



June 16, 2026

Dear City Clerk Burnett,

From our work last year, the City of Pensacola should be familiar with the work of the Florida DOGE team. In partnership with the Office of Policy and Budget (OPB), we are continuing to review local government financial and personnel information across the State of Florida to carry out Governor DeSantis' mission of making state and local government efficient and effective, and promoting good stewardship of taxpayer resources.

In exercise of the Governor's authority under Article 4, Section 1(a) of the Florida Constitution, and OPB's authority under the Laws of Florida, chapter 2025(199), Section 124, we request that you make available the following information from July 1, 2025 to present:

- 1) A purchase card (P-card) transaction log covering all categories and all cardholders, to include:
 - Card identifier
 - Cardholder name and department
 - Transaction date and posting date
 - Amount
 - Merchant/vendor name
 - Merchant category code
 - The stated business purpose or justification

- 2) Change order information, including:
 - Purchase order and contract number
 - Vendor name and EIN
 - Change order number
 - Change order value and percentage of the original contract amount to date
 - Justification for the change order
 - Approver
 - Authorization information
 - The applicable procurement policies and approval thresholds, at the city or department level

- 3) All sole-source and non-competitive contract awards, to include:
 - Purchase order and contract number
 - Vendor name and EIN
 - The written sole-source determination or justification
 - Signing authority
 - Supporting memoranda



- 4) All emergency purchases and emergency-procurement awards, to include:
 - Purchase order and contract number (if applicable)
 - Vendor name
 - Vendor address
 - EIN
 - The written emergency justification or determination
 - Award date
 - Scope
 - Dollar value
 - The approving or signing authority
 - Documentation of any after-the-fact reporting or ratification, with date

- 5) All small business and disadvantaged business enterprise participation records for applicable contracts, to include:
 - Purchase order and contract number
 - Prime contractor and subcontractor name and EIN
 - Committed versus actual participation
 - Subcontractor additions, substitutions, and terminations (changes to the approved participation plan)
 - Subcontractor payment amounts and payment timing
 - Prime-contractor self-performance percentages

- 6) Vendor payment timing for all contracts exceeding \$50,000, to include, per invoice:
 - Vendor name and EIN
 - Contract or purchase order number
 - Invoice date
 - Invoice approval date
 - Payment date
 - Payment amount
 - Retainage amount withheld or released

- 7) A complete vendor master listing, sufficient to match the records above to a single vendor identity, to include:
 - FEIN
 - NAICS
 - Registered agent




- Principal officer
 - Parent-company affiliation
- 8) A current snapshot of personnel data, to include, for each filled or vacant position:
- A unique position identifier, if available (such as a position ID); employee name and hire date (if filled); vacancy date if vacant
 - Compensation, including base salary, additional pay to date this fiscal year, pay range, full-time equivalency factor, and employee type (e.g., regular/temporary/contract)
 - Job classification, including code, title, and other characteristics (e.g., career, exempt, sworn law enforcement, etc.)
 - Organizational location, including division, department, bureau, unit, supervisor name and position identifier, physical location, and telework or remote work status
 - Funding source
 - Position description
- 9) Supporting documents and delivery format:
- For any contract or purchase order identified in the records above, the executed base contract (including any Construction Manager at Risk agreement, guaranteed maximum price (GMP) amendments, and exhibits), and the purchase order.
 - Wherever maintained electronically, provide the information above as native, machine-readable exports from the financial or enterprise resource planning (ERP) system (CSV or Excel) rather than scanned images or access-restricted files, or make available read-only electronic access to the relevant data systems so that we can retrieve it directly.

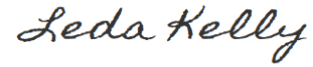
Please respond to us with any questions and to discuss arrangements for us to collect this information. For information that is maintained electronically in Pensacola data systems, we prefer that you make available read-only electronic access to the relevant data systems to our team so that we can download information directly.

We appreciate your continuing cooperation with our work and ask that you connect with us promptly, as we are seeking to collect this information by Friday, June 26, 2026. As before, please note that, pursuant to OPB's authority under the Laws of Florida, chapter 2025(199), Section 124, financial penalties may accrue for an untimely response or failure to comply with the request for this information.

Sincerely,



Eric J. Soskin
Senior Advisor to the Governor
DOGE Team Lead
Executive Office of Governor Ron DeSantis



Leda Kelly
Director, Office of Policy and Budget
Executive Office of Governor Ron DeSantis

Cc: D.C. Reeves, Mayor