

PURCHASING CODES

A Purchasing Code is a one-character code used in MFMP to identify the type of purchase for each commodity or service listed on purchase order lines, and are reported on the monthly Purchase Order Statistics report. The following information is included to assist MFMP users in understanding when it is appropriate to use a particular purchase code:

- “A” **State Contract:** This code should only be used when the purchase of the commodity/service is based on a state contract awarded by the Division of Purchasing. If the item is on State Contract it is not necessary to process an Informal Bid, RFI, RFP, RFQ, etc. The State Contract Number should also be entered on the purchase order, in the Quote or Bid Number field, to alert the vendor that this is a contract item and all terms and conditions as appropriate apply.
- “B” **Division of Purchasing Approved Contract Exception:** Purchase of the commodity/service is based on approval by the Division of Purchasing (DOP) to secure an item similar or identical to one on state contract, but from a vendor other than the contract vendor. To use this code, the Exceptional Purchase Request/Authorization/Certification form (PUR 7006) must be approved by DOP.
- “C” **DOP Approved Contract Exception/Single Source:** This code should be used when the purchase of the commodity/service is based on approval by the Division of Purchasing (DOP) to secure an item similar to one on State Contract, but from a single source vendor.
- “D” **Local Purchasing Source:** No longer applicable – DO NOT USE
- “E” **PRIDE/RESPECT/GOVERNMENT:** Purchase is from PRIDE, a RESPECT workshop, or another government agency (state, local, federal).
- “F” **ONE OR NO BID RESPONSE:** This code should be used when the purchase of the commodity/service is based on bids that have been solicited and only one response is received and a contract is awarded to the single bidder; or no responses are received and a contract is negotiated.
- “G” **SINGLE SOURCE:** Purchase of the commodity/service when only one vendor can provide the needed product.
- “H” **AGENCY APPROVED CONTRACT EXCEPTION:** The total cost of a purchase for the commodity/service is below threshold category one, and the commodity/service is on a state term contract but, is being purchased from a source other than the contract vendor; and the agency head has requested and received the delegation of authority to make such purchases in accordance with DOP Rule 60A-1.008(4)(c), F.A.C.
- “J” **INVITATION TO BID:** Purchase of the commodity/service is based on a formal invitation to bid as defined by statute and/or rule. The Bid Number should appear on the purchase order header screen to alert the vendor that all terms and

conditions apply. Agencies are not required to go through the process of producing a formal Invitation To Bid if the item(s) requested are below threshold category two.

- “K” **REQUEST FOR PROPOSAL:** Purchase of the commodity/service is based on a formal competitive proposal as defined by statute and/or rule.
- “L” **AGENCY CONTRACT:** Purchase of the commodity/service is based on a term contract awarded by the respective agency. Appendix 01/26/99
- “M” **NEGOTIATED PURCHASE:** -
- “N” **S.N.A.P.S. (STATE NEGOTIATED AGREEMENT PRICE SCHEDULE):**
This code should only be used when the purchase of the commodity/service is based on a S.N.A.P.S. awarded by the Division of Purchasing. If the item is on a S.N.A.P.S. it is not necessary to process an Informal Bid, RFI, RFP, RFQ, etc. The S.N.A.P.S. Number should also be entered on the purchase order, in the Quote or Bid Number field, to alert the vendor that this is a S.N.A.P.S. item and all terms and conditions as appropriate apply.
- “P” **INFORMAL BID:** Purchase of the commodity/service is based on obtaining prices by way of an informal written competitive bid, a competitive written quotation (below threshold category two), or a competitive telephone quotation (below threshold category one).
- “Q” **DISCRETIONARY PURCHASE:** Purchase of the commodity/service is based on awarding a PO without obtaining competitive pricing. This code should be used sparingly.
- “S” **DMS SCHEDULED PURCHASING:** No longer applicable – DO NOT USE
- “X” **EMERGENCY:** Purchase of the commodity/service is based on a declaration of emergency signed under oath by the head of an agency. Purchases using this code, must file the Exceptional Purchase Request/Authorization/Certification form (PUR 7006) with DOP.