



THE FLORIDA SENATE

FISCAL POLICY AND CALENDAR COMMITTEE

Location

201 The Capitol

Mailing Address

404 South Monroe Street
Tallahassee, Florida 32399-1100
(850) 487-5140

Senator Lisa Carlton, *Chair*

Professional Staff: Cynthia Kelly, *Staff Director*

Senate's Website: www.flsenate.gov

MEMORANDUM

To: Agency Chief Information Officers
Agency Budget Directors

From: Cynthia Kelly, Staff Director

Subject: Survey Resources - Senate Data Center Cost Analysis and Consolidation Study

Date: January 17, 2008

Attached are the survey documents for the Senate Data Center Cost Analysis and Consolidation Study. The completed documents are due by February 1, 2008, however; agencies are encouraged to submit the surveys as they are finished and not wait for the deadline. The surveys should be sent in their native Excel format to the Gartner team at trwuser@laspbs.state.fl.us.

As indicated in Tuesday's kick-off meeting, there will be a "make-up" meeting to go over the survey instruments again on Thursday, January 17, from 2:00 – 4:00 in 412 Knott Building. Gartner also may offer a survey Question and Answer session early next week. Please check the website link provided below for details regarding date, time, and location.

The Senate Data Center Cost Analysis and Consolidation Project website has been established to facilitate your efforts to complete the surveys: http://www.flsenate.gov/cgi-bin/View_Page.pl?Tab=committees&Submenu=1&File=SDCCCS.html&Directory=committees/senate/FPCC/. The website currently contains the PowerPoint presentation from the January 15 kick-off meeting. Answers to FAQ's as well as other relevant information will be posted as necessary so please check it regularly.

If you have any technical questions related to the project or survey process, please e-mail the Gartner team at trwuser@laspbs.state.fl.us or leave a voice mail message on the support line (850) 921-1978. A member of the team will respond within 1-2 days. For any other questions related to this initiative, please contact Eliza Hawkins, the Senate Coordinator at (850) 487-5140 or (Eliza.Hawkins@laspbs.state.fl.us).

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We appreciate your participation thus far, and look forward to your continued assistance to meet our aggressive time frame for completing this important project.

CK:EXH/sc

cc: Agency Heads
Administrative Services Division Directors