

Chapter 2

PROCUREMENT AUTHORITY & ETHICS

2.0 Only authorized individuals can create or approve a Requisition. All authorized individuals shall have an approved ***MyFloridaMarketPlace User Registration, Form No. 375-040-51***, on file with the MFMP System Administrator in the Procurement Office.

2.1 The Cost Center Manager is responsible for ensuring that budgetary authority is available in the proper category before approving the Requisition.

2.2 The ***Conflict of Interest Certification - Form No. 375-030-50***, must be completed and signed by each individual involved in the development of the specifications or scope of work, the development or selection of criteria to be used for evaluation, the evaluation process, and the award process for all procurements of commodities/services that cost more than the dollar threshold amount for Category Two. For the Department, this applies to all procurements in excess of Category Two, not just to procurements accomplished without competition.

2.3 Employees and consultants/subcontractors performing work for the Department are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Employees and consultants/subcontractors performing work for the Department should avoid or mitigate any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety. Should a mitigation plan be developed due to a potential organizational conflict of interest that does not create an unfair competitive advantage as defined in ***Section 287.057(17)(b)2, F.S.***, the agency head or designee shall certify that the award is in the best interest of the state and specify the basis for the certification.

2.4 Persons serving in a public position with procurement responsibilities may be required to complete and file a ***Financial Disclosure Form*** with the State of Florida Commission on Ethics each year. Additional information is available at: <http://www.ethics.state.fl.us/>.