



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950

LAWTON CHILES, GOVERNOR

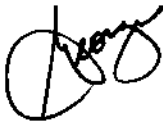
WILLIAM H. LINDNER, SECRETARY

July 27, 1998

Suite 355

MEMORANDUM NO: 2 (98-99)

MEMORANDUM TO: State Department Purchasing Directors

FROM:  George C. Banks, CPPO
Director, State Purchasing

SUBJECT: Purchasing Director's Meeting

There will be a State Department Purchasing Director's meeting Wednesday, August 5, 1998, 9:00 a.m. – 11:30 a.m., to be held at 4050 Esplanade Way, Room 301 (Bid Room).

We encourage your attendance at this meeting as very important announcements concerning the raising of bid thresholds, reducing subscription fees and increasing state agency flexibility will be discussed. Also, we ask that the Departments of Health, Children & Family Services, Corrections and Transportation notify their district/region offices of this meeting.

Other topics to be addressed are:

- 1) Vendor Conference in October (agency commitment for program participation)
- 2) Invitation to Negotiate (ITN) – promulgation of rule
- 3) Purchasing Card Update
- 4) Electronic Availability of Bidder Acknowledgement Forms (cover sheets) for Bids & RFPs

Coffee and doughnuts will be served. Should you have other topics you wish to discuss, please contact Gwen Baker at (850) 488-0018, Suncom 278-0018.

GCB/kd