HOW TO WRITE A SUCCESSFUL NOMINATION

Kathleen Hampton, Executive Director

Prudential - Davis Productivity Awards Program
Brief History...

- Created in **1989** by the late J.E. and A.D. Davis of Winn-Dixie Stores, Inc. and Florida TaxWatch

- **TWENTY-FIVE YEARS** of rewarding excellence and achievement in Florida Government

- To date, **more than 13,000** nominations have been submitted for **$7.6 billion** worth of added value and cost savings to the state of Florida

- Major **government improvement initiative** chaired by Lt. Governor Jennifer Carroll, sponsored by Florida TaxWatch, The Florida Council of 100 and the state of Florida

- **Prudential – Anchor Sponsor since 2004**
Awards Ceremonies and Events

- **Pre-Kickoff Event** – This event is held the evening before the Kickoff awards ceremony in Tallahassee honoring the top award winners. The Governor and Cabinet; elected officials; sponsors; and guests are invited to attend.

- **Kickoff Awards Ceremony** – This event honors all cash/plaque award winners in Tallahassee. The Governor and Cabinet; elected officials; sponsors; and guests are invited to attend.

- **Regional Awards Ceremonies** – Awards ceremonies are held in Jacksonville, Orlando, Miami, and Tampa honoring cash/plaque award winners following the Tallahassee events.
Types of Nominations

• **Individual** - An individual employee is eligible to win a cash award of $200 to $2,000, a commemorative plaque, or a certificate of commendation. Includes “Adapted/Implemented.”

• **Team, Work Unit or Partnership** - Teams, work units and partnerships consisting of two or more persons are eligible to win cash awards of $300 to $2,500 plus commemorative plaques and certificates of commendation. Includes “Adapted/Implemented.”
Types of Nominations (cont.)

- **Large Team (100 +)/Division/Agency Nominations** - This category of awards recognizes state agencies, or one of their divisions, bureaus of 100 or more employees, districts, institutions or comparable organizational units. At least 30% of employees in a nominated organizational unit of 100 or more employees must have participated actively in the achievement. Agency nominations MUST be submitted through agency heads, division directors, superintendents or their designees.

- **Coordinator of the Year** - This award is presented to the Agency or University Coordinator who has continued to prove their commitment to the awards program communicating and educating the employees of their agency or university about the benefits of participating in the program. Nominations MUST be submitted through agency heads, division directors, superintendents or their designees via memorandum to the Pru-DPA Executive Director, Kathleen Hampton at khampton@floridataxwatch.org
Types of Achievements to Nominate

- Public Policy and Citizen Concerns
- Broad Impact Improvements
- Long Range Program Achievements
- Progress Toward an Ideal Vision
- Quality Improvement
Award Categories and Amounts

- **Outstanding Individual** - $2,500
- **Outstanding Team** - $3,000
- Individual - $200 - $2,000
- Team - $300 - $2,500
- Commemorative Plaque
- Certificate of Commendation
- Honorable Mention

*Only one unique award presented to one individual and one team*
Special Recognition Awards

• “A Win for Education” Awards
  Sponsored by The Florida Lottery

• Correctional Services Awards
  Sponsored by Correctional Healthcare Companies

• Environmental & Energy Conservation Awards
  Sponsored by Florida Power & Light

• Health Services Awards
  Sponsored by AvMed Health Plans & Capital Health Plan

• Technology Awards
What Achievements Qualify?

✓ Results-oriented
✓ Measurable
✓ Verifiable
✓ REPLICABLE
Results to Look For...

- **Increased** quality, quantity, or timeliness of a service or product at the **same or lower cost**;

- **Maintained** quality, quantity or timeliness of a service or product at a **reduced cost**;

- The same or increased quality, quantity or timeliness of a service or product **during a period when the nominee took on added responsibilities or performed under unusually adverse conditions**;

- An innovative application of technology, a service delivery process, or organizational **structure** that helped achieve one or more of the above;

- **Other significant and measurable performance improvements, cost savings, cost avoidances or program enhancements.**
Commemorative Plaque Achievements

**Implemented Software Program for Traffic Information Services**

District 6 Intelligent Transportation Systems, Operations Improvement Team, DOT: The nominees created a software application that helps serve the traveling public by providing incident management, traveler information and traffic management services. Besides improving the quality of service provided to the public, the software provides annual savings of just under $150,000 a year. 2012 DOT-247

**Reduced cost of asphalt**

Materials Office Asphalt Team, DOT: The team found a way to cut asphalt test costs by nearly one percent. While that may not sound like much, it amounts to more than $2.3 million in annual savings for District 1/7. Through teamwork the changes were made and implemented in less than two months. 2012 DOT-33
Notable Cash Achievement

James Vogt
Department of Law Enforcement

Until Special Agent Vogt got involved, law enforcement agencies were ineffectively tackling mortgage fraud, by working individually within their limited capabilities. Through careful planning, he developed and implemented a task force of local, state and federal law enforcement officials and prosecutors in Southwest Florida to combat this fraud. Under Vogt’s leadership, it is credited with numerous successful investigations resulting in court-ordered restitution in excess of $5,000,000. 2012 FDLE-5
2012 Distinguished Cash Achievement

The Statewide Design-Build Push Button Team
Department of Transportation

Saving lives and saving millions of dollars, this team is making travel safer throughout Florida. The Design-Build Push Button contracting method allows for traffic safety enhancement projects to be quickly developed, designed and built in as little as one-tenth the normal time. In the first year of the pilot project in the Tampa Bay region, it is estimated to have prevented nearly fifty crashes, for savings of $7.2 million. Statewide, savings could approach $50 million annually. 2012 DOT-64
**Website:**

**Login Information:**
- Username: Nominator
- Password: Nominator2013

- *Note: the above login information will not be active until August 31, 2012 – website opens for nominations.*
For the 2013 Awards, there are only three forms that can be filled out: Individual, Team, and Agency. The basics of each form are the same, with small changes for each needed bit of information.
Nomination Format Rules

- PLEASE DO NOT USE ALL CAPS, or all lowercase letters.
- Please refrain from using acronyms, aside from agency names.
- The title of your nominee’s achievement MUST begin with an action verb such as “Developed,” “Reduced,” etc., and it MUST be understandable to people with no knowledge of your agency’s operations. Titles like “Saved Money,” “Improved Operations,” “Exemplary Performance” are not acceptable.
- Worthy achievements are unlikely to receive the recognition they may deserve if numerical performance data are not provided.
Section 1: This section includes the general information such as nominee’s name, contact info, agency, etc.

Section 2: This section is all about you. Nominator must input name, title, etc.
Section 3: This section is the “Brief Summary” of the achievement. Please keep to 350-400 words. A great example from the 2012 nominations would be:

The Office of Motor Carrier Compliance requested assistance from the Lake City Operations department to help solve a lighting problem at the Truck Weigh Stations. These stations, also called Weigh-In-Motion Stations, are located on Interstates I-10, I-75, and I-95. The stations needed light so that the attendants could positively identify the decal and registration information that is affixed to the sides of the trucks that go through the weigh station. The Lighting Installation Team created a cap and post mounting for the light fixtures that was very innovative and made for a very efficient installation. If this work had been outsourced, the cost for each station is estimated at $24,000. The cost for using in-house forces to install the lighting is approximately $6,500 per station. This achievement is exceptional due to the initiative of the installation team to take on this special project and perform work outside their normal work area. This achievement resulted in a cost savings of approximately $96,000.
Section 4: This section is the first of three which make the detailed case for your nominee. Please pay careful attention to the information requested.
Section 5: This section contains two questions with checkbox lists. The first, labeled “Part A” asks you to check three boxes, and provide a response that explains each of them.

These three boxes must be checked, and the explanation must explain how each is applicable to your nominee.

“Part B” is equally important. Those who have nominated people in the past will recall a series of 18 questions, five of which were required to be answered, and the remainder were beneficial to the nomination, but not required. These have now been combined into one series of checkboxes, and one response area.

It is still necessary to check at least 5 boxes.

The difference this year is that instead of providing multiple responses, you will be asked to provide one response that addresses each of the boxes that you have checked.

Please be aware, this is the most important part of the form. You MUST ensure that your response touches on EACH checked box, and explains why each of the statements is appropriate in your nominee’s case.
Online Nomination Forms (cont.)

- **Section 6:** This section addresses whether or not the achievement was an adaptation or implementation of a previously-awarded achievement.

- **Section 7:** This section gives you a chance to provide additional information about the achievement that has not been covered in the form up to that point. Additionally, please note in this area if the achievement was made possible through collaboration or assistance from a private-sector company.

- **Section 8:** Please provide the email addresses of the supervisors and direct reports responsible for approving the nomination and sending the form to the Agency Coordinator.
Section 9: Finally, please certify that you have completed the form, enter your name, and click submit. You will receive an email with the information that you entered, the supervisors will receive and email letting them know that you have submitted the form, and the Agency Coordinator will also receive an email with the information you have entered.
All achievements must be submitted to the Prudential - Davis Productivity Awards office through the online system. Once you, as a nominator, submit a nomination form, your agency coordinator will also be able to view your nomination, which will allow them to assist with any questions that may arise, and to move nominations through the approval process.

When a nominator submits a nomination, an email message will be sent to the Immediate Supervisor who is designated in the “Next Step” section of the nomination form, alerting them that a nomination is awaiting their review. Once the Supervisor has reviewed the nomination, it will go to the next individual to review/approve, and then the Agency Coordinator for final approval.

After the Agency Coordinator approves the nomination, Program staff will begin the evaluation process.
Please do not send videos, exhibits or reports supporting your nomination. You will be contacted if additional information is needed.

If there is a significant change in the status of your nomination between the time it submitted and the awards presentations in June 2013, please notify your Agency Coordinator and Kathleen Hampton, Executive Director of the Prudential - Davis Productivity Awards, at khampton@floridataxwatch.org.
Evaluating Your Nomination

- Nominations are evaluated on the extent to which you, as the nominator, make a compelling case that your nominee’s achievement addresses the priority characteristics reflected in Sections 4 & 5, relative to his/her job. This allows nominees at diverse levels of state employment the same opportunity to win awards.

- Nominations are evaluated initially by Prudential - Davis Productivity Awards staff. Where necessary, nominators are contacted by email or phone to clarify responses and provide additional documentation of achievements. Florida TaxWatch staff conduct a second evaluation of selected nominations. Teams of judges individually review nominations prior to the full Panel of Judges meeting to discuss them and make final awards decisions.
Individual Nominations

1 Instructions


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Donec sed odio dui. Cum sociis natoque

2 Complete Nomination

- Individual Being Nominated
- About the Nominator
- Brief Summary of the Achievement
- Calculate Net Added Value
- Details of the Achievement
- Adapted Previous Award Winning Idea
- Optional info
- Next Step
- Nominator Signature

Submit
PRUDENTIAL-DAVIS PRODUCTIVITY AWARDS
ONLINE NOMINATION SYSTEM

1. Instructions


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Donec sed odio dui. Cum sociis natoque

2. Complete Nomination

- Entity Information
- Nominator Information
- Brief Summary
- Details of Achievement
- Achievement's Net Added Value
- Optional Info
- Next Step
- Nominator Signature

Submit
## Complete Nomination

<table>
<thead>
<tr>
<th>Individual Being Nominated</th>
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<tbody>
<tr>
<td>Nominee's Agency*</td>
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<tr>
<td>--- Select Agency ---</td>
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<tr>
<td>Nomination Title*</td>
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</table>
About the Nominator

Your Name*

Your Title*

Your Email*

Your Phone*

Brief Summary of the Achievement

Please provide a concise, yet informative summary of your nominee’s achievement. Should include the genesis of the idea (ordered by superior, came up with on own, helped by past winner, etc.)

Please limit to 350-400 words.*
Calculate Net Added Value

Provide information on net added value (cost savings, cost avoidance and/or increased collection of state revenue or federal funding that directly resulted from your nominee’s achievement). If the achievement resulted from federal funding, please provide documentation that absent the nominee’s extraordinary efforts, funding would not have been received.

There are several ways to calculate added value. Please choose the most appropriate for your situation, and include as much information about the calculation as possible:

1) One suggested method for calculating added value to an ongoing state function that resulted from the nominee’s improved performance is to subtract a number representing the level of performance in 2011-12 or other period prior to the improvement from the level of performance during 2012-13 or other period following the achievement.

Example:

$500,000 Value of performance in 2012-2013
$350,000 Value of performance in 2011-2012

$150,000 Added value resulting from improvement

If a performance improvement resulted partly from an expenditure, such as salaries and benefits paid to in-house staff for developing computer software in lieu of contracting out this task, deduct this amount. Also deduct printing costs and other production costs.

Example:

$500,000 Value of performance in 2011-2012
$350,000 Value of performance in 2010-2011
$40,000 Development/production/implementation costs

$110,000 Added value resulting from improvement

The percentage of added value (cost savings, cost avoidance, or additional revenue) that resulted entirely from the efforts of your nominee is ___. The percentage that should be attributed to a non-nominee (a consultant or a state or local employee) is ___.

The percentage that should be attributed to purchased equipment, used without significant modification to help make the achievement possible, is ___.

a.) The actual added value from your nominee’s achievement in 2011-12 was $____; AND/OR (either “b” or “c” must be answered)

b.) The estimated added value that resulted from your nominee’s achievement in 2011-12 was $____.

c.) The above added value accrues to (Input 100% in the appropriate box if all value goes to one source, or apportion percentages if value goes to more than one source.)

0% State Government
0% Other level of Government
0% Specific Citizens
0% Private Sector

The actual added value from your nominee’s achievement in 2011-12 was: $____
Details of the Achievement

Beginning Date

Ending Date

Hours Spent

Hours by Consultants

Percentage of hours above and beyond the expected hours of the employee's regular schedule.

Part A

For regular individual nominations, you must be able to check the three boxes below, and add an explanation in the text area below them.

☐ My nominee's achievement solved a problem or corrected an efficiency deficit.

☐ My nominee's achievement positively impacted citizens.

☐ My nominee's achievement measurably improved service delivery and/or internal operations, relative to the nominee's position and organizational level.

Explanation
Part B

Below are a number of choices. Please note that at least 5 must apply to your nominee’s achievement to qualify. Please check as many boxes as are applicable, and provide an explanation in the area below for each checked box.

☐ - Responds to budget reductions of recent years by improving services, programs, and/or processes that accomplish more with the same or fewer resources.

☐ - Can be, and/or has been, adapted and implemented by other state employees or teams in order to maximize its productive value.

☐ - Is a "first-in-Florida" accomplishment.

☐ - Is a "first-in-the nation" or has national significance.

☐ - Required overcoming an extraordinary organizational obstacle, or extraordinary personal adversity.

☐ - Was exceptional for its innovation or creativity.

☐ - Was exceptional for the efficiency(ies) it produced.

☐ - Was exceptional for the cost savings or additional revenue it produced.

☐ - Was exceptional for the amount of initiative, perseverance and/or extra effort required.

☐ - Required working uncompensated hours (Please indicate # of hours over).

☐ - Measurably promotes a core value of the nominee’s agency.

☐ - Produced a service that positively impacts the private sector. (Please provide numerical performance data where applicable).

☐ - Addresses a homeland security issue, or disaster preparation and relief efforts.

☐ - Has been, or can be, patented or copyrighted. (Please explain what makes your nominee’s achievement eligible for a patent or copyright.)

Explanations of checked boxes above:
Technology

In the space below, please provide any information related to new/modified technology or software that made this achievement possible.

Be sure to answer:
- If the nominee created or modified software or hardware
- What percentage of the achievement could be attributed to the technology
- The number of hours that were required to learn or modify the technology
- If the work on/with this technology was outside of the scope of the employee's regular tasks

Ranking

My nominee's achievement can be directly ranked against the performance of other employees in his/her office/district/agency

☐ Yes
☐ No

Please provide some information on your answer above. If yes, please include ranking(s), if no, please explain why not.

As an example, "My nominee's performance ranked number___ among ___peers in his/her ___office; and/or number___ among ___peers in his/her ___district or region; and/or number___ among ___peers statewide, in 2011-2012."
Adapted Previous Award Winning Idea

My nominee adapted and implemented a Prudential-Davis Productivity Award that an individual, team, or work unit received in:

The title of the original achievement was:

The name of the team, work unit, or individual that won the original award was:

Please provide a brief description of the original achievement:

My nominee(s) did the following to implement this achievement:

Optional info

Please enter any additional info that is not included above, and would be useful for the judges to know.

Additionally, it is always helpful to know if a private-sector company was an essential part of the achievement. Please provide information on the company, if one is applicable, that was part of this achievement.

Next Step

Upon submission, this form will be sent to a supervisor of the employee for additional approval. Below, please enter the email address of the appropriate supervisor. Please check with your agency coordinator if you are unsure of who the form should be sent to next.

Email Address*

Nominator Signature

I certify that the information above is correct to the best of my knowledge, and this form is ready to be reviewed by a supervisor.*

☐

First & Last Name*

Date Completed*

07/23/2012

Submit
**Deadlines**

- August 31, 2012 – Call for Nominations
- September 28, 2012 – Submit to Agency Coordinator
- October 19, 2012 – Agency Coordinators submit nominations to the Pru-DPA office
- October 19, 2012 – Online Nominations site closes
- March 15, 2013 – 2013 Award winners are announced
Thank You and Good Luck!

Contact us: (850) 222-5052

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