



DEPARTMENT OF MANAGEMENT  
**SERVICES**

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April 14, 1999

**MEMORANDUM No. 9 (98-99)**

**TO:** State Agency Purchasing Directors

**FROM:** George Banks, Director  
State Purchasing 

**SUBJECT:** Guidelines for Purchasing Mainframes from the State Term Contract for Mainframe Computers

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The Department of Management Services, Division of State Purchasing has developed guidelines to assist state agencies in making mainframe computer purchases from the state term contract for midrange/mainframe computers. The guidelines were developed in conjunction with the Chief Information Officers (CIO) Council. Their contribution and input was invaluable.

The guidelines are a series of best practices that provide a framework for how state agencies can select, negotiate and obtain best and final offers from vendors who are on the state term contract for mainframes. The guidelines are intended to provide procurement and information resources management professionals a basic reference on principles and techniques they can employ to strengthen the procurement process when making mainframe computer purchases from the state term contract for mainframes. The guidelines are also intended to promote consistency in state agencies' procedures, and to promote fair and open competition, thereby enabling the State to select the best proposal at the best price.

State agencies are encouraged to review these guidelines and use them as a reference tool in developing their scope of work documents for mainframe purchases from the state term contract. However, agencies have different missions and responsibilities. While the majority of the guidelines/best practices will be useful to agencies in making their mainframe purchases, occasions may arise where some best practices are not applicable to a particular agency's unique mission or purchase requirements. Agencies should review and incorporate these guidelines, where applicable, in establishing internal policies within their own agency.

These guidelines are available at Purchasing *DIRECT* at:  
[http://fcn.state.fl.us/fcn/centers/purchase/purchaser\\_start.html](http://fcn.state.fl.us/fcn/centers/purchase/purchaser_start.html)

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