



MISSISSIPPI
STATE PERSONNEL BOARD

INNOVATIONS IN
Efficiency
AWARDS

INNOVATIONS IN **Efficiency** AWARDS

PROPOSAL FORM

PROPOSER'S INFORMATION

Date of submission:	
Name:	
Organization:	
Title:	
Physical work address:	
Work email address:	
Work telephone number:	

CO-PROPOSER'S INFORMATION (IF APPLICABLE)

Name:	
Organization:	
Title:	
Physical work address:	
Work email address:	
Work telephone number:	

PURPOSE

The INNOVATIONS IN EFFICIENCY AWARDS program has been established to encourage and acknowledge state employee engagement in improving state agency operations through recognition of employee ideas regarding potential cost savings and efficiencies in the operation of state agencies.

PROVISIONS FOR AWARD DETERMINATION

Any employee who submits a proposal to the Innovations in Efficiency Awards program which is deemed viable may be recommended to the Mississippi State Personnel Board for recognition through this award program.

CRITERIA FOR ELIGIBILITY

A proposer must be, at the time of submission, an employee of a state agency which is under MSPB purview. Any employee at such an agency may submit a proposal.

For additional information about proposal requirements and selection criteria, see the Mississippi State Personnel Board Policy and Procedures Manual § 7.6. The Policy and Procedures Manual is available on the MSPB website at www.mspb.ms.gov.

PROPOSAL PROCESS

Proposals must be submitted to the Mississippi State Personnel Board by August 1st of each year using the proposal form and supplemental information pages included with this document. Substitutions will not be accepted. Proposals may be handwritten, typed, or word processed. An electronic copy of the proposal form is available on the MSPB website at www.mspb.ms.gov.

Proposals may be submitted electronically, by mail, or by hand-delivery. Electronic submissions must be time stamped on or before August 1st, and mail must be postmarked on or before August 1st. Submissions which are hand-delivered must be received by the MSPB Executive Director on or before the close of business on August 1st. Excluding State holidays, business hours for the Mississippi State Personnel Board are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Completed proposal forms which are mailed or hand-delivered must be sent to the following address:

Mississippi State Personnel Board
Attn: Executive Director
210 E. Capitol Street, Suite 800
Jackson, MS 39201

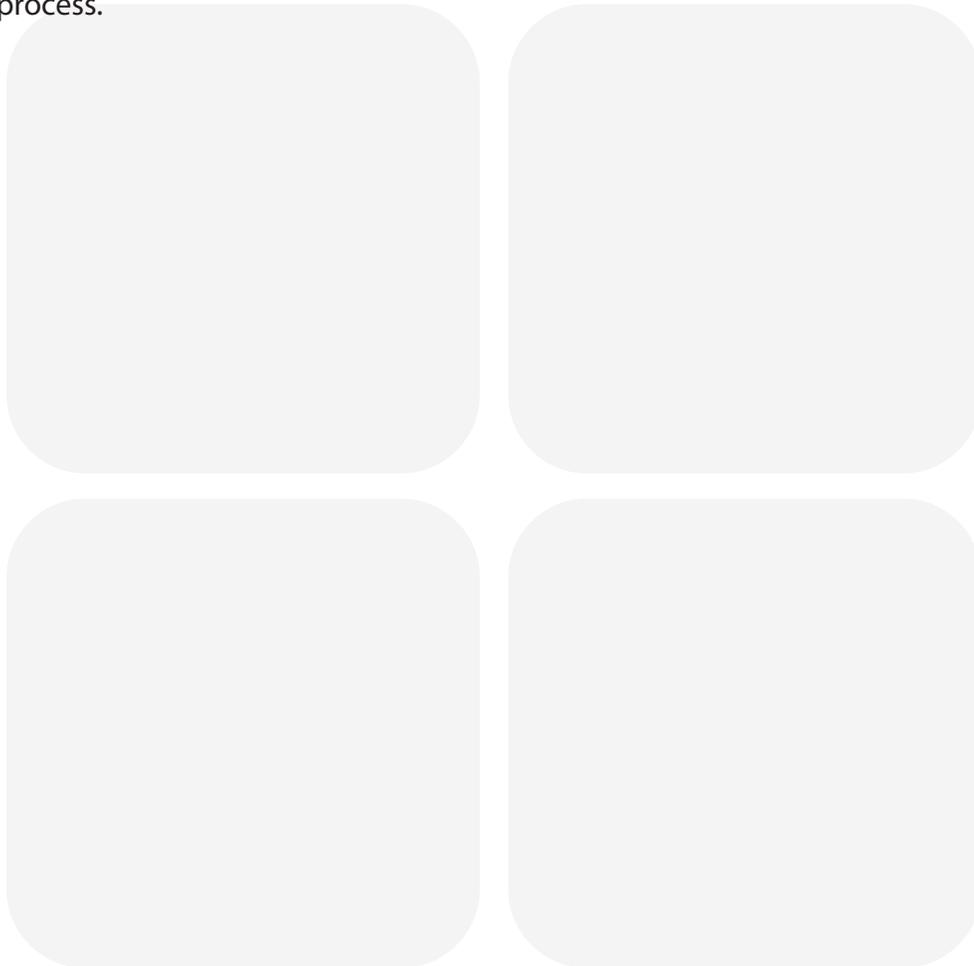
Proposals may be submitted electronically on MSPB's website at www.mspb.ms.gov.

Information submitted by an employee is subject to verification, including verification of any supporting documentation provided with the submission. All proposals will be screened to ensure compliance with the eligibility, proposal, and selection requirements.

INNOVATIONS IN **Efficiency** AWARDS

DESCRIPTION OF CURRENT METHOD/PROCEDURE

Describe the method or procedure for the current process or program. Be as specific as possible when describing employee duties, technology, etc. Include any supporting documentation of the current cost or efficiency of the process.

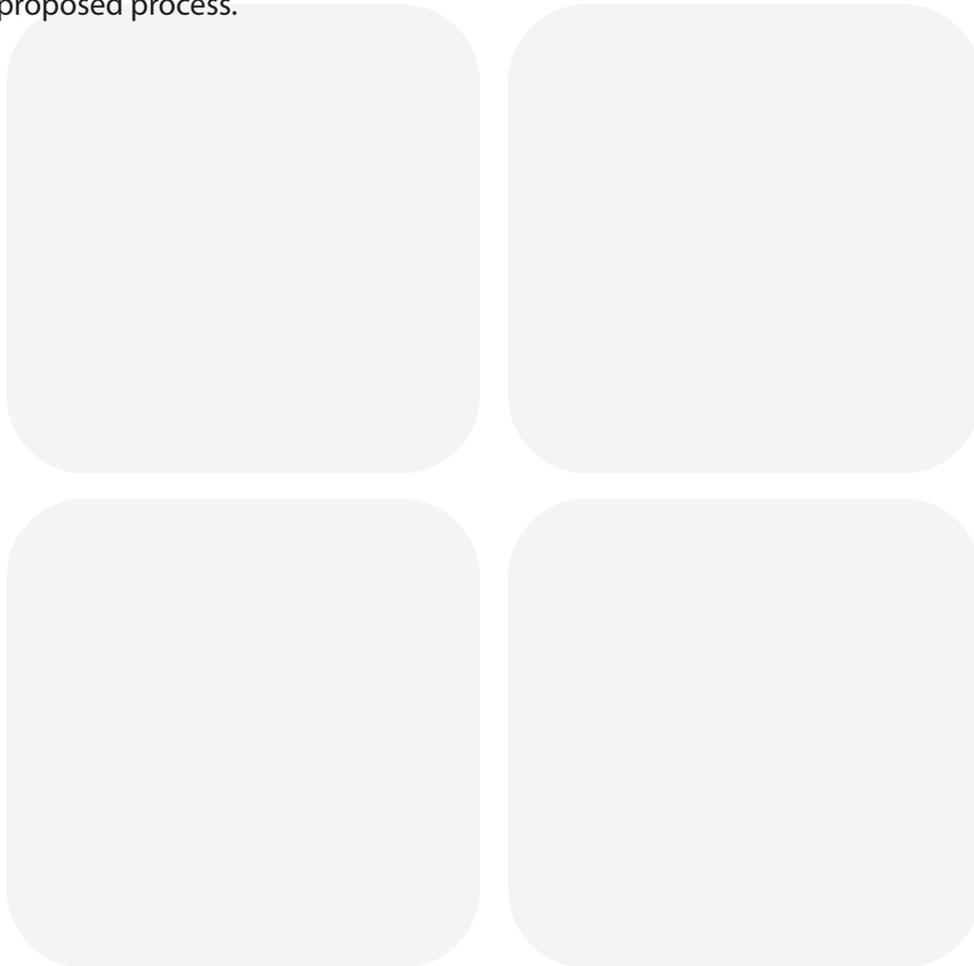


This information must be included with all proposals.

INNOVATIONS IN **Efficiency** AWARDS

DESCRIPTION OF PROPOSED METHOD/PROCEDURE

Describe the proposed method or procedure for the process or program. Be as specific as possible when describing employee duties, technology, etc. Include any supporting documentation of the cost or efficiency of the proposed process.

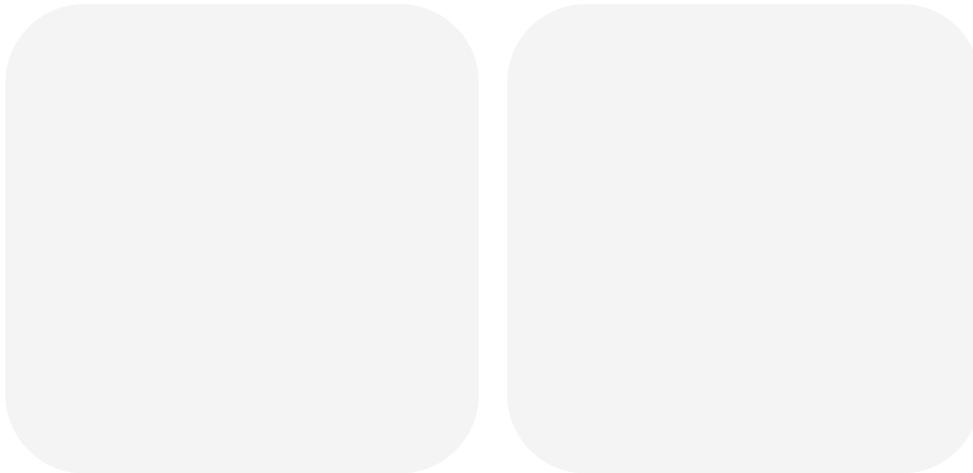


This information must be included with all proposals.

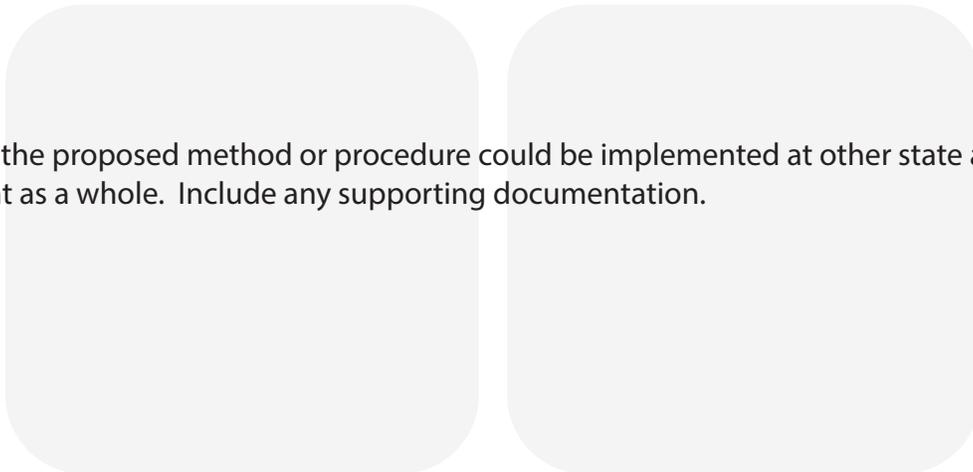
INNOVATIONS IN **Efficiency** AWARDS

DESCRIPTION OF POTENTIAL IMPLEMENTATION

1. Describe how the proposed method or procedure could be implemented at your agency. Include any supporting documentation.



2. Describe how the proposed method or procedure could be implemented at other state agencies or in state government as a whole. Include any supporting documentation.

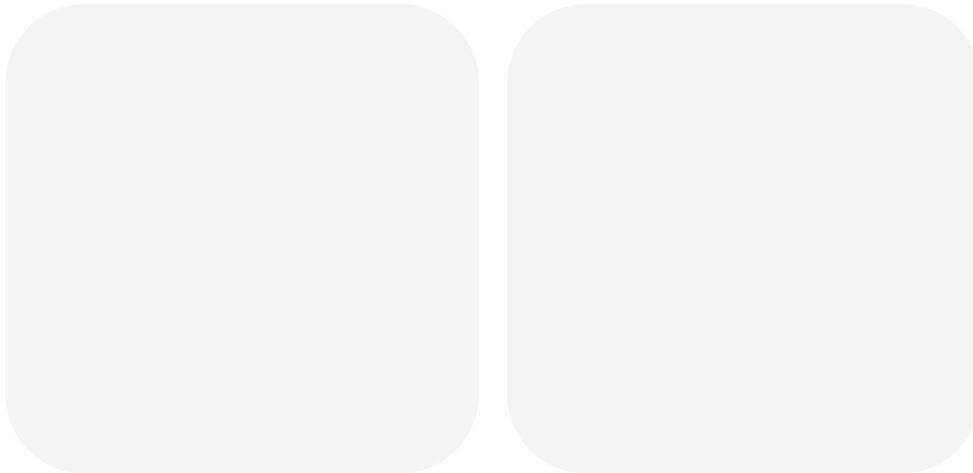


This information must be included with all proposals.

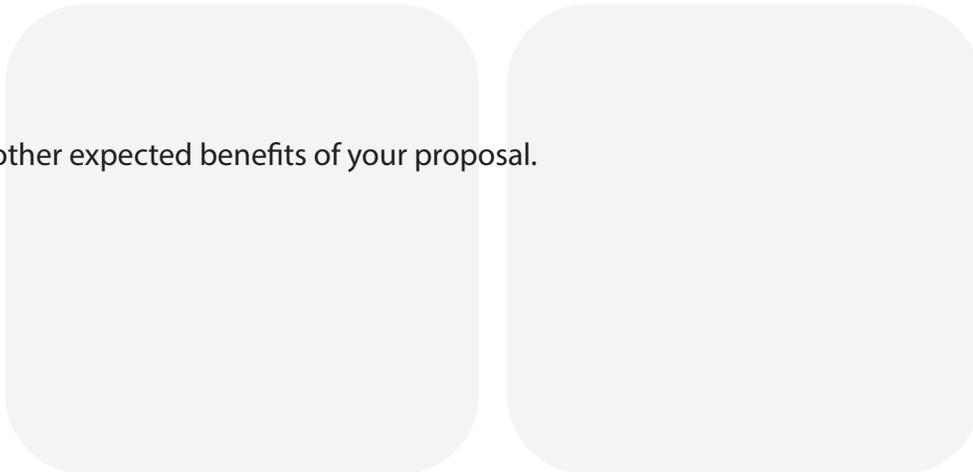
INNOVATIONS IN **Efficiency** AWARDS

EXPECTED BENEFITS

1. Describe expected cost savings of your proposal.

Two large, light gray rounded rectangular boxes arranged horizontally, intended for describing expected cost savings.

2. Describe any other expected benefits of your proposal.

Two large, light gray rounded rectangular boxes arranged horizontally, intended for describing any other expected benefits.

This information must be included with all proposals.



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