



DEPARTMENT OF MANAGEMENT
SERVICES

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July 11, 1997

MEMORANDUM NO.: 1 (97/98)

TO: State Agency and Political Subdivision
Purchasing Officers Addressed

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

SUBJECT: State of Florida Purchasing Manual Revisions

Please make the following changes in the State of Florida Purchasing Manual with the attached:

DELETE: Page III-1, IV-A-1-8 and IV-A-1-9

ADD: Page III-1, III-1-34, IV-A-1-8 and IV-A-1-9

The addition of Rule 60A-1.019 Delegation to State University System became effective June 2, 1997. The revision to 60E-1.004 Workshops became effective July 10, 1997.

Should you have any questions, please call Buddy Barker at (850)488-8131, Suncom 278-8131.

GCB/ab

GENERAL REGULATIONS
RULE 60A-1
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60A-1.019 Delegation to State University System.

The functions and duties of the Department of Management Services under Chapter 287, Florida Statutes, as they pertain to the State University System, are delegated to the State University System.

Specific Authority 240.225 F.S. Law Implemented 287 F.S. History - New 6-2-97

4. Submit the appropriated annual workshop certification to the Commission through its central, non-profit agency by August 15, for the fiscal year ending the preceding June 30.
5. Comply with acceptable occupational health and safety standards prescribed by the Secretary of Labor.
6. Maintain a file on each blind individual which includes a written report prepared by a licensed physician reflecting visual acuity and field of vision of each eye with and without glasses.
7. Maintain a file on each blind and other severely handicapped individual which includes reports of preadmission evaluation, and annual re-evaluations of the individual's capability for normal competitive employment, prepared by a person or persons qualified by training and experience to evaluate the work potential, interest, aptitudes and abilities of handicapped persons.
8. Maintain an ongoing placement program that includes staff assigned evaluation duties and liaison responsibilities with appropriate community services, such as the State Division of Vocational Rehabilitation, and others; and list with one or more of these services those individuals whose most recent evaluations show them to be capable of normal competitive employment.

- (b) Each workshop for other severely handicapped participating under the Act shall, in addition to the requirements of paragraph (a) of this section, maintain a file for each other severely handicapped individual which includes a written report prepared by a licensed physician, psychiatrist, or qualified psychologist, reflecting the nature and extent of the disability or disabilities that cause such person to qualify as severely handicapped; or a statement from one of the following state or federal agencies indicating that the individual has been determined, according to the criteria provided by Rule 60E-1.001(3), as being disabled and eligible for services by the agency:

Division of Vocational Rehabilitation, Department of Labor and Employment Security

Division of Developmental Services, Department of Children and Family Services

Division of Blind Services, Department of Labor and Employment Security
Adult Mental Health Services, Department of Children and Family Services
Social Security Administration

- (3) Purchase of raw materials - Workshops shall seek broad competition in the purchase of raw materials and components used in the commodities and services provided the State under the Act. Workshops shall inform the Commission before entering into multiyear contracts for raw materials or components used in the commodities and services provided the State under the Act.
- (4) Production of commodities - In the production of commodities under the Act, a workshop shall make an appreciable contribution to the reforming of raw materials or the assembly of components or a combination thereof.
- (5) Violations - Any alleged violations of these regulations by a workshop shall be investigated by the central, non-profit agency which shall notify the workshop concerned and afford it an opportunity to submit a statement of facts and evidence. The central, non-profit agency shall report its findings to the Commission, together with its recommendations, including a recommendation regarding whether allocations to workshops concerned should be suspended for a period of time. In reviewing a case, the Commission may request the submission of additional evidence or may hold a hearing on the matter. Pending a decision by the Commission, the central, non-profit agency may be directed by the Commission to temporarily suspend allocations to the workshop.

Specific Authority 413.035, 413.036 FS. Law Implemented 413.035, 413.036 FS. History - New 10-12-81, Formerly 13G-1.04, 13G-1.004, Amended 1-1-96, 7-10-97.