

SECTION 5.2.2 SOLICITATION FILE

This procedure governs the filing of solicitations, including both paper submissions and submissions via MyFloridaMarketPlace. After the contract has expired, the files will be handled in accordance with section 119.07, FS, relating to public records, and rules promulgated by the Secretary of State regarding record retention.

Solicitation File Procedures

A. Pre Solicitation Opening:

1. The solicitation file will be started at the point the request is received by Departmental Purchasing.
2. The solicitation file will be assembled in the following order:
 - a. Approvals
 - b. Posting
 - c. Negotiations
 - d. Conflict of Interest Forms
 - e. Evaluation
 - f. Questions and Answers
 - g. Site Visits
 - h. Solicitation Registration
 - i. Solicitation and Amendments
 - j. General Correspondence

B. Post Solicitation Opening:

1. When the contract is executed the entire file will be given to the Bid-Opening Clerk for filing.
2. The Bid-Opening Clerk will scan in the contract for attaching to the MFMP Master Agreement Request.
3. The original executed contract and tabulation shall be give to the Contract Administrator to be filed.
4. A copy of the contract shall be sent to the Contract Manager.
5. The file will be assembled as outlined on the File Verification Form and maintained by Fiscal Year in the Departmental Purchasing file room.

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