**Justice Administrative Commission
Connect and Collaborate Training Conference (CNC 2024)
May 9, 2024**

Department of
**MANAGEMENT
SERVICES**
▶ We Serve Those Who Serve Florida

> The Division of State Purchasing delivers the best value in goods and services for state agencies and local governments. The division strives to develop and implement sound procurement practices throughout the state and is dedicated to building strong relationships with all state agencies, local governments, and vendors.

Quick Facts:

- $2.3 billion in annual spend through the division's 30 state term contracts and 40 alternate contract sources with 866 vendors.

- State agencies issued over $5 billion in purchase orders through MyFloridaMarketPlace during FY2022-23 while the system supported over 11,500 state agency customers and over 128,000 registered vendors.

- Composed of four main areas: Procurement and Contract Management, Governance and Professional Development, MyFloridaMarketPlace, and the Office of Supplier Diversity.

- Over 8,500 certifications for certified veteran-, women, and minority-owned business.

- **Bureau of Contract Management**
  - Manage Statewide Agreements and Vendors
  - Serve as Customer Service to Agencies and Eligible Users
  - Collect and Analyze Spend Data

- **Bureau of Goods and Services**
  - Competitively procure non-IT Related Goods and Service such as:
  - Evaluate and Adopt Cooperative Agreements as Alternate Contract Sources (ACS)
  - Conduct Market Research and Needs Assessments

- **Bureau of Information Technology and Special Projects**
  - Competitively procure Information Technology Solutions and Services
  - Competitively procure Commodities and Services Related to Logistics and Support, Emergency Operations Center support
  - Procure Statewide Insurance Contracts
  - Evaluate and Adopt Cooperative Agreements as Alternate Contract Sources (ACS)

State of Florida Procurement

State Term Contracts

- If a commodity or contractual service is available on a state term contract, *agencies* are required to, and eligible users may, use that contract.

Alternate Contract Sources

- Agencies and eligible users may use an alternate contract source adopted by the agency.

Agency Procurement

- Agencies have delegated authority to purchase commodities and contractual services.

Competitive Procurements

Section 287.057, F.S., requires a competitive procurement for commodities and contractual services in excess of $35,000.

Invitation to Bid (ITB)	Request for Proposals (RFP)	Invitation to Negotiate (ITN)
• Specifically defined scope. • Award based only on price. • 893 ITBs	• Defined scope. • Award based on price and approach. • 236 RFPs	• Defined goal. • Award based on best value. • 141 ITNs

Purwchases in Florida

Competitive

- Purchases over $35,000

- Proviso purchases

Non-Competitive

- Purchases under $35,000

- Proviso purchases

- Exceptional purchases

- Exempt purchases

- Emergency purchases

Scope of Work (SOW)

- A Scope of Work (SOW) should clearly define what is needed from the Vendor. SOWs should be put into measurable deliverables that spell out considerations like time, place, quantity, and quality.

- Consider this:
  - Define the project. What services do you need? What do you need the vendor to provide?
  - Put the goals into the objectives
  - Be clear about technical specifications
  - Determine tasks, actions, or steps to be completed and their sequence
  - Be clear about the vendor's responsibilities
  - Determine the contract term
  - Communicate the payment method
  - Define the deliverables
  - Tie financial consequences to non-performance or non-compliance

SMART expectations can help us include very specific and precise information in our scope of work.

- **S**pecific answers the questions "what is to be done" and "how will you know it is done" and describes the end-product. Specific also means that the information is written in such a way that anyone reading the information will interpret it the same way.
- **M**easurable answers the question "how will you know it meets expectations" and uses assessable terms (quantity, quality, frequency, costs, deadlines, etc.).
- **A**chievable answers the question "can it be done" given the timeframe, opportunity, resources, etc.
- **R**elevant answers the questions "should it be done" "what will be the impact" and "is the objective aligned with the goal"
- **T**ime-bound answers the question "when will it be done"

Example:

- A fresh basket of assorted fruit will be delivered on the first working Monday of each month to the Agency. The basket of fruit will be hand-delivered to 4050 Esplanade Way Tallahassee, Florida 32311, walked into the receptionist area, and signed for by an agency representative.

- Each month's delivery will have a total of 10 pieces of fresh undented, individually wrapped fruit placed in a 16-inch diameter basket as outlined in Attachment B.

- This agreement will be for one fiscal year beginning on July 1, 2024, and will end on June 30, 2025, with an option to renew not to exceed one year. Contract will be awarded based on annual price not to exceed $500.

MyFloridaMarketPlace (MFMP)

- The State of Florida's eProcurement system has been in operation since 2003. The system is a source for centralized procurement activities; streamlines interactions between vendors and state government entities and provides tools to support innovative procurement for the State of Florida.

- MyFloridaMarketPlace leverages the state's significant buying power, with our web-based, paperless application with 24/7 access, reduced error rates, faster order processing time, and captures and stores all content related to the transaction in one place.

- Next Generation MFMP new Cloud Transformation which implemented a new platform of Ariba on Demand (AOD) went live on July 5, 2022.

- MyFloridaMarketPlace

Links to More Information

- General Resources

- State Contracts

- Service Updates

- CPO Memoranda

- Office of Supplier Diversity Certification

- Florida Accountability Contract Tracking System (FACTS)

Questions

For questions, please contact:

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DEPARTMENT OF MANAGEMENT SERVICES

Department of
MANAGEMENT SERVICES

▶ We serve those who serve Florida

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WHO WE ARE AND WHAT WE DO

The **Division of State Purchasing** strives to develop and implement sound and transparent procurement practices throughout the State of Florida. State Purchasing builds strong relationships with state agencies, eligible users, and the vendor community. The division promotes fair and open competition in the state's procurement process and provides professional leadership and guidance to state agencies.

The primary functions of the division are to:

- Procure and manage contracts for commodities and contractual services used by state agencies.
- Administer the State of Florida's electronic procurement system, MyFloridaMarketPlace.
- Develops, delivers, and manages statutorily mandated public procurement trainings, including Florida Certified Contract Manager, Florida Certified Contract Negotiator, Project Management Professional and Procurement for Supervisors.
- Certifies and serves as a resource for minority-, women-, and veteran-owned businesses through the Office of Supplier Diversity.
- Operates the Statewide Travel Management System for all state agency travel

QUICK FACTS

- Estimated $1.3 billion in annual sales resulting from State Purchasing's contracts.
- Processed over $5 billion in purchase orders from state agencies.
- Approximately 24,000 state agency customers and more than 96,000 vendors in MyFloridaMarketPlace.
- Over 6,700 certified minority-, women-, and veteran-owned businesses with the Office of Supplier Diversity.

CONTACT OUR
STATE PURCHASING TEAM

BUREAUS/SECTIONS

Contract Management Bureau: is responsible for managing and overseeing all statewide agreements, including state term contracts and enterprise alternate contract source agreements from contract award to closeout and archiving.

Chief: Terri Chason

Bureau of Goods and Services: is responsible for establishing state term contracts and enterprise alternative contract sources for various goods and services, including motor vehicles, office supplies, medical and dental supplies, benefits consulting services, and custodial services well as other complex procurements.

Chief: Alonna Vinson

Bureau of Information Technology (IT) and Special Projects: is responsible for establishing state term contracts and enterprise alternative contract sources for IT hardware, software, and services, insurance, as well as other complex procurements.

Chief: Stefanie Higgins

Office of Supplier Diversity's: core functions are certifying eligible business entities, conducting outreach events, supporting the needs of the Florida Advisory Council on Small and Minority Business Development, educating vendors, and working with other state agencies to increase the diversity of suppliers in the state's supply chain networks."

Director: Donna Williams

Governance and Professional Development: focuses on training and certification through Florida Certified Contract Manager (FCCM), Florida Certified Contract Negotiator (FCCN), Project Management Professional (PMP), Procurement for Supervisors (P4S), as well as the non-mandated Procurement Operations Prep (POP) training.

Manager: Ashley Palelis

MyFloridaMarketPlace (MFMP): is focus on providing agency customers with a full-service eProcurement system that is a central repository for all purchasing data. MFMP also provides vendors with a self-registration system, the MFMP Vendor Information Portal (VIP), in which vendors must register to do business with the State of Florida

Operation Lead: Jillian Green, Technical Lead: Tyler Brown