



*Florida Department of Financial Services*

*Florida Accountability Contract Tracking System  
(FACTS)*

*Agency Point of Contacts Procedures*

March 2014

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## **Agency Access Custodian**

Each agency must designate a primary and backup access custodian to serve as the liaison between the agency and the Department of Financial Services (DFS) regarding access to the FACTS. The Agency Access Custodian Contact designation is part of the *FACTS Contact Form* (DFS-A0-2100) available at <http://www.myfloridacfo.com/Division/AA/Forms/default.htm> [Forms Home](#). The agency head or Director of Administration must sign the form. Scan the form and email to FACTS Administrator at [FACTS.Info@myfloridacfo.com](mailto:FACTS.Info@myfloridacfo.com). Submit any changes to the primary or backup access custodian or their contact information using the same form and process; we regard the most recent form received as current for that agency.

## **Agency Technical Contact**

Each agency must designate a primary and backup technical contact to serve as the liaison between the agency and the Department of Financial Services (DFS) regarding a FTP account and interface questions for FACTS. The Agency Technical Contact designation is part of the *FACTS Contact Form* (DFS-A0-2100) available at <http://www.myfloridacfo.com/Division/AA/Forms/default.htm> [Forms Home](#). The agency head or Director of Administration must sign the form. Scan the form and email to FACTS Administrator at [FACTS.Info@myfloridacfo.com](mailto:FACTS.Info@myfloridacfo.com). Submit any changes to the primary or backup technical contact or their contact information using the same form and process; we regard the most recent form received as current for that agency.

## **Public Inquiry Contact**

Each agency must provide Public Inquiry Contact information for FACTS. The information recorded in FACTS as part of the "Contract Us State Agencies" functionality. At a minimum FACTS requires public record request unit or person's name, phone number and email address. The Agency Public Inquiry Contact designation is part of the *FACTS Contact Form* (DFS-A0-2100) available at <http://www.myfloridacfo.com/Division/AA/Forms/default.htm> [Forms Home](#). The agency head or Director of Administration must sign the form. Scan the form and email to FACTS Administrator at [FACTS.Info@myfloridacfo.com](mailto:FACTS.Info@myfloridacfo.com). Submit any changes to the primary or backup public inquirey contact or their contact information using the same form and process; we regard the most recent form received as current for that agency.