



DEPARTMENT OF MANAGEMENT  
**SERVICES**

4050 Esplanade Way • Tallahassee, Florida 32399-0950

LAWTON CHILES, GOVERNOR

WILLIAM H. LINDNER, SECRETARY

April 8, 1996

MEMORANDUM No.: 16 (95-96)

TO: Purchasing Office Addressed

FROM: *[Signature]* George C. Banks, CPPO  
Director, Division of Purchasing

SUBJECT: Use Of Alternate Contract Sources

This memorandum is a follow up to Memorandum No. 5 (95-96), dated September 12, 1995. Originally, it was the Division's intent to concentrate on the use of Federal Supply Schedule contract items; however, the implementation of this program has been delayed by the federal government until December 1997. In light of this delay, the Division will concentrate on the review of Alternate Contract Sources other than the Federal Supply Schedule.

The Division will consider review of contracts as submitted by Executive agency purchasing offices. Attached for your review and use is Form PUR 7102, Agency Request for Review of Alternate Contract Source. It should be kept in mind that the Division can only consider use of contracts that include a provision allowing other entities to use such contract. Any request must be signed by the Purchasing Director of an agency.

Issues to be considered for implementation will include the vendors willingness to exercise purchasing option to the State of Florida and other eligible users, terms, conditions and pricing. No contracts will be considered for which there is a current state contract; however, consideration will be given to alternate source contracts for replacement of a State Term Contract. An approved Alternate Contract Source will not be mandatory for use by State agencies but should be given consideration.

Approved contracts will be published on the Florida Communities Network on the Internet at <http://fcn.state.fl.us/index.html>

As stated earlier, requests for review should come from the agency purchasing office and not directly from vendors or other sources. If you have any questions, please contact Cherrie McClellan at (904) 921-6027 or Suncom 291-6027.

GCB/cm

Attachment

**Agency Request for Review of Alternate Contract Source**

Commodities / Services listed on current state contract will not be considered for review.

**Request Submitted by:**

\_\_\_\_\_ Agency

\_\_\_\_\_ P.O. Box or Street Address

\_\_\_\_\_ City, Zip

\_\_\_\_\_ Phone Number/Suncom Number

\_\_\_\_\_ Agency Purchasing Director (Signature)

\_\_\_\_\_ Agency Purchasing Director (Typed)

Contract Title#: \_\_\_\_\_

Contract Term (Beginning / Ending Dates): \_\_\_\_\_

Contracting Entity (Name of City, County, etc.): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Estimated Dollar Volume to be spent by your agency using this contract if certified: \_\_\_\_\_

**Information below to be completed by the Division of Purchasing**

Alternate Contract Source # (ACS) Log in number: \_\_\_\_\_

Log in date: \_\_\_\_\_

Response due: \_\_\_\_\_

Division's Class / Group #: \_\_\_\_\_

Team Members	Hours Worked
_____	_____
_____	_____
_____	_____

Date Solicitation / Contract Information: Date Requested: \_\_\_\_\_ Date Received from Public Entity: \_\_\_\_\_

Appropriate Contract Language Contained:  Yes  No

Date Vendor Approval: \_\_\_\_\_ Date Requested: \_\_\_\_\_ Date Received: \_\_\_\_\_

Vendor Accepts Option:  Yes  No

Terms /Conditions Review:  Acceptable  Unacceptable (List reason and location within contract)

Specifications Review:  Acceptable  Unacceptable (List reason and location within contract)

Cost Comparison:  Acceptable  Unacceptable prices contained in submitted contract.

Prices contained in submitted contract are cost effective and result in a price savings of approximately \_\_\_\_\_% to the State of Florida.

Team Member Recommendation: Approve: _____ Disapprove: _____	
Supervisor _____ <i>Initial</i>	Bureau Chief _____ <i>Initial</i>
	Director _____ <i>Initial</i>

**Submit to:** Department of Management Services  
Division of Purchasing  
4050 Esplanade Way  
Tallahassee, Florida 32399-0950