

Department of Financial Services
Florida Accountability Contract Tracking System Project
Executive Summary

I. Objective

The objective of this project is to build a consumer- friendly contract reporting website for use by the citizens of Florida. When it's complete, the site will present contract information and images of contracts that state agencies have submitted to the Department of Financial Services. The Department will validate and enhance the contract information utilizing edits and information within the State's accounting system (FLAIR) and the State's purchasing system (MyFloridaMarketPlace – MFMP). The website will provide robust queries that will allow the public to search for contracts by agency, by vendor, or by service type.

II. Scope

The Contract reporting website will, at a minimum, provide the following capabilities:

- Provide a secure sign-on to the application for state agencies and Department staff
- Ability for state agencies to submit manually or via interface general information related to individual contracts
- Ability to download contract information from the web into an Excel format
- Ability to validate the contract information with data from the State's accounting system
- Ability to transmit contract information to the State's accounting system
- Ability to retrieve each contract's disbursement data from the State's accounting system and include as part of the reporting for the web
- Ability to accept scanned procurement and contract documents from the state agencies for reporting on the web
- Ability to store purchase order information transmitted by the State's purchasing system and include in the reporting for the web
- Ability to report appropriations information (Fund, Budget Entity, Category) on each contract
- Provide robust queries that allow the public to search at a minimum by state agency, by vendor, or by contract service type for the current fiscal year and retain ten fiscal years. Note: The records available will grow with each FY, for a maximum retention of the previous 10 FYs.

III. Timeline

The project will be divided into the phases described below. The dates provided reflect deadlines set by the project team.

Phase 1 (Complete)

Florida Accountability Contract Tracking System (FACTS)- Development of the web-based application for submitting, maintaining, editing, querying and presenting of contract information. The system developed in Phase 1 of this project will encompass all of the data elements required by law. At start up of this phase, contract information that has been validated will be loaded from existing data bases (State Contract Management System and FLAIR). Agencies will be responsible for adding any missing information. Contract reporting to the public will be provided when the majority of the data from the State Contract Management System, FLAIR and DFS' Non-solicited commodities and services reporting subsystem has been validated and converted to the web application. Agencies will be expected to maintain the contract information on a daily basis.

Phase 2 (Complete)

Enhanced Florida Accountability Contract Tracking System - Ties contract data to FLAIR Disbursements and General Appropriation. In Phase 2, the functionality of FACTS will be enhanced to include the recording of General Appropriation's information and daily disbursement data from the state's accounting system for each active contract in the current fiscal year. The application will be designed to store the current and up to 10 prior fiscal years of appropriation and disbursement data. At start up for this phase, only the current year's budget and disbursement information will be reported. The State's accounting system will send disbursement information nightly. Agencies will be responsible for providing the budget information. The system will retain up to 10 years of appropriations and disbursement data for reporting purposes.

Phase 3 (Complete)

Enhance Florida Accountability Contract Tracking System with Compliance Reporting – Provides new screens for reporting audit findings related to the contract. The application will be enhanced to allow auditors to input deficiencies that are identified during audits performed by DFS and the Auditor General. The findings can either be input directly into the system by the auditor or transmitted from the State's accounting system. The auditor will also have the ability to attach audit reports.

Phase 4 (Complete)

Florida Accountability Contract Tracking System with Contract Images – Links scanned procurement and contract documents to each contract. Agencies attach redacted scanned images for their five largest contracts, based on total contract amount. DFS also converted their existing transparency website so that the Department can continue to post contract images via FACTS. Linking images of procurement and contract documents to any other contracts has been postponed due to funding. At a future time the application will be enhanced to store documents for any contracts active during a 10 year period.

Phase 5 (Target Date: June 30, 2013)

Florida Accountability Contract Tracking System to include grant agreements – Provides new fields for reporting information that is specific to grant agreements. The application will be enhanced to allow State Agencies to report grant agreements. This information will be validated with the State's accounting system. Agencies will be expected to maintain the grant information on a daily basis, record the grant number on all disbursements in the State's accounting system, and provide the budget information. The State's accounting system will send grant disbursement information nightly for reporting on the web.

Phase 6 (Target Date: June 30, 2013)

Florida Accountability Contract Tracking System to include purchase order information. The application will be enhanced to include Purchase Order information from the State's procurement system. The scope of this phase will be coordinated with the Department of Management Services.