



AMP/CAA Process Improvements

Project Management and Renovations

Improved Processes for Improving Your Space

The Department of Management Services (DMS) has developed a new process and improved procedures available to your agency for project management and renovations.

The new Agency-Managed Project (AMP, replacing the Agency Renovation Request (ARR)) and improved Client Agency Agreement (CAA) forms will be available July 1, 2019.

AMPs are small scale, non-permitted projects conducted within DMS-leased space. Tenant agencies are solely responsible for project planning and implementation after receiving a notice to proceed from DMS.

AMPs are utilized for the following scopes of work:

- Painting interior walls or ceilings
- Painting interior doors, frames, and cabinets
- Painting floors
- Replacing flooring
- Replacing interior doors/frames/glazing/hardware/keying
- Replacing, removing, or adding window coverings
- Replacing, deleting, or adding cubicle components
- Projects that do not require permitting

All other project improvements fall under the CAA process. The CAA form has been simplified, making the first step of the CAA process easier to navigate.

DMS has streamlined the review process to reduce response times to allow more active project fulfillment time. DMS will now complete project estimating, where appropriate, prior to executing the CAA. This will facilitate tenant agencies in establishing realistic project budgets and setting spending priorities based on funds allocated.

Helpful Links

Landing Page:

https://www.dms.myflorida.com/business_operations/real_estate_development_and_management/building_construction

Email: PMR@DMS.MyFlorida.com

