



**JUSTICE ADMINISTRATIVE  
COMMISSION**



# **Florida Accountability Contract Tracking System (FACTS)**

# Transparency Florida Act

- States in part... “The Chief Financial Officer shall provide public access to a state contract management system...”
- Section 215.985(16), F.S., was enacted during the 2011 legislative session
- CFO/Department of Financial Services (DFS) created the on-line contract system: FACTS

# Transparency Florida Act- Florida Statutes - Excerpt

## TAXATION AND FINANCE

## Chapter 215

### FINANCIAL MATTERS: GENERAL PROVISIONS

215.985 Transparency in government spending.—

(1) This section may be cited as the “Transparency Florida Act.” .....

(16) The Chief Financial Officer shall provide public access to a state contract management system that provides information and documentation relating to contracts procured by governmental entities.

(a) The data collected in the system must include, but need not be limited to, the contracting agency; the procurement method; the contract beginning and ending dates; the type of commodity or service; the purpose of the commodity or service; the compensation to be paid; compliance information, such as performance metrics for the service or commodity; contract violations; the number of extensions or renewals; and the statutory authority for providing the service.

# What Agreements Apply to this Legislation?

## Definition of a Contract:

**“Any written agreement between two or more parties, with a financial consideration”**



-Per DFS Documentation

# Florida Accountability Contract Tracking System (FACTS)

- Housed at DFS website
- For use by the citizens of Florida
- Launched to agencies March 1, 2012 (to add contracts)
- Launched to public June 27, 2012
- All state agencies
- Full implementation October 2013

# FACTS— CFO Press Release - Excerpts

**From:** CFO Atwater's Press Office

**Sent:** Wednesday, June 27, 2012 11:31 AM

**Subject:** News Release: CFO Jeff Atwater Unveils Web Tool Shining Light on State Contracting

**CFO Jeff Atwater Unveils Web Tool Shining Light on State Contracting**  
*Florida Accountability Contract Tracking System (FACTS) provides state contract information online*

**TALLAHASSEE**—Florida Chief Financial Officer Jeff Atwater today launched the Florida Accountability Contract Tracking System—[FACTS](#), a comprehensive online tool that offers Floridians greater visibility into how their government is doing business. The new FACTS tool, available on CFO Atwater's Transparency Florida website, makes state contracting processes transparent through a centralized, statewide contract reporting system.

“The FACTS system reflects my longstanding commitment to my fellow Floridians to make state contracts accessible to the public online,” CFO Atwater said... Nearly \$50 billion, or approximately 56 percent of the state budget, is spent on contracts... This system will ensure higher levels of efficiency and accountability from our government and elected leaders.” ...

# Excluding Contracts from FACTS

- Case-related, confidential, or sensitive contracts may be excluded from FACTS
- Individual offices will determine which contracts to be entered into FACTS
- Agencies may consider crafting a policy statement to explain contracts excluded from FACTS

# FACTS Phases



- **March 2012 agencies began entering contracts into FACTS**
  - **Contract numbers assigned**
- **July 2012 contract payments entered into FLAIR should include the contract number**
  - **FACTS will “match” contract record to contract payments**

# FACTS Phases

## ■ Contract documents (redacted) began uploading to FACTS – October 2012

- Sensitive data to be redacted
- Workload issue
- Completed by December 31, 2012

## ■ March-April 2013 other “agreements” to be entered in FACTS:

- Purchase Orders
  - For MFMP agencies - data automatically transmitted from MFMP to FACTS
- Revenue contracts (county/local agreements)
- Grants and grant disbursement agreements



# Data Needed for FACTS

- **Contract number/ID –five alpha/numeric characters**
  - **Beginning characters assigned by JAC**
- **Contract amount – if applicable (can be zero)**
- **Short & long title – names the contract**
- **Beginning & ending contract dates**
- **Statutory authority – what statute provides the authority for your office to enter into this contract (e.g. Ch. 27, F.S.)**
- **Method of procurement**

# Data Needed for FACTS

- State term contract ID – where applicable
- Contract exemption justification – brief description of reason contract is exempt from procurement rules
- Contract manager information – will not be viewed by the public
- Contract budget – where applicable
- FLAIR 29 – digit account code
- Contract vendor ID – FLAIR vendor ID
- Commodity/service type – choose from list

# Data Needed for FACTS

- General description of the contract
- Major deliverable price – amount for any major deliverable, if applicable, can be zero
- Method of payment – is contractor paid by set fee or determined when service is delivered, etc.
- Performance metrics – what determines if/when contractor gets paid

## FACTS Contracts – The Data

■ Total number of contracts in FACTS as of September 2015 for all of Justice Administration is: 614

■ Most common contract types are:

- Postage meter rentals
- Copier leases and maintenance
- Westlaw or LexisNexis
- BOMS
- Office space leases
- Grant and grant disbursement agreements

## **FACTS Contracts – Submit to JAC**

- **Submit contracts for FACTS to:  
Vicki.Nichols@justiceadmin.org**
- **Confidential contracts are not required to be entered into FACTS**
- **When a new contract is signed, send contract information and copy of contract documents to JAC within 30 days**
- **Contract data in FACTS may be changed, deleted, updated, or altered at any time**

# Posting Contract Documents to FACTS - Considerations

- Per DFS, agencies should provide contract documents with main terms & conditions only
  - Contract exhibits may be excluded
  - Other contract-related documents that are extraneous to the main terms may be excluded
  - Agencies use best judgment when posting contract documents

# Posting Contract Documents to FACTS - Considerations

## ■ Extensive redaction of contracts will be necessary

- Trade secret information & logos
- Sensitive information
- Confidential information
- Information that could be misused
- Signatures
- Account numbers
- Addresses
- More.....

# Posting Contract Documents to FACTS - Considerations

- **Potential Trade Secret Information – redact before posting**
  - Pricing
  - IT hardware descriptions
  - Technology solutions
  - Where data is located
  - Server link descriptions
  - Access and control of information protocols
  - Data security risks and solutions

# Posting Contract Documents to FACTS - Considerations

## ■ Other trade secret issues

- Internet posting not contemplated by vendor
- Trade secrets may be in some contracts
- No notice to vendor that contract documents may be posted to internet
- Potentially large areas of redaction for posted documents
- Agency may be required to notify vendor of potential posting of trade secrets
- Logos may need to be redacted from documents

# Posting Contract Documents to FACTS - Considerations

## ■ Sensitive information that may be necessary to redact

- Information that could be used to facilitate identity theft
- Information that could be used to facilitate fraud
- Information that could be used to damage a vendor

# Posting Contract Documents to FACTS - Considerations

## ■ Sensitive information that may be necessary to redact

- Not technically confidential, but may cause harm in “hands” of wrong person
  - Addresses
  - Signatures
  - Company’s references
  - Company’s staffing information
  - Company’s financial statements
  - Company’s client lists
  - Company’s organizational layout

# FACTS – Ongoing Maintenance of Data

- Periodically, FACTS data should be reviewed for accuracy
- When old contracts expire or new contracts are signed:
  - Send information to JAC for updating FACTS
  - JAC may do periodic reviews of FACTS and contact offices to determine if any updates are needed

# FACTS Agency Log In Screen

JEFF ATWATER  FLORIDA'S CHIEF FINANCIAL OFFICER

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**FACTS** FLORIDA ACCOUNTABILITY  
CONTRACT TRACKING SYSTEM 

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[Help](#)  
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Login 

## Log In

User ID

Password

## Terms of Use

This site is a Florida state government site intended to capture and report accurate information. If you are not authorized to log into this system, exit now; do not make download data. Unauthorized changes to the system and data are logged and subject to review. Instances of unauthorized access or modification may result in legal action.

Authorized agency representatives are custodians of the data contained in this system. Managing accurate data is each custodian's responsibility. Authorized users are provided with a username and password information. All changes made in the system are recorded and accounted for. The Department of Financial Services does not screen the content provided. Confidential, inaccurately redacted, or incorrect data/files loaded into the system are the responsibility of authorized agency representatives and the agency to resolve. Inquiries related to confidential, or trade secret information received by the Department of Financial Services should be directed to your Agency contact on file.

- If desired, JAC will enter contracts for agencies
- Agencies may enter their own contracts
- Vicki Nichols will provide FACTS access if desired
- Can view contracts without a login ID



Logged In As: NicholsVickiX1 / JUSTICE ADMINISTRATION

DASHBOARD | LOGOUT

### Edit Contract



\* REQUIRED FIELDS

#### Main Contract Information

FLAIR Contract ID \*

Short Title \*

Long Title \*

Agency Contract ID \*

Original Contract Amount \* \$

Contract Type \*

Contract Status \*

Date of Execution \* EX: MM/DD/YYYY

Date of Beginning \* EX: MM/DD/YYYY

Original End Date EX: MM/DD/YYYY

Statutory Authority \*

Contract Involves State or Federal Financial Assistance

#### Contract Procurement Information

Authorized Advanced Payment  Yes  No

Method of Procurement \*

Method of Procurement Full Description

State Term Contract ID

Contract's Exemption Justification

Agency Reference Number



Top of the FACTS Screen Showing Some of the Fields to Be Completed

Contract Involves State or Federal Financial Assistance <input type="checkbox"/> Recipient Type (REQUIRED WHEN FINANCIAL ASSISTANCE IS CHECKED) <input type="text" value="---Select---"/> Agency Service Area <input type="text" value="JAC"/> Provide Administrative Cost <input type="radio"/> Yes <input checked="" type="radio"/> No Administrative Cost Percentage <input type="text"/> Provide for Periodic Increase <input type="radio"/> Yes <input checked="" type="radio"/> No Periodic Increase Percentage <input type="text"/>	Agency Reference Number <input type="text"/> Business Case Study Done <input type="radio"/> Yes <input checked="" type="radio"/> No Business Case Date EX: MM/DD/YYYY <input type="text"/> Legal Challenges to Procurement <input type="radio"/> Yes <input checked="" type="radio"/> No Legal Challenge Description <input type="text"/>
<b>Contract Manager Information</b> Agency Manager Name * <input type="text" value="Vicki Nichols"/> Phone Number * EX: 9999999999 <input type="text" value="8504882415"/> Email * <input type="text" value="vicki.nichols@jac.myflor"/>	<b>Outsourcing / Capital Improvements</b> Was the Contracted Function Previously Performed by the State * <input type="radio"/> Yes <input checked="" type="radio"/> No Was the Contracted Functions Considered for Insourcing back to the State: <input type="radio"/> Yes <input checked="" type="radio"/> No Did the Vendor Make Capital Improvements on State Property <input type="radio"/> Yes <input checked="" type="radio"/> No Capital Improvement Description <input type="text"/>
<b>General Description</b> GENERAL OVERVIEW OF THE CONTRACT * <input type="text" value="Provide support and maintenance for the Business Office Management System (BOMS) Enterprise Edition."/>	

FACTS Screen Showing More of the "Main Contract" Fields to Be Completed



# Budget



Agency Contract ID: JACB1  
Contract Long Title: CIP BOMS Maintenance

FLAIR Contract ID: JACB1

\* REQUIRED FIELDS

## Budgetary Amount

Amount \* \$

Amount Type \*  Non-Recurring  Recurring

Account Code

L1 GF SF FID BE IBI CAT YR  
 -  -  -  -  -  -  -

Fiscal Year Effective Date EX: MM/DD/YYYY

Cost Accumulator

## Totals

Original Contract Amount: \$12,000.00

Total Contract Amount: \$12,000.00

Total Recurring Budgetary Amounts: \$12,000.00

Total Non-recurring Budgetary Amounts: \$0.00

Total Budgetary Amount: \$12,000.00

Total Unfunded Amount: \$0.00

RECURRING BUDGETARY AMOUNT	ACCOUNT CODE	FISCAL YEAR EFFECTIVE DATE	FY		
\$12,000.00	21-10-1-000069-21300800-00-100777-00	07/01/2012	2012-2013	<a href="#">Edit</a>	<a href="#">Delete</a>

FACTS Budget Screen Fields  
Informational Only – Can be Zero  
Will Not Affect Available Budget in FLAIR





Logged In As: NicholsVickiX1 / JUSTICE ADMINISTRATION

DASHBOARD | LOGOUT

## Vendor Information



Agency Contract ID: JACB1  
Contract Long Title: CIP BOMS Maintenance

FLAIR Contract ID: JACB1

\* REQUIRED FIELDS

[Vendor ID](#) \*

Add Vendor

VENDOR ID	NAME	ADDRESS	CITY	STATE	ZIP	
F592192243002	COMPUTER INFORMATION & PLANNING	PO BOX 600515	JACKSONVILLE	FL	322600000	<a href="#">Delete</a>

Back

Next

FACTS Vendor Screen  
Vendor Additions in FACTS are Verified Against  
the FLAIR Vendor File



# Deliverable



Agency Contract ID: JACB1  
Contract Long Title: CIP BOMS Maintenance

FLAIR Contract ID: JACB1

\* REQUIRED FIELDS

## Add Deliverable

Contract Wide Consequences

Yes  No

[Commodity/Service Type](#) \*

252150

Major Deliverable \*

Maintenance for BOMS system

Method of Payment \*

Fixed Price - Lump Sum

Major Deliverable Price \* \$

Non Price Justification

Rate Agreement

Source Documentation Page Reference

Performance Metrics

Provide maintenance and related services for BOMS

Financial Consequences

None

## FACTS Deliverables Entry Screen

Choose Commodity, Method of Payment, and  
Provide Information Related to Contract Performance





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## Contract Information

Published

[Update Contract Details](#)

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### Summary

**Agency Name:** JUSTICE ADMINISTRATION

**Long Title:** CIP BOMS Maintenance

**Total Contract Amount:** \$12,000.00

**Total Payments to date:** NA

**General Description:** Provide support and maintenance for the Business Office Management System (BOMS) Enterprise Edition.

[Contract Summary Form](#)

**Agency Contract ID:** JACB1

**Vendor Name:** COMPUTER INFORMATION & PLANNING

**Total Budgetary Amount:** \$12,000.00

**Date of Execution:** 07/01/2012

### Details

Deliverables

Payments

Documents

### Main Information

**Agency Contract ID:** JACB1

**FLAIR Contract ID:** JACB1

**Short Title:** BOMS Maint

### Procurement Information

**Authorized Advanced Payment:** No

**Method of Procurement:** Single source \$2,500 or greater, not to exceed Category Two [Rule 60A-1.002 (3), FAC]]

FACTS Review Screen - Contracts Are Reviewed Before Publishing to the Web



## Budget Information

Original Contract Amount: \$12,000.00

Total Contract Amount: \$12,000.00

Total Recurring Budgetary Amount: \$12,000.00

Total Non-Recurring Budgetary Amount: \$0.00

Total Budgetary Amount: \$12,000.00

Total Unfunded Amount: \$0.00

[Download Budget Information](#) 

RECURRING BUDGETARY AMOUNT	ACCOUNT CODE	FISCAL YEAR EFFECTIVE DATE	FY	COST ACCUMULATOR	AGENCY AMENDMENT REFERENCE
\$12,000.00	21-10-1-000069-21300800-00-100777-00	07/01/2012	2012-2013		

No Non-Recurring Budgetary records Found for this contract.

[BACK TO TOP](#) ↑

## Contract Change

No Contract Changes Found for the contract.

[BACK TO TOP](#) ↑

## Vendor

[Download Vendor](#) 

VENDOR ID	NAME	ADDRESS	CITY STATE ZIP
F592192243002	COMPUTER INFORMATION & PLANNING	PO BOX 600515	JACKSONVILLE FL 322600000

[BACK TO TOP](#) ↑

FACTS Review Screen – Scroll Down to View More Information Regarding the Contract



# Contract Information

Published

[Update Contract Details](#)

[Back to Contract Search](#)

## Summary

Agency Name: JUSTICE ADMINISTRATION

Agency Contract ID: JACB1

Long Title: Computer Information and Planning

Vendor Name: COMPUTER INFORMATION & PLANNING

Total Contract Amount: \$12,000.00

Total Budgetary Amount: \$12,000.00

Total Payments to date: NA

Date of Execution: 07/18/2012

General Description: Computer software maintenance agreement.

[Contract Summary Form](#)

Details

**Deliverables**

Payments

Documents

[Expand All Deliverables](#) [Download Deliverables](#) 

MORE	COMMODITY TYPE ▲	MAJOR DELIVERABLE	METHOD OF PAYMENT
<input type="checkbox"/>	COMPUTER SOFTWARE DEVELOPMENT AND	Computer software maintenance agreement.	Fixed Price - Lump Sum
<p><b>Major Deliverable:</b> Computer software maintenance agreement. <b>Deliverable Price:</b> \$12,000.00 <b>Non Price Justification:</b> <b>Performance Metrics:</b> Provide computer software support and maintenance. <b>Financial Consequences:</b> none <b>Source Documentation Page Reference:</b></p>			

FACTS Deliverables Tab – Review Deliverables Information



## Contract Information

Published

[Update Contract Details](#)

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### Summary

**Agency Name:** JUSTICE ADMINISTRATION

**Agency Contract ID:** JACB1

**Long Title:** Computer Information and Planning

**Vendor Name:** COMPUTER INFORMATION & PLANNING

**Total Contract Amount:** \$12,000.00

**Total Budgetary Amount:** \$12,000.00

**Total Payments to date:** NA

**Date of Execution:** 07/18/2012

**General Description:** Computer software maintenance agreement.

[Contract Summary Form](#)

Details

Deliverables

**Payments**

Documents

Payments are also referred to as expenditures (creating or incurring a legal obligation to disburse money) or disbursements (the payment of expenditures). Payments include disbursements and accounting adjustments made on a contract. Payments are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

If a payment or adjustment to a contract was made before July 1, 2012, the information may not be posted in this system.

FACTS Payments Tab – Payments Recorded in FLAIR with this Contract ID will Make a Record Here



## Contract Information

Published

[Update Contract Details](#)

[Back to Contract Search](#)

### Summary

**Agency Name:** JUSTICE ADMINISTRATION

**Agency Contract ID:** JACB1

**Long Title:** Computer Information and Planning

**Vendor Name:** COMPUTER INFORMATION & PLANNING

**Total Contract Amount:** \$12,000.00

**Total Budgetary Amount:** \$12,000.00

**Total Payments to date:** NA

**Date of Execution:** 07/18/2012

**General Description:** Computer software maintenance agreement.

[Contract Summary Form](#)

[Details](#)

[Deliverables](#)

[Payments](#)

**Documents**

### Documents

#### Contract Documents

No documents have been added for this contract. To request the contract document, please contact the agency point of contact using the 'Contact Us' link at the top of the page.

#### Agency Resources

**Description:** There are no additional agency resources at this time.

FACTS Documents Tab – Contract Documents to be Posted Here (Beginning October 1, 2012)



# Department of Financial Services – FACTS Public Search

<https://facts.fldfs.com/Search/ContractSearch.aspx>

JEFF ATWATER  FLORIDA'S CHIEF FINANCIAL OFFICER

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## Main Search

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### Search

[Advanced Search](#)

To search for contract, grant award or purchase order information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

Agency Name

ALL AGENCIES

Vendor/Grantor Name

Dollar Value

From  To

Beginning and/or Ending Dates (mm/dd/yyyy)

Begin  End

Commodity/Service Type *(Contract & Purchase Order Only)*

ALL COMMODITY GROUPS

Show All

Show Grant Awards Only

Please refine the search by providing following details if known.

Agency Assigned Contract ID (if known)

MFMP PO Number (if known)

This is the FACTS public search website. FACTS contract data and redacted document images may be viewed from here.



# Questions??

- Contact:

Vicki Nichols

850-488-2415, ext. 231

[vicki.nichols@justiceadmin.org](mailto:vicki.nichols@justiceadmin.org)

