Florida Accountability Contract Tracking System (FACTS)
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
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.
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
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.
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
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
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
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

Source: DFS Documentation **
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.....

Source: DFS Documentation **
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

Source: DFS Documentation **
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

Source: DFS Documentation **
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

Source: DFS Documentation **
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

Source: DFS Documentation **
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.
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.
Top of the FACTS Screen Showing Some of the Fields to Be Completed
FACTS Screen Showing More of the “Main Contract” Fields to Be Completed
FACTS Budget Screen Fields
Informational Only – Can be Zero
Will Not Affect Available Budget in FLAIR
Vendor Additions in FACTS are Verified Against the FLAIR Vendor File
FACTS Deliverables Entry Screen
Choose Commodity, Method of Payment, and Provide Information Related to Contract Performance
### Contract Information

**Summary**

- **Agency Name:** JUSTICE ADMINISTRATION
- **Long Title:** CIP BOMS Maintenance
- **Total Contract Amount:** $12,000.00
- **Total Budgetary Amount:** $12,000.00
- **Date of Execution:** 07/01/2012
- **General Description:** Provide support and maintenance for the Business Office Management System (BOMS) Enterprise Edition.

**Details**

**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

<table>
<thead>
<tr>
<th>RECURRING BUDGETARY AMOUNT</th>
<th>ACCOUNT CODE</th>
<th>FISCAL YEAR EFFECTIVE DATE</th>
<th>FY</th>
<th>COST ACCUMULATOR</th>
<th>AGENCY AMENDMENT REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,000.00</td>
<td>21-10-1-0000069-21300800-00-100777-00</td>
<td>07/01/2012</td>
<td>2012-2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Non-Recurring Budgetary records Found for this contract.

### Contract Change

No Contract Changes Found for the contract.

### Vendor

<table>
<thead>
<tr>
<th>VENDOR ID</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>CITY STATE ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>F592192243002</td>
<td>COMPUTER INFORMATION &amp; PLANNING</td>
<td>PO BOX 600515</td>
<td>JACKSONVILLE FL 322600000</td>
</tr>
</tbody>
</table>

Download Budget Information

Download Vendor

Back to Top ↑
### FACTS Deliverables Tab – Review Deliverables Information

**Agency Name:** JUSTICE ADMINISTRATION  
**Long Title:** Computer Information and Planning  
**Total Contract Amount:** $12,000.00  
**Total Payments to date:** NA  
**General Description:** Computer software maintenance agreement.  

#### Deliverables Tab

**Agency Contract ID:** JACB1  
**Vendor Name:** COMPUTER INFORMATION & PLANNING  
**Total Budgetary Amount:** $12,000.00  
**Date of Execution:** 07/18/2012

<table>
<thead>
<tr>
<th>Commodity Type</th>
<th>Major Deliverable</th>
<th>Method of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUTER SOFTWARE DEVELOPMENT AND</td>
<td>Computer software maintenance agreement.</td>
<td>Fixed Price - Lump Sum</td>
</tr>
</tbody>
</table>

**Major Deliverable:** Computer software maintenance agreement.  
**Deliverable Price:** $12,000.00  
**Non Price Justification:**  
**Performance Metrics:** Provide computer software support and maintenance.  
**Financial Consequences:** none  
**Source Documentation Page Reference:**
FACTS Payments Tab – Payments Recorded in FLAIR with this Contract ID will Make a Record Here
FACTS Documents Tab – Contract Documents to be Posted Here (Beginning October 1, 2012)
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