

Agency Snapshot: Department of Management Services

by Tiffany A. Roddenberry

Background:

The Department of Management Services (DMS) is an executive branch agency that serves as the business arm of Florida government. DMS's primary mission is to support other state agencies, as well as current and former state employees, with workforce and business-related functions so that agencies can focus on their core missions as defined in law. Created in 1993 after the Departments of Administration and General Services merged, DMS now serves more than one million customers by administering retirement benefits and health insurance, advising on human resource policy, and maintaining the state's human resource information system. DMS also provides statewide telecommunication services, coordinates real estate and facilities management, and monitors Florida's private prisons and fleet of vehicles. Additionally, DMS oversees the state's procurement of commodities and services, and as part of that role DMS manages the MyFlorida Marketplace, the Vendor Bid System, and the State Term Contracts system.

The head of DMS is the Secretary. The Secretary is appointed by the Governor and subject to confirmation by the Senate. The Secretary is responsible for planning, directing, coordinating, and executing the powers, duties, and functions vested in DMS, its divisions, bureaus, and other subunits.

Secretary:

Erin Rock, Interim Secretary
Office of the Secretary
4050 Esplanade Way
Tallahassee, Florida 32399-0950
Phone: 850-488-2786
Fax: 850-922-6149

The current Interim Secretary of DMS is Erin Rock. She was appointed

by Governor Rick Scott in April 2017. Prior to becoming Interim Secretary, Ms. Rock served as the chief of staff for DMS for nearly a year. Before joining DMS, Secretary Rock served as a committee staff director in the House of Representatives, director of communications for the Department of Education, and director of communications for the Department of Children and Families. Secretary Rock's first job in state government was at the former Department of Community Affairs, where she coordinated the state's public information efforts on behalf of the Emergency Operations Center during the 2004 and 2005 hurricane seasons.

Secretary Rock holds a Bachelor of Arts in Communication from the University of North Florida.

Agency Clerk:

Diane Wint
850-487-1082
diane.wint@dms.myflorida.com

Address:

4050 Esplanade Way, Suite 160
Tallahassee, FL 32399-0950
Phone: 850-487-1082
Fax: 850-922-6312

Hours for Filings:

Filings may be submitted by hand delivery, regular mail, email, or fax. Filings are accepted during business hours, 8:00 a.m. until 5:00 p.m., Monday through Friday, with the exception of state recognized holidays or office closures. Filings received after 5:00 p.m. will be filed on the next regular business day.

General Counsel:

J. Andrew ("Drew") Atkinson
Office of the General Counsel
4050 Esplanade Way, Suite 160
Tallahassee, FL 32399-0950
Phone: 850-487-1082
Fax: 850-922-6312

Drew Atkinson leads the DMS legal team and serves as the liaison to the Governor's general counsel and other government agencies. He also serves as the chief ethics officer and chief legal advisor, and he coordinates the representation of DMS in litigation and mediation before state, federal, and administrative forums. Mr. Atkinson joined DMS after serving as general counsel for the Department of State. Mr. Atkinson received his Bachelor of Arts degree from Florida State University and his Juris Doctor degree from Nova Southeastern University.

Number of lawyers on staff: 13

Kinds of Cases:

The Office of the General Counsel provides legal guidance and representation to DMS and its divisions. DMS attorneys handle the following types of cases: employment and personnel issues; disputes related to retirement benefits, insurance coverage, eligibility, overpayments of benefits, and benefit forfeitures; procurement challenges; contract disputes; and public records and sunshine law disputes.

Practice Tips:

Prior to filing matters with DMS, practitioners should ensure that filings conform, both in content and in timeliness, with the Uniform Rules of Procedure contained within rule chapters 28-101 through 28-110 and 28-112, Florida Administrative Code.

Requests for variances and waivers should be filed with the Agency Clerk's office. Requests must be submitted according to the guidelines outlined in section 120.542, Florida Statutes, and rule chapter 28-104, Florida Administrative Code.

For information on requesting public records, visit http://www.dms.myflorida.com/about_us/open_government.