

SECTION 5.1: REQUISITION AND PURCHASE ORDERS

Requisitions are subject to the following guidelines and limitations:

- A. Purchase of all goods and services, except those executed through a standard contract, excluded by exemption or purchased using the purchasing card, shall originate through the MFMP system and follow all business rules. **It is the policy of the Department that a purchase order will not be processed for goods/services that are acquired after-the-fact. Purchases made prior to the issuance of a purchase order are unauthorized and, therefore, not binding on the agency. Unauthorized purchases may result in the requestor being held responsible for payment and/or disciplinary action.**
- B. Information Technology Consulting Purchases:
 - 1. A certified contract manager must be designated by the requesting office prior to the procurement of information technology (IT) consulting services through the use of a purchase order or contract. Additionally, all purchase orders issued for the procurement of IT consulting services must instruct the vendor to send all invoices directly to the attention of the contract manager at the location identified on the purchase order. These instructions should be placed both in the header message area and the "Send Invoice To" section of the each IT consulting service purchase orders. After review and approval by the designated contract manager, invoices are to be forwarded to the Bureau of Finance and Accounting for payment.
 - 2. The Department of Management Services, State Purchasing has awarded Information Technology Consulting Services on a non-exclusive basis to qualified vendors. The established rates published in these contracts are **ceiling rates** and competition should be sought between these vendors for the lowest rate available from the State Term IT Consulting Contracts, documentation is required as to the conditions and circumstances warranting the decision.
- C. Deferred Payment Purchases: Under the provisions of section 287.064, Florida Statutes, the Chief Financial Officer entered into an agreement under which all state agencies may finance the purchase of equipment when deferred payments are necessary. The program established is the Consolidated Equipment Financing Program (CEEP) http://www.dbf.state.fl.us/aadir/cefp_web/index.htm . Interest rates offered through CEEP have been less than commercial installment purchase rates. Therefore, installment purchases shall be made through the

CEEP rather than commercial financing unless specifically exempted by the Chief Financial Officer. Financing arrangements are generally available for 36, 48 and 60 month terms 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 installments and CEEP payments require OCO funding.** Generally deferred payment purchases will not be approved for purchases under \$30,000 unless there are extenuating circumstances.

- D. Legal Services: Legal services should be sought first through the Office of the General Counsel. If it is determined by this office that outside legal services are required, due to excessive workload or a need for specialized legal expertise, prior approval must be obtained from the Department of Legal Affairs. Past and present work experience, legal work reputation, and availability must be considered as selection criteria in evaluating proposed private counsel.

For further clarification consult section 287.059, Florida Statutes,

http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0287/ch0287.htm .

- E. Memberships: Memberships may be purchased only for organizational entities, not for individuals, unless the organization accepts only individual memberships. Memberships must serve a statutory purpose. The Department maintains a list of organizations approved for corporate membership. The Department will not pay for any membership in an organization not on the approved list. All requests for the payment of membership dues must also include a disclosure statement from the organization stating that their records concerning this membership are open to the public in accordance with section 119.012, Florida Statutes, http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0119/ch0119.htm Prepayment of membership is often required and, if so, must be so noted on the requisition. Membership dues are exempt from bid/sole source approval requirements regardless of dollar amount.
- F. Moving Expenses: The Department may pay moving expenses for an employee provided the move is in the best interest of the State and must be approved by an agency deputy secretary prior to the move. A minimum of two moving estimates or guaranteed prices must be obtained and submitted with the requisition along with the Department of Management Services' Form DA-A-4, Request for Authority To Pay Moving Expenses. **The State will not pay for storage, unpacking, insurance beyond the liability of the carrier, or cleaning of any residence.**
- G. Motor Vehicles, Mobile Trailers, and Motor Homes: When the purchase of a motor vehicle, mobile trailer, or motor home is required, the Department of Management Services' Form MP-6301, Request for Purchase of Mobile Equipment, must be approved by DMS and submitted with the requisition. It is unlawful for any state officer or employee to authorize the purchase or

continuous lease of any motor vehicle to be paid for out of funds of the State or any department unless funds have been appropriated by the Legislature. Leasing of motor vehicles in excess of 30 continuous days must have prior approval from DMS, Bureau of Motor Vehicles and Watercraft. The rental of motor vehicles must be in accordance with the State Rental Car Contract.

- H. Prepayment and Advance Payments: Most purchases entail payment only after the receipt of commodities or the performance of services. However, there maybe instances where payment must be furnished to the vendor in advance, such as service agreements, subscriptions, membership dues, and/or registrations.

If prepayment is required or if the warrant needs to accompany the purchase order, the requestor must note so on the requisition and include vendor invoice, order form, subscription renewal form, membership application, etc. Renewal terms or start dates for subscriptions or memberships must be indicated on the requisitions.

Occasionally, vendors require advance payments or payment in full at the beginning of the year on annual maintenance, service, or license agreements.

Advance payments will only be allowed if the Department will realize a cost saving or if the service is required for the Department to meet its statutory obligations. If advance payment will be required for an annual service, justification must be provided with the requisition.

(Advances Pursuant to section 215.422(14), Florida Statutes,
http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0215/titl0215.htm&StatuteYear=2003&Title=%2D%3E2003%2D%3EChapter%20215)

- I. Printing: Will be conducted in accordance with Section 283, Florida Statutes.

For the purposes of this manual, the following definitions apply:

1. **Printing:** The most cost effective method of reproducing larger numbers of copies from one or more originals. Also, a method used when quality or the material requirements of a job cannot be achieved on a copier.
2. **Copying:** The convenient method of reproducing low numbers of copies from one or more originals.

Specifications must be included on all requisitions for printing. Specifications must include such things as type, weight and color of paper, colors and numbers of inks, size and number of pages, folds, type of binding, and special features such as screens, bleeds, half-tones, etc. The requisition must also include a sample of artwork. If ordering reprints of previous printing job, please note the prior purchase order number on the requisition.

Stock levels of printed materials should be closely monitored. Requisitions for printing that do not require bidding, or those less than \$25,000, should be submitted at least 45 days before the items are required. Requisitions for printing that require bidding or those \$25,000 and over should be submitted at least 90 days before the items are required.

If the costs for printing of a publication are greater than or estimated to cost in excess of \$50,000, a record of publication printing as required by Section 283.31, Florida Statutes, http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0283/ch0283.htm, must be submitted with the purchase requisition. The record shall contain the following: Written justification, purpose, authority, sources of funding, frequency and number of issues, reasons for deciding where to have printing done, and comparative costs.

Pre-production proofs should be required when the printer provides typesetting and/or other artwork. Requiring proofs extends the time required for completion of a printing job.

Printing ordered from other state agencies does not require outside quotes or a purchase order.

NOTE: In accordance with section 283.33, Florida Statutes, http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0283/ch0283.htm, and state promulgated regulations regarding Public Printing, “. . . printing contracts cannot be sublet. Printing shall be awarded only to printing firms. No contract shall be awarded to any broker, agent, or independent contractor offering to provide printing manufactured by other firms or persons.”

- J. Printing Acquired from Outside Vendors: It is the Department policy to obtain three written price quotes on all commercial printing and award to the most economical vendor unless the formal bid process is required. *(added 02/01/06)*
1. A Printing Request is originated, approved by a Division Director and submitted to Printing Services. The Printing Request Form should be completed in detail and a sample attached of the item to be printed. Printing Specifications must be accurate and written in detail.
 2. All printing requests will be submitted to the Communications Office to review and approved in order to obtain written quotes prior to printing. The Communications Office will also review all items for distribution to the public. The printing request and the documents to be printed will be submitted to the Public Information Office prior to printing.
 3. The Printing Services office reviews the specifications for correctness,

accuracy and completeness. If the job cannot be processed through Printing Services, it is forwarded to Departmental Purchasing.

4. Each Division should prepare camera-ready work in-house to the extent possible based on their hardware/software and staff capabilities.
5. Quality control is the responsibility of the Division. Blueline proofs will be submitted by the vendor (when required) to the Division for review and approval.

When final approvals are received and the documents are printed, it is the responsibility of the division ordering the printing to provide copies of the documents to the Division of Library and Information Services of the Department of State, pursuant to Section 257.05, Florida Statutes.

- K. Recycled Products: In order to comply with the intent of section 287.045, Florida Statutes, http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0287/ch0287.htm, regarding procurement of products and materials with recycled content, and in accordance with recycled content criteria established by the DMS State Purchasing Office, the agency may elect, for individual bid solicitations, to allow a price preference of up to ten percent for bidders offering products with which meet minimum recycled content requirements, over lower bidders not offering products not meeting minimum recycled content requirements.

The Department of Management Services is required to report expenditures on, and use of, products with recycled content, and the percentage of its budget that represents purchases of similar products made from virgin materials. The Departmental Purchasing will prepare the quarterly recycle content report using data from MFMP and FLAIR.

- L. Equipment Leases: Due to budget constraints uncertainly of long-range need, etc., equipment is sometimes rented or leased rather than purchased outright. It is the responsibility of the requestor to evaluate and maintain documentation to support that a lease is economically prudent and cost effective. **The prior approval of the Florida Department of Financial Services will be required for equipment leases (including copiers) that have an annual cost anticipated exceeding \$25,000 (Category II). In order to obtain prior approval, the requestor must complete the State Comptroller's "Checklist for Requesting Comptroller Approval to Lease Equipment", <http://www.dbf.state.fl.us/aadir/contractindex.html>, which is available from supporting purchasing offices, and submit it along with the requisition.** Special needs for leasing equipment on a short-term basis are exempt from the requirements to obtain prior Chief Financial Officer approval.

- M. Consulting Services: A certified contract manager must be designated by the requesting office prior to the procurement of consulting services through the use of a purchase order or contract.
- N. Promotional Items: Payment requests for the purchase of promotional and/or advertising expenses must cite the statutory authority and/or document that the expenditure is included in the approved budget from which the payment is being made. Florida Department of Financial Services [Reference Guide for State Expenditures](#) (Formerly Voucher Processing Handbook)
- O. MFMP Training: MyFloridaMarketPlace Training - via the web
<http://training.myfloridamarketplace.com/buyer>
- P. MFMP Vendor Registration: *(added 04/19/06)*
1. MyFloridaMarketPlace vendor registration can be accessed at <https://vendor.myfloridamarketplace.com/>
 2. Vendor(s) need to register prior to do business the Department
 3. MyFloridaMarketPlace reluctant vendor(s) request shall be reported and handled by Departmental Purchasing.
- Q. MFMP Users: *(added 02/01/06)*
1. New: When a new User needs to be added to MFMP, their Supervisor will need to notify the Purchasing Manager in writing. The Purchasing Manager will provide the New User the "DMS - Buyer Application Request" form to be completed and returned.
 2. Updated: The User will submit a request to the Purchasing Manager in writing.
 3. Password: The User will submit a request to the Purchasing Manager to reset their password. The Purchasing Manger will reset the password and provide to the User.
 4. Removing: When a User leaves the Department their Supervisor will immediately notify the Purchasing Manager requesting the user be removed or inactivated from MFMP.
 - a. Remove: The Purchasing Manager will remove the User and so note in the comment box. (example: "Jane Doe - No longer with DMS (Removed by Purchasing Manger)")
 - b. Inactivated: The Purchasing Manager will:

- 1) Add “INACTIVE” at the end of the User’s name (example:
“Jane Doe – INACTIVE”)
- 2) Change Password
- 3) Remove all Roles
- 4) Change email address

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