

SECTION IX

FLORIDA PURCHASING OFFICE CERTIFICATION

The Division of State Purchasing offers certification of state agency purchasing offices in order to promote the attainment of high professional standards by those offices.

Areas of purchasing operation reviewed in the certification process include:

The mission statement of the purchasing office.

The long range program plan for the purchasing office.

Performance measures.

The quality of purchasing office publications, including the purchasing manual, vendor guide, performance reporting, training materials, and general information provided to staff, vendors and the members of the agency served.

Training opportunities for purchasing staff and agency members with purchasing related functions.

The level of professional development of the manager, supervisor and professional purchasing staff.

Adherence to requirements of Florida Statutes and Florida Administrative Code, and the policies and procedures of the agency.

Sourcing strategies, including the proper determination of procurement method, items of contract, contract terms, conditions, duration, and flexibility, and leadership of procurement teams, e.g. in solicitation development, evaluation and negotiation.

Supplier management, including contract management and enforcement, problem resolution, vendor complaints, and vendor relations.

Effectiveness of the office's purchasing policies, procedures and staff in delivering customers what is needed, when and where it is needed, and in meeting other state objectives, such as equity in contracting, environmental considerations, the use of rehabilitative industries and correctional work programs, and the encouragement of drug free workplaces among suppliers.

Efficiency of the office's purchasing operations, in reducing administrative efforts and costs for agency personnel, purchasing personnel and vendors, and the time required to accomplish tasks.

Economic achievements of the purchasing office, in providing commodities and services at the lowest overall cost, stretching taxpayer dollars, and driving down the cost of government.

Inclusion and effectiveness of the purchasing office in significant agency projects.