ORIGINAL

2011

A bill to be entitled 1 2 An act relating to the Agency for Enterprise Information 3 Technology; amending s. 14.204, F.S.; revising duties and 4 responsibilities of the agency; removing provisions for 5 the Office of Information Security and the Agency Chief 6 Information Officers Council; amending s. 20.315, F.S., 7 relating to the Department of Corrections; providing for 8 the department's data system to be managed through the 9 department's Office of Information Technology; removing 10 reference to the Justice Data Center; amending s. 11 282.0041, F.S.; removing the definitions of the terms "agency chief information officer" and "Agency Chief 12 Information Officers Council"; revising the definition of 13 the term "primary data center"; amending s. 282.0056, 14 15 F.S.; revising requirements for development of an annual 16 work plan by the agency; amending s. 282.201, F.S.; revising duties of the agency; providing for submission of 17 certain recommendations to the Executive Office of the 18 19 Governor, the Legislature, and primary data centers; removing a provision for an overall consolidation plan; 20 21 revising provisions for adoption of rules by the agency; 22 requiring publication of notice; revising duties of state 23 agencies; providing a schedule for state agency data center consolidation; providing conditions for 24 25 consolidations; requiring the agency to make certain reports; requiring development of transition plans; 26 27 amending s. 282.203, F.S.; revising duties of primary data 28 centers; revising provisions for service-level agreements;

PCB APC 11-07.DOCX

Page 1 of 36

ORIGINAL

29 revising provisions for membership of boards of trustees 30 of primary data centers; creating s. 282.206, F.S.; 31 designating the Northwest Regional Data Center as a 32 primary data center; repealing s. 282.3055, F.S., relating to agency chief information officers; repealing s. 33 34 282.315, F.S., relating to the Agency Chief Information 35 Officers Council; amending s. 282.318, F.S., relating to enterprise security of data and information technology; 36 37 conforming to changes made by the act; deleting an obsolete provision; amending ss. 282.34 and 287.042, F.S., 38 39 relating to statewide e-mail service and powers, duties, and functions of the Department of Management Services, 40 respectively; conforming provisions to changes made by the 41 42 act; providing an effective date. 43

44 Be It Enacted by the Legislature of the State of Florida:

46 Section 1. Paragraphs (a), (g), (h), (i), (j), and (k) of 47 subsection (4) and subsections (5) and (6) of section 14.204, 48 Florida Statutes, are amended to read:

49 14.204 Agency for Enterprise Information Technology.-The
50 Agency for Enterprise Information Technology is created within
51 the Executive Office of the Governor.

52 (4) The agency shall have the following duties and53 responsibilities:

(a) Develop strategies for the <u>planning</u>, design, delivery,
 <u>implementation</u>, and management of the enterprise information
 technology services established in law, including the state data

PCB APC 11-07.DOCX

45

Page 2 of 36

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ORIGINAL

2011

57 center system services established pursuant to s. 282.201, the 58 information technology security service established in s. 282.318, and the statewide e-mail service established in s. 59 60 282.34.

Coordinate technology resource acquisition planning 61 (q) 62 and assist the Division of Purchasing of the Department of 63 Management Services in procurement negotiations for technology 64 hardware and software products and services in order to improve 65 the efficiency and reduce the cost of enterprise information technology services. 66

67 (h) In consultation with the Division of Purchasing in the Department of Management Services, coordinate procurement 68 69 negotiations for information technology products as defined in s. 282.0041 which will be used by multiple agencies. 70

71 (h) (i) In coordination with, and through the services of, 72 the Division of Purchasing in the Department of Management 73 Services, establish best practices for the procurement of 74 information technology products as defined in s. 282.0041 in 75 order to achieve savings for the state.

76 (i) (j) Develop information technology standards for 77 enterprise information technology services as defined in s. 78 282.0041.

(j) (k) Provide annually, by December 31, recommendations 79 to the Legislature relating to techniques for consolidating the 80 purchase of information technology commodities and services, 81 which result in savings for the state, and for establishing a 82 83 process to achieve savings through consolidated purchases.

84 The Office of Information Security shall be created (5)

PCB APC 11-07.DOCX

Page 3 of 36

ORIGINAL

85 within the agency. The agency shall designate a state Chief 86 Information Security Officer who shall oversee the office and 87 report directly to the executive director. 88 The agency shall operate in a manner that ensures the (6) 89 participation and representation of state agencies and the 90 Agency Chief Information Officers Council established in s. 282.315. 91 92 Section 2. Subsection (10) of section 20.315, Florida 93 Statutes, is amended to read:

94 20.315 Department of Corrections.—There is created a95 Department of Corrections.

SINGLE INFORMATION AND RECORDS SYSTEM.-There shall be 96 (10)only one offender-based information and records computer system 97 98 maintained by the Department of Corrections for the joint use of 99 the department and the Parole Commission. This data system shall 100 be managed through the department's Office of Information 101 Technology Justice Data Center. The department shall develop and 102 maintain, in consultation with the Criminal and Juvenile Justice 103 Information Systems Council under s. 943.08, such offender-based 104 information, including clemency administration information and 105 other computer services to serve the needs of both the 106 department and the Parole Commission. The department shall 107 notify the commission of all violations of parole and the circumstances thereof. 108

Section 3. Subsections (4) through (30) of section 282.0041, Florida Statutes, are renumbered as subsections (2) through (28), respectively, and present subsections (2), (3), and (19) of that section are amended to read:

Page 4 of 36

PCB APC 11-07.DOCX

PCB APC 11-07

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V

ORIGINAL

2011

113 282.0041 Definitions.-As used in this chapter, the term: 114 (2) "Agency chief information officer" means the person 115 employed by the agency head to coordinate and manage the 116 information technology functions and responsibilities applicable 117 to that agency, to participate and represent the agency in 118 developing strategies for implementing enterprise information 119 technology services established pursuant to this part, and to 120 develop recommendations for enterprise information technology 121 policy. (3) "Agency Chief Information Officers Council" means the 122 council created in s. 282.315. 123 124 (17) (19) "Primary data center" means a state or nonstate 125 agency data center that is a recipient entity for consolidation 126 of nonprimary data centers and computing facilities and is 127 established. A primary data center may be authorized in law or 128 designated by the Agency for Enterprise Information Technology pursuant to s. 282.201. 129 130 Section 4. Subsection (1) of section 282.0056, Florida 131 Statutes, is amended to read: 282.0056 Development of work plan; development of 132 133 implementation plans; and policy recommendations.-134 For the purposes of carrying out its responsibilities (1) under s. 282.0055, the Agency for Enterprise Information 135 136 Technology shall develop an annual work plan within 60 days after the beginning of the fiscal year describing the activities 137 that the agency intends to undertake for that year, including 138 proposed outcomes and completion timeframes for the planning and 139 140 implementation of all enterprise information technology

PCB APC 11-07.DOCX

Page 5 of 36

ORIGINAL

141 <u>services</u>. The work plan must be presented at a public hearing 142 <u>and that includes the Agency Chief Information Officers Council,</u> 143 which may review and comment on the plan. The work plan must 144 thereafter be approved by the Governor and Cabinet and submitted 145 to the President of the Senate and the Speaker of the House of 146 Representatives. The work plan may be amended as needed, subject 147 to approval by the Governor and Cabinet.

Section 5. Subsections (2) through (5) of section 282.201, Florida Statutes, are amended to read:

150 282.201 State data center system; agency duties and 151 limitations.—A state data center system that includes all 152 primary data centers, other nonprimary data centers, and 153 computing facilities, and that provides an enterprise 154 information technology service as defined in s. 282.0041, is 155 established.

156 (2) AGENCY FOR ENTERPRISE INFORMATION TECHNOLOGY DUTIES. 157 The Agency for Enterprise Information Technology shall:

(a) Collect and maintain information necessary for
developing policies relating to the data center system,
including, but not limited to, an inventory of facilities.

(b) Annually approve cost-recovery mechanisms and rate
structures for primary data centers which recover costs through
charges to customer entities.

(c) By <u>September</u> December 31 of each year, submit to the
Legislature, the Executive Office of the Governor, and the
primary data centers recommendations to improve the efficiency
and <u>cost-effectiveness</u> effectiveness of computing services
provided by state data center system facilities. Such

PCB APC 11-07.DOCX

Page 6 of 36

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	PCB APC 11-07 ORIGINAL 20)11
169	recommendations may include, but need not be limited to:	
170	1. Policies for improving the cost-effectiveness and	
171	efficiency of the state data center system and the projected	
172	cost savings resulting from their implementation.	
173	2. Infrastructure improvements supporting the	
174	consolidation of facilities or preempting the need to create	
175	additional data centers or computing facilities.	
176	3. Standards for an objective, credible energy performance	Ç
177	rating system that data center boards of trustees can use to	
178	measure state data center energy consumption and efficiency on a	ì
179	biannual basis.	
180	4. Uniform disaster recovery standards.	
181	5. Standards for primary data centers to provide cost-	
182	effective services and providing transparent financial data to	
183	user agencies.	
184	6. Consolidation of contract practices or coordination of	
185	software, hardware, or other technology-related procurements and	ł
186	the projected cost savings.	
187	7. Improvements to data center governance structures.	
188	(d) By October 1 of each year beginning in 2011 2009 ,	
189	provide recommendations recommend to the Governor and	
190	Legislature regarding changes to the schedule for agency data	
191	center consolidation established in subsection (4) at least two	
192	nonprimary data centers for consolidation into a primary data	
193	center or nonprimary data center facility.	
194	1. The consolidation proposal must provide a transition	
195	plan that includes:	
196	a. Estimated transition costs for each data center or	
г.	Page 7 of 36 PCB APC 11-07.DOCX	
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ORIGINAL

197 computing facility recommended for consolidation; 198 b. Detailed timeframes for the complete transition of each 199 data center or computing facility recommended for consolidation; 200 c. Proposed recurring and nonrecurring fiscal impacts, 201 including increased or decreased costs and associated budget 202 impacts for affected budget entities; 203 Substantive legislative changes necessary to implement d. the transition; and 204 205 e. Identification of computing resources to be transferred 206 and those that will remain in the agency. The transfer of resources must include all hardware, software, staff, contracted 207 208 services, and facility resources performing data center management and operations, security, backup and recovery, 209 210 disaster recovery, system administration, database 211 administration, system programming, job control, production 212 control, print, storage, technical support, help desk, and 213 managed services but excluding application development. 214 1.2. Recommendations shall be based on the goal of 215 maximizing current and future cost savings by. The agency shall 216 consider the following criteria in selecting consolidations that 217 maximize efficiencies by providing the ability to: 218 Consolidating Consolidate purchase decisions; a. 219 Leveraging Leverage expertise and other resources to b. 220 gain economies of scale; Implementing Implement state information technology 221 с. policies more effectively; and 222 Maintaining Maintain or improving improve the level of 223 d. 224 service provision to customer entities; and

PCB APC 11-07.DOCX

Page 8 of 36

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ORIGINAL

2011 225 - Make progress towards the state's goal of consolidating 226 data centers and computing facilities into primary data centers. 227 2.3. The agency shall establish workgroups as necessary to 228 ensure participation by affected agencies in the development of 229 recommendations related to consolidations. 230 (e) By December 31, 2010, the agency shall develop and 231 submit to the Legislature an overall consolidation plan for 232 state data centers. The plan shall indicate a timeframe for the 233 consolidation of all remaining nonprimary data centers into primary data centers, including existing and proposed primary 234 data centers, by 2019. 235 236 (e) (f) Develop and establish rules relating to the operation of the state data center system which comply with 237 238 applicable federal regulations, including 2 C.F.R. part 225 and 45 C.F.R. The agency shall provide notice of the development of 239 240 its proposed rules by publication of a notice of development in 241 the Florida Administrative Weekly no later than October 1, 2011. 242 The rules shall may address: 243 1. Ensuring that financial information is captured and 244 reported consistently and accurately. 245 2. Implementing standards for hardware, operations 246 software, including security, and network infrastructure for the 247 primary data centers Requiring the establishment of service-248 level agreements executed between a data center and its customer 249 entities for services provided. Requiring annual full cost recovery on an equitable 250 3. rational basis. The cost-recovery methodology must ensure that 251 252 no service is subsidizing another service and may include

PCB APC 11-07.DOCX

Page 9 of 36

ORIGINAL

adjusting the subsequent year's rates as a means to recover deficits or refund surpluses from a prior year.

4. Requiring that any special assessment imposed to fund expansion is based on a methodology that apportions the assessment according to the proportional benefit to each customer entity.

5. Requiring that rebates be given when revenues have exceeded costs, that rebates be applied to offset charges to those customer entities that have subsidized the costs of other customer entities, and that such rebates may be in the form of credits against future billings.

6. Requiring that all service-level agreements have a contract term of up to 3 years, but may include an option to renew for up to 3 additional years contingent on approval by the board, and require at least a 180-day notice of termination.

268 7. Designating any nonstate data center as a primary data
269 center if the center:

270 a. Has an established governance structure that represents
 271 customer entities proportionally.

b. Maintains an appropriate cost-allocation methodology that accurately bills a customer entity based on the actual direct and indirect costs to the customer entity, and prohibits the subsidization of one customer entity's costs by another entity.

277 c. Has sufficient raised floor space, cooling, and
 278 redundant power capacity, including uninterruptible power supply
 279 and backup power generation, to accommodate the computer
 280 processing platforms and support necessary to host the computing

PCB APC 11-07.DOCX

Page 10 of 36

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ORIGINAL

281 requirements of additional customer entities.

282 8. Removing a nonstate data center from primary data 283 center designation if the nonstate data center fails to meet 284 standards necessary to ensure that the state's data is 285 maintained pursuant to subparagraph 7.

286

(3) STATE AGENCY DUTIES.-

287 For the purpose of completing its work activities as (a) 288 described in subsection (1), each state agency shall provide to 289 the Agency for Enterprise Information Technology all requested information and any other information relevant to the agency's 290 291 ability to effectively transition its computer services into a 292 primary data center. The agency shall also participate as 293 required in workgroups relating to specific consolidation 294 planning and implementation tasks as assigned by the Agency for Enterprise Information Technology and determined necessary to 295 296 accomplish consolidation goals.

(b) Each state agency shall submit to the Agency for
Enterprise Information Technology information relating to its
data centers and computing facilities as required in
instructions issued by July 1 of each year by the Agency for
Enterprise Information Technology. The information required may
include:

303 1. Amount of floor space used and available.

- 304 2. Numbers and capacities of mainframes and servers.
- 305 3. Storage and network capacity.

306 4. Amount of power used and the available capacity.
307 5. Estimated expenditures by service area, including
308 hardware and software, numbers of full-time equivalent

PCB APC 11-07.DOCX

Page 11 of 36

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PCB APC 11-07 ORIGINAL 2011 309 positions, personnel turnover, and position reclassifications. 310 6. A list of contracts in effect for the fiscal year, 311 including, but not limited to, contracts for hardware, software 312 and maintenance, including the expiration date, the contract 313 parties, and the cost of the contract. Service-level agreements by customer entity. 314 7. 315 (c) The chief information officer of each state agency 316 shall assist the Agency for Enterprise Information Technology at 317 the request of the Agency for Enterprise Information Technology. (c) (d) Each state agency customer of a primary data center 318 shall notify the data center, by May 31 and November 30 of each 319 320 year, of any significant changes in anticipated utilization of data center services pursuant to requirements established by the 321 322 boards of trustees of each primary data center. (4) 323 SCHEDULE FOR AGENCY DATA CENTER CONSOLIDATION.-324 (a) State agency data center consolidations shall be made 325 in accordance with budget adjustments contained in the General 326 Appropriations Act no later than the date provided and to the 327 specified primary data center as provided in this subsection. 328 For consolidation during fiscal year 2011-2012 into (b) 329 the Northwest Regional Data Center: 330 1. College Center for Library Automation (CCLA) no later 331 than December 31, 2011. 332 2. Florida Center for Library Automation (FCLA) no later 333 than December 31, 2011. 3. Department of Education no later than December 31, 334 335 2011, including the computing services and resources of: 336 a. The Knott Data Center located in the Turlington

PCB APC 11-07.DOCX

Page 12 of 36

	PCB APC 11-07	ORIGINAL	2011
337	Building.		
338	b. The Division	n of Blind Services.	
339	c. The Division	n of Vocational Rehabilitation.	
340	d. FCAT Explore	er.	
341	e. FACTS.org.		
342			
343	Such consolidations	are contingent upon the Agency for	
344	Enterprise Information	on Technology's completion of a co	st-benefit
345	analysis to determin	e whether additional savings can b	e
346	achieved. The cost-be	enefit analysis shall compare the	costs and
347	savings estimates pro	ovided by the Northwest Regional D	ata
348	Center, the Northwood	d Shared Resource Center, and the	Southwood
349	Shared Resource Cente	er for the consolidation of the Co	llege
350	Center for Library A	utomation, the Florida Center for	Library
351	Automation, and the	Department of Education to their r	espective
352	data centers. The co	st-benefit analysis shall be submi	tted no
353	later than August 1,	2011, to the Executive Office of	the
354	Governor and the cha	irs of the House Appropriations Co	mmittee
355	and the Senate Budge	t Committee. Any actions recommend	ed as a
356	result of the cost-be	enefit analysis are subject to the	notice,
357	review, and objection	n requirements of s. 216.177.	
358	(c) For consol	idation during fiscal year 2011-20	12 into
359	the Southwood Shared	Resource Center:	
360	1. The Departme	ent of Corrections no later than S	eptember
361	30, 2011.		
362	2. The Departme	ent of Transportation Survey and M	apping
363	Office no later than	March 31, 2012.	
364	3. The Departme	ent of Transportation Burns Office	Building
		Page 13 of 36	

	PCB APC 11-07 ORIGINAL 2011
365	no later than March 31, 2012.
366	(d) For consolidation during fiscal year 2011-2012 into
367	the Northwood Shared Resource Center:
368	1. The Department of Transportation Motor Carrier
369	Compliance Office no later than July 1, 2011.
370	2. The Department of Highway Safety and Motor Vehicles no
371	later than March 31, 2012.
372	(e) For consolidation during fiscal year 2012-2013 into
373	the Southwood Shared Resource Center:
374	1. The Department of Community Affairs, including the
375	Division of Emergency Management, no later than September 30,
376	2012.
377	2. The Department of Revenue data centers no later than
378	September 30, 2012.
379	3. The Department of Health Test and Development Lab and
380	all remaining data center resources no later than December 31,
381	2012.
382	(f) For consolidation during fiscal year 2012-2013 into
383	the Northwood Shared Resource Center:
384	1. The Agency for Health Care Administration no later than
385	July 1, 2012.
386	2. The Department of Environmental Protection no later
387	than December 31, 2012.
388	3. The Department of Law Enforcement no later than March
389	<u>30, 2013.</u>
390	(g) The following agencies shall work with the Agency for
391	Enterprise Information Technology to begin preliminary planning
392	for consolidation of their data centers into a primary data
' -	Page 14 of 36

PCB APC 11-07.DOCX

	PCB APC 11-07	ORIGINAL	2011
393	<u>center during fisc</u>	al year 2013-2014:	
394	1. The Depar	tment of the Lottery.	
395	2. The Depar	tment of Legal Affairs.	
396	3. The Fish	and Wildlife Conservation Commissi	Lon.
397	4. The Execu	tive Office of the Governor, exclu	iding all
398	resources, equipme	nt, and applications supported wit	thin the
399	Legislative Approp	riations System/Planning and Budge	et Subsystem.
400	5. The Depar	tment of Veterans' Affairs.	
401	6. The Depar	tment of Elderly Affairs.	
402	7. The Depar	tment of Financial Services Hartma	an, Larson,
403	and Fletcher Build	ings data centers.	
404	8. The Depar	tment of Agriculture and Consumer	Services
405	Agriculture Manage	ment Information Center in the May	yo Building
406	and the Division o	f Licensing.	
407	(h) The foll	owing agencies shall work with the	Agency for
408	Enterprise Informa	tion Technology to begin prelimina	ary planning
409	for consolidation	of their data centers into a prima	ary data
410	<u>center during fisc</u>	al year 2014-2015:	
411	1. The Depar	tment of Health Jacksonville Lab I	Data Center.
412	2. The Depar	tment of Transportation District,	Toll,
413	Materials Office.		
414	3. The Depar	tment of Military Affairs Camp Bla	anding Joint
415	Training Center, S	tarke.	
416	4. The Depar	tment of Community Affairs Camp B	Landing
417	Emergency Operatio	ns Center, Starke.	
418	5. The Depar	tment of Education Division of Bl	Ind Services,
419	Disaster Recovery	site, Daytona Beach.	
420	6. The Depar	tment of Education Disaster Recove	ery site,
		Page 15 of 36	

Page 15 of 36

			0044
	PCB APC 11-07 O	RIGINAL	2011
421	Sante Fe College.		
422	7. The Department of t	he Lottery Disaster Recovery Back	up
423	Data Center, Orlando.		
424	8. The Fish and Wildli	fe Conservation Commission Resear	ch
425	Institute, St. Petersburg.		
426	9. The Department of C	hildren and Family Services Sunco	ast
427	Data Center, Tampa.		
428	10. The Department of	Children and Family Services Flor	ida
429	State Hospital, Chattahooche	e.	
430	(i) All computing faci	lities as defined in s. 282.0041	or
431	groups of servers remaining	in an agency shall be transferred	to
432	a primary data center for co	nsolidation during fiscal year 20	15-
433	2016 unless required to rema	in in the agency for specific	
434	business reasons.		
435	(j) All agencies conso	lidating data centers into a prim	ary
436	data center shall execute a	new or update an existing service	_
437	level agreement no later that	n 60 days after the identified	
438	consolidation date, as requi	red by s. 282.203, that specifies	
439	the services and levels of s	ervices the agency is to receive	
440	from the primary data center	as a result of the consolidation	<u>•</u>
441	Any agency that is unable to	execute the service-level agreem	ent
442	by the required date must su	bmit a report to the Executive	
443	Office of the Governor and t	o the chairs of the House	
444	Appropriations Committee and	the Senate Budget Committee with	in
445	5 working days after such da	te that explains the specific iss	ues
446	preventing execution and des	cribing the agency's plan and	
447	schedule for resolving the i	ssues.	
448	(k) Beginning Septembe	r 1, 2011, and every 6 months	
 		Page 16 of 36	

	PCB APC 11-07	ORIGINAL	2011
449	thereafter, until	all data center consolidations	are complete,
450	the Agency for Er	nterprise Information Technology	shall provide a
451	status report on	the implementation of consolidat	ion required to
452	be completed duri	ng the fiscal year. The report s	hall be
453	submitted to the	Executive Office of the Governor	and the chairs
454	of the House Appr	copriations Committee and the Sen	ate Budget
455	Committee. The st	atus report shall describe:	
456	1. Whether	the consolidation is on schedule	, including the
457	progress on achie	eving milestones necessary for su	ccessful and
458	timely consolidat	ion of scheduled agency data cen	ters and
459	computing facilit	ties; and	
460	2. Risks th	nat may affect the progress or ou	tcomes of the
461	consolidation and	d how such risks are being addres	sed, mitigated,
462	or managed.		
463	(l) Each ag	gency identified in this subsecti	on for
464	consolidation int	to a primary data center must sub	mit a
465	transition plan t	to the Agency for Enterprise Info	rmation
466	Technology not la	ater than September 1 of the fisc	al year prior
467	to its scheduled	consolidation. Transition plans	shall be
468	developed in cons	sultation with the appropriate pr	imary data
469	center and the Ac	gency for Enterprise Information	Technology and
470	must include:		
471	<u>1.</u> An inver	ntory of all resources of the age	ncy data center
472	being consolidate	ed, including all hardware, softw	are, staff,
473	contracted servic	ces, and facility resources perfo	rming data
474	center management	and operations, security, backu	p and recovery,
475	disaster recovery	, system administration, databas	e
476	administration, s	system programming, job control,	production
I		Page 17 of 36	

	PCB APC 11-07 ORIGINAL 2011
477	control, print, storage, technical support, help desk, and
478	managed services, excluding application development.
479	2. A description of the level of services needed to meet
480	the technical and operational requirements of the platforms
481	being consolidated and a cost estimate for the primary data
482	center's provision of such services.
483	3. A description of resources for computing services
484	proposed to remain in the department.
485	4. A timetable with significant milestones for the
486	completion of the consolidation.
487	5. The fiscal year adjustments to budget categories
488	currently supporting agency costs to accomplish the transfer of
489	sufficient budget resources into the appropriate data processing
490	category pursuant to the legislative budget request instructions
491	provided in s. 216.023.
492	(m) Each primary data center shall develop a transition
493	plan for absorbing the transfer of agency data center resources
494	based upon the timetables for transition as provided in this
495	subsection. The plan shall be submitted to the Agency for
496	Enterprise Information Technology no later than September 30 of
497	the fiscal year prior to the scheduled consolidation. Each plan
498	shall include:
499	1. An estimate of the cost of providing data center
500	services for each agency scheduled for consolidation.
501	2. A staffing plan that identifies the projected staffing
502	needs and requirements based on the estimated workload
503	identified in the agency transition plans.
504	3. An analysis of the cost impacts to existing agency
I	Page 18 of 36

Page 18 of 36

	PCB APC 11-07 ORIGINAL 201	1
505	customers resulting from the planned consolidations.	
506	4. The fiscal year adjustments to budget categories to	
507	absorb the transfer of agency data center resources pursuant to	
508	the legislative budget request instructions provided in s.	
509	216.023.	
510	5. A description of any issues that must be resolved to	
511	accomplish all consolidations required during the fiscal year as	
512	efficiently and effectively as possible.	
513	(n) The Agency for Enterprise Information Technology shall	
514	develop a comprehensive transition plan, which shall be	
515	submitted no later than October 15 of the fiscal year prior to	
516	the scheduled consolidations to the Executive Office of the	
517	Governor and the chairs of the House Appropriations Committee	
518	and the Senate Budget Committee. The comprehensive transition	
519	plan shall be developed in consultation with the agencies	
520	submitting their agency transition plans and the affected	
521	primary data center. The comprehensive transition plan shall	
522	include:	
523	1. Recommendations for accomplishing the proposed	
524	consolidations as efficiently and effectively as possible with	
525	minimal disruption to the agency's business processes.	
526	2. Strategies to minimize risks associated with any of the	
527	proposed consolidations.	
528	3. A compilation of the agency transition plans scheduled	
529	for consolidation in the following fiscal year.	
530	4. Revisions to any budget adjustments provided in the	
531	agency or primary data center transition plans pursuant to the	
532	legislative budget request instructions provided in s. 216.023.	
I	Page 19 of 36	

ORIGINAL

533	(5) (4) AGENCY LIMITATIONS
534	(a) Unless authorized by the Legislature or as provided in
535	paragraphs (b) and (c), a state agency may not:
536	1. Create a new computing facility or data center, or
537	expand the capability to support additional computer equipment
538	in an existing computing facility or nonprimary data center, or
539	purchase equipment or other resources necessary to expand the
540	capabilities of the agency data center;
541	2. Expend funds prior to the agency's scheduled
542	consolidation into a primary data center for the purchase or
543	modification of hardware or operations software that do not
544	comply with the standards established for efficient
545	consolidation and without consultation with the primary data
546	center;
547	3.2. Transfer existing computer services to a nonprimary
548	data center or computing facility, including outsourced computer
549	service providers;
550	4.3. Terminate services with a primary data center or
551	transfer services between primary data centers without giving
552	written notice of intent to terminate or transfer services 180
553	days before such termination or transfer <u>and completing a cost-</u>
554	benefit analysis that documents that the requested transfer will
555	not increase the agency's data center costs; or
556	5.4. Initiate a new computer service if it does not
557	currently have an internal data center except with a primary
558	data center.
559	(b) Exceptions to the limitations in subparagraphs (a)1.,
560	2., 3., and 5. 4. may be granted by the Agency for Enterprise
	Page 20 of 36 PCB APC 11-07.DOCX
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ORIGINAL

2011

561 Information Technology if there is insufficient capacity in a 562 primary data center to absorb the workload associated with 563 agency computing services.

1. A request for an exception must be submitted in writing to the Agency for Enterprise Information Technology. The agency must accept, accept with conditions, or deny the request within 60 days after receipt of the written request. The agency's decision is not subject to chapter 120.

569 2. At a minimum, the agency may not approve a request 570 unless it includes:

a. Documentation approved by the primary data center's board of trustees which confirms that the center cannot meet the capacity requirements of the agency requesting the exception within the current fiscal year.

575 b. A description of the capacity requirements of the 576 agency requesting the exception.

577 c. Documentation from the agency demonstrating why it is 578 critical to the agency's mission that the expansion or transfer 579 must be completed within the fiscal year rather than when 580 capacity is established at a primary data center.

(c) Exceptions to subparagraph (a)4.3. may be granted by the board of trustees of the primary data center if the termination or transfer of services can be absorbed within the current cost-allocation plan.

(d) Upon the termination of or transfer of agency
computing services from the primary data center, the primary
data center shall require information sufficient to determine
compliance with this section. If a primary data center

Page 21 of 36

PCB APC 11-07.DOCX

PCB APC 11-07 ORIGINAL 2011 589 determines that an agency is in violation of this section, it 590 shall report the violation to the Agency for Enterprise 591 Information Technology. (6) (5) RULES. - The Agency for Enterprise Information 592 593 Technology is authorized to adopt rules pursuant to ss. 594 120.536(1) and 120.54 to administer the provisions of this part 595 relating to the state data center system including the primary 596 data centers. 597 Section 6. Subsection (1) and paragraph (a) of subsection (2) of section 282.203, Florida Statutes, are amended to read: 598 599 282.203 Primary data centers.-DATA CENTER DUTIES.-Each primary data center shall: 600 (1)601 Serve customer entities as an information-system (a) 602 utility. 603 (b) Cooperate with customer entities to offer, develop, 604 and support the services and applications as defined and 605 provided by the center's board of trustees and customer 606 entities. 607 Comply with standards and rules adopted by the Agency (C) 608 for Enterprise Information Technology, pursuant to this section, 609 and coordinate with the agency in the consolidation of data 610 centers. 611 Provide transparent financial statements to customer (d) entities, the center's board of trustees, and the Agency for 612 Enterprise Information Technology. The financial statements 613 shall be provided as follows: 614 615 1. Annually, by July 30 for the current fiscal year and by December 1 for the subsequent fiscal year, the data center must 616

PCB APC 11-07.DOCX

Page 22 of 36

ORIGINAL

617 provide the total annual budgeted costs by major expenditure 618 category, including, but not limited to, salaries, expense, 619 operating capital outlay, contracted services, or other 620 personnel services, which directly relate to the provision of 621 each service and which separately indicate the administrative 622 overhead allocated to each service.

Annually, by July 30 for the current fiscal year and by
December 1 for the subsequent fiscal year, the data center must
provide total projected billings for each customer entity which
are required to recover the costs of the data center.

Annually, by January 31, the data center must provide
updates of the financial statements required under subparagraphs
and 2. for the current fiscal year.

4. By February 15, for proposed legislative budget
increases, the data center must provide updates of the financial
statements required under subparagraphs 1. and 2. for the
subsequent fiscal year.

The financial information required under subparagraphs 1., 2.,and 3. must be based on current law and current appropriations.

(e) Annually, by October 1, submit to the board of
trustees cost-reduction proposals, including strategies and
timetables for lowering customer entities' costs without
reducing the level of services.

641 (f) By December 31, 2010, submit organizational plans that
 642 minimize the annual recurring cost of center operations and
 643 eliminate the need for state agency customers to maintain data
 644 center skills and staff within their agency. The plans shall:

PCB APC 11-07.DOCX

634

Page 23 of 36

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ORIGINAL

2011

645	1. Establish an efficient organizational structure
646	describing the roles and responsibilities of all positions and
647	business units in the centers;
648	2. Define a human resources planning and management
649	process that shall be used to make required center staffing
650	decisions; and
651	3. Develop a process for projecting staffing requirements
652	based on estimated workload identified in customer agency
653	service level agreements.
654	(f) (g) Maintain the performance of the facility, which
655	includes ensuring proper data backup, data backup recovery, an
656	effective disaster recovery plan, and appropriate security,
657	power, cooling and fire suppression, and capacity.
658	<u>(g) (h)</u> Develop a business continuity plan and conduct a
659	live exercise of the plan at least annually. The plan must be
660	approved by the board and the Agency for Enterprise Information
661	Technology.
662	(h) (i) Enter into a service-level agreement with each
663	customer entity to provide services as defined and approved by
664	the board in compliance with rules of the Agency for Enterprise
665	Information Technology. A service-level agreement may not have a
666	term exceeding 3 years but may include an option to renew for up
667	to 3 years contingent on approval by the board.
668	1. A service-level agreement, at a minimum, must:
669	a. Identify the parties and their roles, duties, and
670	responsibilities under the agreement;
671	b. Identify the legal authority under which the service-
672	level agreement was negotiated and entered into by the parties;
1	Page 24 of 36
	PCB APC 11-07.DOCX

PCB APC 11-07 ORIGINAL 2011 673 c. State the duration of the contractual term and specify 674 the conditions for contract renewal; 675 Prohibit the transfer of computing services between d. 676 primary data center facilities without at least 180 days' notice 677 of service cancellation; 678 Identify the scope of work; e. 679 f. Identify the products or services to be delivered with sufficient specificity to permit an external financial or 680 681 performance audit; Establish the services to be provided, the business 682 q. standards that must be met for each service, the cost of each 683 684 service, and the process by which the business standards for each service are to be objectively measured and reported; 685 686 h. Identify applicable funds and funding streams for the services or products under contract; 687 688 i. Provide a timely billing methodology for recovering the 689 cost of services provided to the customer entity; 690 Provide a procedure for modifying the service-level j. 691 agreement to address changes in projected costs of service; 692 Provide that a service-level agreement may be k. 693 terminated by either party for cause only after giving the other 694 party and the Agency for Enterprise Information Technology 695 notice in writing of the cause for termination and an 696 opportunity for the other party to resolve the identified cause within a reasonable period; and 697 Provide for mediation of disputes by the Division of 698 1. Administrative Hearings pursuant to s. 120.573. 699 700 2. A service-level agreement may include:

PCB APC 11-07.DOCX

Page 25 of 36

ORIGINAL

701 a. A dispute resolution mechanism, including alternatives
702 to administrative or judicial proceedings; or

703 b. The setting of a surety or performance bond for 704 service-level agreements entered into with nonstate agency 705 primary data centers, which may be designated by the Agency for 706 Enterprise Information Technology; or

707 <u>b.c.</u> Additional terms and conditions as determined
708 advisable by the parties if such additional terms and conditions
709 do not conflict with the requirements of this section or rules
710 adopted by the Agency for Enterprise Information Technology.

The failure to execute a service-level agreement within 711 3. 60 days after service commencement shall, in the case of an 712 existing customer entity, result in a continuation of the terms 713 714 of the service-level agreement from the prior fiscal year, 715 including any amendments that were formally proposed to the 716 customer entity by the primary data center within the 3 months 717 before service commencement, and a revised cost-of-service 718 estimate. If a new customer entity fails to execute an agreement 719 within 60 days after service commencement, the data center may 720 cease services.

721 <u>(i)(j)</u> Plan, design, establish pilot projects for, and 722 conduct experiments with information technology resources, and 723 implement enhancements in services if such implementation is 724 cost-effective and approved by the board.

725 <u>(j)(k)</u> Enter into a memorandum of understanding with the 726 agency where the <u>primary</u> data center is administratively located 727 which establishes the services to be provided by that agency to 728 the <u>primary</u> data center and the cost of such services.

Page 26 of 36

PCB APC 11-07.DOCX

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PCB APC 11-07 ORIGINAL 2011 729 (k) (k) (1) Be the custodian of resources and equipment that 730 are located, operated, supported, and managed by the center for 731 the purposes of chapter 273, except resources and equipment 732 located, operated, supported, and managed by Northwest Regional 733 Data Center. 734 (1) Assume administrative access rights to the resources 735 and equipment, such as servers, network components, and other 736 devices, that are consolidated into the primary data center. 737 Upon the date of each consolidation specified in s. 282.201 or 738 as provided in the General Appropriations Act, each agency shall 739 relinquish all administrative access rights. Each primary data 740 center shall provide its customer agencies with the appropriate 741 level of access to applications, servers, network components, 742 and other devices necessary for the agency to perform core 743 business activities and functions. 744 (2) BOARD OF TRUSTEES.-Each primary data center shall be 745 headed by a board of trustees as defined in s. 20.03. 746 The members of the board shall be appointed by the (a) 747 agency head or chief executive officer of the representative 748 customer entities of the primary data center and shall serve at 749 the pleasure of the appointing customer entity. 750 1. During the fiscal year prior to its consolidation into 751 a primary data center and for the following full fiscal year, an 752 agency shall have a single trustee having one vote on the board 753 of the primary data center into which it is to consolidate, 754 unless in the second year it is entitled to a greater number of 755 votes as provided in subparagraphs 3. and 4. For each of the 756 first 2 fiscal years that a center is in operation, membership Page 27 of 36

PCB APC 11-07.DOCX

ORIGINAL

2011

757 shall be as provided in subparagraph 3. based on projected 758 customer entity usage rates for the fiscal operating year of the 759 primary data center. However, at a minimum: 760 a. During the Southwood Shared Resource Center's first 2 761 operating years, the Department of Transportation, the Department of Highway Safety and Motor Vehicles, the Department 762 763 of Health, and the Department of Revenue must each have at least 764 one trustee. 765 b. During the Northwood Shared Resource Center's first 766 operating year, the Department of State and the Department of 767 Education must each have at least one trustee. 768 2. Board After the second full year of operation, 769 membership shall be as provided in subparagraph 3. based on the 770 most recent estimate of customer entity usage rates for the prior year and a projection of usage rates for the first 9 771 772 months of the next fiscal year. Such calculation must be 773 completed before the annual budget meeting held before the 774 beginning of the next fiscal year so that any decision to add or 775 remove board members can be voted on at the budget meeting and 776 become effective on July 1 of the subsequent fiscal year. 777 Each customer entity that has a projected usage rate of 3. 778 4 percent or greater during the fiscal operating year of the 779 primary data center shall have one trustee on the board. The total number of votes for each trustee shall be 780 4. 781 apportioned as follows: Customer entities of a primary data center whose usage 782 a. 783 rate represents 4 but less than 15 percent of total usage shall 784 have one vote. Page 28 of 36 PCB APC 11-07.DOCX

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V

	PCB APC 11-07 ORIGINAL 2011
785	b. Customer entities of a primary data center whose usage
786	rate represents 15 but less than 30 percent of total usage shall
787	have two votes.
788	c. Customer entities of a primary data center whose usage
789	rate represents 30 but less than 50 percent of total usage shall
790	have three votes.
791	d. A customer entity of a primary data center whose usage
792	rate represents 50 percent or more of total usage shall have
793	four votes.
794	e. A single trustee having one vote shall represent those
795	customer entities that represent less than 4 percent of the
796	total usage. The trustee shall be selected by a process
797	determined by the board.
798	Section 7. Section 282.206, Florida Statutes, is created
799	to read:
800	282.206 Northwest Regional Data CenterNorthwest Regional
801	Data Center is designated as a primary data center as defined in
802	s. 282.0041. The center shall be managed by a board of trustees
803	as provided in s. 282.203, who shall comply with all
804	requirements of that section related to the operation of the
805	center and with the rules of the Agency for Enterprise
806	Information Technology relating to primary data centers.
807	Section 8. <u>Sections 282.3055 and 282.315</u> , Florida
808	Statutes, are repealed.
809	Section 9. Subsections (3) through (7) of section 282.318,
810	Florida Statutes, are amended to read:
811	282.318 Enterprise security of data and information
812	technology
	Page 29 of 36

Page 29 of 36

ORIGINAL

(3) The Office of Information Security within the Agency
for Enterprise Information Technology is responsible for
establishing rules and publishing guidelines for ensuring an
appropriate level of security for all data and information
technology resources for executive branch agencies. The <u>Agency</u>
<u>for Enterprise Information Technology</u> office shall also perform
the following duties and responsibilities:

(a) Develop, and annually update by February 1, an
enterprise information security strategic plan that includes
security goals and objectives for the strategic issues of
information security policy, risk management, training, incident
management, and survivability planning.

825 (b) Develop enterprise security rules and published826 guidelines for:

827 1. Comprehensive risk analyses and information security828 audits conducted by state agencies.

829 2. Responding to suspected or confirmed information
830 security incidents, including suspected or confirmed breaches of
831 personal information or exempt data.

3. Agency security plans, including strategic securityplans and security program plans.

834 4. The recovery of information technology and data835 following a disaster.

5. The managerial, operational, and technical safeguards
for protecting state government data and information technology
resources.

839 (c) Assist agencies in complying with the provisions of840 this section.

Page 30 of 36

PCB APC 11-07.DOCX CODING: Words stricken are deletions; words underlined are additions. 2011

V

ORIGINAL

2011

841 (d) Pursue appropriate funding for the purpose of842 enhancing domestic security.

843 (e) Provide training for agency information security844 managers.

845 (f) Annually review the strategic and operational846 information security plans of executive branch agencies.

847 (4) To assist the <u>Agency for Enterprise Information</u>
 848 <u>Technology</u> Office of Information Security in carrying out its
 849 responsibilities, each agency head shall, at a minimum:

(a) Designate an information security manager to
administer the security program of the agency for its data and
information technology resources. This designation must be
provided annually in writing to the <u>Agency for Enterprise</u>
Information Technology office by January 1.

(b) Submit to the <u>Agency for Enterprise Information</u>
<u>Technology</u>, office annually by July 31, the agency's strategic
and operational information security plans developed pursuant to
the rules and guidelines established by the <u>Agency for</u>
Enterprise Information Technology office.

860 The agency strategic information security plan must 1. 861 cover a 3-year period and define security goals, intermediate 862 objectives, and projected agency costs for the strategic issues 863 of agency information security policy, risk management, security 864 training, security incident response, and survivability. The plan must be based on the enterprise strategic information 865 security plan created by the Agency for Enterprise Information 866 Technology office. Additional issues may be included. 867 The agency operational information security plan must 868 2.

PCB APC 11-07.DOCX

Page 31 of 36

ORIGINAL

include a progress report for the prior operational information security plan and a project plan that includes activities, timelines, and deliverables for security objectives that, subject to current resources, the agency will implement during the current fiscal year. The cost of implementing the portions of the plan which cannot be funded from current resources must be identified in the plan.

876 Conduct, and update every 3 years, a comprehensive (C) 877 risk analysis to determine the security threats to the data, 878 information, and information technology resources of the agency. The risk analysis information is confidential and exempt from 879 880 the provisions of s. 119.07(1), except that such information 881 shall be available to the Auditor General and the Agency for 882 Enterprise Information Technology for performing postauditing 883 duties.

884 (d) Develop, and periodically update, written internal 885 policies and procedures, which include procedures for notifying 886 the Agency for Enterprise Information Technology office when a 887 suspected or confirmed breach, or an information security 888 incident, occurs. Such policies and procedures must be 889 consistent with the rules and guidelines established by the 890 Agency for Enterprise Information Technology office to ensure 891 the security of the data, information, and information 892 technology resources of the agency. The internal policies and procedures that, if disclosed, could facilitate the unauthorized 893 modification, disclosure, or destruction of data or information 894 technology resources are confidential information and exempt 895 896 from s. 119.07(1), except that such information shall be

Page 32 of 36

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PCB APC 11-07.DOCX

ORIGINAL

available to the Auditor General and the Agency for EnterpriseInformation Technology for performing postauditing duties.

(e) Implement appropriate cost-effective safeguards to
address identified risks to the data, information, and
information technology resources of the agency.

902 Ensure that periodic internal audits and evaluations (f) 903 of the agency's security program for the data, information, and 904 information technology resources of the agency are conducted. 905 The results of such audits and evaluations are confidential information and exempt from s. 119.07(1), except that such 906 information shall be available to the Auditor General and the 907 908 Agency for Enterprise Information Technology for performing postauditing duties. 909

910 (g) Include appropriate security requirements in the 911 written specifications for the solicitation of information 912 technology and information technology resources and services, 913 which are consistent with the rules and guidelines established 914 by the <u>Agency for Enterprise Information Technology</u> office.

915 (h) Provide security awareness training to employees and 916 users of the agency's communication and information resources 917 concerning information security risks and the responsibility of 918 employees and users to comply with policies, standards, 919 guidelines, and operating procedures adopted by the agency to 920 reduce those risks.

921 (i) Develop a process for detecting, reporting, and
922 responding to suspected or confirmed security incidents,
923 including suspected or confirmed breaches consistent with the
924 security rules and guidelines established by the <u>Agency for</u>

PCB APC 11-07.DOCX

Page 33 of 36

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V

ORIGINAL

925 Enterprise Information Technology office.

926 1. Suspected or confirmed information security incidents
927 and breaches must be immediately reported to the <u>Agency for</u>
928 <u>Enterprise Information Technology office</u>.

929 2. For incidents involving breaches, agencies shall 930 provide notice in accordance with s. 817.5681 and to the <u>Agency</u> 931 <u>for Enterprise Information Technology</u> office in accordance with 932 this subsection.

933 (5) Each state agency shall include appropriate security 934 requirements in the specifications for the solicitation of 935 contracts for procuring information technology or information 936 technology resources or services which are consistent with the 937 rules and guidelines established by the <u>Agency for Enterprise</u> 938 <u>Information Technology</u> Office of Information Security.

939 (6) The Agency for Enterprise Information Technology may
940 adopt rules relating to information security and to administer
941 the provisions of this section.

942 (7) By December 31, 2010, the Agency for Enterprise 943 Information Technology shall develop, and submit to the 944 Governor, the President of the Senate, and the Speaker of the 945 House of Representatives a proposed implementation plan for 946 information technology security. The agency shall describe the 947 scope of operation, conduct costs and requirements analyses, 948 conduct an inventory of all existing security information technology resources, and develop strategies, timeframes, and 949 950 resources necessary for statewide migration. Section 10. Subsection (5) of section 282.34, Florida 951

952 Statutes, is amended to read:

PCB APC 11-07.DOCX

Page 34 of 36

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V

ORIGINAL

953 282.34 Statewide e-mail service.-A state e-mail system 954 that includes the delivery and support of e-mail, messaging, and 955 calendaring capabilities is established as an enterprise 956 information technology service as defined in s. 282.0041. The 957 service shall be designed to meet the needs of all executive branch agencies. The primary goals of the service are to 958 959 minimize the state investment required to establish, operate, 960 and support the statewide service; reduce the cost of current e-961 mail operations and the number of duplicative e-mail systems; and eliminate the need for each state agency to maintain its own 962 e-mail staff. 963

964 In order to develop the implementation plan for the (5) statewide e-mail service, the Agency for Enterprise Information 965 966 Technology shall establish and coordinate a statewide e-mail 967 project team. The agency shall also consult with and, as 968 necessary, form workgroups consisting of agency e-mail 969 management staff, agency chief information officers, agency 970 budget directors, and other administrative staff. The statewide 971 e-mail implementation plan must be submitted to the Governor, 972 the President of the Senate, and the Speaker of the House of 973 Representatives by July 1, 2011.

974 Section 11. Paragraph (h) of subsection (3) and paragraph 975 (b) of subsection (4) of section 287.042, Florida Statutes, are 976 amended to read:

977 287.042 Powers, duties, and functions.—The department978 shall have the following powers, duties, and functions:

979 (3) To establish a system of coordinated, uniform980 procurement policies, procedures, and practices to be used by

PCB APC 11-07.DOCX

Page 35 of 36

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PCB APC 11-07 ORIGINAL 2011 981 agencies in acquiring commodities and contractual services, 982 which shall include, but not be limited to: 983 Development, in consultation with the Agency Chief (h) Information Officers Council, of procedures to be used by state 984 985 agencies when procuring information technology commodities and 986 contractual services to ensure compliance with public records 987 requirements and records retention and archiving requirements. 988 (4) 989 (b) To prescribe, in consultation with the Agency Chief 990 Information Officers Council, procedures for procuring information technology and information technology consultant 991 992 services which provide for public announcement and 993 qualification, competitive solicitations, contract award, and 994 prohibition against contingent fees. Such procedures shall be 995 limited to information technology consultant contracts for which 996 the total project costs, or planning or study activities, are 997 estimated to exceed the threshold amount provided for in s. 998 287.017, for CATEGORY TWO.

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Section 12. This act shall take effect July 1, 2011.

Page 36 of 36 PCB APC 11-07.DOCX CODING: Words stricken are deletions; words <u>underlined</u> are additions.