

**LETTER OF AGREEMENT
BETWEEN STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES AND
FLORIDA ASSOCIATION OF PUBLIC PURCHASING
OFFICERS (FAPPO)**

This Letter of Agreement is established by and between the Department of Management Services, Division of State Purchasing (DMS) and the Florida Association of Public Purchasing Officers (FAPPO) in order to combine our efforts to offer the National Institute of Governmental Purchasing (NIGP) training seminars to State of Florida personnel and Political Subdivision Personnel.

FAPPO will make available National Institute of Governmental Purchasing training to the DMS Purchasing Training Program eligible participants and will have the right to limit attendance to their seminars.

State Purchasing Training and Certification program participants' fees will be in accordance with SPA 9733101 between State Purchasing and NIGP. FAPPO will subsidize Division of State Purchasing program participants who are FAPPO members and will remit the subsidized amount to NIGP. The balance will be remitted to NIGP by the State Purchasing Training and Certification participant/employer.

FAPPO will require that the participant for NIGP seminars included in the State Purchasing program become a member of FAPPO at the \$30 membership fee rate according to FAPPO's fiscal year of June 1 to May 31 of each year to receive the training subsidy.

The applications for the seminars will be first processed by DMS Purchasing Training program administrator and then forwarded to FAPPO.

Membership fees are subject to change by FAPPO, however membership fees for State Purchasing Training and Certification program participants shall be the same as those for other FAPPO members.

Seminar fees for other courses not included in SPA 9733101 shall be at FAPPO's advertised rates, payment, and registration procedures.

This agreement will remain in force until it is determined by mutual agreement to cancel or that a new agreement is required, or until canceled by either party upon sixty (60) days written notice to the other party. Any classes scheduled by both parties, and any registrations received by both parties for such scheduled classes, prior to cancellation of the agreement, shall be honored, unless canceled by mutual agreement

**State of Florida,
Department of Management Services**

By: Tom Lewis, Jr., Secretary

Date

Approved as to form and legality
by the Department General Counsel's Office:

Date

Florida Association of Public Purchasing Officers

By: _____

Date

Title: _____

Rothman, Russ

From: Wetherington, Russ [RWetherington@polksheriff.org]
Sent: Thursday, July 14, 2005 10:16 AM
To: Rothman, Russ
Subject: [*] RE: DMS / FAPPO Contract

*Hi Russ,
The Board voted to change the Subsidized amount to \$300.*

*Russ Wetherington, CPPB, CPCM
Deputy Director of Central Services
Polk County Sheriff's Office
Tel: 863-413-2882 ext. 107
Fax: 863-413-2918*

From: Rothman, Russ [mailto:Russ.Rothman@myflorida.com]
Sent: Thursday, July 14, 2005 9:35 AM
To: Wetherington, Russ
Cc: Covington, Charles; 'Laurie Victory'; Springer, Fred; 'Bobbye Marsala'; Sams, Cyndee; Robertson, Kaye
Subject: FW: DMS / FAPPO Contract

Russ, the FAPPO/State of Florida training agreement is attached, with the agreed modification to the last paragraph, on cancellation. Please print it out, and sign and return two copies as per the information from the DMS departmental purchasing office below. Kaye will then get the Department Secretary to sign, and return a copy. At last! Thanks for everything.

Laurie, you and I probably need to talk about the schedule and us coordinating with Carol Hodes at NIGP to characterize the classes as "State Program," to get the lower starting rate, and the exam fee covered.

To prepare the registration form for each seminar, we need to know FAPPO's decision on the subsidy and final amount, i.e. are you still subsidizing so the final price is \$250, or something else? Draft seminar registration form attached for your review. Same one you saw in the package I brought to the Board meeting.

Thank you both. Russ

Russ Rothman, CPPO, FCPM
Chief Purchasing Operations Officer
Florida Division of State Purchasing
(850) 487-8778
russ.rothman@myflorida.com

-----Original Message-----

From: Robertson, Kaye
Sent: Tuesday, July 12, 2005 6:07 PM
To: Rothman, Russ
Cc: YOWN, PEGGY

Subject: RE: DMS / FAPPO Contract

Russ,

Attached is the Letter of Agreement between the Department of Management and FAPPO. FAPPO will need to return two (2) signed originals to my office. I'll arrange for the remaining signatures and return a copy for your files.

If you have questions or concerns, please do not hesitate to contact me. Thank you in advance for your time and commitment to this project.

Thanks,
Kaye Robertson, Purchasing Manager
Departmental Purchasing
Department of Management Services
4050 Esplanade Way, Suite 260E
Tallahassee, Florida 32399-0950
Phone: (850) 488-3158
Fax: (850) 922-6149
Email: robertk@dms.state.fl.us

Please note: Florida has a very broad public records law. Most written communications to or from state officials regarding state business are considered to be public records and will be made available to the public and the media upon request. Therefore, your e-mail message may be subject to public disclosure.

From: Rothman, Russ
Sent: Tuesday, July 05, 2005 8:40 AM
To: Robertson, Kaye
Cc: 'Wetherington, Russ'; Covington, Charles
Subject: Contract Review

Good morning Kaye. We have a change to the FAPPO/DMS contract based on conversations at a FAPPO board meeting June 24, and the email string below. I have attached the document with the change tracked for ease of review. Please obtain legal review, and then I'll email to FAPPO for signature. Thanks. Russ

Russ Rothman, CPPO, FCPM
Chief Purchasing Operations Officer
Florida Division of State Purchasing
(850) 487-8778
russ.rothman@myflorida.com

-----Original Message-----

From: Wetherington, Russ [<mailto:RWetherington@polksheriff.org>]
Sent: Tuesday, July 05, 2005 7:40 AM
To: Rothman, Russ