

**2008 Innovations Awards Program
APPLICATION**

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ID # (assigned by CSG): 08-S-17FL

Please provide the following information, adding space as necessary:

State: FLORIDA

Assign Program Category (applicant): CORRECTIONS (Use list at end of application)

1. Program Name
REGION I SUPPLY MANAGEMENT ORDER PROGRAM
2. Administering Agency
DEPARTMENT OF CORRECTIONS
3. Contact Person (Name and Title)
CHRIS URQUHART, OPERATIONS MANAGEMENT CONSULTANT II
4. Address
4455 SAM MITCHELL DRIVE, CHIPLEY, FL 32428
5. Telephone Number
(850) 773-6130
6. FAX Number
(850) 773-6188
7. E-mail Address
uquhart.chris@mail.dc.state.fl.us
8. Web site Address
<http://www.dc.state.fl.us/>
9. Please provide a two-sentence description of the program.
THE REGION I SUPPLY MANAGEMENT TEAM DEVELOPED AN MS EXCEL BASED SET OF ORDER FORMS THAT FULLY AUTOMATE TO USE BY CORRECTIONAL FACILITIES WHEN PLACING ROUTINE SUPPLY ORDERS. THIS SYSTEM PRODUCED AN ANNUAL COST AVOIDANCE OF \$25,196.00.
10. How long has this program been operational (month and year)? Note: the program must be between 9 months and 5 years old on March 1, 2008 to be considered.
OPERATIONAL SINCE SEPTEMBER 1, 2007
11. Why was the program created? What problem[s] or issue[s] was it designed to address?
THIS PROGRAM WAS CREATED TO REPLACE AN ANTIQUATED MS WORD BASED FORM THAT WAS LABOR INTESIVE, TIME CONSUMING, AND OFTEN RIDDLED WITH ERRORS.
12. Describe the specific activities and operations of the program in chronological order.
THE THREE MEMBER SUPPLY MANAGEMENT TEAM WAS FACED WITH THE WEEKLY CHALLENGES OF PLACING ROUTINE SUPPLY ORDERS FOR 14+ CORRECTIONAL FACILITIES THROUGHOUT THE FLORIDA PANHANDLE. BEFORE THE INCEPTION OF THIS PROGRAM, SUPPLY ORDERING WAS MANAGED THROUGH A MS WORD BASED ORDER FORM

SYSTEM, WHILE RECEIVING AND RECEIPT VERIFICATION WAS DONE ON AN MS EXCEL BASED FORM. IN AN EFFORT TO SAVE TIME, SUPPLIES, AND EXPENDITURES, THE REGION I SUPPLY MANAGEMENT TEAM IMPLEMENTED THE MS EXCEL BASED ORDER FORM SYSTEM BY WHICH ORDERS CAN BE PLACED AND RECEIVED ON THE SAME FORM, THUS ELLIMINATING A COMPLETE STEP IN THE PROCESS AND COMPLETING DOING AWAY WITH THE MS WORD SYSTEM. MS EXCEL ALSO AUTOMATES ALL FIELDS ELLIMINATING THE ERRORS OF MANUAL CALCULATIONS AND KEYING. THE IMPLEMENTATION OF THIS SYTEM HAS PROVIDED A COST AVOIDANCE OF \$25,196.64 ANNUALLY.

13. Why is the program a new and creative approach or method?

THIS PROGRAM CREATED REPLACED AN ANTIQUATED SYSTEM BY USING TECHNOLOGY TO SPEED THE PROCESS OF ROUTINE SUPPLY ORDERS AND INCREASE ACCURACY OF ALL FINANCIAL DATA.

14. What were the program's start-up costs? (Provide details about specific purchases for this program, staffing needs and other financial expenditures, as well as existing materials, technology and staff already in place.)

THE PROGRAM USED EXISTING STAFF AND RESOURCES WITH NO ADDITIONAL COSTS.

15. What are the program's annual operational costs?

16. How is the program funded?

STATE GOVERNMENT AGENCY, LEGISLATIVE FUNDING

17. Did this program require the passage of legislation, executive order or regulations? If YES, please indicate the citation number.

NO

18. What equipment, technology and software are used to operate and administer this program?

PERSONAL COMPUTER, MS EXCEL, AND LAN SERVICES

19. To the best of your knowledge, did this program originate in your state? If YES, please indicate the innovator's name, present address, telephone number and e-mail address.

N/A

20. Are you aware of similar programs in other states? If YES, which ones and how does this program differ?

NO

21. Has the program been fully implemented? If NO, what actions remain to be taken?

YES

22. Briefly evaluate (pro and con) the program's effectiveness in addressing the defined problem[s] or issue[s]. Provide tangible examples.

THIS PROGRAM HAS MET ALL OBJECTIVES SINCE IT'S INCEPTION BY ELLIMINATING ERRORS WHILE PROVIDING A REMARKEABLE TIME AND SUPPLY SAVINGS REGION WIDE. TO DATE ALL STAFF WHO USE THIS SYSTEM ARE COMPLIMENTARY OF OUR ADVANCEMENTS AND WISH THIS WAS IMPLEMENTED YEARS BEFORE.

23. How has the program grown and/or changed since its inception?

SINCE IT'S INCEPTION SUPPORT FOR OUR PROGRAM HAS CONTINUALLY GROWN; THE PROGRAM CONTINUES TO ADVANCE WITH ENHANCEMENTS AS NEEDED.

24. What limitations or obstacles might other states expect to encounter if they attempt to adopt this program?

STATE PURCHASING GUIDELINES AND REGULATIONS