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| **Department of Management Services** |
| The Department of Management Services (DMS) is the administrative arm of state government. The department delivers services to state and local governments to help these governmental entities deliver front line services to citizens and provides tools for agency administrators to manage effectively and employees to work efficiently. Its mission is “providing smarter, better, faster services.” The Legislature appropriated $551.3 million and 846 positions to the department for Fiscal Year 2009-10. |
| **Administration** Appropriation: $9.1 million, 86 FTE |
|  | *Continue* | **Executive Direction and Support** provides administrative and support services to all areas of the department, including human resources, purchasing, legal, and financial management.  |
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|  | *Continue* | **State Employee Leasing** is a lease agreement that allows employees hired by Enterprise Florida from the Department of Commerce (as of June 30, 1996) and the Executive Office of the Governor (as of January 1, 1998) to retain status as a state employee, including the right to participate in the Florida Retirement System. Employees of the Black Business Investment Board (as of June 30, 2002) are also eligible for the program. DMS only processes payroll and benefits for the leased employees. |
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| **Facilities** Appropriation: $106.5 million, 311 FTE |
|  | *Continue* | **Facilities Management** provides operation and maintenance services for 7.8 million gross square feet of state-owned buildings and serves as the state's operation and maintenance resource for state facilities. The program provides building oversight, including customer service, security, utility payments, parking, building improvement and maintenance and fiscal oversight of the department managed facilities. |
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|  | *Continue* | **Building Construction** serves as the owner-representative on behalf of the state in fixed capital outlay appropriations management and project management oversight. This service acts solely in the public interest to ensure that the value received is equal to the funds expended on state construction projects. This service manages fixed capital outlay appropriations for both DMS’s and other state agencies’ construction projects by providing project management oversight for the construction, renovation, repair, modification, or demolition of buildings, utilities, parks, parking lots, and other facilities or improvements. |
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|  | *Continue* | **Leasing and Acquisitions** serves as the liaison with tenant agencies that occupy the department managed facilities and assists agencies in acquiring private leased space as needed. DMS has responsibility for developing, operating, and maintaining state-owned facilities and overseeing the state’s process for leasing privately owned spaces. The division oversees, reviews, and approves agency estimates of space needs and proposed lease conditions. Agencies must use competitive processes to lease space of 5,000 square feet or more and typically enter into leases using a standard agreement developed by the department. Agencies may not lease privately owned space when suitable space is available in a state-owned building in the same geographic region, unless they receive prior department approval. |
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|  | *Continue* | **Governor’s Mansion Commission** was established to keep the structure, style, and character of the mansion and grounds consistent with its original plan of design. It is responsible for preserving and protecting antiques, furniture, fixtures, and decorative objects, acceptance of gifts, contributions, bequests, or loans, and employing a full-time curator. The commission consists of eight members: The department employs a full-time curator on behalf of the commission. |
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| **Support** Appropriation: $28.8 million, 97 FTE |
|  | *Continue* | **Aircraft Management** oversees, maintains and operates the state-owned executive on-demand aircraft used by the Governor, Cabinet and other state officials. The Bureauis responsible for all operational and safety standards, assignment and reporting. The state’s executive aircraft pool consists of one Cessna Citation Bravo and one King Air 350. Executive Aircraft provides transportation to destinations throughout Florida, including cities with limited or nonexistent commercial airline service, and to numerous cities outside the State. Access to pool aircraft enables state executives to travel to locations where commercial airline service is limited or not available and saves them time by avoiding airport delays. In addition, pool aircraft provide higher security for officials such as the Governor, who could be targeted while flying with commercial airlines. |
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|  | *Continue* | **Federal Property Assistance** serves the state by identifying, receiving, and distributing federal surplus property for the state’s eligible political subdivisions, educational and health organizations. This includes providing the state’s law enforcement agencies with access to excess military personal property. These activities require DMS to maintain compliance with federal regulations and procedures for both federal surplus as well as excess military personal property sources. Federal Property Assistance reviews available assets physically on-site at military and Federal civilian agency holding depots. The program utilizes web-accessible surplus/excess databases of the U.S. General Services Administration and the U.S. Defense Logistics Agency. The program is entirely funded by the Surplus Property Revolving Trust Fund, which is funded by revenues from service charges assessed to eligible donees. |
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|  | *Continue* | **Fleet Management** develops policies, procedures and best practices for the effective and efficient acquisition, assignment, use, maintenance and disposal of 25,000 pieces of state-owned mobile equipment, including automobiles and light, medium and heavy trucks, construction and industrial equipment, tractors and mowers, small utility motorcycles, ATVs and watercraft. State agencies are directly responsible for the purchase, maintenance and use of their own vehicles. The department reviews agency purchase requests to ensure efficiency, tracks the fleets and coordinates the disposal of state-owned vehicles.  |
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|  | *Continue* | **Purchasing Oversight** provides executive direction, and establishes and administers state term contracts and negotiated agreements. The Division of State Purchasing uses the combined purchasing power of the State of Florida to deliver the best value in goods and services for state agencies and other eligible users including local governments. The Division develops procurement best practices and provides agency training and oversees My Florida Market Place. * **My Florida Market Place** is an electronic procurement system that enables the State and other government entities to efficiently purchase, receive, and pay for goods and services from the desktop. The original contract with Accenture was signed on October 9, 2002 with a 61-month period of performance. The value of the initial contract was $92M, which was increased to $114M when the contract was extended. The project is financed through one percent transaction fees paid by vendors doing business with the State
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|  | *Continue* | **Office of Efficient Government** provides staff support for the Council on Efficient Government which was created by the 2006 Legislature to help state agencies identify, evaluate and develop innovative business solutions that improve the efficiency, effectiveness and accountability of government services. The council consists of seven members appointed by the Governor, with the Secretary of the Department of Management Services serving as Chair.  |
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|  | *Continue* | **Private Prison Monitoring** provides contract management oversight for the security and operation of Florida’s private prison system. The Legislature transferred the duties and responsibilities of the private prison program to DMS in 2004, after the dismantling of the Correctional Privatization Commission. The Department of Corrections maintains responsibility for the inmates housed in the facilities. Currently DMS oversees the operational contracts for six correctional facilities. In addition, the Bureau is currently overseeing the construction of a new correctional facility located in Milton, Florida. |
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|  | *Continue* | **Office of Supplier Diversity** was created in 1999 to encourage state agencies to diversify their spending and help small minority/women businesses compete for government business. The office oversees certification and registration of minority vendors that would like to do business with state agencies and universities. The office manages all aspects of the Equity in Contracting Plan, commonly called “One Florida.” The office collects data, reports minority business spending by agency, conducts compliance audits of certified minority businesses, certifies minority businesses, and maintains an online directory of certified minority business enterprises. The office provides outreach to state agencies, organizations, and vendors to assist in providing access to state contracting opportunities. |
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| **Workforce** Appropriation: $109.2 million, 264 FTE. |
|  | *Continue* | **Human Resource Management** provides human resource services and solutions through the development of policies and the provision of technical assistance, training and information for the majority of the executive branch agencies which comprise the State Personnel System. As of June 30, 2009, the State of Florida had 168,654 established positions. These positions were classified into eight systems: State Personnel System (109,476), State University System (42,469), Justice Administration (9,825), State Courts System (3,143), Legislature (1,699), Florida Lottery (436), and Other Systems and Pay Plans (1,606). The Division of Human Resource Management oversees the human resource infrastructure for the State Personnel System and is responsible for oversight and contract management of People First. * **People First** is an electronic web-based human resource solution for personnel transactions, including: hiring, promoting, transferring, and other human resource functions; staffing administration; timesheet processing; leave usage and accrual; payroll preparation; and benefits administration. The division funds a team of staff to manage the contract for [People First](http://www.dms.myflorida.com/human_resource_support/people_first). In August 2011, the State of Florida’s contract with Convergys, the service provider for the system, will expire
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|  | *Continue* | **Insurance Benefits Administration** offers and manages a comprehensive package of health and welfare insurance benefits, including a variety of health insurance options, flexible spending and health savings accounts, life insurance, vision insurance, and dental insurance. These benefits allow active and retired state employees and surviving spouses the option to choose pre-tax and post-tax benefit plans that best suit their individual needs. Specific administrative functions include, client relations, benefit plan analysis, product development and procurement, contract management, compliance, fiscal control and management, and information technology support. DMS oversees payment of $1.53 billion in health, life and disability benefits annually and contract procurement, contract management and fiscal management of the program. |
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|  | *Continue* | **Retirement Benefits Administration** administers the state’s retirement system. Specifically, it administers the defined benefit programs of consolidated Florida Retirement System (FRS); the State University System Optional Retirement Program and Senior Management Service Optional Annuity Program; and the Institute of Food and Agricultural Sciences Retirement Act. It enrolls new members and agencies into the FRS, collects and accounts for contributions and payroll data, maintains records throughout each member's career and retirement, calculates retirement benefits, balances members' accounts, and maintains the monthly retired payroll, including paying benefits and processing different payroll deductions. DMS also monitors operation of local public retirement systems and local police and fire pension funds. The FRS is funded by contributions paid by the employer, based on a percentage of the employees’ salaries. The rate of contributions required is determined by an actuarial consulting firm to assure compliance with the requirements of the State Constitution. FRS Pension Plan investments are managed by the State Board of Administration.  |
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| **Technology** Appropriation: $297.8 million, 88 FTE |
|  | *Continue* | **Telecommunications Services** provides delivery of communication services (voice, data, video, image, and radio). It provides all methods of communications signals, including voice, data, video, image, and radio services to state agencies, political subdivisions of the state, municipalities, state universities, and nonprofit corporations. It designs, engineers, implements, manages, and operates the facilities and equipment providing SUNCOM Network services. Additionally, the department has authority to develop, maintain, and approve regional law enforcement communications systems. |
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|  | *Continue* | **Wireless Services** includes funding for all radio services, such as Local Public Safety Radio Services, State Public Safety Radio Services, and Emergency Medical Services and the Florida Interoperability Network (FIN). |
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