Florida Statutes, directs that State agencies shall purchase commodities and contractual services from purchasing agreements established and state term contracts procured, pursuant to Section 287.057, Florida Statutes, by DMS. It further establishes the authority for "eligible users" to make purchases from these same agreements/contracts.

DMS makes every effort to leverage the State's purchasing power through consolidation under these contracts of the common goods/services used by State agencies in conducting its day-to-day operations. Contract renewals may be provided only if the original competitive procurement included renewal as an option. Prior to exercising a renewal option, DMS considers factors including, but not limited to, the Contractor's performance, changes in the marketplace that may warrant re-procurement, and other cost-benefits available before continuing the contract.

Efficiency: We appreciate you taking the time to share your cost-savings idea. We want to make sure that your idea is effectively communicated with the Department responsible for establishing the State Term Contracts we all use.

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SUGGESTION

Department of Financial Services

6696

7/29/2011

Y

9/20/2011

I handle accounts with Verizon Wireless for the State of FL. We receive approximately 30-40 EFT payments EACH MONTH that we are unable to post due to incorrect account information. This is due to a limitation in your payment system that only allows 9 digits to be inputted for the invoice number. Our invoice numbers are always 10 digits long. Often times, additional numbers or letters will be added, and we are unable to identify the correct account to where the payment belongs and they are placed on an "unapplied log."

I then spend countless hours trying to identify the accounts to which the payments belong. I often times have to reach out to my contacts at various agencies for the State, asking them for assistance with these payments. This costs Verizon Wireless and the State of FL money and time, which could be better served on other projects or duties for both. And, it causes many accounts to fall delinquent with Verizon Wireless which are really not past due at all. This can cause a possible interruption in service as well, which can cost the State money and resources.

I am asking for assistance remedying this situation by allowing more digits to be inputted into the FLAIR payment system. As stated earlier, our invoice numbers are 10 digits long, and our account numbers can be up to 15 digits long. Allowing the space for the extra digits will allow payments to be entered with complete and correct account or invoice information, removing the possibility of the payment being misapplied or unapplied, and thus removing the extra work and resources consistently wasted on this process.

I would appreciate the opportunity to talk to and possibly visit with someone that can help to change this process for payment, and discuss this further. I am also told that this is a problem with other vendors, and this could save more resources, time and money if this could be fixed for all vendors involved.

Has Merit? Y **Explanatio**

Implementation Insufficient Resources Available - Removing the invoice field size limitation was one of many functional requirements identified for the State's replacement financial system. In 2007, the project was suspended and this and other changes could not be made. The cost to modify a common accounting chart field in the existing legacy financial accounting and reporting system (FLAIR) would be \$9 million. The invoice field, while not as prevalent would be an expensive endeavor and require extensive modification to the system. Funds are not available to pursue this modification, and the effort would need to be prioritized among mandated modifications, i.e., IRS 3% withholding requirement for vendor payments.

Steps Taken

Efficiency:

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Department of Revenue

6724

8/1/2011

Y

9/29/2011

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My suggestion would be to require current vendors reduce their price by 50% which still allows them 40% higher margins than what they originally anticipated.

If they were not willing to reduce their price I would threaten to put the entire contract out for re-bid. Knowing that paper commodity pricing will continue to rise, all vendors will lower their prices in a heart beat with no disruption of service.

As an FYI - When the contract comes up for bid I would require as a condition to bid an off-set be paid to the State based on the commodity value. This is now a common industry practice for new contracts of large size and will mean prices paid by the State will gradually decrease over time.

Has Merit? Y **Explanatio**

Implementation No. The waste paper market is volatile. Over the period of the contract, we have seen record low prices in 2008 and currently we are seeing record high prices. The price for diesel fuel also rose to record highs, retreated somewhat, and rose again. Diesel fuel is a major cost for our contractors and higher paper prices help offset this operating cost. When paper prices have been low, our contractors have absorbed the cost.

The Department of Revenue contract is a fixed price contract and we are in the second three year term of the contract, which will expire on June 30, 2013. The prices were competitively bid and excellent prices were obtained. The Department of Management Services (DMS) estimated that our contract pricing is more than 30% lower than prices obtained before the contract, and chose to offer the contract to other state agencies and eligible users. In 2013 either we or DMS will bid for a new contract and we will look very closely at all pricing options then.

The contract was written explicitly to assure the secure and thorough destruction of the confidential materials that are in our care. It is more expensive to have documents shredded on site than to have paper hauled away in bulk. We have stringent requirements in the contract, including National Association for Information Destruction certification and the use of certain types of equipment that will satisfy the Internal Revenue Services' demand for due diligence in the destruction of tax information to a point where it cannot be reconstructed. Revenue also must destroy other confidential documents to the same standard, such as child support documents. Onsite destruction allows us to witness the destruction of our confidential materials and receive written certification that the documents have been destroyed according to contract standards.

Steps Taken

Efficiency:

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SUGGESTION

	6754	7/22/2011	0	Once	Y	9/29/2011
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Has Merit? Y **Explanatio**

Implementation Yes. Department offices typically have a "last one out turns off the lights" practice. We are not aware that lights are being left on, but it is possible that this is happening in some offices. This suggestion has prompted us to include a "lights off" reminder in the next issue, and periodically after that, of our biweekly update to all employees on upcoming events and expectations.

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Steps Taken Department offices typically have a "last one out turns off the lights" practice. This suggestion has prompted us to include a "lights off" reminder periodically in our biweekly update to all employees on upcoming events and expectations. Our new headquarters buildings, housing approximately half of our employees, have lights that turn off automatically at the end of the day. Lights near the windows also turn off automatically when the light coming in from outside reaches a certain level. And lights in copy rooms, break rooms, and some offices turn on automatically when someone enters and off when they leave.

Efficiency:

Total Suggestions: 6