Division Internet Website:

Division of Emergency Management operates under Florida Statute 163.0355, which establishes the Division of Emergency Management (Division) policy for “good procurement practices.” The Division’s mission is to ensure that all procurement activities are conducted in accordance with the laws, rules, and regulations of the State of Florida, and with the highest level of integrity and professionalism.

I. GENERAL

1. Effective July 17, 2012

PROCUREMENT POLICY
Concurred/Suspended/Discrimination/Complaints: Vendor lists and service agreements and contracts: 

1. Resolve complaints and, if necessary, file suit. 
2. Process all Division 307A formal and informal complaints, except those involving the Division's prime contracts.
3. Resolve all non-revolving, non-travel purchases for all contracts, other than prime projects.

E. Responsibilities: The framework of state and federal law, Florida Administrative Code, and the Division's mission is supported. These responsibilities will be accomplished within procurement services that are responsive to the different needs of the programs and to the various types of procurement processes.

F. Principles: The Division has established a procurement philosophy that adheres to the following principles:

1. Labeled
2. Ethical
3. Effective
4. Economic
5. Episodic
6. Diversity
7. Equal opportunity.

This policy applies to all Division employees and contractors who are involved in the Division's procurement processes. All Division employees and contractors are expected to comply with the provisions of this policy.

7/4/72
Procurement Policy
meet a legitimate need.

4. More expensive office supplies, furniture, lamps, etc., not necessary to

refrigerators, stoves, microwaves, dishwashers, coffee makers, and smoke

approved awards program.

items except those associated with fixed capital outlay proceeds or an

Plants, flowers, pictures, plaques, statues, globes, and other decorative

1. Confidentiality or condolence messages.

Examines of disallowed purchases include, but are not limited to, the following:

Items may be selected by the personal preference of individuals

The Division may purchase only items necessary to carry out statutory duties.

A. Disallowed Purchases

III. PURCHASING GUIDELINES

Chapter 222, Part II, F.S., Communication Information Technology Services


Chapter 60A-1, Florida Administrative Code (F.A.C.), General Regulations

Chapter 287, Part 1, F.S., Commodities, Insurance, and Commercial Services

II. AUTHORITY

The upcoming fiscal year, the current fiscal year, and submission dates for receiving purchase requisitions for

Each year Division Finance will establish cutoff dates for purchases within the

C. Fiscal Year Beginning/Fiscal Year Ending

a. Fiscal year ending: the last day of December of the fiscal year.

b. Budgeting is required to submit budget requests through the Division

c. Division-level fiscal year is from July 1 through June 30.

d. Financial documents and financial statements shall be prepared

e. Financial statements for all divisions shall be prepared

2. It is the responsibility of each bureau or program area to:

1. Verify requested vendor is not listed on the General Services

2. Procurement Policy

7/17/12
RESULT because of the exception of deviation.

b. The price impact; both a dollar amount and a percentage of the bid. The price impact both as a dollar amount and as a percentage of the

requirement's.

a. The contract item cannot meet a division need because unavailability

meet Division-spurred specific abolition, quality levels of technical

need for compatibility with existing equipment or systems, or failure to

the product within the Division schedule or delivery requirements:

mandantory by all state agencies unless sufficient justification is provided

for use by all agencies and local governments. Use of these contracts is

State Term Contract (STC); DMS State Purchasing Office executes STCS

1. Methods of Procurement (see Appendix A)

are subject to adjustment by the legislature.

Pursuant to Sec. 287.011, F.S. the threshold amounts set for these categories

CATEGORV FIVE: $325,000
CATEGORV FOUR: $150,000
CATEGORV THREE: $50,000
CATEGORV TWO: $35,000
CATEGORV ONE: $20,000

which specialize purchasing practices must be followed.

Purchasing thresholds, established in Florida Statute, are defined categories for

C. Purchasing Categories, Thresholds Amounts

1. DMS personal assessments
2. Unemployment compensation charges
3. Telephone line service
4. Voluntary comprehensive change
5. Insurance payments

Procurement items exempted include, but are not limited to:

Procurement for guidance.

When in doubt about the appropriateness of a purchase, contact Division

Procurement Policy

7/1/72
Procurement Policy
5. Informal Competitive Purchases/Commodities or services from
$2,500 - $3,499 that are not available through a state contract:
Informal purchases shall be solicited from vendors or commodity suppliers as
appropriate. The Division of Procurement may solicit such commodities
informally through written request for quotes, electronic.

4. Purchase of commodities:

DMS Website:

DMSC, certain limitations and requirements are similar or the DMS State Term
requirements for use of a DMS ACS. The DMS Website is authorized by DMS for state use. The
other governmental entities that are authorized by DMS, are similar to the DMS State Term
requirements that are authorized by DMS. The DMS Website is not intended to be used as a

3. Amenable Contract Source (ACS): A Contractual Agreement established by

will be exceeded, a competitive solicitation must be initiated.

Secure the $195,000 limit is not exceeded. If it appears that the $195,000 limit
responsibility of the Division of Procurement to monitor their usage of SPA to
purchases shall not be allowed. This rule is the
purchases may exceed the threshold amount for Category C (less than $200,000),

2. State Purchasing Agreements (SPA): DMS negotiates SPA for optional use by

compliance with contracts, agreements, and terms and conditions. Refer to

Refer to DMS purchasing website for a complete listing of all active STCs.

requirements. STCs are requirements that may vary per

one) or (ii) the STC is specifically conditioned for unique (Category

two (2) quotes, unless (i) the purchase is less than $200,000 (Category

To at least two vendors are on the STC and can provide the commodities or

appear at least two vendors are on the STC and can provide the commodities or

exception are subject to applicable purchasing rules and must be

The state contract is designated a non-exclusive one.
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Procedure
All purchases which require a formal RFP will be processed through Division Procurement. The procedures for this process are as follows:

a. Scope of Work (SOW) or Services will be provided by the requesting bureau or program area in electronic format to Division Procurement.

b. Division Procurement shall establish a meeting with the requesting bureau or program area, Division Finance, and legal counsel to determine the best method to proceed.

c. Division Procurement will compose the RFP documents in accordance with Sec. 287.057(1)(b), F.S.

d. The requesting bureau or program area will assign a project manager who will be responsible for working with Division Procurement to establish the relative importance of price and other evaluation criteria.

e. The project manager shall provide a minimum of three qualified individuals to be evaluators for the proposal review process. If the resulting contract is to be in excess of $195,000, than the evaluators must be appointed by the agency head in accordance with 287.057(16).

f. The RFP documents shall be reviewed by the project manager for clerical errors and to determine that the result is clearly defined as envisioned. The project manager shall be responsible for obtaining any bureau or program area specific approvals.

g. In addition, the RFP documents shall be reviewed by legal counsel and Division Finance.

h. Approved RFP documents shall be posted on the MFMP Vendor Bid System for no less than ten (10) business days by Division Procurement. The more time allotted for vendors to prepare a proposal will allow for better response. Please note that if there is to be a question and answer series this date will be extended.

i. Vendor proposals shall be received, time stamped and opened at the advertised date and time per the RFP Schedule of Events by Division Procurement.

j. Division Procurement shall review each vendor proposal and determine if the proposal received is responsive.

k. Division Procurement shall consult with legal counsel if proposals are considered to be non-responsive prior to final determination.

l. Division Procurement shall distribute one copy of each responsive vendor proposal to the evaluation committee members.

m. The evaluation committee members shall independently score each proposal received in accordance with the RFP criteria.

n. Division Procurement shall conduct a final evaluation/scoring tabulation meeting at the advertised date and time per the RFP Schedule of Events.

o. RFP results shall be approved by the 1) project manager, 2) legal counsel and 3) Division Finance.
Process. If the resultant contract is to be in excess of $1,950,000, then
individuals to be evaluated/evaluated for the proposal reviewed
will allow for better response.

1. The project manager shall provide a minimum of three qualified
procurement. The more time allotted for vendors to prepare a proposal
approved NN documents shall be posted on the MFP vendor Bid
Division Finance, and 3) Division Director.

2) In addition, the NN documents shall be reviewed by 1) Legal Counsel,
bureau or program area specialists. Special
ensured. The proposal manager shall be responsible for obtaining any
corrected errors and to determine that result is clearly defined as
Division Procurement shall be reviewed by the project manager for
with Sec. 28.067(1)(c) F.S.

3) Division Procurement shall compose the NN documents in accordance
be specified.
the selection of the vendors with which the Division will negotiate
will be used for determining the acceptability of the reply and
Division Procurement will coordinate with the NN documents and procedure.

The requesting bureau or program area must establish the criteria that
problems that are the subject of the solicitation.
c. The requesting bureau or program area shall provide the questions
throughout the duration of the procurement.

b. The requesting bureau or program area shall establish a meeting with the requesting
Division Procurement shall establish a meeting with the requesting

Procedure:

Prior to proceeding with the procurement,

RFP are not practicable. This must be approved by the Division Director
value.

Before issuing an NN the requesting bureau or program area must

p. RFP results shall be posted on the MFP vendor Bid System for no

8. Invitation To Negotiate (NN): The NN is a solicitation used by the Division
less than 72 hours, excluding Saturdays, Sundays and state holidays.

Procurement Policy
12. **REQUIREMENTS: ANY PRODUCTS OR SERVICES AVAILABLE ON THE REQUEST**

Products and services may be obtained from PRIDE by calling (800) 643-8459. **PROPOSITION REMISSION INDUSTRIES AND DIVERSIFIED ENTREPRISES (PRIDE)**

11. Products and services should be purchased from PRIDE in lieu of similar products and services on a fixed fee basis, such as a set monthly or annual cost.

10. **LEASING (annual lease, annual renewal contract):** A purchase for the division's requirement for commodities or services on an as-needed arrangement under which a purchaser contracts with a vendor to provide services at the best value to the state. The contract price for a vendor selected must be based on a short plan statement that explains the basis for selection of the vendor and that The contract price for a vendor selected must contain a short plan

9. **IN TRAVEL: 3 DIVISIONS:** Finance and 4, Division Director. 2 LEGAL

8. **IN REGIONAL CITIES:** the selection criterion.

7. After negotiations are conducted, the Division shall award the contract

6. **NEGOTIATION TEAM:**

5. **DIVISION:** Procurement small schedule negotiation sessions with each of the prospective top candidates. and short list the top candidates.

4. **OUTLINE IN THE RFP in order to establish a competitive range of replies.** The Division shall evaluate replies against all evaluation criteria.

3. DWS-certified contract negotiators. If the value of the prospective contract will exceed $1 million in any fiscal year, at least one member of the negotiation team must be a

2. **CONTRACTS: 272.057 (16).** The evaluators must be appointed by the agency head in accordance with 272.057 (16).

1. **Procurement Policy**
Sundays and state holidays.
Vendor Bid System for no less than 72 hours, excluding Saturdays.

3. Request of the Single Source Purchases is to be made by the Department.

2. Request approval from DMS for the single-source purchase if the
threshold amount exceeds $195,000 (Category Four).

Procedure

1. When a single-source purchase is required due to the
commodities or contractual services available only from a single source.

Single Source Purchases (also referred to as Sole Source Purchases)

2. Commodities or Contractual Services provided by Government Agencies
   a. Medical Services
   b. Legal Services
   c. Audit Services
   d. Academic Program Review Services
   e. Artistic Services

3. Pursuant to Sec. 287.077(3)(a)(i), F.S., for a complete list
   of commodities and services not subject to the competitive solicitation requirements.

E. Exemptions to Competitive Solicitation Requirements

https://secure.imarcgroup.com/imarcsecure/default.asp

For more information, please visit their website:

717/714 Procurement Policy
E. For maintenance or service agreements, the necessary authorized point of contact name, phone number and e-mail address may be accepted with the required purchase order. For any expenditure committed, the required Division's purchase requisition form (See Appendix B) must contain:

1. The state contract number if the purchase is from a state contract.
2. The state contact number if the purchase is from a state contract.
3. Documentation must contain:
   a. The requesting bureau or program area or contract manager shall maintain records to bid the bureau/program area or contract manager shall maintain records to support a cost analysis. This analysis shall include a detailed budget.

4. Procedure for Purchase Orders or Non-Travel-P-CARD Orders

C. When issuing a single source modification to increase the originally advertised award amount in excess of Category Two, the above mentioned process must be re-initiated. d. Contract(s) may be renewed.
5. While it is the policy of the Division to establish an agreement with a vendor, a Purchase Order (P.O.) will be issued through WFM/P to the vendor.

   a. When all pricing, vendor information and appropriate documentation has been obtained and/or verified by Division Purchasing, a copy of the original Division Purchase Request (P.R.) and all necessary or required documents shall be attached to the WFM/P.

   b. The WFM/P process through addition of approver(s) and all necessary or required documents shall be attached to the WFM/P.

   c. When all pricing, vendor information and appropriate documentation has been obtained and/or verified by Division Purchasing, a copy of the original Division Purchase Request (P.R.) and all necessary or required documents shall be attached to the WFM/P.

4. If the commodity procurement totals more than $1,000 or there is a Division Finance file.

   a. Approve purchase requests with supporting documentation will be maintained in the Division's procurement file or an approved P-Card. A copy of the original Division Purchase Request (P.R.) shall be attached to the WFM/P.

   b. If the procurement is in a Division Finance file, All expenditure requests are to be approved in accordance with the Director's delegation of authority.

2. Organization codes are to be used.

   a. Please provide the same information in multiple Option (EO), if applicable.

   b. Provided adequate information for each follow-up.

   c. If the item or service is needed, justification should already be included in the commodity section. The justification should briefly describe why the item or service is needed.

1. By which delivery must be made.

   a. The period of payment and method of payment or provide a date.

   b. If cost is not a suitable alternative.

   c. If a SOW for service-related projects that clearly establishes all tasks that are to be performed on the project.

   d. Detailed description of the desired item is required.

   e. Quantity and unit of measure for each requested item.
Purchase Agreements for use by all Division offices. They are Ineligible

1. Commodify Purchasing Agreement: The Division executes Commodify

G. Contract Development

has expired.

e. New orders will require new purchase requisitions and new purchase

orders. Change orders cannot be processed after a purchase order

has transacted only.

d. Change orders will be used to reflect changes in the original

cancellation through MFP.

Division Procurement will then electronically process the change or

Finance must submit an electronic change order through

Division Procurement Request.

When a purchase order is a legally binding agreement for the purchase of

a. The requisition bureau in our agreement area will submit to Division

Finance, who will approve the requisition as a contract modification. 

comply with the same standards as a contract modification.

b. A change or modification to a purchase order must

The purchase order is a legally binding agreement for the purchase of

acceptable use of state funds.

3. Division Procurement determines the purchase was not an

purchase order.

2. The purchase was not within the scope of your agreement or

goods or services, regardless of the dollar amount.

division order. the following reasons:

a. A purchase order may be required in lieu of a purchase order

b. Any further occurrences.

after receipt of goods or services. based on, but not limited to, one of

1. All related costs.

Information:

MFP Request/Procurement with the following

use of state funds and agrees to issue a purchase order after receipt of

goods or services. Division Procurement determines the expenditure was an acceptable

7/11/12

Procurement Policy
3. Contractual Modification, Renewal or Extension

The original SOW may be modified, if the requested changes are inline with the Contract Policy. A Contractual Service Agreement of Commercially Purchasing Equipment, the Finance Division (special approval may be required, see section H) (approved by the Division Manager, 2 legal counsel and the Division Manager) will provide the signed A draft version of the contract documents shall be reviewed and program areas specific approvals.

9. The SOW will be reviewed by the Contract Manager for clarity and completeness that result is clearly defined as envisioned. The period of performance and method of payment must be provided. The SOW must provide quantifiable, measurable and verifiable units of deliverables that are to be received to be rescinded / accomplished prior to the Contract Manager approving payment.

5. The contract is required to perform and finalize the SOW. Each SOW must clearly establish all basics that a Service Agreement: The Division exercises Contractual Service Agreement for developing a Commercially Purchasing Agreement or Contractual.

2. Contractual Service Agreement: The Division exercises Commercially Purchasing Agreement or Contractual.

Procedure for Developing a Commercially Purchasing Agreement or Contractual.

In this limiting of specific commodity

Sec. 287.102(5), F.S. as any various supplies, materials, goods, commodities during a prescribed period of time. Commodities are defined by commodity (les), whereby the contractor(s) agrees to furnish property, raw materials, food, equipment, information technology, and other personal

Procurement Policy

7/1/12
4. A new Contract Development Form is required if funds are to be increased.

5. An original executed contract will be retained in the Division Finance file.

6. An original executed contract will be retained in the Division Policy file.

Policy

Finance

PROCEDURE

1. The Contract Manager must provide Division Procurement a copy of the new SOW or revised SOW.

2. A new Contract Development Form is required if funds are to be increased.

3. A Draft version of the contract documents shall be reviewed and signed by:
   - (1) Division Procurement (2) Legal Counsel and (3) Division Finance. (Special approval may be required, see Section H)

4. Upon approval Division Procurement shall submit the Draft Version to
   - the Vendor for review and signature.

5. Upon Vendor signature, Division Procurement will provide the Signed Agreement back to the Contract Manager. The Contract Manager will be responsible to continue the Routing process in accordance with Division Procurement Policy, the original executed contract will be retained in the Division Finance file.

6. An original executed contract will be retained in the Division Policy file.

7. A new Contract Development Form is required if funds are to be increased.

8. The Division Procurement Manager has approved the original Agreement which requires additional Division Procurement approval or review.

H. SPECIAL PURCHASING REQUIREMENTS

A contract cannot be modified, renewed or extended once the term of the original agreement has expired.

PROCEDURE

1. A new Contract Development Form is required if funds are to be increased.

2. A new Contract Development Form is required if funds are to be increased.

3. A Draft version of the contract documents shall be reviewed and signed by:
   - (1) Division Procurement (2) Legal Counsel and (3) Division Finance. (Special approval may be required, see Section H)

4. Upon approval Division Procurement shall submit the Draft Version to
   - the Vendor for review and signature.

5. Upon Vendor signature, Division Procurement will provide the Signed Agreement back to the Contract Manager. The Contract Manager will be responsible to continue the Routing process in accordance with Division Procurement Policy, the original executed contract will be retained in the Division Finance file.

6. An original executed contract will be retained in the Division Policy file.

7. A new Contract Development Form is required if funds are to be increased.

8. The Division Procurement Manager has approved the original Agreement which requires additional Division Procurement approval or review.
commonly or object code.

automatically be added to the approval flow as a reviewer based on
Section 3. A request is being submitted using MIFP, Division Logistics will
ascertainable property prior to purchase.

b. Division Logistics shall review all purchase requisition forms for
purchase. Divide receive a property deal.

3. Accountable Property

being created

approved from the Division Director or designee prior to any requisition
above. All purposes of cell phones and blackberries will be required to have
appropriation bureaus of program area prior to any requisition being created.

4. All requests for equipment, furniture, fixtures, computers, projectors or
Communication Equipment Purchases

approved prior to execution.

MIFP shall obtain Division Information Systems and Services until
Contractual Service Agreements or P-Card purchases not processed in
prior to accessing the Division's network.

have approval from the Division Information Systems and Services until
acquiring information technology resources through contracts must still
manner. All requisitions for equipment, furniture, fixtures, computers, projectors or
Communication Information

this definition.

include, collect, process, store, or report division information are included under:
Indirectly collected or obtained services that
and include, contracted, leased, directly acquired, or obtained services that
including but not limited to: voice, data, video, audio, telecommunication, wireless,
includes information communications systems for all types of signals,
dissimulate information of any kind or form, information technology
communication, exchange, connect, convert, interface, switch, or
evaluate, process, classify, manipulate, manage, assemble, control,
receive, access, transmit, display, store, recall, retrieve, analyze,

Technology Resources is defined as equipment, hardware, software,
information technology that can integrate and interact connected with the systems and
services of other state agencies and is consistent with the Policy

Until establishes the policy for requesting and approving the acquisition of

7/14/12
Procurement Policy
1. Receiving

Receiving:

or memberships must be included on the registration
whether application, etc.: renewal fees or similar data for subscriptions
and include the vendor invoice, order form, subscription renewal form.

If advanced payment is requested the requester must note on the registration

Requisition

Required for an annual service, justification must be provided with the
for the Division to meet its statutory obligations. If advanced payment will be
allowed if the Division will realize a cost savings or if the services are required
manually or service, or license agreements. Advance payments will only be
approved if payment is timely, if the beginning of the year an annual

6. Advance Payments to Vendors: Occasionally, vendors require advance

Requisition

Division Procurement to obtain DFS approval prior to submitting a purchase
annual cost exceeding $250,000 (Category II). Work with
(DFS) will be required for equipment leases (including copiers) that have an
and cost effective. The prior approval of the Department of Financial Services
and material documentation to support the lease is economical or student

5. Equipment Leases/Renewal: If it is the responsibility of the requester to evaluate

Approval requirements are described in the applicable-source
the MWP requisition. Membership dues are exempt from bid/solicitation
payment of membership is often required and it is noted on an
memberships are open to public in accordance with 18 U.S.C. 1951(b)(3). F.S.'s
statement from the organization stating that their records containing this
requests for the payment or membership dues must also include a disclosure
memberships must be approved by the Division Director or designee. All
memberships. Memberships may be purchased only for organizational

4. Memberships:

or P-card purchases not processed in MWP prior to execution.
Division Logistics shall be notified of all commodity purchase agreements

3. Through donations:

Division Logistics must be notified if accounting accountable property
accountable property purchases as required.

2. For requisitions processed through MWP Division Procurement will add

11/7/12
Procurement Policy
Proceedings under Chapter 120, Florida Statutes.

with the time allowed for filing a bond shall constitute a waiver of Florida Statutes, or failure to post the bond or other security required by law.

Failure to file a protest within the time prescribed in Section 120.57(3)(e).

Administrative Code require the following statement to be included in the solicitation:

section 120.57(3)(a), Florida Statutes, and section 28-1.005, Florida

furthermore:

Administrative Code require that a notice of protest of the solicitation documents

Section 120.57(3)(d), Florida Statutes, and Section 28-1.003, Florida

ensuring completeness, fairness, necessity and reasonableness in the solicitation

process. It is the Division's intent to ensure that specifications are written to

obtain the best value for the State and that the specifications are written to

Amendments to the Procurement Officer shall not constitute

Amendments to the Procurement Office, and Division.

Any protest concerning a solicitation shall be made in accordance with sections

A. Procedure

IV. BID PROTESTS

accompanying shipping documents.

description, discrepancies should be noted on the receiving report and

purchased order, receiving report and invoice, as to quantity, price and

goods or services will be made only on the basis of agreement among the

submitting in MIP, no later than five days after the receipt of all

either in whole or in part. The receiving report should be completed and

Where the Commonwealth ordered has been received, inspected, accepted.

Vendor immediately if any or all items of a shipment are refused.

Upon receipt, orders should be immediately compared to the description and

7/14/72

Procurement Policy