Chapter 6

SPECIAL APPROVALS & ADDITIONAL REQUIREMENTS

6.1 ADVANCE PAYMENTS

All advance payments require prior approval and must be processed in accordance with the ***Disbursement Handbook for Employees and Managers***. A copy of the approval should be attached to the Requisition, written agreement, or Pcard file. When the advance payment invoice from the Vendor is included as part of the Purchase Order, the Procurement Agent shall send an e-mail notice, giving the Requisition number, the Vendor, and dollar amount, to notify the appropriate Financial Services Office or the General Payments section of the Disbursement Operations Office of the advance payment required, when the Procurement Agent has finalized the Requisition/Purchase Order.

6.2 VOICE-RELATED COMMUNICATIONS EQUIPMENT AND SERVICES

6.2.1 Requests for voice communications equipment and services should be based on need and proper utilization of such equipment in accordance with ***Chapter 10 of the Information Technology Resource User's Manual, Topic No: 325-000-002.*** See *"Mobile Communication/Computing Guide"* in the ***Reference Guides*** of the Procurement Office Infonet site. Additionally, all requests for cell phones, smart phones, and Blackberrys shall include a statement/notice to the Contract Vendor to disable text messaging on the device.

6.2.2 Pursuant to ***Section 282.702, F.S.***, the Division of Telecommunications, within DMS, must coordinate and approve the purchase, lease, and/or rental of all voice-related communications equipment and services, including voice communications services provided as part of any other total system to be used by the State or any of its agencies, regardless of the dollar amount, excluding the purchase of desktop telephones or maintenance for existing systems. The Department's Office of Information Technology (OIT) in Central Office will review any purchases of a new telephone system (regardless of cost) originating in any of the Districts or Turnpike Enterprises prior to submitting the request to the Division of Telecommunications. The Department's OIT will coordinate and review issues with the Division of Telecommunications prior to submission of the ***Custom Network Solution*** request form to the Division of Telecommunications for approval.

The Division of Telecommunications has specific PRIOR review and approval authority for the following voice communications acquisitions:

(a) Voice communications equipment, including telephone systems, move-add-changes including labor and/or equipment to modify and/or relocate existing systems regardless of cost.

6.2.3 Division of Telecommunications forms developed to "standardize" the review and approval process, are to be utilized for the procurement of all communications equipment and services requiring review and approval from the Division of Telecommunications, as follows:

(a) ***Custom Network Solution Submission***

- Telephone systems and related equipment requiring phone line service,

(b) ***Communications Services Authorization***

- New Telephone line service or changes to existing line service and telephone systems from regulated telephone companies.

6.2.4 Any voice communication equipment or services acquisition requires the prior written approval of the District Communications Services Authorization (CSA) Representative for district acquisitions, and the Central Office CSA Representative for Central Office acquisitions, on ***DMS Form, Communications Services Authorization***. The OIT in Central Office will review any purchases of a new telephone system (regardless of cost) originating in any of the Department's Districts or Turnpike Enterprise prior to submitting the request to the Division of Telecommunications. The OIT will coordinate and review issues with the Division of Telecommunications prior to submission of the Custom Network Solution form to the Division of Telecommunications for approval.

6.2.5 The review and approval of the appropriate CSA representative is required for the procurement of SUNCOM voice and network communication hardware, software, circuits, and services not provided by SUNCOM via MFMP workflow approval, E-mail or similar written approval. This approval will be a part of the workflow in MFMP or it will be provided by the Requester to the procurement unit or maintained in the Pcard file.

It is the responsibility of the CSA Representative to coordinate acquisitions requiring the specific review and approval of the Division of Telecommunications with said agency PRIOR to submission of Requisitions to the Procurement Unit.

6.2.6 Procurement of voice communications equipment and/or services shall be made from DMS State Term Contracts, whenever possible. Requests for exceptions, single source, or competitive bid acquisitions shall be submitted to the appropriate Department

Procurement Unit with detailed specifications and special conditions sufficient for processing.

6.2.7 The following types of voice communications equipment, related air time service agreements, and repair service/maintenance agreements require the specific review and approval of the appropriate Cost Center Manager:

(a) Cellular/Wireless Telephone

(b) Mobile Radio

(c) Beepers/Pagers

(d) Blackberrys; must also be approved by an SMS manager.

(e) Smartphones must be approved by the Assistant Secretary for Engineering and Operations.

6.3 INFORMATION TECHNOLOGY RESOURCES (ITRS)

Information Technology (IT) purchases are unique and may require special approvals prior to procurement, which must be made in accordance with current policy from the Agency for State Technology. See ***Chapter 282, F.S., Rule 60EE-1.003 F.A.C., Electronic and Information Technology Procurements***, and ***Chapter 7 of the Information Technology User's Manual, Topic No: 325-000-002*** for the requirements for procuring Information Technology Resources (ITRs). If the purchase price is equal to or exceeds $500,000, further approvals may be required by the Department Secretary or appropriate Assistant Secretary depending on the nature of the request. The requirement for further approval by the Department Secretary or appropriate Assistant Secretary will be determined by the Chief Information Officer. Appropriate approvals must be received prior to the procurement process. See ***Chapter 4 of the Information Technology User's Manual, Topic No: 325-000-002***.

6.3.1 All Pcard transaction files and MFMP Requisitions for ITRs shall include the necessary approvals as specified in ***Chapter 7 of the Information Technology User's Manual, Topic No: 325-000-002***. For questions about this procedure, contact the Office of Information Technology.

6.3.2 Equipment which, in any way, may be construed as electronic data processing equipment shall be subject to ***Chapter 7 of the Information Technology User's Manual, Topic No: 325-000-002***. This equipment may be identified as any electronic equipment that is "source programmable," which means that the user must be able to issue instructions to alter the basic function performed by the equipment.

6.3.3 After all necessary approvals have been granted, the Requisition should be submitted to the Procurement Unit for bidding or other handling that may be required. Detailed specifications and any special conditions must be attached for bidding purposes. If considered a single source item, a single source justification and/or certification must be attached.

6.3.4 For the procurement of all IT commodities or services, the requester shall provide an approved ***Information Resource Request (IRR),*** from the ***Technology Request System (TRS)***, to the Procurement Unit in accordance with ***Chapter 7 of the Information Technology User's Manual, Topic No: 325-000-002***, and retain in the Pcard file, attach to the MFMP Requisition, or provide to the Procurement Unit, as appropriate. For ITR equipment or services that involve local area network (LAN) or wide area network (WAN) interfacing, refer to ***Section 6.2***, above, for coordination of the Communication Service Authorization process. All Data Communication Service Authorizations are to be completed and submitted by Central Office and District OIT staff authorized by the Manager of the District OIT.

6.3.5 Prior to procurement of ITRs, all necessary approvals shall be obtained and attached to the MFMP Requisition or maintained in the Pcard file.

6.4 MOBILE EQUIPMENT

Mobile Equipment requires certain approvals prior to procurement. The following outlines the requirements for purchasing Mobile Equipment. All acquisitions of vehicles, heavy equipment, boats, boat motors, all types of trailers and trailer mounted equipment, and aircraft are made pursuant to special rules governing Mobile Equipment. See ***Mobile Equipment Procedures Manual, Topic No. 400-000-001***.

All ***Procurement Requisitions*** for Mobile Equipment must be approved in MFMP by the State Maintenance Office (SMO), prior to a Purchase Order being issued.

The SMO will apply for DMS approvals, as necessary. Districts are not authorized to obtain Mobile Equipment purchase approval directly from the DMS. All approvals will be obtained through the SMO, in accordance with ***Mobile Equipment Procedures Manual, Topic No. 400-000-001***. Further instructions for requesting and receiving Mobile Equipment may be issued by the SMO.

6.4.1 Upon receipt of the Requisition for Mobile Equipment, the following must be checked:

(a) SMO approval designated in the MFMP approval flow for the Requisition.

(b) DMS, Bureau of Motor Vehicles and Watercraft, approval letter that is scanned and attached to the MFMP Requisition for Mobile Equipment not on a DMS State Term Contract.

(c) Verify specification number and options against the approval letter. If an option is not on the approval letter, it cannot be purchased. Options can be deleted even though they have been approved by DMS.

The information shown on the ***"Checklist for State Term Contract Vehicles & Mobile Equipment"*** (see ***"Reference Guides"*** on the Procurement Office Web site) shall be on the Purchase Order. The ***"Checklist for Vehicles, Trailers, and Mowers"*** (also, a ***"Reference Guide"*** on the Procurement Office Web site) should be used for vehicles and Mobile Equipment.

6.5 COPIERS (INCLUDING MFDS WITH COPIERS)

Copiers require the evaluation of specific criteria prior to procurement. Before leasing any printing, duplicating, or reproduction equipment (walk-up convenience copiers), the Requester must document the criteria used to evaluate and determine copying requirements and to support the decision that a lease is economically prudent and more cost effective than an outright purchase. This documentation is required for copier leases by ***Comptroller/CFO Memoranda No. 4 (1995-96) and No.7 (1995-96)***, and must be completed by the Requester, approved by the Procurement Office, and either maintained in the Pcard file or scanned-in and attached to the MFMP Requisition prior to a Purchase Order being issued.

6.5.1 Copier leases or rentals in an amount of Category Two or less must be evaluated and documented on ***Form No. 375-040-43, Criteria for Evaluating Copying Requirements and Costs***, but do not require approval by the Division of Accounting and Auditing at the DFS. The purchase price, including the price for all needed options, must be included on the form to document the cost effectiveness of the lease decision.

6.5.2 Any lease of printing, duplicating, or reproduction equipment (walk-up convenience copiers) with an annual cost that exceeds Category Two must include approval from the DFS Division of Accounting and Auditing. The ***Checklist for Requesting Department of Financial Service's Approval to Lease Equipment*** must be approved by the DFS Division of Accounting and Auditing and attached to the Requisition (also see ***Section 6.9***).

6.5.3 It is recommended that the purchaser include a periodic maintenance agreement with the Contract Vendor. The conditions of the state term contract require the Contract Vendor to furnish service/maintenance to the purchaser at standard state rates.

(a) A maintenance agreement may be obtained by contacting the Contract Vendor for a written quote or price quote, listing those specific services required.

(b) Payment for a maintenance agreement may be accomplished by using a Purchase Order, or the Pcard, if the agreement is less than Category Two ($35,000).

(c) If the annual agreement is greater than Category Two per year, see ***Chapter 5, Section 5.13*** of this Manual.

6.5.4 There are concerns associated with confidential or sensitive information that may be contained on the hard drives used to store document images on copiers, MFDs, or other electronic equipment with storage devices. As offices retire this equipment, either as a result of replacement purchases or new lease agreements, careful consideration should be given to ensuring that electronic media within the devices are properly sanitized in accordance with Department ***Procedure No. 001-325-010, Electronic Device and Media Sanitization***. Cost centers should involve their District Information Systems Manager (DISM) or Central Office LAN administrator when retiring these devices.

6.6 PRINTING

Printing is unique and requires certain approvals prior to procurement. All requests to purchase printed forms must be approved by the Forms and Procedures Office prior to submission of the Requisition. Refer to ***Procedure No. 050-030-001, Form Development and Control***.

In accordance with ***Procedure No. 125-000-001, State Agency Printing Records***, ***Form No. 125-000-01, Record of Publication Printing Costs***, must be completed for printing that exceeds Category Three. A copy of the form must be sent to the Central Office Reprographics Manager at Mail Station 63.

6.6.1 Bids for Printing

In accordance with ***Section 283.32, F.S.***, bids for printing must specify a minimum percentage of recycled content for the material to be used for such printing and require all bidders to certify in writing the percentage of recycled content for the material they are offering in their bid response. It is acceptable for a bidder to certify that their material contains no recycled content.

6.6.1.1 Each printing bid will be evaluated to identify the lowest responsive bid and any other responsive bids in which it has been certified that the materials used in printing will contain at least the minimum percentage of recycled content specified in the bid. If no bidders offer materials for printing that contain the minimum prescribed

recycled content, the contract shall be awarded to the responsible bidder that submits the lowest responsive bid.

6.6.1.2 In accordance with ***Section 283.35, F.S.***, when awarding a contract to have materials printed, the agency shall grant a price preference to the lowest responsible and responsive Vendor having a principal place of business within this state. The preference shall be 5 percent if the lowest bid is submitted by a Vendor whose principal place of business is located outside the state and if the printing can be performed in this state at a level of quality comparable to that obtainable from the Vendor submitting the lowest bid located outside the state.

6.6.2 Time Frames until Receipt (Lead Time)

The time between submittal of a Requisition and delivery of the printed job will vary considerably. In general, time increases with the cost of the job and with the complexity of the work required.

(a) After receiving a Purchase Order with camera ready copy, a printer can usually be expected to deliver as follows:

Flat forms: 2-6 weeks
Padded or booked forms: 3-7 weeks
Snap-out or continuous forms: 5-8 weeks
Booklets or books: 6-10 weeks

(b) Additional requirements, such as typesetting, photographs, color, etc., will add to the production time required.

6.6.3 Quantity to Order

The printer's initial setup costs are essentially the same regardless of the quantity ordered. Therefore, the unit cost will be lower on larger orders. Unless it is anticipated that the item will be changed, it is recommended that at least a six-month or one-year supply is ordered at one time.

6.6.4 Specification Sheet, Samples, and Camera Ready Copy

Listed below are the various types of printing and their requirements.

(These need to be furnished with the Requisition. See Procurement Office Web site, ***"Reference Guides"*** for additional information.)

(a) If the request is for an exact reprint of an existing item, "per attached sample" should be stated after the description. If for a reprint, with minor changes, state "per attached sample with text changes." Attach one copy of the sample showing the changes to be made. In either case, submit samples as required of the current item attached with the Requisition. Also, list the name of the printer who did the job last and, if available, the Purchase Order number and date.

(b) If the request is for a new item which has not previously been printed, state "per attached specifications" and submit a typed specification sheet with the Requisition.

(c) Camera-ready copy should be submitted with the Requisition. A camera-ready copy is a clean original of the item to be printed that the printer will use to produce negatives for the printing process. Assistance in producing camera ready copies is available from the Forms and Procedures Office (see ***Procedure No. 050-030-001, Form Development and Control***). An order should not be considered complete until the printer returns the camera-ready copy.

For detailed printing instructions and special printing conditions see the Procurement Office Web site, "***Reference Guides***," for additional information.

6.7 PRIOR APPROVAL/JUSTIFICATIONS, PROHIBITED EXPENDITURES

State agencies may procure only items necessary to carry out statutory duties and should select such items on an economically prudent and cost effective basis. When the procurement of an item is necessary but could appear to be questionable or for personal use (rather than Department use), or may not have statutory authority, prior approval and written justification from the Cost Center Manager/authorized official is required prior to procurement. The written justification, explaining the necessity of the request and cost of the item(s), must be approved, attached to, and submitted with the MFMP Requisition or maintained in the Pcard file. If the Cost Center Manager/authorized official is unsure of or has questions about the appropriateness of the request, he/she should contact the Disbursement Operations Office (Quality Assurance Section) for advice and additional assistance. See ***"Requirements for Certain Purchases"*** in the ***Disbursement Operations Office (DOO) Handbook*** available on the DOO website, for additional guidelines.

6.7.1 Prohibited Expenditures: The Department of Financial Services' ***Reference Guide for State Expenditures*** prohibits certain expenditures from state funds unless expressly provided by law. Examples include but are not limited to:

(a) Congratulatory telegrams.

(b) Flowers, and/or telegraphic condolences.

(c) Presentment of plaques for outstanding service.

(d) Entertainment for visiting dignitaries.

(e) Refreshments such as coffee and doughnuts.

(f) Decorative items (globes, statues, potted plants, picture frames, etc.).

(g) Promotional items unless specifically authorized by the Legislature. In accordance with the Department of Financial Services ***Reference Guide for State Expenditures***, the purchase of promotional items must be authorized by statute or a specific reference in the approved appropriation bill.

6.8 MOVING DEPARTMENT EMPLOYEES

Payment of an employee's moving expenses, for personal property, must be approved by the Department prior to any move taking place. No commitment to expend state funds for the payment of moving expenses can be made without this approval.

The procedural requirements for the approval, procurement, and payment of moving expenses are described in the ***FDOT Employee Handbook***, available on the Human Resources SharePoint site. Contracts with moving companies must not provide payment for ineligible moving expenses and must be procured in accordance with the procedures established herein and will be formally bid when the costs exceed Category Two (currently $35,000).

NOTE: Moving expenses shall not be paid with the Pcard.

6.9 LEASES, RENTALS, AND LEASE PURCHASE AGREEMENTS

Leases, rentals, and lease-purchase agreements for commodities including financing are subject to the same procurement requirements as an outright purchase of a commodity. Regardless of the dollar amount, the DFS requires documentation of the evaluation and the criteria used by the procuring agency to support that a lease is more economically prudent and cost-effective than a purchase *(**Comptroller/CFO Memoranda No. 4 & 7 (1995-96)***). This documentation must be provided by the Requester and maintained in the Pcard file or provided as an attachment to the MFMP Requisition.

6.9.1 Leases in an amount of Category Two or less do not require the DFS Division of Accounting and Auditing approval but must have the documentation supporting that a

lease is more cost-effective than a purchase. The ***Checklist for Requesting Department of Financial Service's Approval to Lease Equipment*** should be used to document the cost-effectiveness. This checklist and preparation guidelines are available at: http://www.myfloridacfo.com/Division/AA/Forms/default.htm.

6.9.2 Any lease or lease-purchase agreement with an annual cost that exceeds Category Two must include approval from the DFS Division of Accounting and Auditing. The ***Checklist for Requesting Department of Financial Service's Approval to Lease Equipment*** must be approved by the DFS Division of Accounting and Auditing and attached to the MFMP Requisition.

6.9.3 Lease or lease-purchase agreements that run beyond the current fiscal year must contain the annual appropriations contingency statement used in the MFMP Purchase Order Conditions and Instructions. The encumbrance for each lease must be processed in the CFM system for the total time period and dollar amount of the lease, with reviewed funds approval for each future fiscal year.

6.9.4 For procurements that will be financed, the DFS Form for ***Installment Purchase Contracts (DFS-A1-1863, Form 21)*** must be approved by the DFS Division of Accounting and Auditing and attached to the Requisition (the Form and instructions for completing it are available on the DFS website at http://www.myfloridacfo.com/Division/AA/Forms/default.htm. For financing, DFS requires proof of competitive bid and exact cost data before requesting approval. Therefore, prices must be obtained before requesting approval from the DFS Division of Accounting and Auditing.

6.9.5 If financing is not through the State Consolidated Equipment Financing Program as described in ***Section 287.064(2), F.S.***, an exemption from the DFS Division of Accounting and Auditing is required.

6.9.6 When submitting invoices for payment, the DFS Division of Accounting and Auditing approval number must be included.

6.10 LEASE OF BUILDINGS

Sections 255.249 and 255.25, F.S., require that approval be obtained from the DMS, Division of Building Construction and Property Management, before leasing a building or building space. Contact the FDOT Support Services Office for additional information.

6.11 HAZARDOUS MATERIALS

6.11.1 Material identified as hazardous or that is suspected of being hazardous should not be requisitioned or purchased until it has been determined by the individual

requisitioning or purchasing the material that no reasonable substitute is available that can accomplish the required function. The decision concerning the use of the hazardous material will be based upon safety, economics, and the potential for generation of hazardous waste.

6.11.2 It is the responsibility of individuals authorized to specify and/or requisition materials for the Department's use to determine if the materials to be acquired are hazardous materials.

6.11.3 Department employees responsible for ordering and receiving hazardous materials shall make sure that:

(a) Copies of ***Material Safety Data Sheets (MSDS)*** are furnished with the hazardous materials ordered; these sheets are supplied by the Contract Vendor and identify specific safety information including proper use and storage of the materials, and disposal of any waste products including containers.

(b) Containers are appropriately labeled with the identity of contents and appropriate hazard warnings.

(c) No hazardous materials are issued to employees unless MSDS are available.

(d) No hazardous materials are accepted without the appropriate labels and/or the required MSDS.

(e) Non-hazardous materials are ordered, if at all possible.

6.11.4 All Requisitions for hazardous materials shall include:

(a) The words **"*MSDS REQUIRED"*** or **"HAZARDOUS MATERIALS"** in capital letters shall be placed on the Requisition. (Do not put hazardous and non-hazardous materials on the same Requisition.)

(b) The material safety information must accompany the material delivered as required by ***Section 6.11.3*** of this Manual, and should be placed on file by the manager of the facility/building/complex. If the material safety information is not delivered with the material, the material will not be used until the Contract Vendor provides this information. The delivery will not be considered complete until this information is in hand.

6.11.5 Any materials requisitioned that have not been identified as hazardous but are suspected of being hazardous will be requisitioned with the instructions in ***Section 6.11.4*** of this Manual.

6.11.6 When an office acquires hazardous material by use of a Pcard, all of the above instructions will apply.

6.12 TRADE-IN ON REPLACEMENT EQUIPMENT

When replacing property, trade-in of the replaced property for consideration on replacement equipment may be pursued if doing so is in the best interest of the State. Prior approval from the Cost Center Manager or designee must be received before trading in property. Trade-In transactions and disposal of surplus property will be handled in accordance with ***Procedure No. 350-090-005, Surplus Property Disposal***.

6.13 ASSESSMENT PROTOCOL FOR REPLACEMENT EQUIPMENT

In accordance with ***Section 287.0831, F.S.***, any purchase of new equipment, machinery, or other inventory by state agencies as a result of damage caused by fire, smoke, water, or any similar incident shall be limited to purchases that are absolutely necessary because the damaged equipment, machinery, or inventory is in irreparable condition. The Department is required to assess such equipment, machinery, or other inventory to determine whether it can be repaired or restored before a request to purchase replacement equipment, machinery, or any other inventory can be approved. The Cost Center must perform a damaged equipment replacement analysis using the assessment protocol steps below before approving the request for replacement equipment. This replacement analysis shall document how the cost center arrived at the decision to replace the damaged equipment, and why replacement was the most economical alternative for the State of Florida. The documentation, which shall be a memorandum to the contract file, shall include:

1) Description of damaged equipment that is being replaced with the new equipment procurement. Please provide Serial Number and Property Tag Number in the description where applicable.
2) Summary written record of scope and extent of damage, including photographs of damaged equipment if available.
3) Verification of cause of damage and/or record of equipment contamination (e.g., environmental contamination, fire, heat, smoke, water, electrical damage, etc.).
4) Estimate of restoration/repair costs to bring equipment to full functioning and/or operational level, where applicable.
5) Replacement cost (presumably this would be the amount of the new equipment purchase Requisition).
6) Describe any known safety issues or damage related defects that precluded repair of the damaged equipment.

7) If damaged equipment was destroyed or not salvageable, please record in the Memorandum. The damage assessor shall have sufficient knowledge to perform the equipment assessment.
8) Any other facts/assessment information that supports the justification to replace the equipment with a new purchase.

The memo documentation of the replacement analysis should be initialed by the procuring Cost Center Manager, and:

a. A copy shall be stored in the contract file for the replacement equipment Requisition;
b. A copy shall be scanned and attached to the contract Requisition;
c. A copy shall be forwarded to Central Office Procurement who shall maintain a central file of replacement equipment analyses for Quality Assurance purposes.

Disposal of surplus property will be handled in accordance with ***Procedure No. 350-090-005, Surplus Property Disposal***. Inventory requirements and other requirements referenced in the ***Procedure No. 350-090-310, Tangible Personal Property*** shall also be followed.

6.14 FEDERALLY FUNDED PROJECTS

Some contractual services contracts are eligible for federal-aid participation. Federal approvals shall be acquired in accordance with ***Procedure No. 350-050-005***, ***Federal Project Authorizations***, issued by the Federal Aid Management Office. This section supplements the process to be followed when federal funds may be utilized in a contract.

The Procurement Unit may proceed with the Contract Vendor hiring process up to, but not including, contract execution prior to being provided a copy of the executed FHWA Electronic Signature Document (ESD) indicating FHWA approval for federal aid participation, where FHWA funding is involved. If the contract is executed prior to receipt of an approved ESD, then, at a minimum, services provided prior to approval will not be federally funded and such action will likely cause the contract to become ineligible for federal funding altogether.

In the case of Federal Transit Administration (FTA) funding, all relevant federal requirements in accordance with 2 CFR Part 200, 2 CFR 200.317- 2 CFR 200.327, FTA Circular 4220 as amended, and FTA Master Agreement 34 as amended, shall apply and will be incorporated within the contract.

6.14.1 Declared Emergencies - When an emergency is declared by the Department

Secretary for a project for which FHWA funds are to be requested, FHWA will be notified immediately by the Procurement Unit or Project Manager that the Department intends to deviate from its normal procurement process for emergency repairs. FHWA will be provided a copy of the emergency declaration and the preliminary scope of services. During an emergency declared by the Governor or the President, FHWA's prior approval (i.e., an executed ESD) will not be required for emergency repairs to restore traffic flow, but will be required for FHWA financial participation for work classified as permanent repairs. Funds from FHWA's Emergency Relief fund may only be requested for emergencies declared by the Governor or the President.

6.14.2 Processing of Federal Authorization Requests - All requests to FHWA for authorization will be initiated by the District Federal Aid Coordinators in the Department's Federal Aid Management System and processed through the Federal Aid Management Office. The Federal Aid Management Office will review the authorization request for accuracy and submit it electronically to FHWA's Fiscal Management Information System for FHWA approval. For Central Office administered projects, a copy of the approved ESD may be obtained from the Federal Aid Management Office's website. For District administered projects, the approved ESD may be obtained from the District Federal Aid Coordinator via the Federal Aid Management Office's website.

6.15 TANGIBLE PERSONAL PROPERTY

Contractual services that provide for a Contract Vendor to buy tangible personal property, as defined in ***Section 273.02, F.S.***, for subsequent transfer to the state may be entered into only in accordance with ***Rule 60A-1.017, F.A.C.*** The Project Manager shall document in writing using ***Form No. 375-040-33, Acquisition of Tangible Personal Property Within Contractual Services Contracts***, that there is an absolute and demonstrated need to acquire the property through the Contract Vendor, as opposed to direct acquisition by the Department. The method of compensation in the contract shall include a provision covering any Tangible Personal Property.

6.16 OUTSOURCING OF SERVICES

Procurements for the outsourcing of services or activities must follow the requirements outlined in ***Section 287.0571, F.S.***