

STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

Purchasing Policy and Procedures

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Leadership in Procurement

Bureau of Purchasing and Contract Manual

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Definitions:

Commodity: Any supplies, materials, goods, merchandise, printing, equipment, and other tangible personal property purchased, leased, or otherwise contracted for by the Department, and listed in the commodity catalog of the Division of State Purchasing, Department of Management Services.

Contractual Service: Rendering by a contractor of its time and efforts rather than the furnishing of specific commodities. Such services may include but are not limited to evaluations, consultations, maintenance, and research but shall apply only to those services rendered by individuals and firms who are independent contractors and not performing the duties of an authorized position. Contracts in which commodities are acquired incidental to the acquisition of services are deemed to be contracts for the acquisition or purchase of services. Contractual services are listed in the contractual services catalog of State Purchasing, Department of Management Services.

Direct Order/Purchase Order: The written order issued through MyFloridaMarketPlace (MFMP) by the Bureau of Purchasing and Contracts in response to an approved Purchase Request. This is a legal document authorizing a purchase and payment for a commodity or service. When the order is accepted by the vendor, a valid contract exists. If written acceptance by the vendor is required, the requirement will be stated on the direct order.

Discretionary Purchase: A routine small purchase made without competition and with minimal documentation at the discretion of the end user. Discretionary purchases still need written approval from duly appointed authority.

Emergency Purchase: A purchase necessitated by a sudden turn of events (e.g., acts of God, riot, fires, floods, accidents, or any circumstances or cause beyond the control of the agency in the normal conduct of its business), where the agency head determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the state requires emergency action. Such emergency procurement shall be made with such competition as is practicable under the circumstances.

Encumbrance: A form of budget control to ensure that funds are available before a commitment is entered with a vendor.

Expenditure: The creation or incurring of a legal obligation to disburse funds.

Fixed Capital Outlay (FCO): Real property (land, buildings, including appurtenances, fixtures and fixed equipment, and structures) including additions, replacements, major repairs, and renovations.

Formal Invitation to Bid (ITB): A solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically defining the commodity or service required.

Informal Bid: A written quotation submitted by a vendor not requiring a public opening of such bid at a specific time or date, and/or a telephone price quotation offered by a vendor and recorded in writing by the HSMV employee receiving it.

Inspection: The close and critical examination of commodities and/or services delivered to the Department pursuant to authorized purchase orders, for the purpose of determining that the quantity and quality ordered were received.

Invitation to Negotiate (ITN): A formal solicitation for proposals from firms interested in negotiating a contract for required commodities and/or services.

Invoice: Vendor's itemized document stating prices and quantities of goods and/or services delivered, and sent to buyer for verification and payment.

MyFloridaMarketPlace: The State of Florida's official procurement website and electronic purchasing system.

Purchase: An acquisition by contracting in any manner, whether by rent, lease, lease/purchase or installment sales contract which may provide for the payment of interest on unpaid portions of the purchase price, or outright purchase from a source of supply for either commodities or contractual services. All such contracts shall be in writing.

Receiving Report: A form used by the recipient of a commodity ordered on a Purchase Order/Direct Order to acknowledge the receipt and acceptance of the item. Receipt and acceptance of services is acknowledged by approval of the invoice (see 6.e.f).

Request for Information (RFI): A formal request for information from contractors to determine a scope of work or specification prior to issuing a solicitation for bids or proposals.

Request for Proposal (RFP): A solicitation method used when the commodity and/or service cannot be specifically defined in the scope of work or specifications, necessitating proposals to be submitted by contractors on how the commodity/service can be provided.

Purchase Requisition (PR): An electronic form used by departmental personnel to request the issuance of a Direct Order to acquire services or commodities not available in the current supply inventory.

Single Source Purchase: The purchase of a commodity or contractual service that is available from only one source.

State Contract Purchase: Commodities or services for which purchase agreements have been established by State Purchasing for a specified term. State contract items do not require competitive bids when purchased by agencies.

Unauthorized Purchase: A purchase made prior to the approval of the Bureau of Purchasing and Contracts, and issuance of a Direct Order by the Bureau of Purchasing and Contracts, is considered unauthorized. Unauthorized purchases may result in the purchaser being held responsible for payment, and/or subject to disciplinary action.

STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

Purchasing Policy and Procedures

Revised 05/17/2007

1. **Purpose:** The purpose of this manual is to set forth policy, procedures, and guidelines for the procurement function within the Florida Department of Highway Safety and Motor Vehicles (DHSMV). The procurement of all commodities and services required for operation of the DHSMV will be accomplished according to this policy with the exception of construction and real property leasing. Procedures contained herein are designed to comply with applicable state and federal laws and rules, and do not in any way supersede them.

2. **Authority:** The authority for the procedures contained in this manual is found in [Chapter 287, Part I, Florida Statutes \(FS\)](#), and [Chapter 60A-1, Florida Administrative Code \(FAC\)](#), which govern purchasing by agencies of the State of Florida. Additional relevant requirements are found in chapters [215](#), [282](#), [283](#), [413](#), [672](#), and [946](#), Florida Statutes, and the [Department of Financial Services' Reference Guide for State Expenditures](#).

3. **Supersession:** This manual supersedes HSMV Purchasing Policy & Procedures revised March 09, 2007.

4. **Principles, Responsibilities, and Standards of Conduct:**
 - 4.a. **Principles:** The purpose of the procurement function at the DHSMV is to assure the availability of those required resources not provided by DHSMV employees, and to achieve the best value for the State of Florida. The DHSMV has established a central purchasing office, the Bureau of Purchasing and Contracts, which adheres to the following principles:
 - **Legality and Ethics:** Strict adherence to the requirements of law, unaffected by personal gain or personal relationships.
 - **Effective Service:** Getting agency users what they need when they need it.
 - **Efficiency:** Achieving maximum output with minimum resources and time.
 - **Economy:** Obtaining maximum value for the dollars expended.
 - **Fairness:** Offering fair, competitive opportunities to the maximum number of contractors and suppliers.

4.b. Responsibilities: It is the policy of the department's purchasing staff to provide procurement and contract services which are responsive to the needs of the programs and facilities which they support. These procurement responsibilities will be accomplished within the framework of State and Federal laws, the Florida Administrative Code and departmental policies. Field personnel should assist in obtaining prices for purchases up to \$25,000. Purchases in excess of \$25,000 require formal bidding. All formal bidding is the responsibility of the Bureau of Purchasing and Contracts. It is the responsibility of the Bureau of Purchasing and Contracts staff to:

- Develop, maintain, and disseminate uniform departmental policies, procedures, and guidelines governing procurement activities.
- Provide technical assistance, training, and administrative guidance to departmental personnel.
- Monitor the implementation of policies and procedures.
- Develop standard forms and processes for the purchase of commodities, contractual services and real property leases.
- Prepare quarterly reports relative to departmental commodities and contractual services procurement activities.
- Serve as the Department's liaison with the Department of Management Services in matters relative to procurement or real property leasing.
- Assist in budget preparation by providing cost information and commodity availability.
- Develop departmental solicitations and contracts, and conduct departmental purchasing. Be responsible for all formal bid invitations and issuance of regular purchase orders.
- Conduct special studies and projects relative to procurement.
- Administer contracts. It will be the responsibility of the ordering entity to provide specifications for the goods and/or services needed, to monitor requirements, stock levels, and contract expiration or renewal dates, and to timely submit purchase requisitions.
- Administer the Purchasing Card Program in cooperation with the Bureau of Accounting and the Department of Financial Services.

4.c. Standards of Conduct:

- Department personnel engaged as contracting officers, employees, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors.
- All procurement transactions, regardless of whether negotiated or advertised shall be conducted in a manner so as to provide open and free competition. Personnel must be alert to conflicts of interest or noncompetitive practices among contractors, which may restrict or eliminate competition or otherwise restrain trade.
- Consistent efforts shall be made to utilize small business enterprises and minority vendors as sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts.
- No department employee who participates through decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in the procurement of commodities or contractual services shall become or be, while a department employee, the employee of a person contracting with the department.

4.d. This manual incorporates by reference the requirement and definitions of [Chapter 112, Florida Statutes](#), and specifically Section 112.313 Standards of conduct for public officers, employees of agencies and local government attorneys.

- **Definition;** As used in this section, unless the context otherwise requires, the term "public officer" includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.
- **Solicitation or acceptance of gifts;** No public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby.

- **Doing business with one's agency;** No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest. Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision. The foregoing shall not apply to district offices maintained by legislators when such offices are located in the legislator's place of business or when such offices are on property wholly or partially owned by the legislator. This subsection shall not affect or be construed to prohibit contracts entered into prior to:

- **Unauthorized compensation;** No public officer, employee of an agency, or local government attorney or his or her spouse or minor child shall, at any time, accept any compensation, payment, or thing of value when such public officer, employee, or local government attorney knows, or, with the exercise of reasonable care, should know, that it was given to influence a vote or other action in which the officer, employee, or local government attorney was expected to participate in his or her official capacity.

- **Conflicting employment of contractual relationship;** No public officer or employee of an agency shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, an agency of which he or she is an officer or employee, excluding those organizations and their officers who, when acting in their official capacity, enter into or negotiate a collective bargaining contract with the state or any municipality, county, or other political subdivision of the state; nor shall an officer or employee of an agency have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her public duties or that would impede the full and faithful discharge of his or her public duties.

- **Misuse of public position;** No public officer, employee of an agency, or local government attorney shall corruptly use or attempt to use his or her official position or any property or resource which may be within his or her trust, or perform his or her official duties, to secure a special privilege, benefit, or exemption for himself, herself, or others.

- **Disclosure or use of certain information;** No public officer, employee of an agency, or local government attorney shall disclose or use information not available to members of the general public and gained by reason of his or her official position for his or her personal gain or benefit or for the personal gain or benefit of any other person or business entity.

5. Purchasing System Control: To establish the required control and at the same time adhere to the principles set forth above, the following procedures are established:

5.a. Procurement Documentation: The purchase of all goods and services will be accomplished by use of one of the following methods:

- **Direct Order via MyFloridaMarketPlace (MFMP):** The standard instrument for purchasing the majority of goods and/or services involving the submittal of a Purchase Request through MFMP, and the subsequent issuance of a Direct Order, or
- **Duly Authorized Purchasing Card:** Either a State Visa Card or State Fuel Card.

5.b. Authorized Approvers, Purchase Request: The electronic signature (as enabled in MFMP) of any of the following individuals will be recognized by the Bureaus of Accounting, Budget, and Purchasing and Contracts as constituting approval for Purchase Requests:

- **Office of the Executive Director**
 - Executive Director
 - Deputy Executive Director
 - Chief of Staff
 - Chief Performance Officer
 - Inspector General
 - General Counsel
 - Director, Management & Planning Services
 - Director, Public Information
 - Information Systems Director
- **Division of Administrative Services**
 - Division Director
 - Deputy Division Director
 - Chief of Personnel Services
 - Chief of Office Services
 - Chief of Purchasing and Contracts
 - Chief of Accounting
 - Chief of Budget
- **Division of Florida Highway Patrol**
 - Division Director
 - Deputy Director of Special Operations
 - Deputy Director of Field Operations N.E.
 - Deputy Director of Field Operations S.W.
 - Deputy Director of Law Enforcement and Support Services
 - Chief of Investigations
 - Chief of Special Operations
 - Major of Training

➤ **Division of Driver Licenses**

Division Director
Manager, Program Operations
Chief of Staff
Chief of Administrative Reviews
Chief of Customer Services
Chief of Driver Improvement
Chief of DUI Programs & Driver Education
Chief of Driver License Records and Financial Responsibility
Chief of North Field Operations
Chief of Central Field Operations
Chief of South Field Operations

➤ **Division of Motor Vehicles**

Division Director
Assistant Director
Chief of Staff
Chief of Emissions Control
Chief of Mobile Home and RV Construction
Chief of Motor Carrier Services
Chief of Regulation and Enforcement
Chief of Technical & Customer Assistance
Chief of Title and Registration

- 5.c. Fixed Capital Outlay:** All proposed expenditures relating to fixed capital outlay shall be handled in accordance with the policy guidelines established by the Governor's Office of Planning and Budgeting and the Department of Management Services. A request relating to fixed capital outlay will also be referred by the Bureau of Purchasing and Contracts for the review and approval of the Construction Projects Administrator in the Bureau of Office Services. In his absence or unavailability, or for any other reasons, these requests may be reviewed and approved by the Director or Deputy Director, Administrative Services.
- 5.d. Operating Capital Outlay:** All requests for purchase of items classified as operating capital outlay (unit price \$1,000 or more, useful life 1 year or more and hard covered books \$250 or more) must be approved by the Executive Director, the Deputy Executive Director, or appropriate division director or assistant/deputy division director or the Information Systems Director.
- 5.e. Reimbursement:** Any supervisor located in a field office is authorized to request reimbursement on form [HSMV 92008 \(Reimbursement Voucher\)](#) for personal funds, not to exceed a total of \$50 per month for each office under his/her supervision, expended for the purchase of supplies which are not stock items and minor miscellaneous expenditures, such as post office box rental or postage due mail, excluding any operating or fixed capital outlay item. Supporting paid invoices must be submitted with the reimbursement request.
- 5.f. Nonconforming Purchase Request:** The Chief of Purchasing and Contracts is authorized to deny any Purchase Request which does not meet the conditions required by agency procedures or State or Federal regulations governing the specific purchase.

- 5.g. **Personal Preference:** It is the policy of this department that all purchases will be justified for utilitarian reasons rather than for personal preference. This policy applies to the items being purchased and the vendors from whom they are acquired. The item(s) being requested and the vendor(s) selected will be determined on the basis of operational need, competition, and applicable purchasing regulations and not the personal tastes of any individual.
- 5.h. **Encumbrances:** The Chief of Budget will, with the exception of Procurement Cards, encumber amounts to cover all approved purchases prior to the issuance of a Direct Order to a vendor, or authorize the Bureau of Purchasing and Contracts to make the encumbrance through the State Purchasing Subsystem at the time the Direct Order is created. All Purchase Requests for goods and services from entities with insufficient budget funds will be returned to the originating entity by the Chief of Budget or the Chief of Purchasing and Contracts.
- 5.i. **Vendor Selection:** The Chief of Purchasing and Contracts retains the authority to make vendor selection on all purchases. If the requestor needs a particular product or desires a particular vendor, it should be indicated on the Purchase Request with justification. The same applies if the requestor does not want a particular product or vendor.
- 5.j. **Exemptions:** For purposes of this directive the following items will be exempted from the procedures outlined herein and will be paid by the Bureau of Accounting without being processed through the Bureau of Purchasing and Contracts:
- Utilities (requests for establishing regulated utilities shall be made by letter or memorandum to the Bureau of Budget)
 - Personnel charges from the Department of Management Services
 - Unemployment compensation charges
 - Telephone line service (Route [Department of Management Services Form 9001, Communications Service Authorization](#), through the ISA Communications Office)
- 5.k. **Federal Approvals:** It will be the responsibility of the federally funded budget entity requesting the purchase of goods or services to remain abreast of and comply with federal approval requirements.

6. **Procedure:**

- 6.a. **Purchase Request:** The procurement of all goods or services, except as otherwise excluded below, shall originate with a Purchase Request submitted through MFMP, or be accomplished by use of a Purchasing Card. Purchase Requests should include:
- Quantity of items and/or term of contract
 - Description of commodities or services required
 - Street address where items are to be delivered or services are to be performed
 - Notation of any urgency or deadlines
 - Justification for the purchase

- Organizational code(s)
- Authorized approval(s)
- Suggested vendor, if any, including federal employer identification number and telephone number, if available
- Written quote stating estimated or actual price(s) for requisitions over \$999.00
- Previous Direct Order number, if ordered before
- Contract manager or contact person for additional information

The Central Supply stockroom will be utilized fully. Purchase Requests for items available in the Central Supply stockroom or similar to items available from the stockroom will be returned to the requestor with instructions to order them directly from Central Supply, or supply specific justification as to why the Central Supply item will not meet the requestor's need. For example, if a non-stocked envelope is ordered, the requestor must explain why the stocked envelope will not meet the Department's needs.

If the Central Supply stock of an item becomes depleted and a critical need for that item arises, the requestor may submit a Purchase Request directly to the Bureau of Purchasing and Contracts to satisfy the immediate need. The requestor should note on the Purchase Request the date that they are advised by Central Supply that stock of the item was depleted.

NOTE: Although your Central Supply Requisitions for Supplies are restricted to monthly orders for a one-month supply, no such restriction applies to Purchase Orders. You are encouraged to order greater quantities, with "just in time" delivery in order to reduce administrative costs and obtain price discounts.

In the case of orders for a full year's needs, you may establish blanket orders for delivery as called for (see 7.j), and/or you may specify quantities for periodic deliveries, for short shelf-life items, or to avoid storage space problems, etc.

If all necessary information is not provided with the Purchase Request, the Bureau of Purchasing and Contracts will request additional documentation and may not process the PR until complete information is available. Information on PR's include:

- **Title:** Should state division and what is being purchased, preceded by 76-, for example: 76-DDL – Janitorial Service H03 Hosford or 76-FHP – Repairs on FHP 1352
- **Purchase Order Start Date and End Date:** Should be start and end date for service term contracts, or left blank for commodities.
- **Supplier and Vendor Location:** Enter suggested vendor from list of MFMP registered companies. If desired vendor is not MFMP registered, contact Bureau of Purchasing and Contracts for further guidance. The Chief of Purchasing and Contracts retains authority for final vendor selection.

- **Ship To Address:** Enter the name of the office where goods are to be delivered or services performed, and the exact street address, city, zip code plus 4, and the room number if appropriate. DO NOT USE P.O. BOX NUMBERS. Enter name, telephone number and SunCom number and e-mail address, a contract manager or contact person who can provide information to Purchasing and/or Accounting. If goods are to be delivered to Central Supply in the Kirkman Building, for subsequent in-house delivery by Central Supply staff, enter Neil Kirkman Receiving, and be sure to indicate the room number for ultimate delivery, as well as an individual's name.
- **Quantity and Unit of Measure:** Enter specific quantity by unit, e.g., 6 each, 1 dozen, 3 boxes, 5 reams, 3 gross, 2 packages, 10 M, 12 months, etc.
- **Description:** Provide a complete description of each item being requested including manufacturer, catalog or model number, size, color, and any other information which describes the item (file copies of previous Purchase Orders for the same item may be used to aid in completing this section). For equipment supply items, such as ribbons or toner, identify the make and model of the equipment for which the supply items are needed. Comment blocks may be used to:
 - Enter previous Purchase Order/PR number for the items if known.
 - Enter any special delivery requirements, e.g., delivery by a certain date, or inside delivery required, etc.
 - Attach any necessary specifications, designs, layouts, shipping lists, approvals, price quotes, etc., as appropriate.

NOTE: Before uploading attachments to MyFloridaMarketPlace, you must redact all confidential information, including but not limited to, all social security numbers, all health information protected by HIPAA, and addresses for law enforcement officers, judges, and other protected classes. If confidential information is not properly redacted, you may be in violation of state and/or federal laws. For information about what constitutes confidential information, under applicable state and federal law, consult the Agency General Counsel.
- Purchase Requests for contractual services such as janitorial services, equipment maintenance, yard or grounds maintenance, etc. shall contain a complete description of the services to be provided, a contract term and a payment schedule (i.e. to be paid monthly in arrears).
- **Justification:** A statement of justification must be included in the comment section of the Purchase Request. The justification should briefly describe why the item or service is needed. Justifications of a general nature such as "needed for Bureau operations," or a calculator ordered "to perform calculations," do not provide adequate information for audit follow-up and should be avoided. The specific justification may also enable purchasing personnel to suggest less costly ways of accomplishing the same end. If specific statutory justification exists, list the statute by section number, for example, [s.287.045.FS.](#)

- **Commodity Code:** Enter the commodity code(s) (6 digits) for the item(s) to be purchased in the field provided. A searchable list of codes is available at: http://myflorida.com/owa_spurs/owa/spurs_www.commodity_search.criteria
- **State Contract Identification:** Enter contract number if purchase is pursuant to an agency or state contract or State Purchasing Agreement (SPA).
- **Approval Flow:** Insure the approval flow is appropriate for your entity, including the bureau chief, division director, etc., depending on the internal procedure within the particular division/bureau.

6.b. Purchasing Card: The Department currently uses the State of Florida Purchasing Cards, both in Tallahassee and in field locations, to acquire goods and services in compliance with the policies of [Department of Management Services](#) and [Department of Financial Services](#). Differing levels of purchasing authority have been established depending on the cardholder's needs and the nature of the purchase. Upon completion of the purchasing transaction, the supporting invoice containing justification and the appropriate approval signatures is forwarded to the Bureau of Accounting in Tallahassee for processing and payment.

The Department envisions continuing the use of State of Florida Purchasing Card as a method to procure goods and services within the parameters of the [Department of Management Services](#), [Department of Financial Services](#), and within the Department's Purchasing Card Manual as amended in writing by the Bureau of Purchasing & Contracts. The Department's Purchasing Card Manual is available on the Bureau of Purchasing & Contracts' web site at: http://casey.hsmv.state.fl.us/Intranet/DAS/purchasing/index_bpc.html

6.c. Amending or Canceling Purchase/Direct Orders: Any change to a Direct Order must be made by the Chief of Purchasing and Contracts or designee. To initiate an amendment the requestor must submit a Purchase Request through approval channels in MFMP, identifying the Direct Order number and vendor and describing the action to be taken. Upon receipt of the request from the Bureau of Budget, the Chief of Purchasing and Contracts will initiate a Direct Order Amendment.

A request to amend a Direct Order which will increase the total dollar amount of that order must come through the same approval channels as the original Purchase Request. Changes which cause an order to exceed the bid limit, be an exception to a state contract, require legal review, etc., must be handled accordingly.

Amendments will not be used to make a series of independent transactions, reusing one purchase order. Amendments will be used to reflect changes in the original transaction. New orders will require new Purchase Requests for new Direct Orders.

To cancel a Direct Order, create a Cancel Requisition Eform (CLEF) in MyFloridaMarketPlace. On approval by the Chief, Bureau of Purchasing and Contracts, the appropriate Purchasing Specialist will notify the vendor as appropriate.

A copy of the amendment or cancellation will be sent to the requestor's office and to the Bureau of Accounting and Budget. The Bureau of Budget will allocate amendment price changes in accordance with the allocation instructions on the original Direct Order, unless otherwise advised in writing by the requestor.

- 6.d. Verbal Purchase Orders/Urgent Purchases:** A situation may arise which requires that an immediate purchase be made, but is not an "emergency" and which cannot be handled with a Purchasing Card because of dollar amount or other limitations.

The requestor may expedite a Purchase Request through the approval process and to the Bureau of Purchasing and Contracts. If the Chief of Purchasing and Contracts approves, the purchase will be authorized and a Direct Order issued. The requestor may then phone the order to the vendor. The description of the circumstances surrounding the urgency of the purchase must be included in the justification on the Purchase Request.

Verbal issuance of Purchase Orders is generally discouraged, and requires written justification by the requestor, for the reasons listed below:

- Oral contracts lend themselves to misunderstandings and are difficult to enforce;
- Prompt payment requirements are more difficult to meet;
- Payment may not be made without proper written documentation;
- Some purchases require a signed two-party contract before services are performed;
- Excessive requests for verbal purchases are disruptive to efficient purchasing procedures;
- Handling verbal purchase requests delays processing of written requests properly and timely submitted by others. In effect, the Chief of Purchasing and Contracts, when issuing a verbal Purchase Order, is delegating purchasing authority outside of direct control and audit problems may arise if that delegation is not followed specifically;

- 6.e. Receiving:**

- Central points are established to receive goods or services from vendors for each major DHSMV business location. The responsibility for preparing the receiving report or approving invoices for all goods shipped to or services performed at these receiving points shall be:
 - **Tallahassee**
 - FHP Training Academy – Employee designated as responsible for supply items
 - Neil Kirkman Building – Supply Office Operations Manager or designee

- Neil Kirkman Building other than the Supply Office employee receiving the service or merchandise.
- **Field**
 - FHP Troop Headquarters – Employee designated as responsible for supply items
 - FHP Communication Shops – Communication Equipment Technician in charge.
 - FHP stations other than Troop Headquarters – Employee designated as Supervisor in charge.
 - DDL Field Office – Bureau Chief or designee responsible for supplies and purchases for the geographic areas covered by the office.
 - DMV Regional Office – Regional Administrator or designee responsible for the geographic areas covered by the regional office.
- The responsibility for determining that all incoming commodities and services are received and inspected as to quantity, description and condition rests with the individuals at the central receiving points as listed above.
 - If commodities are delivered or services performed at field stations other than those designated to be central receiving points, it shall be the responsibility of the receiving party to determine that incoming commodities and services are received and inspected as to quantity, description and condition.
 - **Receiving Reports:** The Receiving Report is submitted through MFMP. The Receiving Report is used to verify receipt of commodities in order that payment can be made. Receipt of services will be verified by approving the service provider's invoice(s), rather than preparing a receiving report. When a commodity order has been received, either in whole or in part, the Receiving Report denoting a complete or partial delivery must be submitted to the Accounts Payable section through MFMP immediately. The recipient retains the final copy as a file copy. When a service order has been received (performed), either in whole or in part, the contract manager will approve the invoice by noting "Approved" on it, signing it, adding the date the invoice was received, and the date services were inspected and approved. Scan and attach to the invoice eform, if applicable. Make sure the purchase order number is on the invoice. Submit the approved invoice to Accounts Payable, Bureau of Accounting, through MFMP.

- The State Chief Financial Officer allows only five working days from receipt of commodities or services for inspection and acceptance. Orders should be inspected immediately upon receipt, compared to the description and quantity on the Direct Order, and checked for damage, before completing the Receiving Report or approving the invoice. The completed Receiving Report or approved invoice should be sent directly to the Accounts Payable, Bureau of Accounting, through MFMP. If copies or other records are required by a regional, district or other higher office, they should be sent separately and not delay the Receiving Report or approved invoice sent to Accounts Payable.
- **Shipment delivered:** Before signing the carrier's delivery receipt, make sure the delivery address is your address, the number of cartons, etc., on the receipt is correct, and cartons do not show damage. If the shipment is short or appears damaged, so note on the delivery receipt, sign it, and ask the deliverer to sign. Keep a copy of the delivery receipt.
- **Shipment inspected:** Open the shipment, and compare the items to the Direct Order, and check for accuracy and damages.
- **Incorrect items received:** If the wrong item is received, one of the following steps should be taken:
 - If the item is different from that which was ordered but is both similar and acceptable, the requestor should make a note of the discrepancy on the Receiving Report and sign and submit it for payment.
 - If the item is different from that which was ordered and is unacceptable, the requestor should immediately call the Bureau of Purchasing and Contracts; the item should not be used and the Receiving Report should not be signed nor submitted; the Bureau of Purchasing and Contracts will initiate corrective action.
- **Partial deliveries:** Payment must be made for receipt of partial orders in the same timely manner as when complete orders are received. Therefore, when a partial order is received, the following steps should be taken:
 - Inspect the items as described above and proceed accordingly.
 - Prepare a Receiving Report indicating the items and quantities received or approved invoice for partial performance of services.
 - Sign, date and submit the Receiving Report or approved service invoice to the Accounts Payable, Bureau of Accounting, through MFMP.
 - Attached to the Receiving Report an account of all partial deliveries made to date and detail a running total of expenditure(s).
 - **Exception:** Notify the Bureau of Purchasing and Contracts in writing if the partial order is unusable until completion.

- **Damaged shipments:** The procedures listed below should be followed when damaged shipments are received. If damage is severe, the receiving office has the option of refusing shipment but must notify the Bureau of Purchasing and Contracts immediately if a refusal is made. It is recommended that each office have at least one person primarily responsible for receiving orders and that the individual(s) become familiar with the following procedures:
 - As described above, record any evidence of visible or concealed damage on all copies of the carrier's delivery receipt. Concealed damage can be noted as an unusual rattle within a carton or physical damage to the outside of the carton which might indicate concealed damage.
 - Open the carton(s) and inspect the order immediately after it is delivered even though it may be stored for a period of time before it is used. Damage not noticed until after an item has been stored for some time may have to be repaired or replaced at the expense of the agency.
 - Report damages (visible or concealed) to the Bureau of Purchasing and Contracts, in writing, immediately. The Direct Order number, carrier name, copy of the carrier's bill of lading, and a description of the extent of damage should be included in this report.
 - Retain the item and its shipping container, including inner packing materials, until an inspection has been performed. The commodity shall be stored securely until pick-up. DO NOT use the item prior to receiving authority to do so from the Bureau of Purchasing and Contracts.
 - The Bureau of Purchasing and Contracts will notify the carrier and vendor to request an inspection.
 - **NOTE:** Delays in reporting damages to the Bureau of Purchasing and Contracts may result in the carrier's refusal to take action.

6.f. Payment:

- All payments for merchandise and/or services received shall be made only on the basis of agreement as to quantity, price, condition, and description among the following, where applicable:
 - An approved Direct Order;
 - An approved receiving report;
 - An approved vendor invoice; and
- Work order invoices which require a signature authorizing the work to be done will require an additional signature to indicate acceptance of the work performed and date of acceptance.

- Invoices requiring continuous monthly or periodic payments for routine contractual services such as equipment maintenance, building rental, equipment rental, pest control service, janitorial service, collection, or parcel delivery service, etc., shall be approved by the Contract Manager or designee.

6.g. Fiscal Year Ending/Beginning Deadlines: The state fiscal year begins on July 1 and runs through the following June 30. The federal fiscal year begins October 1 and runs through September 30.

➤ **State fiscal year ending:**

- **April 15** – Purchase Requests involving funds to be encumbered by the end of the current state fiscal year should be submitted to the Bureau of Purchasing and Contracts by April 15 if the purchase will require formal competitive bids or proposals, or the request (by Bureau of Purchasing and Contracts) of various prior approvals by regulatory authorities outside DHSMV, such as the Division of Purchasing, the State Chief Financial Officer, etc.
- **June 10** – Routine Purchase Requests not requiring formal competition or outside approval should be submitted by June 10.

➤ **State fiscal year beginning:**

- **April 15** – Purchase Requests for annual orders, including blanket purchase orders, for commodities or services starting July 1 should be submitted to the Bureau of Purchasing and Contracts no later than the preceding April 15. Lengthy lists of items and/or locations to be serviced may be added as an attachment to the PR. For items to be serviced, include property (if applicable), make, model and serial numbers. For office locations, include complete address and telephone number.

➤ **Federal fiscal year ending:**

- **July 15** – PRs involving funds to be encumbered by the end of the current federal fiscal year should be submitted to the Bureau of Purchasing and Contracts by July 15 if the purchase will require formal competitive bids or proposals, or the request of various prior approval by regulatory authorities outside DHSMV, such as the Division of Purchasing and the State Chief Financial Officer, sto.
- **September 10** – Routine PRs not requiring formal competition or outside approval should be submitted by September 10.

➤ **Federal fiscal year beginning:**

PRs for annual contracts starting October 1 should be submitted to the Bureau of Purchasing and Contracts no later than the preceding July 15. Lengthy lists of items and/or locations to be serviced may be added as an attachment to the PR. For items, include property (if applicable), make, model and serial number. For office locations, include complete address and telephone number.

➤ **Late processing**

PRs received after these deadlines may result in the loss of funds or interruptions in service agreements, equipment leases, etc.

6.h. Urgent Purchases: Sometimes it is urgent that a purchase be made and commodities/services be delivered/performed within a short time. The following alternatives are listed in order of preference:

- If \$2,499.99 or less, and not otherwise disallowed, use a Purchasing Card, if authorized.
- Get a Purchase Request to the Bureau of Purchasing and Contracts as soon as possible, with a note or memorandum indicating the urgency.
- Monitor and expedite a PR through the approval process to the Bureau of Budget for coding, then to the Bureau of Purchasing and Contracts. See 7.d. for procedures for issuing a verbal purchase order (oral contract).
- If the purchase amounts to over \$25,000, is not exempt from the bidding requirement, and appears to be due to an unforeseen emergency, telephone the Chief of Purchasing and Contracts to discuss the possibility of a prior emergency certification by the Director of Administrative Services in order to bypass the bid requirement (see 7.a.) A good way to avoid urgent purchases of commonly used supplies and services is to establish term Direct Orders for deliveries as needed throughout the fiscal year (see 6.j., Blanket Purchase Orders). A “term” Purchase Order covers a period of time, for example, 12 months, rather than a single delivery or service. In addition to reducing urgent purchases, this procedure decreases your administrative workload. Items for which you might establish term orders include copier toner and developer, printer and typewriter ribbons, diskettes for personal computers, courier services, newspaper advertising, equipment repairs, courts reporters, interpreters, etc. Contact the Bureau of Purchasing and Contracts for guidance on establishing term Blanket Purchase Orders.

6.i. Discretionary Purchase: A routine small purchase made without competition and with minimal documentation at the discretion of the end user. Discretionary purchases still need written approval from duly appointed authority.

6.j. Emergency Purchase: Due to natural disasters, or any circumstances or cause beyond the control of the agency, a situation may arise which requires that an immediate purchase be made without complying with requirements for competition or use of state contracts. In such emergencies (see Definitions), a statement including complete details of the conditions and circumstances requiring an emergency purchase must accompany the Purchase Request. Whenever possible, consult your Division Director and contact the Chief of Purchasing and Contracts to discuss whether your purchase is a bona fide emergency before acquiring goods or services. Competitive prices should be obtained and documented to the degree permitted by the urgency of the circumstances, e.g., telephone quotes.

- 6.k. Disallowed Purchases:** State agencies may purchase only items necessary to carry out statutory duties, and should select such items on an economically prudent and cost effective basis, not to satisfy the personal convenience or personal preference of individuals. Those persons purchasing disallowed items may find the State Chief Financial Officer refuses to pay the invoice and that the individual who requested and/or received the item may be held personally accountable for payment.

Examples of disallowed items may include but are not limited to the following, unless “expressly provided by law” ([ref. Reference Guide for State Expenditures](#)):

- Congratulatory telegrams;
- Flowers and/or telegraphic condolences;
- Entertainment for visiting dignitaries;
- Refreshments such as coffee and doughnuts;
- Decorative items (globe, statues, potted plants, lamps, clocks, picture frames, wall hangings, etc.);
- Greeting Cards ([s. 286.27, FS](#));
- Alcoholic Beverages;
- Portable heaters and fans, refrigerators, stoves, microwave ovens, coffee pots, coffee mugs, clocks for private offices, etc;
- More expensive items than necessary to meet a legitimate need;

When in doubt, contact the Bureau of Purchasing and Contracts for advice about the appropriateness of a need or purpose, an economically prudent and cost effective item to fulfill it, authority required, and procedures to follow.

- 6.l. Blanket Purchase Orders:** Blanket Purchase Orders must be identified as such, and must include:

- all necessary organizational and accounting codes;
- vendor name;
- items or type of items authorized for purchase;
- item prices or a reference to how price will be determined at purchase;
- authorized user(s) by name, title and/or function;
- may require ordering in multiples of agreed-upon quantities, such as dozens, gross, one thousand, etc;
- term of a Blanket Purchase Order must be within one state fiscal year;
- maximum total dollar amount authorized for the term of the order;
- time period (term);
- justification;

Blanket Purchase Orders function similarly to an open account. They are particularly useful for frequently needed supply or specialty items like FHP uniform items, advertising services, courier services, interpreting services or translation services, etc.

Establishing Blanket Purchase Orders improves efficiency by reducing paperwork (fewer PR's) and improves effectiveness by speeding delivery, since the user will have authority to order directly for releases against the blanket order without going through the approval process or the Bureau of Purchasing and Contracts.

To obtain a Blanket Purchase Order, submit a properly completed Purchase Request through MFMP to the Bureau of Purchasing and Contracts, just as for any other purchase. Put on your Purchase Request, for example:

1 [DO120317](#) BLANKET PURCHASE ORDER FOR HEPATITIS A/B VACCINE ... 1,000 Dollar \$1.00000USD \$1,000.00000USD [Detail](#)

Supplier: [Charlotte County Health Department \(F593502843\)](#)
 Vendor Location: [Charlotte County Health Department \(121 Charlotte CHD\)](#)
 Commodity Code: 974480: MEDICAL SERVICES (NOT OTHERWISE CLASSIFIED)
 State Contract ID:
 Purchasing Code: E (PRIDE/Respect/Government)
 Terms and Conditions: http://marketplace.myflorida.com/vendor/po_tou.pdf
 *Method of Procurement: UND - Under Bid Threshold
 Vendor Designation: A - Non Minority
 Woman-Owned Status: Non Woman-owned

BLANKET PURCHASE ORDER FOR HEPATITIS A/B VACCINE SERIES FOR SWORN-MEMBERS ASSIGNED TO TROOP F WHEN AUTHORIZED BY THE TROOP OPERATIONS MANAGER.TOTAL IS ESTIMATED PAYMENT DUE UPON RECEIPT OF AN APPROVED INVOICE.Hepatitis A/B injection \$50.00 Hepatitis B injection \$40.00 Post Titer Blood Test \$15.00 Term: 7/1/05 through 6/30/06.

Total Cost: \$1,000.00000USD

Shipping - Entire Requisition

Ship To: [A03hdtuq.q \(Troop F\)](#)
 Deliver To: Melody Miller
 Need-by Date: Fri, 30 Jun, 2006
 Shipping Method: Best Way
 FOB Code: [INC-Dest](#)

Comments - Entire Requisition

Don't Send Comment to Vendor
 Comments: JUSTIFICATION: REQUIRED BY RULE 38I-20, FLORIDA ADMINISTRATIVE CODE AND OSHA.

Blanket Purchase Order	Unit Price	Total
Quantity: 1,000	\$1.00	\$1,000.00
Items: Hepatitis A/B Vaccine Series		
Vendor Name: Charlotte County Health Department		
Item Prices: \$50.00, \$40.00, \$15.00 each		
Authorized Users: Sworn members of Troop F as authorized by T.O.M.		
Time period: July 1, 2005 through June 30, 2006		
Not to exceed \$1,000.00		

As goods are received or services performed submit a Receiving Report for commodities or an approved invoice for services through MFMP to the Bureau of Accounting, Accounts Payable Section. Keep a record of expenditures so that you do not exceed the amount authorized on the blanket purchase order, (see sample Blanket Purchase Order Transaction Record, Attachment VI).

- 6.m. Vendor Relations:** Any HSMV employee responsible for determining a product or service to fill a need of his/her unit, or preparing a PR, may discuss products and services, delivery schedules, price ranges, types of contract, etc., with vendor representatives, and/or obtain firm price quotes for purchases up to \$25,000. **However, only the Chief of Purchasing and Contracts is empowered to act as agent for the department in soliciting, awarding, modifying or canceling bids, proposals, purchase orders or contracts.** Vendors wishing information on HSMV purchasing procedures may be referred to the Bureau of Purchasing and Contracts.
- 6.n. Disposal of Surplus:** Excess or unneeded items may sometimes be disposed of to the agency's advantage. Examples of appropriate disposal include return or exchange of unopened/unused items (usually within 30 days of receipt), trade-in of unneeded items to defray the cost of new purchases, and diverting of unneeded items to other offices, or to the Central Supply Stockroom, which will make them available to other offices. Contact the Bureau of Purchasing and Contracts for guidance. See also [Management Policy 007](#) regarding sale or donation of surplus property, or contact the Central Supply Manager at (850) 617-3267.
- 6.o. Complaints:** Customers who feel they did not receive good service or value from a vendor are encouraged to submit a written complaint. Instances of unsatisfactory service may be corrected, or at least avoided in the future. Please use the Customer Complaint form furnished as a link to this paragraph, also available at: <http://www.hsmv.state.fl.us/purchasing/form/customer-complaint.doc>
- 6.p. Process Improvement:** No process exists which can't be improved or replaced. DHSMV members are encouraged to submit to the Bureau of Purchasing and Contracts requests for improvement of any BPC process or member of the BPC staff. Please use the form furnished as an attachment to this manual. We appreciate any efforts to help us improve our customer service.

7. Requirements for Competition in Purchasing:

- 7.a. Competitive Bids, Proposals, and Competitive Negotiation:** State law requires that purchases over \$25,000 be made through a formal competitive sealed bid or proposal procedure. It is unlawful ([s.287.057\(10\) FS](#)) to divide a purchase into smaller purchases in order to avoid this requirement. The Chief of Purchasing and Contracts is the only official within HSMV authorized to solicit, receive, and award competitive bids or proposals for commodities and services used by the agency in its operations.
- **Formal Competitive Requirements:** The following requirements will apply to all DHSMV bids and proposals and negotiation solicitations:

Requestor submits a Purchase Request (PR) through MFMP to the Bureau of Purchasing and Contracts with the following information:

- Mark the PR “To be Bid” in comments, leave the supplier blank;
 - Value of commodity or estimated project cost;
 - Suggested list of Contractors;
 - Detailed specifications/scope of work including deliverables;
 - Contract Manager contact information;
 - Special Conditions such as delivery deadlines;
 - Suggested Calendar of Events.
- **Invitations to Bid (ITB):** Vendors will be solicited by the issuance of a written Invitation to Bid. Award will be made to the responsible and responsive bidder offering the lowest price. Bidders’ qualifications and products/services will be compared to requirements of the ITB, but not to each other. An Invitation to Bid is indicated for acquisitions involving *at least some* of the following:
- Standard off-the-shelf products are known to meet the need;
 - Standard services of a usual commercial type and price structure, especially technical services, such as custodial or waste removal services, or equipment maintenance are known to meet the need;
 - Filling an immediate need one or a few times, or fulfilling a long term requirement with repetitive deliveries of same or similar products/services;
 - The vendor’s experience, education, understanding of your mission, etc., don’t greatly impact the agency’s results;
 - Any concerns about vendor qualifications can be easily addressed by a simple submittal with the bid, e.g. copy of occupational license, certification by the manufacturer that vendor is a trained/authorized provider, three satisfactory references, etc;
 - Wide competition is available;
 - The agency desires to fulfill the requirement at the lowest possible price consistent with at least meeting its minimum standards;
- **Request for Proposal (RFP):** When the agency is unable to specify the commodities or services to be purchased, or the qualifications or efforts required of potential vendors, Requests for Proposal will be issued. A Purchase Request necessitating issuance of an RFP must be accompanied by a memorandum explaining why a RFP should be used instead of an ITB. Requests for Proposal must specify the criteria, including but not limited to price, which will be used to determine the award, and must indicate the relative weight of these criteria. Examples of criteria which may be considered in addition to price are the vendor’s proposed method of achieving the agency’s stated goals, past experience, present available resources, schedule, work samples, staff resumes, etc. In other words, proposers’ qualifications and products/services will be compared to each other, as well as to the requirements of the RFP. A Request for Proposal is indicated for acquisitions involving *some* of the following:

- Professional and technical expertise and quality of the vendor and proposed offering are critical to success;
 - Requirements include non-standard products/services, with some flexibility in what is ultimately purchased;
 - There are believed to be more than two or three vendors who can submit a satisfactory offer;
 - The agency does not anticipate a need to revise the solicitation and proposals after initial receipt;
 - The agency seeks to balance price and quality to achieve the best value;
 - Signature of HSMV Form 95019, Attestation of Independence of and No Conflict of Interest in the Entity Evaluated and Selected, by all parties involved in the development, evaluation, and approval of criteria and the selection of the vendor;
- **Invitation to Negotiate (ITN):** An ITN requires a memorandum explaining why it is in the best interests of the state to negotiate with contractors instead of using an ITB or RFP procurement method. The negotiation process offers much more flexibility than the other formal competitive processes. Typically, competitive negotiations are a two-step process. In the first step, a “short list” of firms to participate is developed, (there are a number of ways to do this) and in the second step, negotiations are conducted with the short-listed firms to arrive at the award of a contract. Negotiations offer an opportunity for the selected firms to discuss their offers with the agency team, and arrive at offers better meeting the agency’s objectives (the required or optimal product/service/system outcome, on time, within budget). Hopefully, the purchasing officer guiding the ITN process can craft it so that technical errors of responsiveness or responsibility, which often plague the ITB and RFP processes, resulting in exclusion from consideration of what may be the best offer, or litigation, can be resolved at the table with the parties. As with the RFP, respondents are compared to each other as to price, but they are compared to each other on the other criteria as well. Negotiation is indicated for acquisitions involving *some* of the following:
- Non-standard or customized products/services;
 - High complexity;
 - Emphasis on technology;
 - Highly professional service requirements;
 - Limited availability of competition;
 - Multiple options for achieving the desired results;
 - Uncertainty of how much of the “wish list” can be had within budget or time requirements, and willingness to adjust;
 - Mission critical for the agency;
 - Significant portion of the agency’s procurement budget;
 - Long term relationship with the contractor;
 - Price is important but not enough by itself to select from among the responsive offers;
 - Informal negotiations will be conducted between competing State Contract or SPA vendors;
 - It may be desirable to have the flexibility to revise the agency’s requirements and the respondents’ initial proposals during the procurement process;

- Signature of HSMV Form 95019, Attestation of Independence of and No Conflict of Interest in the Entity Evaluated and Selected, by all parties involved in the development, evaluation, and approval of criteria and the selection of the vendor;
- **Advertising:** Invitations to Bid, Requests for Proposal and Invitations to negotiate which are anticipated to equal or exceed \$25,000 must be advertised no less than 10 days prior to the scheduled opening of bids. Advertisements will be placed in the Vendor Bid System on the Internet site of State Purchasing.

ITBs/RFPs/ITNs subject to the Government Procurement Agreement (GPA) of the World Trade Organization (WTO) will be advertised for at least 40 days if the purchase threshold \$119,000 or greater. The Chief of Purchasing and Contracts will ensure that these requirements are met. In the interest of creating the greatest competitive environment, a 30 day advertisement period will most often be required.

- **Time Frames:** The Chief of Purchasing and Contract will normally allow 28 calendar days from the time ITB'S are issued until the actual bid award. Less time may lead to fewer responses. The reason for less time should be in the justification on the Purchase Request. Quotes should be obtained for lesser purchases where significant savings to the agency may result. The exceptions to the quote requirement are the same as the exceptions to the formal bid requirement cited in 7 b.
- **Evaluation of Bids and Proposals, and Conduct of Negotiations:** Bids will be evaluated by the Chief of Purchasing and Contracts. Proposals will be evaluated by a committee of at least three employees who have experience and knowledge in the program areas and service requirements. Sealed bids and proposals are exempt from the public records law until 10 days after opening, or upon posting of intended award, whichever comes first.

Negotiation is usually carried on by teams representing each organizational entity which will have some responsibility for working with the outcome. Teams therefore generally include members with differing focuses or areas of expertise, authority and responsibility, for example, business perspective (e.g. purchasing, finance), outcome/performance perspective (e.g. operating bureau, division or program representative), technical perspective (e.g. information technology), and legal perspective (the purchasing officer often represents this in the day-to-day work).

Negotiation teams should have a chairperson, probably the purchasing officer, who assures organized progress. Team members need to understand their roles, and meet/communicate to evaluate and plan. Others with needed expertise can be available "on call" or between sessions, but need not necessarily participate. There's nothing wrong with taking a break during a meeting for the parties to confer separately, "call home," or whatever, if that would be helpful.

Team members must include persons who can speak authoritatively for the end user organization and any other agency decision-makers; that is, they must include the appropriate senior managers and/or persons who have the "ear" and confidence of those senior managers.

- **Posting of Awards:** Notice of intended award of all solicitations will be posted on the Vendor Bid System at http://fcn.state.fl.us/owa_vbs/owa/vbs_www.main_menu and the Bureau of Purchasing and Contracts web-site at: <http://casey.hsmv.state.fl.us/intranet/DAS/purchasing/index.html> for 72 hours excluding weekends and state observed holidays following the bid/proposal opening and/or determination of award to provide adversely affected parties an opportunity to protest the intended award. A Direct order/Purchase Order will not be issued until this requirement has been met.
- **Printing Bids:** Unless extenuating circumstances exist, the Chief of Purchasing and Contracts will not issue bids for printing without first obtaining the final copy (either camera ready or draft) from the requestor. Separate guidelines for acquiring printing are found in section 8.t. and HSMV Management Policy 014.

7.b. Exceptions to Bid/Proposal Requirements:

- The following types of purchases do not require formal sealed bids or proposals (reference 60A-1.002(4) Florida Administrative Code):
 - Purchases of \$25,000 or less;
 - Purchases made from a state contract or an agency contract previously established by HSMV (see Bureau of Purchasing & Contracts website);
 - Purchases made from a state or local governmental agency or the Federal Government;
 - Regulated utilities and communications lines;
 - Purchases of commodities or services available from a single source (see 7.e., Noncompetitive “Single Source” Purchases);
 - Purchases of goods or services made under the emergency procedure (see 6.h);
 - Legal services (quotes may be obtained for comparison);
 - Health services (quotes may be obtained for comparison);
 - Artistic services;
 - Auditing services;
 - Contractual services provided to disabled persons by non-profits organizations;
 - Memberships;
 - Commodities used in medical procedures, if part of the medical service, and provided at the same time, e.g., an artificial hip installed during surgery;

Contracts for services are subject to statutory requirements contained in [S. 287.058 \(1\), FS.](#) review and signature requirements in accordance with [S. 287.057 \(17\), FS.](#) and the other purchasing requirements of this manual, even when competitive bids are not required.

➤ **Changing specifications of competitive bids/proposals/ITNs:**

The Chief of Purchasing and Contracts will develop specifications from the information provided by the requestor. The completeness of the information will be a factor in determining how rapidly the process can be completed as well as providing assurance that the requestor will actually receive the items/services desired. When the solicitation is issued, the Chief of Purchasing and Contracts will send a copy to the requestor. It is critically important that the solicitation be reviewed by the requestor immediately so that if changes are necessary, the Chief of Purchasing and Contracts can be notified, eliminating an extended delay in the solicitation process. Once solicitations have been issued, all changes must be accomplished through the Bureau of Purchasing and Contracts.

7.c. Competitive Quotes: Verbal or written quotes (informal bids) from competing vendors are used to obtain more acceptable pricing for costly commodities or services which do not require formal bids. Quotes may be solicited by either the requestor or the Chief of Purchasing and Contracts or designee. If verbal quotes are obtained, make a written record showing who obtained the quote(s), from whom, the date, the item(s) or services and the price(s). Be sure to indicate whether or not prices include delivery (see [DMS Form PUR-7044, Telephone Quotation](#)).

➤ **Quotes required:**

- All purchases in excess of **\$2,499.99** but not more than **\$15,000.00** require the solicitation of **two** or more quotes, circumstances permitting.
- All purchases in excess of **\$15,000.00** but not more than **\$24,999.99** require the solicitation of **three** or more quotes, circumstances permitting.

Vendors contacted who fail to respond timely or with a satisfactory product or service should be listed in the documentation of quotes sought. Circumstances which lead to seeking fewer quotes should be indicated in the justification on the Purchase Request. Quotes should be obtained for lesser purchases where significant savings to the agency may result. The exceptions to the quote requirement are the same as the exceptions to the formal bid requirement cited in 7.b.

➤ **Soliciting quotes:** Because of familiarity with local circumstances and vendors, the requestor is encouraged to obtain quotes, particularly when the purchase includes services to be performed locally. The individual seeking the quote should stress to vendor(s) that an order is not being placed and that no goods should be shipped or services provided unless a Direct Order is issued. The requestor may, if desired, suggest potential vendors to the Chief of Purchasing and Contracts. Regardless of who solicits quotes, identical information must be provided to each vendor and quotes received must be for the same items, terms, and conditions in order to ensure an equitable comparison of prices.

7.d. **STATE CONTRACTS**

- **Contract purchases:** Contracts for many commonly used items are competitively awarded by State Purchasing, Florida Department of Management Services. All state agencies including the Department of Highway Safety and Motor Vehicles are required to use them.
- **Exceptions to the state contract:** When the Chief of Purchasing and Contracts receives a Purchase Request for the purchase of an item covered by a state contract, they will issue a Direct Order under the terms of the contract. If the requestor wishes to acquire an item or use a vendor other than those specified on the appropriate state contract, they must provide written justification for an exception to the contract. The justification must be in terms of one of the following: critical delivery schedules, need for compatibility with existing equipment, non-availability of service, applications of unique technical requirements, product quality or specifications that differ from those of the state contract.

Contract exceptions are not granted for reasons of personal preference, appearance or price. In cases where proper justification is provided, the Chief of Purchasing and Contracts will authorize the purchase and file the documentation. If proper justification is not provided with the PR, it will be requested that the requestor provide either further justification or to reconsider buying the contract item instead. Contract exception purchases are subject to competitive bid, proposal, quote and other requirements.

- **State contract items:** The “Ordering instructions” section of each state contract indicates the time required for delivery after receipt of order by the vendor. For planning purposes, add processing time in the requesting division/office, budget and purchasing, as well as delivery (through MFMP) of the direct order to the vendor. State contracts are available from the state purchasing home page on the Internet at: http://dms.myflorida.com/business_operations/state_purchasing/vendor_information

- #### 7.e **Non-competitive “Single Source” Purchases:** Occasionally, special requirements can be met only with a commodity or service which is available from one vendor, with no known competitors capable of satisfying the requirements. This situation must be documented by the requestor and documentation (memorandum) submitted with the Purchase Request. In order to demonstrate that a commodity or service ought to be purchased on a “single source” non-competitive basis, it is not sufficient merely to indicate how it differs from others in the marketplace. The differences must be shown to be necessary to the requestor’s purpose as well as unique.

If the price of a “single source” commodity or service is over \$150,000, the Chief of Purchasing and Contracts must obtain, through the Director of Administrative Services, approval of the purchase from State Purchasing, Department of Management Services. The single source must be posted on the Vendor Bid System at http://dms.myflorida.com/business_operations/state_purchasing/doing_business_with_the_state_of_florida for 7 calendar days, with a further 72 hours posting excluding weekends and state observed holidays, after approval from State Purchasing, to advertise the Intent to Award.

In the case of a “single source” of over \$25,000, but no more than \$150,000, the Chief of Purchasing and Contracts may certify in writing the “single source” situation without additional approvals, and post the intended “single source” purchase 72 hours, excluding weekends and state holidays, in the Bureau of Purchasing and Contracts prior to placing the order.

All “single source” purchases over \$25,000 will require the signature of HSMV Form 95019, Attestation of Independence of and No Conflict of Interest in the Entity Evaluated and Selected, by all parties involved in the development, evaluation, and approval of criteria and the selection of the vendor.

7.f. Purchases from Prison Industries and Rehabilitation Facilities: Florida Statutes permit Prison Rehabilitative Industries and Diversified Enterprises (PRIDE) and Rehabilitative Enterprises, Services and Products (RESPECT) to certify the availability of their products/services for sale to state agencies. Lists of such certified products/services are maintained on the PRIDE web site and these products must be purchased from these vendors. The Chief of Purchasing and Contracts will ensure that the statutory requirements governing such purchases are met for centrally processed purchase orders. Products offered by PRIDE but not “certified” may be purchased from PRIDE without competition from commercial sources, with the exception of printing. PRIDE will compete with commercial printers, in accordance with sections 8.a. and b. In the event that both PRIDE and RESPECT offer the same product or service, purchases will be made from RESPECT. PRIDE and RESPECT both maintain web sites linked to the State Purchasing site at: http://dms.myflorida.com/business_operations/state_purchasing

7.g. State Purchasing Agreements (SPA): Agencies may make purchases of up to \$25,000 from these agreements negotiated by State Purchasing, without obtaining competitive bids or quotes. SPA agreements can be used until they expire. Information on the SPA agreements is available on the State Purchasing web site at: http://dms.myflorida.com/business_operations/state_purchasing

8. Special Purchasing Requirements:

8.a. Building Renovations: The following items govern building renovations (reference 60H FAC and 255 FS):

- **Florida Statute 287.05805 severely restricts** use of state funds to purchase or improve real property. “Each state agency shall include in its standard contract document a requirement that any state funds provided for the purchase of or improvements to real property are contingent upon the contractor or political subdivision granting to the state a security interest in the property at least to the amount of state funds provided for at least 5 years from the date of purchase or the completion of the improvements or as further required by law.”

➤ **Changes to walls, partitions, doors, and stairways:** will require that up to three drawings be submitted for State Fire Marshal approval. One set of drawings for State Purchasing approval is required if the size of the building is 5000 square feet or more. This requirement will apply to movable office system partitions, as well as permanent partitions. The Bureau of Purchasing and Contracts will submit PRs to the Bureau of Office Services for review of specifications, and submittal of documents for the State Fire Marshal's approval when required.

➤ Purchase Requests should be accompanied by the following attachments:

- **A suggested list of contractors:** preferably those who have indicated interest in the project. Because of the requestor's familiarity with the reliability of local contractors, it is extremely helpful to include this list for any project which requires a bid. See Rule 60D-5.002, FAC, and FS 255.

Quotes, either verbal or written, may be obtained by the requestor if the project cost is less than the amount requiring formal sealed bids. Projects costing not more than \$999 do not require multiple quotes or bids and the requestor may indicate a single preferred contractor in those instances.

- **If a written proposal has been obtained:** from a Contractor, it should be attached to the PR. CAUTION: A written proposal is not a bid and if the project cost is over the bid threshold amount a formal bid is required. The Contractor submitting a written proposal over the bid threshold amount should be cautioned that the project will require a bid; that contractor, of course, would be sent a bid invitation by the Bureau of Purchasing and Contracts or the Bureau of Office Services.
- **The name of an individual (project coordinator):** within the requestor's office who is familiar with the requirements and can be available to answer questions from prospective bidders.

NOTE: No additions, deletions, or any changes may be made to bid specifications by this contact individual once the bid has been issued. If changes are required after bid issuance, the requestor/project coordinator should advise the Chief of Purchasing and Contracts, who will initiate a bid addendum (change). Issuing an addendum after bids have been issued may delay the procurement process.

- **Required completion date:** If project completion requirements are too stringent it will be difficult to obtain quotes or bids and there is the likelihood that the cost of the project will be somewhat higher. It is extremely important that requests for renovations be submitted early enough to allow maximum time for completion.
- Indicate if the project can be accomplished during normal working hours or if it is necessary that the work be accomplished after hours and/or on weekends. When the contractor must work after hours, the project will usually cost more and take longer.

- Be as specific as possible concerning materials to be used; if the new materials are to match existing materials (ceiling tiles, etc.); try to obtain manufacturer and/or style number.

8.b. Contractual Services:

- **Requirements:** The purchase of services will generally fall into one of two categories: recurring services and non-recurring (one-time) services. The procedure for obtaining each category of service is as follows:
- **Recurring services:** The most common examples of these services are fixed price periodic equipment maintenance and janitorial or security services contracts, and blanket purchase order “parts and labor” term contracts. Blanket Purchase Orders for recurring services will normally be issued on a fiscal year basis. Purchase Orders involving definite amount periodic payments are not limited to a single fiscal year. Purchase Requests for recurring services must be submitted to the Bureau of Purchasing and Contracts not less than 60 calendar days before services are to commence, except in the case of services to commence at the beginning of a fiscal year. Whenever an office or building is closed, or a service is to be discontinued for any reasons, the requestor will notify the Bureau of Purchasing and Contracts in advance to amend or cancel, as appropriate, Direct Orders for recurring services.
- **Non-recurring services:** Purchases of non-recurring one time services shall be acquired in the same manner as the purchase of commodities, that is a Direct Order will be issued by the Bureau of Purchasing and Contracts after receipt of a properly completed Purchase Request. A Purchase Request submitted after a service has been received will be considered an unauthorized purchase and will be brought to the attention of the Chief of Purchasing and Contracts for action as necessary.
- **Contracts:** Additional contract documents may be required for some services. Such contracts shall be signed by the Chief of Purchasing and Contracts subsequent to meeting competitive and other requirements and shall be an attachment to the Direct Order covering the acquisition of the services. Purchase Request(s) for services (equipment maintenance, janitorial services, pest control, etc.) must either fully describe the services to be provided, or have a copy of a proposed service contract or list of requirements attached. Purchase Request(s) shall also state a period of service and payment schedule and method.

Purchase orders will not be issued for contracts for which the Department of Highway Safety and Motor Vehicles is the vendor, or no payments are made. **The Purchasing Contract Administrator will assign a contract number and maintain a separate file for these contracts.** A Contract Review form and process will be completed for all such contracts.

8.c. Contract Management System:

- The major components of the contract management process are as follows:
 - Analyzing needs and resources (staff time, initial cost, recurring costs);
 - Deciding to contract;
 - Selecting a contracting team;
 - Documenting and planning the contracting process;
 - Preparing a Request for Proposal (RFP), Invitation to Bid (ITB) or Invitation to Negotiate (see 7.a.);
 - Soliciting and evaluating bids/proposals (see 7.a.);
 - Reviewing and executing the contract;
 - Meeting with the contractor prior to commencement to discuss mutual obligations, expectations and contract monitoring;
 - Monitoring contract performance during and after the contract;
 - Taking remedial action when contract performance is found to be deficient
 - Contract renewal/Close out.

8.d. Contracting with State Employees: If a State employee wishes to provide the service, the employee will be required to get dual employment approval by the Department of Management Services prior to entering into a contractual service agreement with the Department. The dual employment forms can be obtained from our Personnel Office. Department of Highway Safety and Motor Vehicles personnel may be awarded contracts only through formal sealed bid procedures conducted by the Bureau of Purchasing and Contracts, in accordance with [s.112.313, Florida Statutes](#).

8.e. Monitoring the Contract: It is the Contract Manager's responsibility to receive financial and/or performance reports according to the contract terms, to ascertain that promised services are performed, and that time schedules are met, and to ensure all payments under a contract are proper and timely. The Contract Manager must approve all invoices before they are processed through the Bureau of Accounting. The Contract Manager should keep records of expenditures and available balance so that over-expenditures do not occur. If, for any reason, scheduled payments cannot or should not be made, it is the Contract Manager's duty to resolve such problems and notify the Contractor and the Bureau of Accounting. Invoices submitted should reflect services and rates shown on the Direct Order.

Another consideration, which may affect the monitoring process, is the occasional need to modify or change the contract. Any amendment must be in writing, issued by the Bureau of Purchasing and Contracts.

8.f. Contract Renewal: A contract may be renewed if it was not awarded by single source or emergency procurement, and contained a clause allowing renewal. If the contract is to be renewed, the Contract Manager should timely submit a Purchase Request through the proper channels via MFMP, with a satisfactory [performance evaluation \(HSMV Form 95107\)](#), in accordance with [s. 287.057 \(14\)\(a\), FS](#).

- 8.g. **Contract Review:** It is the responsibility of the user division/budget entity to contact the Bureau of Purchasing & Contracts for creation of [HSMV Form 95020, Rev 1/05, Contract Review](#) for proposed purchases of contractual services in the amount of \$50,000 or more, and all no-consideration contracts, or contracts for which DHSMV is the vendor.

In addition, contract amendments must be reviewed in accordance with this section.

- 8.h. **Copying or Printing Equipment:** All copying and printing equipment will be acquired by the issuance of a Direct Order. The standard procedures for issuing Direct Orders will apply to these purchases as well as specific requirements for copying equipment detailed in this section. Printing equipment will be acquired only by the Bureau of Office Services.

- For purposes of this manual, copying and printing are defined as follows:
 - **Copying:** The convenient method of reproducing low numbers of copies from one or more originals. Copying equipment is normally used by most people in an office.
 - **Printing:** The most cost effective method of reproducing large numbers of copies from one or more originals; also a method used when quality or the material requirements of a job can't be achieved on a copier.
- **Acquisitions of copiers:** These acquisitions can be either a new installation or a replacement of or addition to an existing copier. All copiers, whether a new installation or an upgrade, will be acquired from the State Copier Contract (see State Contracts, section 8.c.) unless specific justification is provided which identifies unique capabilities not included in the equipment on contract. The following procedures will be used for acquiring copiers:
 - The appropriate office supervisor desiring a new or replacement copier installation will forward a request (memo) to the Print Shop Administrator at the Neil Kirkman Building for review and evaluation. The Print Shop Administrator will evaluate the request and, based on usage, determine if the equipment should be purchased or upgraded. If the requested action is justified, the Print Shop Administrator will prepare a Purchase Request and a Department of Management Services Form PUR-7053, Criteria for Evaluating Copying Requirements and Cost.
 - The Purchase Request and the recommendation of the Print Shop Administrator shall be forwarded to the appropriate Division Director for approval.
 - The Division Director will, upon approval, forward the Purchase Request and Form PUR-7053 via MFMP to the Bureau of Purchasing and Contracts.
 - When a Direct Order is issued for a copier the Bureau of Purchasing and Contracts will route a copy to the Print Shop Administrator.
 - When a copier is received, the receiving office must route a copy of the Receiving Report to the Print Shop Administrator.

- The Field Office Contract Manager will be responsible for obtaining a copier maintenance contract from a local dealer/service center. For those copiers located in the Neil Kirkman Building, the Print Shop Administrator will be responsible for obtaining a maintenance/service agreement.
- **Supplies:** Frequently, service personnel will offer to sell supplies during a service call. These supplies may be acquired using a Direct Order, or a Purchasing Card, if authorized. Copier supplies may be ordered as a one-time delivery, or a Blanket order may be established. Blanket orders generally decrease paperwork and order-processing delays, and reduce stock outages. Blanket orders may specify delivery quantities and schedules, or may allow deliveries as called for, or both, as desired by the requesting office (see 7.h., Blanket Purchase Orders).
- **Copier usage:** The limitations on copier use are: no equipment may be used for personal or non-state business, and no copying equipment may be installed or the pricing plan changed unless authorized by the Bureau of Purchasing and Contracts. Since a change in use of equipment can have a significant impact on its cost effectiveness, the following steps should be followed:
 - Review annually or as otherwise appropriate to compare the present use of the equipment (volume, duplexing, etc.) with the use, which was anticipated when the equipment was first obtained, to attempt to determine if and how the use of the equipment has changed. This review should be conducted by the using office, in consultation with the Print Shop Administrator.
 - The individual responsible for the machine (key operator) will see that:
 - An adequate supply of paper and materials is on hand, the Office Copier Records are properly completed, and the copier is in operating order; and
 - A copy of the original meter card showing the beginning and ending meter readings, along with a photocopy of the monthly maintenance invoice, is submitted to the Print Shop Administrator for review at the end of each month. The original meter card with beginning and ending readings shall be mailed, faxed or relayed by telephone to the appropriate vendor on the last working day of each month.
 - Invoices for payment for maintenance of machines located in the Neil Kirkman Building will be submitted by the key operator to the Print Shop Supervisor. The Print Shop Supervisor will be responsible for comparing the invoices to the meter cards and Direct Order before approving and submitting to the Bureau of Accounting.

- 8.i. **Deferred Payment Purchases:** Under the provisions of [s.287.064, Florida Statutes](#), the State Chief Financial Officer's Office enters into an agreement under which all state agencies may finance the purchase of equipment when deferred payments are necessary. The program thus established is called the Consolidated Equipment Financing Program (CEFP). Interest rates offered through CEFP have been 30-60% less than commercial installment purchase interest rates. Therefore, installment purchases will be made through the CEFP rather than commercial installment financing, unless specifically exempted by the State Chief Financial Officer. Financing arrangements for any one agreement shall be limited to not more than 3 years, and require quarterly payments of principal and interest. Since the actual title or ownership of the item being purchased is transferred to the purchaser, all installment and CEFP payments require Operating Capital Outlay (OCO) funding. Generally, neither form of deferred payment purchase will be approved for purchases under \$30,000 unless there are extenuating circumstances.
- 8.j. **Consolidated Equipment Financing Program:** Submit a Purchase Request, and a ["Checklist for Requesting Chief Financial Officer's approval to purchase equipment through the CEFP"](#), with all entries possible completed. The cash price of the equipment may have to be entered by the Bureau of Purchasing and Contracts following bid solicitation if applicable. The "Checklist" is available from the Bureau of Purchasing and Contracts.
- The Bureau of Purchasing and Contracts will assure that purchase requirements are met (bids, single source approval, usage of state contracts, as applicable) and will route the finalized "Checklist" to the Chief Financial Officer for approval, along with a Program Interagency Agreement, Equipment Listing, Bid tabulation, etc.
 - If approved by the Chief Financial Officer (allow 21 days), a Direct Order will be issued, along with a "Certificate of Acceptance". The vendor will furnish the equipment ordered, and return the completed "Certificate of Acceptance" with his invoice. The office receiving the equipment will submit a Receiving Report to the Bureau of Accounting, Accounts Payable, Mail Station 22 Section, as usual.
 - The Accounts Payable section will process as usual the Department's down payment, and will send the "Certificate of Acceptance" to the finance company. The finance company will pay the balance of the invoice. The agency will then make quarterly principal and interest payments to the finance company.
- 8.k. **Commercial Installment Purchase Financing:** This type of financing may be approved by the State Chief Financial Officer for unusual items for which the Chief Financial Officer is unwilling to guarantee payment to the vendor, as he does for items purchased under the Consolidated Equipment Financing Program. Submit a Purchase Request, and a "Checklist for Requesting Chief Financial Officer's Approval to Installment Purchase Equipment" with all entries possible completed. The "Checklist" is available from the Bureau of Purchasing and Contracts.

- The Bureau of Purchasing and Contracts will assure that purchasing requirements are met, both as regards the equipment and the financing. This may require two separate purchasing procedures; for example, a bid solicitation for financing after the equipment vendor and price are determined. This could add significantly to the time required. The Bureau of Purchasing and Contracts will then request the Chief Financial Officer's approval of the installment purchase, and, if approved, issue a Direct Order and a signed Installment Purchase Agreement (IPA).

The vendor will furnish the equipment, and the office receiving the equipment will submit a Receiving Report to authorize payments to begin.

- Deferred payment contracts (both CEFP and IPA) commit the requestor to the payment of an item over an extended period of time. Such contracts can be broken only in cases where sufficient funds are not appropriated by the Legislature, and the equipment is then forfeited. Therefore, the decision to purchase by deferred payment contract should be carefully evaluated.

When a decision to purchase a piece of equipment has been made, the requestor should carefully compare the advantages and disadvantages of a deferred payment purchase to those of outright purchase. Considerable savings (10-25%) can usually be realized by outright purchase. Again, availability of funds may make an outright purchase impossible or at least impractical in some cases.

- 8.l. Information Technology:** All Purchase Requests (PRs) for purchase of information technology equipment or services, new and/or expanded phone systems and instruments, and data communications equipment or services must be reviewed and coordinated by the Information Systems Director. All purchases of information technology equipment or services must be approved by the Information Resource Manager.

Purchase Requests for information technology supplies such as paper, printer ribbons, diskettes, and magnetic tapes do not require review and coordination by the Information Systems Director. As appropriate, the Information Systems Director will assign an Information Resource Request (IRR) number and attach to the PR or Communications Purchase or Lease Authorization, [DMS Form COM 9008 \(see Attachment\)](#), which will be attached to the PR. The MFMP automated approval flow will route the PR through the approval process as required by statute, rule, or policy, through Bureau of Budget, Information Resource Manager, DMS Division of Communications, etc. After all appropriate reviews and approvals are complete the PR will be routed to the Bureau of Purchasing and Contracts.

- 8.m. Legal Services**

- The need for outside legal services is generally in response to an ever-increasing workload or to obtain specialized legal expertise to represent the department in forfeiture cases. Approval to contract with private counsel must be obtained in advance from the Department of the Attorney General.

- The following are the general selection criteria to be utilized in evaluating prospective private counsel:
 - Past and Present Work Experience
 - Number of years admitted to practice law in the State of Florida.
 - Background of practice i.e., primarily non-criminal, previous contraband forfeiture experience, experience in representing law enforcement agencies, experience in trial practice in state courts).
 - Stability – Number of years in practice within the community.
- Legal Work Reputation
 - Member in good standing with local and/or state bar associations and administrative/appointed offices held with each, if any.
 - Involvement/subject of any disciplinary proceedings by the Florida Bar.
 - Martindale – Hubbel rating.
- Availability
 - Willingness to accept forfeiture cases and prosecute expeditiously in accordance with terms of contract.
 - Number of attorneys in firm (if sole practitioner, number of clients and amount of time that can be devoted to forfeiture cases assigned).

8.n. Memberships: Memberships may be purchased only for organizational entities, e.g., the Florida Highway Patrol, not for individuals, unless the organization accepts only individual memberships. Membership must serve a statutory purpose. Prepayment may be required, and if so the requestor must so specify on the Purchase Request.

Prepayment procedures apply (see 8.s.) Organizations will be required to certify the availability of their records for public inspection. If this has not been done prior to issuance of the Direct Order, the Bureau of Purchasing and Contracts will send a Certification of Availability of Records for Public Inspection with the Direct Order sent to the vendor. Invoices will not be paid until certification is received by the Bureau of Accounting. Membership dues are exempt from bid/single-source-approval requirements regardless of dollar amount.

8.o. Minority Business Utilization: A minority business enterprise (MBE) is defined as a firm so certified by the Office of Supplier Diversity (OSD) in the Department of Management Services. It is the policy of the Department of Highway Safety and Motor Vehicles to reach the goals of partnering with (MBE) vendors whenever possible in all procurement categories.

Persons outside the Bureau of Purchasing and Contracts who are soliciting informal bids, written or oral should solicit such informal bids from certified MBE'S. The OSD maintains a useful web site at:

http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/.

The Bureau of Purchasing and Contracts will include certified MBE's in all possible formal bid opportunities. In accordance with this agency's Small Business Utilization Plan, the Bureau of Purchasing and Contracts will review Purchase Requests to see if a capable, qualified, small business enterprise can provide the goods and services. As a result, a small business may be substituted for a vendor selected by the requestor. Information on the agency's progress toward meeting its goal is available from the Bureau of Purchasing and Contracts.

8.p. Moving Expenses:

- The Department may pay moving expenses for an employee provided the move is in the best interest of the State and approved by the Bureau of Personnel Services (see Management Policy 037).
- All purchasing rules apply to the purchase of these services. Estimates or firm prices must be obtained and submitted with the Purchase Request along with the approval of the Bureau of Personnel Services. The State will not pay any unpacking charges or insurance.

8.r. Motor Vehicles: When the purchase of a motor vehicle is desired, an approved DMS Form MP-6301, Request for Purchase of Mobile Equipment must be submitted with the Purchase Request, unless for a vehicle specification previously exempted by the Director of Fleet Management, Department of Management Services.

The leasing of motor vehicles must be in accordance with the state Rental Vehicles Contract, with the exception of leases which are anticipated to exceed 30 days. All leases which exceed 30 days must have Division of Motor Pool approval and will be processed as outlined above.

8.s. Prepayments: Most purchases entail payment only after the receipt of commodities or the performance of services. However, there are numerous instances where payment must be furnished to the vendor in advance. Examples include some of the following: Service or maintenance agreements, publications or periodicals, membership dues, registration fees, etc. Also, Comptroller's Memo No. 2, 1998-99 authorizes prepayment of annual advance payments on contracts the annual amount of which is \$1,800 or less. If prepayment is required and/or prudent, the requestor should so note on the Purchase Request, along with any special instructions for routing the payment. The Chief of Purchasing and Contracts will annotate the Direct Order "Prepaid Order Check Attached", "Prepayment Will Follow", or "To Be Prepaid Upon Receipt of Invoice", as appropriate, and this notation will appear on the requestor's copy. Prepayment cannot be made unless/until an invoice or equivalent (order form, subscription form, registration form, etc.) is received. Therefore, if available, this document should be submitted to the Bureau of Purchasing and Contracts with the Purchase Request.

8.t. **Printing Services:** In addition to this manual, see HSMV Management Policy 014. To ensure timely processing and delivery of printing requests refer to the following general guidelines:

- **Specifications:** Include specifications on/with your Purchase Request. Specifications for printing must include such things as the type, weight, and color of paper (stock); colors and number of inks; size and number of pages; folds; type of binding; special features such as screens, bleeds and half-tones, etc.

The Graphic Arts Section will develop specifications for printing jobs for which it develops the artwork. If ordering reprints of a previous printing job, please note the prior Purchase Order number and bid number on the Purchase Request.

- **Order early:** Stock levels of printed materials should be closely monitored. Requests for printing which do not require bidding (\$25,000 or less) should be submitted at least 45 days before the items are required. Requests for printing which require bidding (over \$25,000) should be submitted at least 90 days before the items are required.
- **Artwork and typesetting:** The Department's Print Shop is responsible for obtaining original artwork and typesetting for all department forms and brochures, working with a liaison person from each division and vendor graphic arts personnel. Additionally, all original artwork will remain in the custody of the Print Shop Administrator, except for those times when it is provided to a printer for the production of printed copies.
- **New or revised forms:** If a new or revised form is to be printed, HSMV Form 90001, Authorization to Print Department Forms, must be completed with proper signatures and submitted with the Purchase Request.
- **Printing Records:** If the printing of a publication costs, or is estimated to cost, in excess of \$50,000, HSMV Form 94006, Printing Record must be submitted with the Purchase Request, in accordance with HSMV Management Policy 014 and [s. 283.31, Florida Statutes](#).
- **Proofs:** Pre-production proofs should usually be required when the printer provides typesetting and/or other artwork. In cases where camera ready mechanicals are provided to the printer, the proofs will be an exact reproduction of those mechanicals, so the benefits of proofs are questionable. Requiring proofs, of course, affects the time required for completion of a printing job.
- **Recycled Products:** In order to comply with the intent of section 287.045, Florida Statutes, regarding procurement of products and materials with recycled content, and in accordance with recycled content criteria established by State Purchasing, the agency or its divisions may elect, for individual bid solicitations, to allow a price preference of up to 10% for bidders offering products with a minimum recycled content, over lower bidders not offering products with the minimum recycled content. Bidders must certify in writing the percentage of recycled content in formal competitive sealed bid solicitations.

8.u. Rentals and Leases of Equipment: Equipment, such as copiers, data processing devices, etc., is sometimes rented or leased, instead of purchased outright, because of budget constraints, uncertainty of long range need, etc. Some special requirements apply to such purchases.

- **Purchase Requests:** Purchase Requests for equipment rentals should be submitted at least 60 calendar days in advance of the projected installation or renewal date, except when that date is the start of a fiscal year (see 6.g.). In addition to other required information, Purchase Requests must show the percentages of each payment which will be credited toward the state's equity in the equipment, if any, the maximum percentage of the purchase price that can be accrued, the anticipated month and year this maximum equity will be achieved, and the dollar amount required to pay off the remaining balance and acquire ownership. This information is available from the equipment vendor.
- **Approvals:** If an Information Resource Request approval is required, it must be documented on the Purchase Request. If Division of Communications approval is required, it must also be submitted with the Purchase Request. If Division of Purchasing approvals are required, requests for approval will be prepared by Bureau of Purchasing and Contracts, provided adequate justification has been offered by the requestor. If an equipment lease will equal or exceed \$25,000 within one fiscal year, the requestor must complete and attach to the Purchase Request the State Chief Financial Officer's Checklist for Requesting Chief Financial Officer's Approval to Lease Equipment

The Bureau of Purchasing and Contracts will transmit the Checklist for prior approval by the State Chief Financial Officer. Leases that are not economically prudent and cost effective will not be approved. Direct Orders will not be issued unless/until required approvals are obtained.

- **Receiving Reports:** Upon receipt of new equipment, and/or upon renewal of the lease or rental of previously installed equipment, a Receiving Report (see 6.e.) must be submitted to authorize the first payment. Recurring payments will then be made automatically upon receipt of invoice. The requestor's responsibilities for notification in the event of any change, and for submittal of the final Receiving Report, are described in 8.b. (2), Recurring Services.

8.v. Security Systems: Field office security system purchases will be made in accordance with the following guidelines:

- The supervisor submitting the request must survey the facility to determine the need for security.
- Specific needs and location of the facility should be taken into consideration.
- The supervisor shall prepare a list of equipment and specifications.

- The supervisor may contact the Bureau of Investigations of the Florida Highway Patrol, Neil Kirkman Building, Room B467, Tallahassee, Telephone (850) 617-2302. The Bureau may assign an investigator to perform a security analysis of the facility, and assist the supervisor in any necessary revisions to the equipment list or specifications.
- If procurement of a system, including monitoring will cost \$25,000 or less, at least three quotations shall be obtained. All systems, including monitoring, costing over \$25,000 will require formal bidding unless covered under State/Agency contract.
- The supervisor will submit a Purchase Request to the next level of management. The request shall be accompanied by all quotations obtained or system specifications for bidding. If the security system is to be connected with any type of communications system, for remote monitoring, a completed [DMS Form 9008 \(CPLA\)](#) must accompany the request. This can be obtained through the ISA communications section at (850) 617-2100.
- If approved by the appropriate management level(s) in the requestor's division, the Purchase Request and all accompanying documents will be forwarded to the Chief of Office Services for review and approval.
- After approval, the Chief of Office Services will forward the Purchase Request to the Bureau of Purchasing and Contracts for processing in accordance with purchasing and contract policies.

8.w. Subscriptions: Newspapers, magazines, trade journals, periodical reports. Subscriptions should only be purchased when they are essential to job function and provide critical process or management information.

8.x. Telephone Lines and Equipment: Telephone line service is regulated by the Public Service Commission, and is not acquired through the issuance of Purchase Requests and Direct Orders. Telephone equipment and its maintenance are acquired through Purchase Requests and Direct Orders. Acquisition of new and/or expanded phone systems and instruments require that an Information Resource Request (IRR) be approved by the Department's Director of Information Systems.

- **Line service:** Having telephone lines brought to a building or office, and having telephone numbers assigned, will remain exempt from the state purchasing law, as are other government regulated private utilities. To acquire such services, do not submit a Purchase Request. Instead, submit a [Telecommunication Work Order \(TWO\) \(HSMV Form 93608\)](#) to the DHSMV Telecommunications System Consultant who will process this into Communication Service Authorization (CSA), [DMS Information Technology Form COM 9001 Communications Service Authorization](#), through the Information Systems Administration, in accordance with [HSMV Management Policy 002, IV F](#).
 - A Communication Service Authorization is required for the following:
 - New or additional telephone line service, including SunCom service.
 - Deletion or reduction of telephone line service, including SunCom service.

➤ **Telephone equipment and equipment maintenance:** All telephone equipment, and repairs to such equipment, are subject to the purchasing law and this instruction.

- **Maintenance:** For maintenance (repairs) over \$25,000, Purchase Requests must be submitted to the ISA Communications Office, along with a DMS Information Technology Form COM 9008 Communications Purchase or Lease Authorization and an IRR. (After approval of DMS Form COM 9008, the ISA Communications Office will route the documents to the Bureau of Purchasing and Contracts for processing.

Exception: For repairs to standard 1A2 key telephone equipment in the Neil Kirkman Building, contact the ISA Communications Office. That office contracts for repairs of standard telephone equipment in the Neil Kirkman Building. For repairs under \$25,000, outside the Neil Kirkman Building, route a Purchase Request to the Bureau of Purchasing and Contracts, bypassing the ISA Communications Office.

- **Equipment:** For telephone equipment, a Purchase Request (a DMS Information Technology Form COM 9008 Communications Purchase or Lease Authorization if over \$25,000) and an IRR are required. This requirement also applies to facsimile, television, radio and other communications equipment. In addition, for complete new telephone systems, the following are required:
 - Letter of Agency, advising the local telephone utility company that the equipment vendor will be acting on our behalf (as our agent).
 - A "Customer Provided Telephone System Service Request", which will provide the local telephone utility company with technical information needed to tie in their lines to the equipment we are purchasing.
 - A [DMS Form COM 9001](#), Communication Service Authorization, to authorize the local telephone utility company to furnish lines for the new location and/or to re-terminate existing lines.
 - A second 9001, if necessary, for SunCom service to be provided by AT&T Communications.
 - A DMS Form COM 9062, Service Requirement Document (SRD), describing the system to be installed.
 - Acquisition of new and/or expanded phone systems and instruments require that an Information Resource Request (IRR) be approved by the Department's CIO.
- **Document Preparation:** The preparation of these documents will be provided or assisted by the State Technology Office local Telecommunications Systems Consultant (TSC) assigned to your region, or in his/her unavailability, the State Technology Office Communications Engineer in Tallahassee who handles your region, and/or the equipment vendor.

Due to various approval requirements and state contract delivery schedules, telephone systems acquisitions should be initiated 90 to 180 days in advance of need.

8.y. Trade-ins: Purchase Requests which include a trade-in must include the description, manufacturer, model, serial number, property tag number, and a description of the condition (poor, fair, good) of the item to be traded. The vendor's written trade-in offer must be attached.

9. Ordering From Central Supply:

Members can access many commonly used forms in electronic format, and order items by email. The site is accessible from the DAS homepage under "Supply" or click <http://casey.hsmv.state.fl.us/Intranet/DAS/Supply/home-sup.html>.

Click on the Supply List icon under General Office Supplies, and you'll bring up a complete listing of forms, supplies and equipment available from Central Supply in the Kirkman Building. Instructions are available at the "How to Use Supply List" heading, accessible from the Supply home page or by clicking the link in the Supply List.

Supply Requisitions are available as Word documents, and can be submitted as attachments to email. Exception: Police insignia and decals, and DMV title paper, will still require manually signed requisitions. The email address is SupplyReq@hsmv.state.fl.us.

The members listed below are authorized to approve Supply Requisitions. Managers are authorized to adopt more restrictive guidelines for organizational units and members who report to them.

Senior Management Service (SMS): All members;

Select Exempt Service (SES): All members;

Florida Highway Patrol: Sergeants and higher career service ranks;

Division of Driver Licenses: UTC monitors, Senior HS;

Specialists/Motorcycle Monitors, and Office Operation Managers/CDL Monitors;

10. Available Forms:

➤ The following is a partial list of commonly used purchasing forms:

- [DMS Form PUR-7044, Telephone Quotation](#)
- [Division of Motor Pool Form MP 6301, Request for Purchase of Mobile Equipment](#)
- [HSMV Form 95019, Attestation of Independence of and No Conflict of Interest](#)
- [HSMV Form 95020, Contract Review](#)
- [HSMV Form 95107, Contractor Performance Evaluation Report](#)
- [Certificate of Availability of Records for Public Inspection](#)
- [HSMV Form 90001, Authorization to Print Department Forms](#)
- [Customer Complaint to Vendor \(DMS 7017\)](#)
- [HSMV Form 94028, Receiving Report](#)

A complete list of purchasing forms is available at:

http://casey.hsmv.state.fl.us/Intranet/DAS/purchasing/index_bpc.html

- The following forms may be obtained from the office of the Chief of Office Services:
 - [DMS Information Technology Form COM 9001 Communications Service Authorization](#)
 - [DMS information Technology From COM 9008 Communications Purchase or Lease Authorization](#)

APPENDIX I

Keys to Facilitate Efficient Purchasing:

- **Plan Ahead:** Try to anticipate needs as far in advance as possible and submit Purchase Requests in time to allow for order processing and shipment. If there is a question about the delivery time for a specific item, the requestor should contact the Bureau of Purchasing and Contracts. It is critical for high cost or complicated acquisitions that the Bureau of Purchasing & Contracts be advised well in advance of the actual need. Effective preparation will eliminate many problems with contracts in the future.
- **Adequate Description:** The requestor should be as complete as possible in describing what is wanted, when it is needed, where it is to be delivered, and why it is needed. If known, the previous Purchase/Direct Order number should be included when an item is being reordered.
- **Review Direct Order:** When a formal Direct Order is issued, the requestor is notified. Immediately after receipt of this document, the requestor should review the Direct Order and compare it with the Purchase Request to ensure it is correct. If a discrepancy is noticed, the requestor should contact the Bureau of Purchasing and Contracts. If the Direct Order fails to deliver due to a system issue, the requestor should contact the vendor immediately.
- **Inspect Shipment:** When the order is received, the requestor should ensure that it matches what was specified on the Direct Order. The Receiving Report should be approved only after the requestor has verified that the shipment is in compliance with the description and quantity listed on the Direct Order (see 7.d).
- **Submit Receiving Report or Invoice:** The requestor must approve, date, and submit the Receiving Report or invoice, as applicable, to the Accounts Payable Section, Bureau of Accounting, through MFMP, immediately; besides being a legal requirement, timely payment of invoices greatly aids good agency/vendor relations.
- **Changing Purchase/Direct Orders:** Any and all changes to a Direct Order must be made by the Bureau of Purchasing and Contracts. If a change is necessary, the requestor should contact the Bureau of Purchasing and Contracts.
- **Useful Purchasing Concepts**
 - **Consolidation:** Grouping together several small purchases, to reduce paperwork, costs, administrative effort, and number of vendors.
 - **Critical Material Procurement Planning:** Considering all aspects of the procurement of products or services essential to carrying out agency responsibilities (see Attachment).
 - **Falling Market:** A market in which prices are declining relative to quality and features, such as information technology and other electronics. Contracts should either be short – term or allow for price reductions or re-negotiation.
 - **Forward Buying:** Longer-term contracting, especially useful for locking in advantageous pricing in a rising market.

- **Just – In – Time (JIT):** The practice of contracting with a stocking dealer or manufacturer who will deliver goods when and where needed, instead of stocking large quantities in the agency, tying up funds, space and personnel, and assuming related risks.
- **Long Term Contracting:** Selecting a single vendor to meet a recurring need over a term of one or several years. There is no need to limit recurring purchases to bids/orders for one delivery, or even one year. Multi-year contracts for recurring services or commodity deliveries can reduce costs, administrative effort and exposure to stock outages.
- **Simplification:** Reducing specifications to the minimum necessary to assure appropriate features and quality, to maximize competition and reduce costs.
- **Standardization:** There are two meanings to this term: (1) Settling on one or a few items to meet a common user need, i.e., establishing a user standard, in order to reduce the variety of items purchased and inventoried; and (2) using industry standard rather than custom made or configured goods and services. Both types of standardization can reduce costs, and they can be combined, e.g. using a standard production item as the user standard in all similar applications.
- **Supplier Partnering:** A win – win relationship between customer and supplier, to take advantage of supplier expertise in design and delivery, and reduce administrative effort and commodity/service costs through longer term contracting.
- **Value Analysis:** Technologies, environments and concepts change. Products (or services) should be periodically reviewed, not only to see if they're still necessary, but to see if costs can be reduced, or cost increases avoided. Value analysis is a technique for reviewing each item in a specification to see if it is necessary, contributes value in proportion to its cost, and is the least costly way to meet ultimate requirements. To perform a simple value analysis:

List the materials and processes involved in manufacture, packaging and delivery of a commodity, or performance of services.

For each material or process, consider:

- Does its use contribute to value?
 - Is its cost proportionate to its usefulness?
 - Does it need all its features?
 - Is a lower cost alternative of adequate quality available?
- See Attachment for Value Analysis language used in invitations to bid.

APPENDIX II

Contract Manager's Responsibilities:

A contract manager is an individual designated by the Division Director or their designated representative to be responsible for the success of the contract. The responsibilities include the following:

- Analyze the need to contract.
- Consider the various resources which may be available to meet the needs:
 - In-house staff, equipment and facilities
 - Budget and funds availability
 - Vendor resources, availability and cost effectiveness
- Make decision to contract with outside vendor.
- Document and plan for the contracting process.
 - **New Contracts**
 - Contact all small business enterprises in your area to see if they are interested in providing the service. You can obtain assistance in locating minority businesses from the Office of Supplier Diversity web site at <http://www.osd.dms.state.fl.us/> or by calling the Bureau of Purchasing and Contracts for assistance.
 - If the contract is \$25,000 or less, informal quotes are to be submitted to the Bureau of Purchasing and Contracts, along with the vendor's pre-printed contract form (if available). If vendor quotes are received in writing, submit copies. If received orally, submit a written record on the Telephone Quotation form (available on-line at <http://www.hsmv.state.fl.us/purchasing/form/PUR7044.doc>) or other hard copy showing firms contacted, by whom, individuals responding, prices, terms, telephone numbers, etc.
 - If unable to obtain competitive quotes, document your efforts (vendors contacted, dates, responses) and indicate why a single source is necessary.
 - If the contract is over \$25,000 provide a detailed scope of work or specifications for the Bureau of Purchasing and Contracts to prepare an Invitation to Bid. For complicated or technical contracts, contact the Bureau of Purchasing & Contracts and plan to discuss the various solicitation mechanisms, such as Invitation to Bid, Request for Proposal or Invitation to Negotiate.
 - If the contract totals \$50,000 or more, include HSMV Form 95020, Contract Review (<http://www.hsmv.state.fl.us/purchasing/form/HSMV95020.pdf>). The Bureau of Purchasing and Contracts will route it for the required legal, administrative and financial reviews.

- After the contract has been processed through all approvals, the Contract Administrator will send you a copy of the Direct Order and contract (if applicable) for your files.
- Contact the contractor's representatives, review the contract with them, establish a good line of communication, and prepare to follow proper contract management principles (see Section V). In the event of a conflict contact the Bureau of Purchasing and Contracts for assistance.

○ **Renewal Contracts**

Renewals will be in accordance with [60A-1.048, Florida Administrative Code](#). If this is a renewal contract, the following steps will be followed:

- When submitting a Purchase Request to renew a contract, attach a HSMV Form 95107, Contractor Performance Evaluation Report. The Contract Manager must complete the form and return it to the Bureau of Purchasing and Contracts along with the items listed in 4 below.
- Even if the contract contains a renewal clause, and the annual cost is \$25,000 or less, if the contract is not with a small business enterprise, you may contact small business enterprises in your area to see if they are interested in providing the required services.
- If renewing an existing contract, request a letter from the current vendor stating he/she agrees to renew the contract under the same terms and conditions for an additional year. If the vendor does not renew under the same terms and conditions (e.g., price increase, etc.), a new contract will be required unless the original contract contains a price increase clause.
- Submit Purchase Request, Vendor's letter, [HSMV Form 95107, Contractor Performance Evaluation Report](#), and HSMV Form 95020, Contract Review form (if required by 8.b., or if desired for any other reason) through the appropriate channels for further processing.
- After the contract has been processed your copy of the Direct Order and contract (if applicable) should be retained for your files.

➤ Monitor the Contract.

- We recommend you begin with a pre-performance meeting with the Contractor to discuss mutual obligations and expectations. Thereafter, the contract should be continuously monitored throughout its term, with Contractor meetings as needed.
- If financial reports, performance reports, work products, etc. are required under the terms of the contract, the Contract Manager should assure that they are received.
- Ensure that promised services are performed and time schedules met.
- Payment of Invoices – Compare the invoice to the Direct Order to ensure correct billing.
 - If billed correctly, approve invoice and submit through MFMP within five days after receipt to the Bureau of Accounting, Accounts Payable section.

- If billed incorrectly, (e.g. amount, method of payment, serial numbers, etc.), contact the vendor and get it corrected. DO NOT KNOWINGLY SEND AN INCORRECT INVOICE TO THE BUREAU OF ACCOUNTING FOR PAYMENT. If you are unable to resolve the problem with the vendor, please advise the Bureau of Purchasing and Contracts.
- If payment should not be made for any reason, a written report detailing the circumstances surrounding the nonpayment should be sent to the Bureau of Purchasing and Contracts along with the invoice.
- In order for this agency to terminate/cancel a contract for unsatisfactory/non-performance, the following steps must be taken:
 - Advise the Bureau of Purchasing and Contracts in writing and in detail, what services are not satisfactory. You may use the DMS Customer Complaint form, the one linked at <http://www.hsmv.state.fl.us/purchasing/form/customer-complaint.doc>, or a memorandum.
 - The Chief, Bureau of Purchasing and Contracts will either resolve the matter informally or issue a formal complaint, giving the vendor a time frame (at least 10 days, as required by [Rule 60A-1.006\(3\), Florida Administrative Code](#)) in which to bring the performance up to contract standards. You, as contract manager, will receive a copy of the complaint.
 - You must monitor the performance very closely during the time frame (keep written records during this time). If the vendor is still not performing satisfactorily after the time frame has expired, you must advise the Chief, Bureau of Purchasing and Contracts (BPC), in writing that the vendor should be found in default of the contract. Include a Purchase Request for another vendor who will complete the contract, or request BPC assistance in locating another contractor.
 - Once the Chief of Purchasing and Contracts receives your recommendation, a letter will be written to the vendor advising him/her that he/she has been found in default and the contract is terminated/cancelled immediately. The vendor will be removed from the departmental vendor list until reprourement costs and costs of cover are reimbursed. NOTE: The vendor will have 21 days to protest either or both of these actions. The vendor has the right to a hearing on agency actions affecting his/her substantial interests, in accordance with Rule 15-2.003, Florida Administrative Code.
- Any correspondence with the vendor concerning a contract, including price increase or price reduction, should be forwarded to the Bureau of Purchasing and Contracts. This will allow us to update our files with the current information.
- If a contract needs to be modified, amended or changed, changes should be made in writing and processed through regular contract approval routes prior to being issued by the Bureau of Purchasing and Contracts.

➤ Evaluate the contract.

- This evaluation is done by preparing the Performance Evaluation Form HSMV 95107. The Bureau of Purchasing and Contracts will not renew a contract without this form being completed and submitted with the Purchase Request. See:
<http://www.hsmv.state.fl.us/purchasing/form/HSMV95107.doc>
- Once a report of unsatisfactory service is initiated, the initiator should follow through with all steps listed in item 5. F. above. A Contractor Performance Evaluation Report can be prepared anytime during the contract period if the vendor's performance is not satisfactory. Again, all steps listed in 5.F. above must be complied with once you start the above procedures.

APPENDIX III

Procurement Plan

Date: _____

➤ **Current Status**

- Item or Service: _____
- Stock No.: _____ Last D.O. No.: _____
- Vendor: _____
- User Division/Bureau/Office: _____
- Purpose of item/service: _____

- Quantity used prior fiscal year: _____ Last 12 months ending: _____
- On hand: _____ On order: _____
- Procurement method (state contract, bid, single source, etc.): _____
- Price: _____
- Term of last contract (single delivery, 1 year, etc.): _____
- Distribution (Supply, end user, vendor warehouse, etc.): _____
- Delivery Schedule: _____
- Packaging: _____
- Payment terms: _____
- Date specs were last reviewed for cost/quality: _____
- Supplier performance/availability: _____
- Term of contract: _____

➤ **Issues for Review**

- Purpose: _____
- Value analysis: _____
- Specifications: _____

- Quantity: _____
- Procurement method: _____
- Price: _____
- Sources/market trends: _____
- Delivery schedule & Location: _____
- Term of Contract: _____
- Payment terms and schedule: _____
- Supplier involvement in plan: _____
- Make/buy decision: _____

➤ **Procurement Plan**

- Goals: _____

- Specifications: _____

- Quantity: _____
- Procurement method: _____
- Term of contract: _____
- Sources: _____
- Delivery: _____

- Payment terms: _____
- Timetable (RPO, Bid/RFP/Negotiations, PO): _____

➤ **Results**

- Goal achievement: _____
- Effectiveness of Service: _____
- Quality: _____
- Administrative effort: _____
- Costs: _____

Signature: _____
Contract Manager

Date: _____

Notes:

Instructions for Using the Procurement Plan

PURPOSE: The plan is designed for evaluating and planning for agency contracts. The specifications, quality, quantity, cost, delivery schedule, distribution, etc., are all critical to a successful contract experience. Contracts are critical because they are required to assist the agency in carrying out our statutory responsibility

The plan is a format, not a form. It can be used in whole or in part, with or without changes/additions/deletions, or not at all.

The goals of using the plan are to avoid outages of critical materials, obtain best value, contain or reduce costs, and improve quality and customer service. For assistance in developing a Critical Material Procurement Plan, contact the Chief of Purchasing & Contracts.

DEFINITIONS

Delivery schedule: Schedule of receipts from the supplier, e.g., once a year, twice a year, quarterly, monthly, as needed and requested, etc.

Packaging: Cartons, pallets, etc., and the quantity in each.

Specifications: A statement of a set of requirements to be satisfied by a product, material, or a process. There are four general types of specifications: *Performance specs* (Features, functions, use characteristics); *Design specs* (Materials, dimensions, methods of fabrication, components); *Brand name or equal* (Qualified Products List, instructions for offering alternates); *Combination* (Two or more of the first three).

Value analysis: A technique for taking a “second look” at specifications by reviewing each item in a specification to see if it is necessary, contributes value in proportion to its cost, and is the least costly way to meet ultimate requirements.

PROCEDURE:

- Current Status: Identify the item or service, and fill in the blanks relevant to your planning process.
- Issues for Review: Fill in the blanks to indicate those aspects of the procurement of the product or service which will be considered in the planning process.
- Procurement Plan: Fill in the blanks to indicate what you are trying to accomplish and how it is to be accomplished.
- Results: After the plan has been implemented, evaluate the outcome!

APPENDIX IV

Value Analysis and Changes to Specifications

The agency is always interested in reducing product/service costs while preserving or improving the usefulness of the product/service for its intended purpose. Bidders are encouraged but not required to perform a process of value analysis of the item(s) of bid, in cooperation with agency representatives, and offer suggestions for changes to product/service specifications or contract terms and conditions. In analyzing an item or service, the following steps are suggested:

- List the materials and processes involved in manufacture, packaging and delivery.
- For each material or process, consider, (a) Does its use contribute to value? (b) Is its cost proportionate to its usefulness? (c) Does it need all its features? (d) Is a lower cost alternative of adequate quality available?

Bidders are encouraged to present their suggestions for changes to the invitation to bid as early as possible before the bid submittal date, so that suggestions may be fully considered and, if appropriate, addenda modifying the invitation to bid may be timely issued to all prospective bidders. Suggested change(s) to specifications, terms or conditions should be clearly stated, along with an assessment of the impact of the change(s) on the usefulness of the product/services, production or delivery costs, use costs and appropriateness of the terms and conditions in protecting the rights of the parties. Include pros and cons.

The agency reserves the right to reject any and all suggested changes without explanation, and/or to accept any suggested change(s) which meet(s) the agency's needs at an anticipated lower cost of production, delivery or use than the original specifications, terms and conditions.

Value Analysis and Shared Savings Incentive

As an alternative to be above, a successful bidder who has been awarded a contract will also be encouraged but not required to engage in a similar process of value analysis and suggested changes. The vendor awarded a contract is encouraged to present any suggestions in a timely manner following award, with estimated or actual reductions in costs the vendor would incur in performing the contract, or cost reductions available to the agency in the use of the revised item. If a suggestion is accepted by the agency, the vendor will be required to present documentation of the savings, satisfactory to the agency. Generally, documentation will consist of the vendor's complete cost or pricing records, for the product/service as specified, and the revised product/service as proposed by the vendor. Supporting documentation may also be required, for example, invoices or price quotations from the vendor's suppliers, or, the vendor's standard instructions and standard cost elements routinely used by the vendor's estimators. The cost of any pre-production samples or performance bonds or other forms of assurance suggested by the vendor or required by the agency shall be deducted from the gross savings. Documented savings for alternative processes or materials accepted by the agency prior to or during contract performance will be shared on a 50-50 basis with the vendor over the balance of the life of the contract.

Example: A vendor is awarded a \$200,000 printing contract. The vendor proposes and the agency accepts changes in paper stock, composition, construction and packaging that save the vendor \$20,000 over the balance of the life of the contract. The contract is amended to allow the alternative materials and processes, and the contract price is reduced to \$190,000. The vendor reduces his costs by \$20,000, of which \$10,000 is passed on to the agency by reducing the contract price from \$200,000 to \$190,000.

Note: Ideas submitted will enter the public domain, whether or not the contract for which they are submitted is revised, and may be used by the agency at other times or in other applications without the agreement of or compensation to the firm having originally proposed the idea.

For further information, contact the Chief of Purchasing and Contracts at (850) 617-3203.

APPENDIX V
Department of Highway Safety and Motor Vehicles
Division of Administrative Services
Bureau of Purchasing and Contracts

Process Improvement Request

USE THIS FORM TO SUGGEST IMPROVEMENTS TO ANY CONTRACTING, LEASING OR PURCHASING PROCESS.

Attach additional sheets if needed, and submit form to: Bureau of Purchasing & Contracts, Neil Kirkman Building, 2900 Apalachee Parkway, Room B-412, Mail Stop 31, Tallahassee, Florida 32399-0524, Fax (850)617-5115 (SunCom 217-5115).

- **Process to which this request applies** (identify section of purchasing or leasing manual, management policy, administrative rule or law, if applicable):

- **Process Improvement Suggestion:**

- **Describe benefits of this change, such as cost reduction, reduced administrative effort, reduced process time, improved quality, greater customer satisfaction, etc., as specifically as possible:**

- **Describe any cost or inputs required, such as additional equipment, supplies, copies, labor, etc.**

➤ **List impacts on other processes or entities that would be affected by the suggested change:**

Submitted by:

- Name: _____
- Div./Bur.: _____
- Address: _____
- City & Zip Code: _____
- Telephone: _____ Fax: _____

➤ **BPC response** (initial response will be sent to the person(s) submitting the Process Improvement Request within 30 days of receipt):

By: _____

Date: _____

APPENDIX VI

Release Against Blanket Purchase Order

May be delivered in writing or orally, as appropriate to the circumstances.

Blanket P.O. No.: _____

Term: _____

Total Amounts: \$ _____

Release No.: _____

Date: _____

Contract Manager: _____

Vendor: _____

Ship to: _____

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Instructions: _____

Authorized Signature: _____

Telephone: _____

COMMUNICATIONS SERVICE AUTHORIZATION
(REGULATED TELECOMMUNICATIONS SERVICES ONLY)

AUTHORIZATION NO.
76A\$F56-0253-99

Division of Communication's prior approval is required for all requests which exceed the dollar limit set by category Two of Chapter 287.017fs ,and for all intercity (voice and data) or SUNCOM

(3) FROM: DEPT. OF HIGHWAY SAFETY AND MOTOR VEHICLES 2900 APALACHEE PARKWAY TALLAHASSEE STATE: FL ZIP CODE: 33211		(4) MAIL TO (NAME AND ADDRESS, ETC.) COMPANY DIVISION OF COMMUNICATIONS CITY: TALLAHASSEE , FL REP NAME FREDDY MARTINEZ PHONE: 922-7475	
(5) LOCATION OF REQUESTED SERVICE: AGENCY: DHSMV AGENCY: HILLSBOROUGH COUNTY TAX COLLECTOR ADDRESS: 9325 BAY PLAZA BLVD. ADDRESS: CITY: BRANDON , FL zip: 33619 PHONE: ON-SITE LOCAL CONTACT: NAME: PATTI ALVAREZ PHONE: 813 744 5800 SUNCOM ____ - ____		(6) SERVICE SUPPLIER (LEAVE BLANK FOR SUNCOM): COMPANY Intermedia Communications CITY: Tampa , Fl. REP NAME :Brian Craver Phone: 800-940-0011	
(8) Date Needed: 8/16/99		(7) FOR TELCO USE ONLY WORK ORDER NO. _____ COMPLETION DATE __/__/__ BILLING NO. _____ CIRCUIT NO. _____ DIRECTORY LISTING _ADD _DELETE _CHANGE NUMBER ASSIGNED/AFFECTED PHONE: () - ____	

(9) DESCRIPTION OF REQUEST: REPLACE DSU

Item No.	Quantity	Description	Per Unit	Non recurring	Recurring
		CIRCUIT NUMBER: IDF028371		\$425.00	
		REPLACE PERSENT DSU WITH ADTRAN III			
		SERVICES: 4 HOUR ON-SITE RESPONSE			
			subtotal	\$425.00	\$0.00
			csa total		\$425.00

(13) No. of Attachments:

(14) Work with csa/cpla authorization nos:

(15) Justification and Proposed usage:

Clint Wheeler 850-414-0088

(16) Division Of Communications comments:

(17) Authorizing Official: Name: Barbara Melvin Title: Telecommunications Administrator Signature: _____ Date: 8/5/99 Phone: 850-414-0500 Suncom: 278-1641		(18) Division Of Communications: ____ Approved ____ Disapproved Name _____ Signature _____	
---	--	--	--

COMMUNICATIONS PURCHASE OR LEASE AUTHORIZATION (FOR THE REQUISITION OF EQUIPMENT OR UNREGULATED SERVICES ONLY)		(1) AUTHORIZATION NO.		
		761	98,00	
		TL	R	
		0144	98,00	
		RQ	RQ	
		TR	TR	
Echelon of Communications prior approval is required for all requests which exceed the dollar limit set by Category Two of Chapter 287.017 F.S.				
(2) THIS REQUEST IS FOR (CHECK ONE BOX ONLY, ONE REQUEST PER FORM):				
<input type="checkbox"/> TELEPHONE <input type="checkbox"/> MODEM <input type="checkbox"/> DGUCSU <input type="checkbox"/> FACSIMILE <input checked="" type="checkbox"/> RADIO/PAGING <input type="checkbox"/> CELLULAR <input type="checkbox"/> AUDIO/VIDEO <input type="checkbox"/> OTHER _____				
(3) FROM:		(4) MAIL TO (NAME AND ADDRESS, ETC.)		
AGENCY: <u>Dept. Hwy. Safety & Mtr. Veh.</u> ADDRESS: <u>Neil Kirkman Building</u> CITY: <u>Tallahassee</u> FL STATE ZIP CODE: <u>32399-0500</u>		Motorola Communications P.O. Box 6171 Tallahassee, Florida 32314-6171		
(5) LOCATION OF REQUESTED SERVICE (NO P.O. BOX NOS.):		(6) PROCUREMENT METHOD:		
AGENCY: <u>Florida Highway Patrol</u> ADDRESS: <u>Neil Kirkman Building</u> A302 (ROOM) CITY: <u>Tallahassee</u> FL STATE ZIP CODE: <u>32399-0500</u> PHONE: () - - - - - ON-SITE LOCAL CONTACT: NAME: <u>Don L. Fox</u> PHONE: <u>(850) 488-8537</u> 278 - 8537 (EXTENSION)		<input checked="" type="checkbox"/> STATE CONTRACT NO. <u>725-001-90-1</u> <input type="checkbox"/> SINGLE SOURCE PROPOSED SUPPLIER: COMPANY: <u>Motorola Communications</u> CITY: <u>Tallahassee</u> FL STATE REP NAME: _____ (PRINTED) _____ <input type="checkbox"/> INVITATION TO BID <input type="checkbox"/> REQUEST FOR PROPOSAL		
		(7) DATE NEEDED: ___/___/___		
(8) DESCRIPTION OF REQUEST:			PRICE	
ITEM NO.	QUANTITY	DESCRIPTION (TYPE, MAKE, MODEL, ETC.)	PER UNIT	TOTAL
1	2046	Mobile and portable radios @ \$7.95 per month Each	\$16,265.70	\$195,188.40
2	10	Control Stations @ \$20.32 per month Each	203.20	2,428.40
3	32	First echelon maintenance for Monroe County District @ \$10.95 per month Each	305.40	4,204.80
Term: 07/01/99 - 06/30/2000				
			CPLA TOTAL:	\$201,831.60
(9) NO. OF ATTACHMENTS: _____				
(10) WORK WITH CSA /CPLA AUTHORIZATION NOS: _____				
(11) JUSTIFICATION AND PROPOSED USAGE: Required to maintain FHP radio equipment in Phase One and Phase Two. First echelon maintenance required at location where there are not FHP Technicians available.				
(12) DIVISION OF COMMUNICATIONS COMMENTS:				
(14) AUTHORIZING OFFICIAL:		(15) DIVISION OF COMMUNICATIONS:		
NAME: <u>Barbara Melvin</u> TITLE: <u>Telecommunications Administrator</u> SIGNATURE: _____ DATE: <u>06 / 23 / 99</u> PHONE: <u>(850) 414-0500</u> EXTENSION: <u>996-0500</u>		<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED NAME: _____ SIGNATURE: _____ DATE: ___/___/___		

Notes: