

Section 5: PROCUREMENT OF COMMODITIES AND SERVICES

Purchases for commodities and contractual services in an amount less than \$25,000 (Category II) where the items are not available on existing State Term Contracts, PRIDE, RESPECT, another governmental agency, or only available from a single source, supplier diversity should be considered, will be processed as follows:

LESS THAN \$2,500

Shall be carried out using “good” purchasing practices that may include, but are not limited to, quotes or written records of telephone quotes.

BETWEEN \$2,500 - \$24,999

Shall have two or more written quotes, documented telephone quotes, fax quotes, or informal bids to be opened upon receipt.

MORE THAN \$25,000

Purchases for commodities or services in excess of the threshold amount for Category II (\$25,000), require formal competitive bidding unless the purchases are made from State Contract, agency term contract, are statutorily exempt, or authorized as an exceptional purchase as outlined in Section 5.3.

Contractual Services over the threshold amount for \$50,000 (Category III) require legal review and if a purchase order is deemed appropriate, the provisions of section 287.058(1)(a)-(f), Florida Statutes, must be incorporated by reference or attached in whole, when determining the appropriate procurement form (DMS standard contract or purchase order).

Each office, at the time specifications or designs are developed or contract sizing is determined for any proposed procurement costing in excess of \$150,000 (Category IV), as defined in section 287.017, Florida Statutes, shall forward the proposed procurement request to the MBE coordinator in the Departmental Purchasing, for review and approval. It is suggested that the Department’s MBE coordinator be contacted prior to explore minority participation strategies. No request shall be forwarded directly to the Office of Supplier Diversity without prior Departmental Purchasing approval.

All competitive solicitations that may exceed \$519,000 must be advertised for 40 days, under all, or only those sought under the World Trade Organization the terms of Florida’s participation in the World Trade Organization.

Methods of Procurement:

- ❖ State Term Contract
- ❖ Agency Term Contract
- ❖ Blanket Purchase Order
- ❖ Purchase Order
- ❖ State Purchasing Agreements (SPA)
- ❖ Exceptional Purchases
- ❖ Prison Rehabilitative Industries and Diversified Enterprises (PRIDE)
- ❖ RESPECT
- ❖ Formal Solicitation
- ❖ Exceptions to Formal Bids: Pursuant to section 287.057(f), Florida Statutes.
- ❖ Services or Commodities provided by Governmental Agencies

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