
Chapter 3

PROCUREMENT UNIT RESPONSIBILITIES

3.0 Each Central Office and District Procurement Unit shall have the responsibility to provide guidance, oversee the procurement function, and monitor the procurement activity, as applicable, within the Central Office or District to assure compliance with applicable law, rule, and Manual. The Procurement Unit responsibilities will include, but not be limited to, the following:

3.1 Reviewing Requisitions and determining the appropriate method of procurement - Each Procurement Unit shall be responsible for reviewing all MFMP Requisitions. The Central Office and District Procurement Units will semi-annually review the commodities/services procured by Pcard to determine if a more appropriate and/or cost effective method of procurement can and should be utilized in the future.

3.1.1 To assist in locating Vendors to provide the needed commodities/services, and soliciting price quotations.

3.1.2 Reviewing and verifying price quotations submitted with Requisitions.

3.1.3 Procuring all paper and other commodities with recycled content, whenever feasible.

3.1.4 Professional services activities pursuant to Section 287.055, F.S., shall not be procured under a contractual services contract, where price is a consideration. Professional services means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

3.1.5 In accordance with the 2015-2016 General Appropriations Act, competitive solicitations budgeted from the Contracted Services and Expenses budget categories cannot proceed if the procurement requires a law change or changes to budget not authorized by Section 216.292(2) or (3), F.S.

3.2 Training - Each Procurement Unit shall be responsible for ensuring that Department personnel are informed about the purchasing Manual and for providing assistance and training.

3.3 Minority Business Enterprise (MBE) Program – The Department encourages the recruitment and utilization of certified and non-certified minority businesses, and should take all necessary and reasonable steps to ensure that minority business enterprises have an opportunity to compete for, and perform the contract work of the Department in a nondiscriminatory environment.

3.3.1 Each Procurement Unit shall be responsible for actively soliciting competitive solicitations and quotes from minority business enterprises in accordance with Department policy. The MFMP Vendor Administration System provides the MBE code.

3.4 Contract Vendor Relations/Complaints – Procurement is a service function. An integral part of the service function is to develop a thorough understanding and appreciation of the needs, problems, viewpoints, and methods of operation of the various Department offices that it serves. It is also essential to receive feedback from the offices served about problems encountered in delivery, quality, or service of commodities or performance of contractual services. The ***DMS Complaint to Vendor Form, PUR 7017***, shall be used to report discrepancies on DMS State Term Contracts and Department contracts. Each Procurement Unit shall be responsible for follow-up if a Contract Vendor complaint is received.

3.5 Each Procurement Unit shall ensure that Contract Vendors are registered in MFMP, authorized to do business in the State of Florida, and licensed to conduct business in the State of Florida, when required by law or rule.

3.6 Vendor Eligibility Check Prior to Contract Award - In accordance with ***Section 287.133(3)(f), F.S.***, public entities ***may not*** contract with firms that have been excluded from participating in the public contracting process. Before awarding a contract to a firm, agencies are required to check if the firm appears on the Department of Management Services (DMS) Convicted/Suspended/Discriminatory/Complaints Vendor Lists.

Additionally, **Federal law** requires agencies to check the Federal Excluded Parties List (EPL) for businesses that have been debarred, suspended, or otherwise excluded from federally funded contracts.

To facilitate and document the aforementioned vendor checks, ***Form No. 375-030-91, Vendor Eligibility Check Prior to Contract Award***, should be completed by the Procurement Unit prior to contract execution and included in the contract file for all contracts established.