



## Charles' Corner

Welcome to the September 2009 edition of the MyFloridaMarketPlace View. In this edition, I focus on working with buyers and vendors to maximize contract compliance for transaction fee reporting and payment. This topic is important as it is part of the foundation for providing the state and business community with State Term Contracts, purchasing tools and technology.

To provide you with these tools the State Legislature, in 2002, expanded the use of the 1 percent transaction fee that had been in place for a number of years for procurement transactions. The State of Florida applies the 1 percent fee to all transactions processed through the MyFloridaMarketPlace system; in addition, business conducted with the State of Florida outside of MyFloridaMarketPlace is subject to the 1 percent transaction fee unless specifically exempt by rule.

The MFMP 1 percent transaction fee also provides vendors with electronic access to state buyers and to also provide vendor support activities. Please note there is no initial registration or ongoing subscription fee charged to vendors. More information is available at:

<https://www.flrules.org/gateway/chapterhome.asp?chapter=60A-1>

With this in mind, we at State Purchasing have a goal of simplifying the transaction fee reporting and payment process – specifically through initiatives like the new enhanced Vendor Information Portal (VIP), this month's featured article topic.

For contract compliance purposes and to stay in good standing as a vendor, vendors need to comply with reporting and payment of owed fees by the 15th of each month. Our customer service desk is available to address questions, and to assist vendors with completing their reporting and payment activities. Please contact the MFMP customer service desk at 1-866-352-3776 or by e-mailing

[FeeProcessing@MyFloridaMarketPlace.com](mailto:FeeProcessing@MyFloridaMarketPlace.com).

I am also asking agencies to consider the importance of encouraging vendors to comply with transaction

fee and reporting requirements as it enables better spend visibility and strategic sourcing for the state. This fee helps support ongoing state operations and the purchasing tools provided to the enterprise agencies at no recurring cost to these agencies. Please direct vendors to the customer service desk should they need assistance with fee reporting and payment activities, and please reach out to the MFMP team if you have questions about how to ensure you are appropriately capturing fee eligible spend in MFMP.

This includes tracking of two-party contracts, initiating payment through the system via the Invoicing module, and appropriately using the transaction level and contract level exemption functionality within MFMP. In times such as this, when state budgets are facing a downturn, it is imperative to encourage compliance that keeps self-funded technology and services in place for our agency and vendor customers. If you have additional questions about this, please feel free to contact the MyFloridaMarketPlace team at [MyFloridaMarketPlace@dms.MyFlorida.com](mailto:MyFloridaMarketPlace@dms.MyFlorida.com).



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## Updated! Reports Job Aid

If you have not visited this job aid recently, you may want to! This revised job aid now reflects all reports available to each agency alphabetically, in a user-friendly layout with tables and bullets. (Note: agency-specific reports are not listed)

The following information is now available:

- Report Name
- Report File Name
  - The base file name as it appears on the Secure Reports Web site
  - There may be variations of this based on the size of the report
  - Larger reports have been broken into multiple reports reflecting “Current Fiscal Year”, “Previous Year”, and/or “Historical” (and will be reflected in the name)  
Ex: (All\_Outstanding\_Encumbrances\_Current\_FY\_AgencyName.csv.gz)
- Report Description
  - Brief description of the report
- Fields Contained within the Report
  - In table formats
- Primary Use
  - Who utilizes this report
- Date Range
  - The range of time that the report is being run (daily, monthly, etc.)
- Run Time
  - How often the report is ran (i.e. weekly on Sunday or quarterly on the first day of the quarter)
  - Run time may differ for the larger reports that are broken out in “Current Fiscal Year”, “Previous Year”, and/or “Historical” reports

## New! Buyer Training Opportunities

Don't miss out – take advantage of our new online training sessions! In addition to our in-person classroom trainings, we are hosting online, one-hour, WebEx training sessions. We broke down popular topics from the classroom training sessions into shorter, more specific individual modules:

### September 23

- Module VII: Approver

### October 27-29

- Module I: Navigating MFMP/ System Basics
- Module II: Creating a Requisition; Catalog and Non

### Catalog

- Module III: Receiving; Commodities and Services
- Module IV: Creating an Invoice eForm
- Module V: How to Reconcile an IR (Exception Handler)
- Module VI: How to Approve an IR (Invoice Manager) / Troubleshooting

These modules are not dependent upon one another; customers are encouraged to participate in any sessions. New customers may be interested in Module I, which provides an overview of the system, how to navigate MFMP, how to create searches, system requirements, confidential information and the Vendor Performance Tracking tool.

These new modules are FREE of charge to all customers. Each module is limited to 30 participants so register today! Additional in-person classroom trainings include:

**September 22-** Reporting Training, Advanced Requester Training

**October 20-** New Requester Training

**October 22-** Invoicing Training

Register today by visiting [MFMP Training Opportunities](#) on the buyer toolkit.

## Did you see MyFloridaMarketPlace and State Purchasing at the Tallahassee NIGP conference?

We were onsite answering questions for both our vendor and buyer customers.

At Tuesday's Reverse Trade Show and Wednesday's Vendor Trade Show, we spoke with vendors such as Bristol Properties and Commercial Warehousing regarding their products and services and respective MFMP vendor registration accounts. Being able to talk face-to-face with vendors enabled us to answer common questions about doing business within MFMP and assist vendors such as Mac Papers, Inc. with eInvoicing and creating punchout catalogs in the system.

The MFMP and State Purchasing conference sessions on Tuesday covered the basics of doing business with the state and how to register in MFMP. Vendors and buyers alike discussed upcoming bid opportunities, along with becoming familiar with the new Vendor Information Portal (VIP) and the MFMP contract renewal.

Additional information, including the NIGP presentations is available on the State Purchasing Web site, [http://dms.myflorida.com/business\\_operations/state\\_purchasing](http://dms.myflorida.com/business_operations/state_purchasing)

## Check it Out – Buyer User Manual

Looking for a single document to reference as a 'how to' guide for MFMP? Look no further! The MFMP team created a User Manual for agency customers, located in the general job aid section, <http://dms.myflorida.com/buyerjobaids>. Since we will be adding future topics to this manual, we ask agencies to review the current document and provide any feedback to [MyFloridaMarketPlace@dms.MyFlorida.com](mailto:MyFloridaMarketPlace@dms.MyFlorida.com).

# Vendor corner

## Vendor Tools: Differences between eQuote, VBS and Sourcing

The State of Florida requests bids and quotes from its vendors to make purchases, both large and small. There are two basic types of solicitations: informal and formal.

- \* Informal quotes are less than \$25,000 and do not require a competitive solicitation
- \* Formal quotes are greater than \$25,000 and are required to be put out for competitive solicitation

There are several tools utilized by Florida to solicit bids:

- The eQuote tool is used for informal solicitations
- The Ariba Sourcing tool (currently used by DMS) is used for formal solicitations
- The Vendor Bid System (VBS) is used for formal solicitations and is the official repository for all state bids. Vendors can identify products and services they offer by selecting the appropriate commodity codes in their MFMP registration account. Notifications for upcoming opportunities are distributed based on the codes vendors select.

Vendors can also opt to receive eQuotes and solicitations in their MFMP vendor registration account. To select this option, update your preferences at

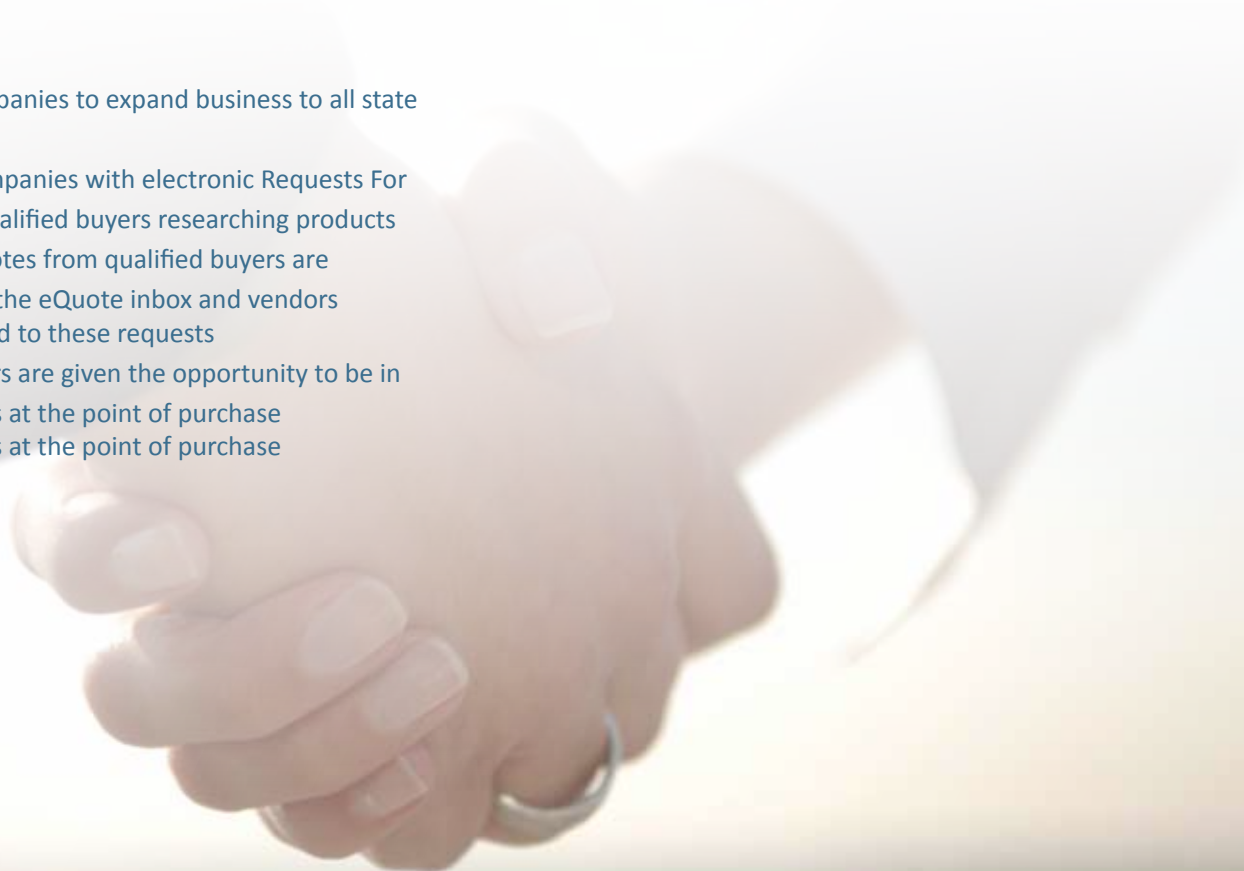
<https://vendor.myfloridamarketplace.com>

## Benefits of eQuote

- eQuote enables companies to expand business to all state agencies
- eQuote provides companies with electronic Requests For Quote (RFQ) from qualified buyers researching products
- Notifications of eQuotes from qualified buyers are delivered directly to the eQuote inbox and vendors electronically respond to these requests
- With eQuote, vendors are given the opportunity to be in front of active buyers at the point of purchase

## Did You Know?

- The MFMP customer service desk is available to assist both buyer and vendor customers, Monday-Friday, 8 a.m. to 5:30 p.m. EST at 1-866-352-3776.
- MFMP's online calendar advertises events for both buyers and vendors! Upcoming 2009 events include:
  - Sept. 1 VIP Vendor Meeting
  - Sept. 3 VIP Vendor Meeting
  - Sept.10 VIP Vendor Meeting
  - Sept. 16 System Administrator Workgroup
  - Sept. 23 Change Review Board (CRB) Meeting
  - Oct. 6 VIP Vendor Meeting
  - Oct. 8 VIP Vendor Meeting
  - Oct. 13 VIP Vendor Meeting
  - Oct. 15 VIP Vendor Meeting
  - Oct. 20 MFMP New Requester Training
  - Oct. 22 MFMP Invoicing Training
  - Oct. 27 – 29 MFMP WebEx Module I – VI Training
- Each agency has a designated representative who can reset agency customer passwords. Most often it is the system administrator or an internal help desk. Check with your agency if you need your password reset!





## **Ariba Sourcing Tool**

Sourcing is the tool DMS uses for competitive solicitations for state term contracts used by state agencies, as well as county, city, and local governments. The Sourcing tool:

- Is used for formal bids only (Bids over \$25,000)
- Supports several types of “RFX’s” - RFI (request for information), RFQ (request for quote), and RFP (request for proposal), as well as ITB (Invitation to Bid)
- Requires Internet connectivity
- Is commonly referred to as “Sourcing” or “Formal Bidding”

Note: Vendors must register for Sourcing in their MFMP Vendor registration account at

<https://vendor.myfloridamarketplace.com>

## **Formal Solicitations**

The state uses competitive solicitation to request formal bids (bids greater than \$25,000). Competitive solicitation methods used may include Invitation to Negotiate (ITN), Request for Price (RFP), and Request for Quote (RFQ).

The State of Florida uses two tools for competitive solicitations: The Vendor Bid System (VBS) and the Ariba Sourcing tool.

## **Vendor Bid System (VBS)**

The Vendor Bid System (VBS) is the official repository for the State of Florida’s competitive solicitations, used by State of Florida executive state agencies, universities, community colleges and water management districts. Search VBS for past and/or current bids. Additionally, use the following search fields to narrow VBS search criteria:

- Advertisement Type
- Agency
- Number
- Title
- Commodity Code
- Services
- Minority Business Enterprise
- Closed Bids

Note: Vendors must first be registered in MFMP (<https://vendor.myfloridamarketplace.com>) before registering for VBS electronic notifications

## Vendor Information Portal (VIP)

MFMP is currently working on a newer, updated version of the current Vendor Registration System, called the "Vendor Information Portal." This is the system where vendors register, update, and maintain their account information.

In conversation, we refer to this as the "VIP"- and we designed it with our "VIP" buyer and vendor customers in mind! As the MFMP program evolved, so has technology and the opportunity for enhanced vendor offerings. We are targeting release date for later this fall for the new and improved VIP vendor account management tools.

Our vision is to provide updated technology and tools to State of Florida vendors, many who have been registered with the system since its inception in April 2003. Additionally, with the improved user interface, and simplified entry, vendors will be able to easily register and maintain their accounts, which is helpful to agency buyers trying to purchase goods and services. Not to worry, all information currently in the MFMP Vendor Registration System will be converted into VIP... no need to re-register for the new system.

VIP will continue to provide Florida's vendors with self-service tools for registration, account maintenance, performance rating reviews, and transaction fee reporting. In addition to these features, VIP provides vendors with an enhanced set of tools for interacting with and doing business with State of Florida agencies.

### Key Functionality and Benefits in VIP

- **Updated user interface with a more personalized view.** The customer interface will be more user-friendly with streamlined navigation. Vendors will have one-stop access to their registration information, current transaction fee reporting requirements, and agency-provided performance ratings.
- **Improved navigation and informational tools** such as simplified registration instructions and 'Quick links' that will allow customers to jump to specific areas of the portal.
- **Improved registration process** via a 'registration wizard.' Vendors will also save time as there are

fewer clicks and screens required as part of the registration and account maintenance processes.

- **Improved commodity code search capability** will assist vendors in quickly locating commodity codes applicable to their business.
- **Simplified transaction fee reporting form** includes features such as auto-calculated fields for transaction fee reporting and improved guidance when entering report information .
- **A printer friendly** template is now available on more system screens providing a consistent look and feel when printing information entered into the application.
- **New system architecture and technology** improves overall system performance, availability, scalability, and maintainability. This includes enhanced capabilities to interface and communicate with other state systems, such as the Office of Supplier Diversity system.

Additional information and postings about VIP are coming soon to the MFMP vendor toolkit

<http://dms.myflorida.com/vendortoolkit>, and Vendor Web Ex training sessions in September and October. Sign up today at <http://dms.myflorida.com/vendormeetings>

### Helpful Hints

To sign up for eQuote or Sourcing, please log in to your MFMP Vendor Registration account at

<https://vendor.myfloridamarketplace.com>

To log in to your eQuote account:

<https://equote.myfloridamarketplace.com>

To log in to your Sourcing account:

<http://sourcing.myfloridamarketplace.com>

To register for VBS Electronic Notifications:

[http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu)

### Contact Us

For assistance with any of these tools please contact our customer service desk at

[VendorHelp@MyFloridaMarketPlace.com](mailto:VendorHelp@MyFloridaMarketPlace.com)

or 1-866-352-3776.

## Contact Us

For technical questions, such as adding / updating vendor account information, as well as questions about bids, SPURS one-time vendor adds, or Solicitations, please e-mail the Vendor Help Desk at: [VendorHelp@myfloridamarketplace.com](mailto:VendorHelp@myfloridamarketplace.com).

For purchasing or finance and accounting related questions from agencies, or other questions related to the Ariba or Analysis application, please e-mail the Buyer Help Desk at: [BuyerHelp@myfloridamarketplace.com](mailto:BuyerHelp@myfloridamarketplace.com).

If you need to speak with a MFMP customer service representative, please call (866) FLAEPRO (352-3776) 8 a.m. to 5:30 p.m. EST, Monday through Friday.

### MyFloridaMarketPlace

<http://myfloridamarketplace.com/>

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