GUIDELINES FOR PREPARING THE DATA CENTER CONSOLIDATION COST WORKBOOK

for Fiscal Year 2013-2014

The Florida Legislature

The Governor's Office
of Policy & Budget

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OVERVIEW

Section 1 of Chapter 2012-142, Laws of Florida, amends the schedule for consolidation of agency data centers into a primary data center. For purposes of consolidation, agency data center functions include, all data center hardware, software, staff, contracted services, and facility resources performing data center management and operations *(to include administrative and management and project management functions)*, security, production control, backup and recovery, disaster recovery, system administration, database administration, system programming, job control, production control, print, storage, technical support, help desk, and managed services. *Applications development is not included as a data center function.*

To accomplish this consolidation, section 1 of Chapter 2012-142, Laws of Florida also describes the transition plans that must be submitted; such plans must include the recurring and non-recurring budget adjustments necessary to support the consolidation and that comply with the legislative budget request (LBR) instructions pursuant to s. 216.023, F.S. The Fiscal Year 2013-2014 LBR instructions direct the affected agencies to complete and submit the ***Data Center Consolidation Cost Workbook***.

For Fiscal Year 2013-2014, the following agencies must complete and submit the ***Data Center Consolidation Cost Workbook***:
- To the Southwood Shared Resource Center
    - Fish and Wildlife Conservation Commission , except for the commission's Fish and Wildlife Research Institute in St. Petersburg, by July 1, 2013.
    - Department of Economic Opportunity by October 31, 2013.
    - Executive Office of the Governor, including the Division of Emergency Management except for the Emergency Operation Center's management system in Tallahassee and the Camp Blanding Emergency Operations Center in Starke, by December 31,2013.
    - Department of Elderly Affairs by March 31, 2014.
- To the Northwood Shared Resource Center
    - Department of Veterans' Affairs by July 1, 2013.
    - Department of Legal Affairs by December 31, 2013.
    - Department of Agriculture and Consumer Services' Agriculture Management Information Center in the Mayo Building and Division of Licensing by March 31, 2014.

NOTE: The primary data centers incorporated Columns A- C of the Summary Cost Spreadsheet and the Personnel Detail Spreadsheet of the ***Data Center Consolidation Cost Workbook*** in their data collection template. Agencies may use and/or incorporate the data from these spreadsheets into this workbook for purposes of submitting their LBRs; however, it is important that agencies verify that the workbook template is exactly the same as the version published on the Florida Fiscal Portal.

SUBMISSION INSTRUCTIONS

As required by the Fiscal Year 2013-2014 LBR Instructions, agencies must submit by October 15, 2012, the completed ***Data Center Consolidation Cost Workbook*** with the LBR. All agencies are required to

send an electronic copy of the workbook in native formats (i.e., MS-Excel) to the Office of Policy and Budget (OPB) and the Legislature at IT@LASPBS.STATE.FL.US.

COMPONENTS OF THE DATA CENTER CONSOLIDATION COST WORKBOOK

This document provides the guidelines for completing the *Data Center Consolidation Cost Workbook* which includes:

- Summary Cost Spreadsheet (Tab 1)
- Personnel Detail Spreadsheet (Tab 2)
- Cost Breakdown by Funding Categories Spreadsheet (Tab 3)

Additionally, Tab 4 includes an example of an organizational chart and the minimal data elements required for the positions identified as part of data center consolidation. Each agency must also submit *(as a separate file)* its organizational chart with its completed workbook.

The structure of the *Data Center Consolidation Cost Workbook* has been locked and password protected without the ability to insert or delete any rows, columns, or worksheets. There are some cells in the workbook that are automatically calculated and therefore locked and require no agency input or edit. More specific information on these locked cells is provided in these guidelines.

It is recommended that each agency create a team comprised of agency personnel with substantial knowledge of the agency's IT configurations and associated costs to more effectively complete the *Data Center Consolidation Cost Workbook*. In order for the consolidation of agency data centers into a primary data center to be effective, the accurate submission of data center-related costs and service level requirements must be communicated to the appropriate primary data center.

GUIDELINES FOR COMPLETING THE SUMMARY COST SPREADSHEET (TAB 1)

The LBR instructions identify four agency D-3A issue codes that are associated with an agency's consolidation of its data center functions into a primary data center:

- 17C01C0 – Deduct Agency Data Center Services Funding
- 17C02C0 – Add Data Center Services Provided by Primary Data Center
- 33001C0 – Reduction from Technology Services Consolidations
- 55C01C0 – Additional Resources Required to Support Consolidation of Data Center Services

The Summary Cost Spreadsheet provides the necessary information to adjust an agency's budget based upon the D-3A issue codes identified above. These codes are included in the appropriate cost column headers.

A. **Description of Required Cost Elements & Corresponding Units Column**
1. **Personnel (Row I)**
   This cost element includes three cost components that identify the aggregate number of Full Time Equivalent (FTE) state positions, Other Personnel Service (OPS) positions, Contractor positions (staff augmentation) allocated to the equipment located at the agency data center. This is the aggregate number of all personnel assigned on a full- or part-time basis and should include those personnel performing management and administrative functions. *Rows I-1, I-2, and I-3 are locked and do not require entry by the agency. The Personnel Detail Spreadsheet (Tab 2) is linked to these rows and based upon the personnel identified on this spreadsheet;*

totals are automatically populated into Rows I-1, I-2, and I-3. The Personnel Cost Element includes:

a. FTE positions – includes the total number of FTE positions, filled and vacant, performing one or more of the statutorily-defined data center functions for Fiscal Year 2012-2013.

b. OPS positions – includes the full- or part-time OPS positions, both filled and vacant, performing one or more of the statutorily-defined data center functions for Fiscal Year 2012-2013.

NOTE: The units and associated costs in Rows VII-1 to VII-3 in the Administrative Overhead Cost Element are locked, because these values are automatically calculated based on the number of personnel units entered in Rows I-1 and I-2.

c. Contractor positions – includes the number of positions, both filled and vacant, that are needed to support the equipment located at the agency data center and used to augment existing FTE and OPS staff on a full- or part-time basis. Contractor positions are not paid from the state payroll system.

This cost element also includes a fourth component, the associated amount of Overtime and On-Call Pay required by the agency to support its agency data center functions. It is important that each agency adequately identifies this amount to ensure sufficient resources will be transferred to the primary data center.

2. **Hardware Located in the Agency Data Center (Row II)**
   This cost element identifies the total costs of the hardware currently located in an agency data center or computing facility. To identify the total costs, the agency will need to also identify the number of asset and resource units *(Rows II-1 through II-5).*

   a. Servers – includes the number of physical mainframe platforms, UNIX, or Linux servers, other mid-range servers, and Intel-based servers the agency has purchased or leased. A physical server is a computer on a network that manages network based resources, e.g., file servers, print servers, database servers. When a physical server is running virtualization software, it may contain multiple local servers. A logical server is an instance of an operating system that runs on a partition of a physical server. Agencies should indicate the number of logical servers in a footnote, if partitioned or virtual servers are used.

   b. Current Servers Maintenance & Support Agreement – includes the number of maintenance or support agreements your agency currently has that corresponds with the server hardware identified above.

   c. Storage Systems – includes but not limited to the number of disk storage, solid state "disk", DASD, tape storage, and storage area networks (e.g., optical storage).

   d. Data Center/Computing Facility Internal Network – includes but not limited to the number of data center routers, switches, network hubs, remote access equipment, and mainframe communication equipment. Includes all costs associated with network costs within the walls of the data center or computing facility.

    e.   Other Hardware – is available for the agency to identify any other hardware assets that may not be included in the other cost components.

3. **Software Located in the Agency Data Center (Row III)**
   This cost element identifies the purchased or leased software residing on equipment located in an agency data center.   The software should include:
   a.   Software – Systems Software – mainframes, mid-range servers, Intel-based servers, and workstations.
   b.   Database Software – database management systems that support enterprise-wide applications. These databases have either been custom-built or utilize commercially-available software such as SAP, PeopleSoft, Oracle, Siebel, or Versa.
   c.   Other – is available for the agency to identify any other software assets that may not be included in the other cost components.

4. **Hardware Not Located in the Primary Data Center (Row IV)**
   This cost element includes the same cost components identified in number 2; however, this is for hardware supporting a department-wide application or system but not currently located at the agency data center.

5. **Software Not Located in the Primary Data Center (Row V)**
   This cost element includes the same cost components identified in number 3; however, this is for software supporting a department-wide application or system but not currently located at the agency data center but is required to support equipment located at the agency data center.

6. **Contracted Services or External Service Providers (Row VI)**
   This cost element includes the total amount of current billings for any services provided by a primary data center *(which may be none)*; applicable contract amounts for disaster recovery services for agency mission critical system(s); and any other applicable contracted services and/or external service provider costs. ***The DMS Network Line Charges Costs Attributed to Consolidation component is only applicable for Columns E & F; and should only represent any decrease or increase to the agency's DMS network line charges as a direct result of data center consolidation.***

7. **Administrative Overhead (Row VII)**
   This cost element includes the other personnel- and facility-related costs not captured in the Personnel cost element. *NOTE: The number of units entered into the Personnel Cost Element will be automatically populated into the number of units for Recurring FTE Standard Expense and Recurring Standard HR Assessments.* Additionally, this cost element also involves identifying the proportion share of the agency data center/computer room rent and insurance, utilities, and other related environmental.

8. **Other (Row VIII)**

This cost element includes any "other" agency cost(s) that is not specifically included in the other identified cost elements, for example any applicable training, travel, and supplies. Since this cost element could be used to identify a wide range of expenses, please use the Footnotes to clearly describe and itemize these costs.

B. **Description of Footnote Column**

This is the number of the footnote line that provides necessary clarification or explanation for the corresponding cost element. Whenever more detail is required, that information should be provided in the Footnote section along with the corresponding footnote number. Footnotes should be used to document assumptions and provide details on what the agency is including with the cost element rows.

At a minimum, agencies must include footnotes for any Cost Component row that is a consolidated cost comprised of more than one item. For example, if the total cost for Cost Component row II-2, Servers, includes more than one item, the agency would include in a footnote a listing of each item and its corresponding cost. It is anticipated that agencies would need to use footnotes to identify the individual items and their costs for the Cost Components included in the Hardware, Software, and Contracted Services/External Service Providers cost elements.

Note: Since this is a Microsoft Excel worksheet, text for footnotes is limited to a total of 1024 characters. If more space is required to thoroughly describe the footnote, additional footnotes can be provided in a separate attachment or spreadsheet that should be clearly identified as supplemental information.

C. **Estimated Allocation of Recurring Base Budget (Column A)**

Column A is the total funding from the agency's recurring base budget *(based on LAS/PBS Columns G64 minus G65)* that is allocated for each cost element in order to fully operate, manage, maintain, and upgrade the equipment located in the agency data center or computing facility that has been identified for consolidation into a primary data center. **Agencies must report all costs associated with these cost elements even if the agency is requesting an exemption in Column B.**

The cost for filled and vacant FTE positions should be the actual cost of salaries and benefits as appropriated in the Fiscal Year 2012-2013 General Appropriations Act. The cost for OPS and contractor positions should also include the amounts appropriated in the Fiscal Year 2012-2013 General Appropriations Act.

NOTE: The value amounts for rows VII-1 through VII-3 are locked and have been automatically populated with the following amounts identified/authorized in the FY 2013-2014 LBR Instructions.

D. Items from Column A Requested as Exempt (Column B). This column may be used by agencies if they are requesting that any of their data center equipment or resources be exempt from consolidation. If requesting an exemption, agencies must identify what portion of costs are associated with the items being requested for exemption and use the footnotes to fully explain their exemption request. **It is important to remember that exemptions can only be approved by the Legislature; therefore, all costs must be reported in Column A even if an agency is requesting an exemption.**

E. **Items from Column A Recommended by PDC as Exempt (Column C).** The input for this column is provided by the appropriate primary data center. Each agency must contact the appropriate primary data center and request the center to review any exemptions the agency is requesting and provide its recommendation on the appropriateness of the exemption.

F. D-3A Issue Code Columns (D-F). The LBR Instructions identify four agency D-3A issue codes that are associated with an agency's consolidation of its data center functions into a primary data center. These three columns include these issue codes.

By September 1, 2012, the primary data center will provide the agency its Fiscal Year 2013-2014 projected costs for the primary data center to provide the agency's data center services. To adjust the agency's budget to pay for these services, the following budget actions are required:

1. **17C01C0 (Column D)** – This issue code is used to deduct from the agency's base budget, to include FTE, the funds that are currently used by the agency to operate, manage, maintain, and upgrade the resources supporting its data center. This amount corresponds to what is needed by the primary data center to provide the agency's data center services for Fiscal Year 2013-2014 when combined with the reduction included in issue code 33001C0. *This issue code must net to zero for appropriations by fund type when combined with issue code 17C02C0.*

2. **17C02C0 (Column D)** – This issue code adds to the appropriate data processing category the funds deducted from issue code 17C01C0. Agencies that are consolidating must increase appropriations in the appropriate data processing appropriation category to pay for the data center services that will be provided by the primary data center. *This issue code must net to zero for appropriations by fund type when combined with the amount deducted in issue code 17C01C0.*

3. **33001C0 (Column E)** – This issue code is used to show a net budget reduction for data center services that is attributable to data center consolidation. The net budget reduction is the difference between what the agency is currently spending to operate, manage, maintain and upgrade its agency data center and the amount the primary data center will need to provide data center services for Fiscal Year 2013-2014.

4. **55C01C0 (Column F)** – This issue code identifies any additional resources, above and beyond reductions attributable to data center consolidation, that are necessary to accomplish the

consolidation, including additional funding to pay for data center services at the primary data center and one-time moving costs.

GUIDELINES FOR COMPLETING THE PERSONNEL DETAIL SPREADSHEET (Tab 2)

The Personnel Detail Spreadsheet requires agencies to provide more detailed information about the Fiscal Year 2012-2013 personnel resources performing one or more of the statutorily-identified data center functions within the agency data center or computing facility. This spreadsheet will assist the primary data centers in constructing their proposed staffing plans and assist the Office of Policy and Budget (OPB) and the Legislature in their review and analysis of the agency and primary data centers transition plans.

The agency must complete the table that provides additional detail for each FTE, OPS, and Contractor position. *The **purple** headers in the table indicate columns for agency data entry. The **green** header columns are automatically-calculated and require no agency input*.

A. **Data Center Function Org Chart ID # Column**
Each agency is required to submit, as a separate document, the applicable IT-related organizational chart that clearly identifies where the Personnel identified in the FY 2012-2013 Personnel Detail Spreadsheet are located within the agency's structure. For each of these positions, to include Contractor positions, the agency should assign a unique organizational chart ID number. This number should be included on the appropriate organizational chart as well as in the Data Center Function Org Chart ID # Column. This will allow the primary data centers, OPB, and the Legislature to more easily track the personnel positions identified on the Summary Cost Spreadsheet to the agency's organizational chart.

B. **Position Title Column**
Insert the current position title for each personnel position. This is the position title included on the agency's IT-related organizational chart. Provide a title for all personnel, including OPS and Contractors.

C. **Annual Cost Column**
For each staff position identified, this column should reflect the total annual cost for that position and should equal the actual amount appropriated in the Fiscal Year 2012-2013 General Appropriations Act or otherwise provided for in substantive law. For any vacant positions, the annual cost should include the amount appropriated in the General Appropriations Act for that position.

D. **Personnel Type Column**
Select FTE, OPS, or Contracted Services from the drop-down list to identify the personnel type for each position.

E. **FTE/OPS Position # or IT Contractor ID # Column**

Provide the appropriate position number for the FTE and OPS position and the IT consulting job number for the contractor position. This position number should be the same position number included on the agency's IT-related organizational chart.

F. If Vacant, Enter Date Vacant Column

Identify which positions, if any, are currently vacant by including the date the position became vacant (e.g., MM/YYYY) as identified in PeopleFirst. *Vacant positions should be clearly labeled as vacant on the agency's organizational chart.*

G. Required for On-Call Duty Column

Select either Yes or No in the drop-down box to identify whether the position is required for on-call duty.

H. Data Center Functional Responsibility Columns

These columns correspond to the statutorily-identified data center functions and are listed under the *Data Center Functional Responsibilities* headers. For each position listed, identify the percentage of his/her time spent supporting each function as accurately as possible and check the *Data Validation Column* to ensure that the agency does not exceed the amount allocated for each position. Entering the percentages in the **purple** columns will automatically calculate the associated amount in the **green** columns.

I. Data Validation Columns

These columns require no input by the agency; rather these automatically-calculated columns serve as a data validation function to ensure that the agency accounts for all of the staff position's time that is allocated to one or several of the data center functions. For example, if 40% of a FTE position is spent performing one or several of the data center functional responsibilities; the data validation columns should show the full 40%.

GUIDELINES FOR COMPLETING THE COST BREAKDOWN BY FUNDING CATEGORIES SPREADSHEET (Tab 3)

The Cost Breakdown by Funding Categories Spreadsheet requires the agency to identify the specific budget categories for each of its data center consolidation D-3A issue codes. This spreadsheet should be completed by agency budget personnel and should match the agency's entries for these D3A issue codes in LAS/PBS.

The information above the table in Row 5 identifies the total amount for each D-3A issue code from Columns B, C, D and E of the Summary Cost Spreadsheet. These amounts are provided as a validation function to ensure that the agency accounts for 100 percent of the identified request.

A. Columns A through I

Enter the titles and codes for the budget categories corresponding with each D-3A issue code. These entries are required to be consistent with the LAS/PBS budget titles and codes for your agency. Use as many rows as necessary to detail each D-3A issue code.

B. Columns J through M

Identify the amount requested for each D-3A issue code for the budget category detail entered for each row. The total at the bottom of each D-3A issue code column must match the corresponding total in Row 5 (*mentioned above*).

GUIDELINES FOR SUBMISSION OF ORGANIZATIONAL CHART

The last part of the **Data Center Consolidation Cost Workbook** is an example of the type and format of an organizational chart the agency must submit, as a separate file, with its completed workbook.

For purposes of submitting the appropriate organizational chart with the completed workbook, agencies can use the organizational chart submitted via Schedule X of their LBR; and to these charts, the agency should include all IT-related OPS and Contractor positions *(if not already included)*. This chart may need to be modified to ensure that the minimal components identified in Tab 4 are included. Specifically for the positions identified for potential transfer and/or reduction, the organizational chart should minimally include the following components:

1. Position title
2. Position number
3. Organizational chart ID number (this is the number specifically assigned to the position and included on the Personnel Detail Spreadsheet)

Additionally, it is requested that the agency highlight these positions to help the primary data centers, the OPB, and the Legislature more easily locate these positions.