



Florida Department of Financial Services

Florida Accountability Contract System (FACTS)

User Manual

[Draft February 2012](#)

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I. General – Log In Screen

- **User ID of User Adding or Updating Data – up to 20 digits alphanumeric – required**

This field is the User Name that is entered in order to obtain access to the system, and is logged by the FACTS system to identify the users who add or update information in the system.

The User ID must be input using the following naming convention: [Last Name][First Name][Middle Initial][Numeric Sequence] – example JonesWilliamF1. If the user has no middle name, use X or any other placeholder for that position. If more than one user has the same last name, first name and middle initial, increment the numeric sequence to identify them separately.

- **FLAIR Agency Identifier (OLO) – 6 digits numeric – retrieved**

This field identifies system data by user agency, and serves as the primary security mechanism. It is input by FACTS system administrators when the User ID is established in the security file, and is retrieved from that file and logged on all transactions entered. Agencies will only be allowed to view data for their own OLO. Input values must be valid on the FLAIR Title file.

- **Password – up to 20 digits alphanumeric – required**

The password must be a minimum, of 8 characters long, and must contain at least one instance from three of the following four categories. It can contain all four.

1. English lowercase characters (a - z)
2. English UPPERCASE characters (A - Z)
3. Base 10 digits (0 - 9)
4. Non-alphanumeric/special characters (e.g. -, \$, !, #, %)

II. Add a New Contract

A. Main Contract Information Section

- **FLAIR Contract ID – 5 digits alphanumeric – required**

This field identifies the individual contracts within the system for FLAIR processing purposes. Input data will be loaded into the FLAIR and added to the FLAIR Title file, which will allow subsequent FLAIR transactions using the data. It is unique to a single contract and cannot be duplicated within an agency. The field is required for all Contract Tracking System transactions, and is allowed on all FLAIR transactions. It is required on all FLAIR disbursement transactions for the related contract, and will be used to retrieve expenditure data by contract for reporting on the internet.

- **Short Title – up to 10 digits alphanumeric – required**

This is a required field that is used to populate the FLAIR Title file and is retrieved for reporting purposes. Agencies should use this space to record something that would assist them in identifying the contract.

- **Long Title – up to 60 digits alphanumeric – required**

This is a required field that is used to populate the FLAIR Title file and is retrieved for reporting purposes. The entry in this field should identify the contract in a manner that would be meaningful to the public.

- **Agency Contract ID – up to 50 digits alphanumeric – required**

This field is used to identify agency assigned contract numbers that are larger than the FLAIR Contract Identifier. If the agency is using a contract management system, the use of this field and the FLAIR Contract Identifier will provide a link between the two systems and allow the agency to continue to use their own contract management system while complying with the requirements of the FACTS. Agencies that do not maintain separate contract management systems may duplicate the FLAIR Contract ID in this field. The field will be stored in FACTS and retrieved for reporting purposes.

- **Original Contract Amount - 13.2 digits numeric – required**

This field is used to report the original amount of the contract. It is input into the system when the contract record is established. The original amount can be zero for Master Agreement contracts that are using task or work orders to authorize services and the related budget amounts.

○ **Contract Type – 2 digits alphanumeric – required – from a drop down box**

A contract is defined as any written agreement between one or more parties. The following Contract Types have been identified for classifying contracts in the system. They will be displayed through a drop-down box, and are the only valid input into this field:

- GA – Grant Award Agreements - The receipt of grant dollars by a reporting entity that are either federal or state financial assistance or grant funding by another non-governmental entity. Grant Agreements will not be required for inclusion in the FACTS system during the initial implementation of the system.
- RA – Revenue Agreements – Contracts where revenue is received for goods and services provided on behalf of governmental entities. An example of this would be contracted concessions or food services, where the contractor manages the delivery of services and charges user fees for them, and then submits commissions back to the agency.
- GD – Grant Disbursement Contracts – Contracts for the expenditure of funds associated with a Catalog of Federal Domestic Assistance (CFDA) number, associated with a Catalog of State Financial Assistance (CSFA) number, or associated with a grant from a non-governmental entity to a recipient or sub-recipient by the reporting entity. These contracts are identified using the vendor checklist to classify them as either vendors or sub recipients. Contractors who are identified as vendors, should be classified as Contract Type = SC – Standard Two-Part agreements by statute, and are required to be reported in FACTS. Contractors determined to be sub recipients will not be required for inclusion in the FACTS system during the initial implementation of the system. They are scheduled for inclusion during phase five, which is scheduled for an April 30, 2013 implementation date, but may be included earlier if the user agencies opt to do so.
- MA- Master Agreements - Agreements where the pricing is agreed upon at the point of execution. However, services are not authorized to begin until a separate contractual document is issued (i.e., task or work orders). Examples of this would be surveyor contracts issued by the Department of Environmental Protection or engineering and surveying contracts issued by the Department of Transportation.
- MP – Multi-Agency Participation Agreements – These are agreements where the pricing is agreed upon at the point of execution. However, multiple agencies are allowed to receive the services being provided by the Vendor. No separate written agreement is needed for the participating agencies to use the multi-agency contract. They would need a separate procurement document. An example of this is a State Term Contract that was procured by DMS or the court reporter contract that is procured by the Attorney General’s Office.
- SC – Standard Two-Part Agreements by Statute - These are agreements where two parties agree on standard terms and conditions pursuant to applicable laws.
- PO – Purchase Order - This is an agency document used to formalize the purchase of services or commodities at a specific rate and/or terms. Purchase orders will not be included in the system as part of the initial implementation. They will be retrieved from My Florida Market Place and added to the system at a future date that will be negotiated by DFS and DMS.

- MO – Memorandum of Agreement/Understanding or Interagency Agreement - This is a two or more party agreement where the terms may not be specified in law. These agreements are typically between governmental entities. Both agencies should record the agreement in FACTS.
 - TP – Three or More Party Agreement - This is an agreement where more than two parties agree on standard terms and services pursuant to applicable laws.
 - No Ceiling/Rate Agreement – This is an agreement for which the total contract obligation cannot be determined until all the commodities or services are delivered such as utility agreements and task directed rate agreements.
- **Contract Status – 1 digit alphanumeric – required**

The following Contract's Status codes have been identified. They will be displayed through a drop-down box, and are the only valid input into this field:

A – Active

D – Deleted (Used for Error Corrections)

C – Closed or Expired

E – Active /Extended

Extensions involve only changes to the ending dates of the contracts. The agency is giving the contractor additional time to complete the goods or services that are provided under the contract. Extensions can be for up to six months with all the same terms and conditions of the original agreement. Pursuant to section 60A-1.048, F.A.C., the extension must be signed prior to the expiration date of the agreement. There can be only one extension of an agreement unless the failure to meet the terms of the agreement is due to events beyond the control of the provider of the goods or services.

T – Terminated

This status identifies contracts that are terminated prior to the date established in the contract by either of the parties.

R – Active/Renewed

Renewals are identified by extensions of the contract dates with additional compensation for additional goods or services. The agency is asking the contractor to provide more of the goods or services that were purchased or required in the original contract under the same terms and conditions. Renewals must be executed prior to the expiration date of the agreement, and must have all the same terms and conditions of the original agreement. Renewals are contingent on satisfactory performance evaluation and may be renewed for a period that may not exceed three years or the term of the original contract, whichever is longer, pursuant to section 287.058(1) (g), Florida Statutes. If the goods or services are purchased as a result of a competitive solicitation, the renewal price must be specified in the bid, proposal or reply.

- **Date of Execution – 8 digits numeric – required**

This field identifies the date the contract was executed by all parties. The date must be input using the MMDDYYYY format, and it must be a valid date. The contract's execution date will be the last signature date.

- **Date of Beginning - 8 digits numeric – required**

This field identifies the date the contractor may begin the commencement of goods or services. The date must be input using the MMDDYYYY format, and it must be a valid date. If not specified in the contract, the contract's beginning date will be the date of the last signature.

- **Original End Date - 8 digits numeric – optional**

This field identifies the final date that all goods or services must be provided under the original contract. The date must be input using the MMDDYYYY format, and it must be a valid date. Since it is an optional field, it can also be left blank.

- **Statutory Authority –up to 60 digits alphanumeric – required**

This is a free form field to record the statutory authority of the agency for procuring the specific goods or services in the contract. Input should be in the form of a numerical citation rather than verbiage. It is not intended for general authorizations such as Chapter 287 or other procurement statutes.

- **Contract Involves State or Federal Financial Assistance – 1 digit alphanumeric – required**

This field is used to indicate if the contract involves the use of State or Federal Financial Assistance. It is a check box, where a check indicates “Yes” and a blank indicates “No”, with a default value of “No”. An input value of Yes will trigger additional input requirements on the CFDA or CSFA input screens. *See page 22.*

- **Recipient Type – 1 digit alphanumeric – conditionally required – from a drop down box**

This field is required if CFDA or CSFA codes are entered for the contract. Valid values, which will be provided through a drop down list, are:

A – Nonprofit Organization

B – For Profit Organization, includes Sole Proprietor

- C – Local Government
- D – State Community Colleges
- E – District School Boards
- F – Another State Agency, excluding State Universities
- G – State Universities
- H – No Sub recipient (Federal Financial assistance Only)
- I – Sub recipients (Federal Financial Assistance Only)

- **Agency Service Area – up to 5 digits alphanumeric – optional**

This field is available to user agencies to input contracts by their internal districts, regions, or other geographic service area. This field will not be validated.

- **Provide Administrative Cost – 1 digit alphanumeric – required**

This is an indicator of whether the contract provides for administrative costs. Acceptable values of Yes or No are selected through the use of radio buttons. The field defaults to a value of No.

- **Administrative Cost Percentage – 6 digits alphanumeric – conditionally required**

This field is used to indicate the vendor's administrative cost percentage that is allowed under the contract. It is required if the Provides for Administrative Cost value = Yes.

- **Provide for Periodic Increase – 1 digit alphanumeric – required**

This is an indicator of whether the contract provides for increases in compensation for the vendor. Acceptable values of Yes or No are selected through the use of radio buttons. The field defaults to a value of No.

- **Periodic Increase Percentage – 6 digits alphanumeric – conditionally required**

This field provides the percentage of periodic increase to the vendor that is allowed under the contract. It is required if the Provides for Periodic Increase field = Yes.

B. Contract Procurement Information

○ **Authorized Advance Payment – 1 digit alphanumeric – required**

This field indicates if advance payments have been authorized in the contract. Valid input values of Yes or No are selected through the use of radio buttons. If any part of the contract is authorized for an advance payment, then Yes should be selected. The field defaults to a value of No.

○ **Method of Procurement –2 digits alphanumeric – required – from drop down box**

The system has established Contract Methods of Procurement and Procurement Exemption codes for use in the system. The codes identify either the methods of competitive procurement that were used for the contract or the reason that a competitive procurement was not undertaken. They will be displayed for selection through a drop-down box, and are the only valid input into this field. The valid codes are listed in Appendix 1 of this manual.

○ **Method of Procurement – retrieved**

This field contains a description of the method of procurement, and is retrieved based on the indicator that is selected from the Method of Procurement drop down box.

○ **State Term ID – up to 50 digits alphanumeric – conditionally required**

This field provides the reference to the specific DMS State Term contract number when the goods or services acquired under the contract were procured under the terms of a State Term contract. It is required input if the Method of Procurement is equal to “A, B or D”.

○ **Contract’s Exemption Justification – up to 1,000 digits alphanumeric – conditionally required**

This free form field is to be used to explain any exemptions from competitive procurement that were utilized for the contract. It is required if an exemption code is used in the Method of Procurement field.

○ **Agency Reference Number – up to 50 digits alphanumeric – optional**

This field is provided to capture and report references to competitive procurement documentations that were issued by and are maintained by the agencies. Examples would be the number of an RFP or ITN that an agency issued to acquire services under the contract.

○ **Business Case Study Done - 1 digit alphanumeric – required**

This is an indicator of whether or not a business case study was done for this contract. Acceptable values of Yes or No are selected through the use of radio buttons. The field defaults to a value of No. Business case studies are required by section 287.0571, F.S., for any contract that will outsource the agency’s services.

- **Business Case Date – 8 digits numeric – conditionally required**

This field is used to indicate the date that a business case study was done for this contract. It is required if the Business Case Study Done value = Yes. Input values must be a valid date in the format MMDDYYYY.

- **Legal Challenges to Procurement - 1 digit alphanumeric – required**

This is an indicator of whether there were any legal challenges to the procurement of this contract. Acceptable values of Yes or No are selected through the use of radio buttons. The field defaults to a value of No.

- **Legal Challenge Description – 1,000 digits alphanumeric – conditionally required**

This field provides a description of all legal challenges that were taken against the awarding of the contract. It is required if the Legal Challenges to Procurement value = Yes.

C. Contract Manager Information

- **Agency Manager Name – up to 31 digits alphanumeric – required**

This field is used to identify the agency's contract manager. It will not be displayed to the public.

- **Phone Number – 10 digits alphanumeric – required**

This field is used to identify the telephone number of the agency's contract manager. It will not be displayed to the public.

- **E-Mail – up to 50 digits alphanumeric – required**

This field is used to identify the e-mail address for the agency's contract manager. It will not be displayed to the public.

D. General Comment

- **General Comments Regarding the Contract – up to 1,000 digits alphanumeric – optional**

This free form field is available to user agencies to record general comments or explanations regarding the contract. It will be displayed to the public.

E. Outsourcing/Capital Improvements

- **Was the Contracted Function(s) Previously Performed by the State - 1 digit alphanumeric –required**

This is an indicator of whether or not the services that were acquired under the contract were previously done in-house by the state agency. Acceptable values of Yes or No are selected through the use of radio buttons. The default value is 'No.'

- **Was the Contracted Function Considered for Insourcing Back to the State - 1 digit alphanumeric – required**

This is an indicator of whether or not the services that were acquired under the contract were considered for insourcing back to the state agency. Acceptable values of Yes or No are selected through the use of radio buttons. The field defaults to a value of "No."

- **Did the Vendor Make Capital Improvements on State Property - 1 digit alphanumeric – required**

This is an indicator of whether or not the contractor made capital improvements on State Property. Capital improvements are defined as improvement with a cost in excess of \$1,000 and an estimated useful life in excess of one year. Acceptable values of Yes or No are selected through the use of radio buttons.

- **Capital Improvement Description – up to 1,000 digits alphanumeric – conditionally required**

This field is used to describe the capital improvements that were acquired under the contract. It is a required field if the 'Did the Vendor Make Capital Improvements on State Property' value = "Y" - Yes.

- **Value of Capital Improvements – 13.2 digits numeric – conditionally required**

This field is to record the value of the capital improvements that were provided by the contract. It is a required field if the 'Did the Vendor Make Capital Improvements on State Property' value = "Y" - Yes.

- **Value of Unamortized Capital Improvements – 13.2 numeric – conditionally required**

This field shows the amount of capital improvements acquired under the contract that have not yet been amortized. It is a required field if the 'Did the Vendor Make Capital Improvements on State' Property value ="Y" - Yes.

III. Budget Screen

A. Budgetary Amount

- **Amount – 13.2 digits numeric – required**

This field is used to quantify all types of budgetary entries. Input amounts may be positive, negative, or zero. The default value is zero.

- **Amount Type – 2 digits alphanumeric – required**

This field is used to classify budgetary entries for reporting purposes. Valid entries are: “RE” – Recurring or “NR” – Non-Recurring. Non-recurring budgets are budget amounts that are only authorized for one year. Recurring budgets also referred to as ‘base budgets’, have been approved for current and future years.

- **Account Code – 29 digits numeric – conditionally required**

This field identifies the FLAIR account code that relates to a budgetary amendment. It is required if the Contract’s Budgetary Amount is not equal to zero. Input account codes must be valid on the FLAIR Account Description File.

- **Effective Date – 8 digits numeric – conditionally required**

This field is used to identify the effective date of the budget. It is conditionally required if the Budgetary Amount is not equal to zero. Input must be in the format MMDDYYYY, and must be a valid date.

- **OCA – up to 60 digits alphanumeric – optional**

This optional field is provided to allow agencies to assign a FLAIR OCA, Grant, or Project ID code to budgetary entries. Input will not be validated against the related FLAIR files.

- **Agency Amendment Reference – 8 digits alphanumeric – required**

This field is used to identify and track individual contract amendments. Input values are determined by the user agencies, but must not be duplicated.

- **Amended Amount – 13.2 digits numeric – derived**

This amount is derived from the sum of the original contract amount and contract amendments that are entered into the system. It is displayed on the Budget screen.

- **Total Recurring Budgetary Amounts - 13.2 digits numeric – derived**

This amount is derived from the sum of contract amendment recurring budget amounts that are entered into the system.

- **Total Non-Recurring Budgetary Amounts - 13.2 digits numeric – derived**

This amount is derived from the sum of contract amendment non-recurring budget amounts that are entered into the system.

- **Total Budgetary Amount – 13.2 digits numeric – derived**

This amount is derived by summarizing the Recurring and Non-Recurring Budgetary amounts.

- **Total Unfunded Amount – 13.2 digits numeric – derived**

This amount is calculated by the system to show the difference between the total amended contract amount and the funded recurring and non-recurring budgetary amounts that are entered. It represents potential contract obligations that have not yet been covered by budgetary entries and could represent unprocessed budget amendments or anticipated appropriations of future periods.

- **Effective Date – 8 digits numeric – conditionally required**

This field is used to identify the effective date of the budget. It is conditionally required if the Budgetary Amount is not equal to zero. Input must be in the format MMDDYYYY, and must be a valid date.

- **Fiscal Year Indicator – 9 digits alphanumeric – system generated**

This field is generated by the system based on input into the Effective Date field.

B. Add Amendment

- **Agency Amendment Reference - 8 digits alphanumeric – required**

This field is used to uniquely identify each contract amendment. Values are determined by the agency and do not necessarily have to be in numerical order.

- **Change Type – 1 digit alphanumeric – required**

This field is required for all changes or modification to the original contract. Valid values, as provided through a drop down box, are:

A – Amendment – Amendments change the existing terms or conditions of the contract.

E – Extension - Extensions involve only changes to the ending dates of the contracts. The agency is giving the contractor additional time to complete the goods or services that are provided in the contract. Extensions can be for up to six months with all the same terms and conditions of the original agreement. The extension must be signed prior to the expiration date of the agreement, pursuant to section 60A-1.048, F.A.C. There can be only one extension of an agreement unless the failure to meet the terms of the agreement is due to events beyond the control of the provider of the goods or services.

R –Renewal - Renewals are identified by extensions of the contract dates with additional compensation for additional goods or services. The agency is asking the contractor to provide more of the goods or services that were requested in the original contract under the same terms and conditions. Renewals must be executed prior to the expiration date of the agreement, and must have all the same terms and conditions of the original agreement. Renewals are contingent on satisfactory performance evaluation and may be renewed for a period that may not exceed three years or the term of the original contract, whichever is

longer, pursuant to section 287.058(1) (g), Florida Statutes. If the goods or services are purchased as a result of a competitive solicitation, the renewal price must be specified in the bid, proposal or reply.

- **Amendment Amount – 13.2 digits numeric –required**

This field captures amounts that are added or deducted from the contract. The field defaults to a value of zero, but may be positive or negative. Input amounts will be used to systematically calculate the current amount of the contract for system purposes. All contract amendments should be recorded in the system, including amendments that do not change the dollar amount of the contract.

- **Amendment Effective Date – 8 digits numeric – required**

This field specifies the effective date of the contract amendment. It must be input using a MMDDYYYY format, and must be a valid date.

- **Change Date – 8 digits numeric – required**

This field is used to identify the date that changes to the contract were executed. Input must be a valid date in MMDDYYYY format.

- **New Ending Date – 8 digits numeric – conditionally required**

This field identifies the new contract ending date resulting from a contract extension or renewal. It must be a valid date in the format MMDDYYYY.

- **Change Description – up to 60 digits alphanumeric – required**

This is a free form field that is used to describe the changes to a contract.

IV. Vendor Information

- **Contractor's Vendor Identifier – 21 digits alphanumeric – required**

This field uniquely identifies the contractor that will provide the goods or services. Input values will be edited against the FLAIR Statewide Vendor file, the FLAIR Accounts Receivable Customer files, or the FLAIR Account Description file. Statewide Vendor file entries should contain both the prefix and sequence numbers. FLAIR Accounts Receivable Customer files should include the prefix, but no sequence number since the file does not contain sequence numbers. The contractor's address information will be retrieved from the FLAIR files and stored in the FACTS system. The FLAIR Accounts Receivable Customer file should only be used for Grant Awards and Revenue Contracts (Contract Types = GA and RA). For interagency agreements, the first 21 digits of the FLAIR Account code that will ultimately receive the payments should be input. Contractor address information will not be retrieved for 21 digit account code entries.

See Chapter 5 of the FLAIR Procedures Manual:

(<http://www.myfloridacfo.com/aadir/enterpriseeducation/flaireducation.htm>) for additional information on FLAIR Vendor Files.

Since the vendor identifier may contain social security numbers, this information will not be displayed to the public.

- **Contract's Vendor Name – up to 60 digits alphanumeric – retrieved**

This field identifies the contractor's name that will provide services under the contract. The information is retrieved from the FLAIR vendor files and may not be input. This information will be displayed to the public. This information will not be provided when the FLAIR Account Description File is recorded in the Contract's Vendor Identifier field.

- **Contract's Vendor Street Address – up to 60 digits alphanumeric – retrieved**

This field provides the contractor's street address. The information will be retrieved from the FLAIR vendor files and may not be input. This information will not be provided when the FLAIR Account Description File is recorded in the Contract's Vendor Identifier field. This information will not be displayed to the public.

- **Contract's Vendor City – up to 30 digits alphanumeric – retrieved**

This field provides the contractor's city. The information will be retrieved from the FLAIR vendor files and may not be input. This information will not be provided when the FLAIR Account Description File is recorded in the Contract's Vendor Identifier field. This information will not be displayed to the public.

- **Contract's Vendor State – 2 digits alphanumeric – retrieved**

This field provides the contractor's state. The standard abbreviation for the state will be retrieved from the FLAIR vendor files and may not be input. This information will not be provided when the FLAIR Account Description File is recorded in the Contract's Vendor Identifier field. This information will not be displayed to the public.

- **Contract Vendor ZIP Code – 10 digits alphanumeric – retrieved**

This field provides the contractor's ZIP code. The information will be retrieved from the FLAIR vendor files and may not be input. This information will not be provided when the FLAIR Account Description File is recorded in the Contract's Vendor Identifier field. This information will not be displayed to the public.

- **Contract Vendor Country – up to 30 digits alphanumeric – retrieved**

This field provides the contractor's country. The information will be retrieved from the FLAIR vendor files and may not be input. This information will not be provided when the FLAIR Account Description File is recorded in the Contract's Vendor Identifier field. This information will not be displayed to the public.

V. Deliverables

○ **Contract Wide Consequences – 1 digit radio button**

This field is used to identify contracts without deliverables, performance metrics, or financial consequences. Acceptable values of Yes or No are selected through the use of radio buttons. A selection of 'Yes' will generate a code of 999999 in the Service/Commodity field, and not require the input of other data elements on this screen.

○ **Service/Commodity Type – 6 digits alphanumeric – conditionally required**

This field is used to designate the types of goods or services that are being acquired under the contract. Valid input values are commodity codes in the DMS Commodity/Contractual Services catalog. That listing is available in My Florida Market Place and on the FACTS website, <http://www.myfloridacfo.com/aadir/statewidecontractreporting.htm>. Input values must be valid codes, and will be edited against the FLAIR Title file. A single type code is allowed for each contract or deliverable. This field is required unless the Contract Wide Consequences indicator = 'Yes', in which case the field will default to a value of 999999.

○ **Major Deliverable – 1,000 digits alphanumeric – conditionally required**

This free form field is used to describe each deliverable under the contract. Multiple deliverables are allowed for a contract; however, each deliverable must be entered separately. A deliverable is a measurable and verifiable unit of service that the provider is required to and must satisfactorily perform in order for payment to be approved. Deliverables must be directly related to required services stated in the scope of work and identify specific criteria for evaluating the successful completion of each deliverable. Satisfactory completion of a deliverable is typically used to measure the provider's progress towards completing the overall goals of the agreement. This field is required except when the 'Non-Price Justification' = 'Contract Wide Consequences,' in which case the field will default to a value of '99999.'

○ **Method of Payment – 2 digits alphanumeric – conditionally required**

The following Contract Methods of Payment have been identified for use in the system. A selection is required except when the 'Non-Price Justification' = 'Contract Wide Consequences,' in which case the field will default to a value of 'Entire Contract.' They will be displayed for selection through a drop-down box, and are the only valid input into this field:

1 – Fixed Price – Lump Sum

A contract where the amount of payment does not depend on the amount of resources or time expended. Including, a single amount paid at the completion of the contract, paid on a percent completion basis, at completion of all services or at completion of task and at completion of defined tasks or mileposts.

2 – Fixed Fee – Unit Rate

A cost per unit of a commodity or service.

7 – Cost Reimbursement

A cost-reimbursement contract is used when an accurate estimate of the final cost cannot be determined. Cost Reimbursement contracts usually contain a not to exceed maximum.

8 - Cost Reimbursement Plus Fixed Fee(s), including Fixed Price Components

Contracts having a larger estimated contract cost where the final cost cannot be accurately estimated but the contract assures the vendor a profit or fixed award for meeting or exceeding performance targets, including any cost savings.

9 - Cost Reimbursement Plus Percentage of Cost

These contracts pay a fee that rises as the contractor's costs increase. Since this contract type provides no incentive for the contractor to control costs, it is rarely utilized.

10 - Cost Reimbursement Plus Incentive Fee

Contracts having a larger estimated contract cost where the final cost cannot be accurately estimated but the contract assures the vendor a flexible award for meeting or exceeding performance targets, including any cost savings.

11 - Cost Reimbursement Plus Award Fee

Contracts having a larger estimated contract cost where the final cost cannot be accurately estimated but the contract assures the vendor a fixed award for meeting or exceeding performance targets, including any cost savings.

12 – Revenue Generating

Contract results in revenue for the agency. Basis for payment established in the agreement.

13 – No Cost

Contract results in no cost (no disbursements) to the agency. An example would be a Memorandum of Understanding between two agencies.

- **Major Deliverable Price – 13.2 digits numeric – required**

This field is used to record the price of each major deliverable of the contract.

- **Non-Price Justification – up to 150 digits alphanumeric – conditionally required – drop down list**

This field is used to explain why the value of a contract or deliverable is zero. Acceptable values are:

1. Price cannot be determined
2. This is a revenue generating agreement.
3. This is a rate agreement.
4. Contract Wide Consequences.

- **Source Documentation Page Reference – up to 250 digits alphanumeric – optional**

This is a free form field for use by the agencies in recording contract documentation references. Page references can be referenced for each contract deliverable.

- **Contract's Performance Metrics – up to 1,000 digits alphanumeric – conditionally required**

This free form field is used to record performance metric descriptions and measurements for the goods or services that will be provided. Multiple performance measures are allowed for each contract or deliverable. This field is required if the 'Non-Price Justification' = 'Contract Wide Consequences.'

- **Contract's Financial Consequences – up to 1,000 digits alphanumeric - conditionally required**

This free form field is used to record the financial consequences to the contractor for non-performance. Multiple financial consequences are allowed for each contract or deliverable. This field is required if the 'Non-Price Justification' = 'Contract Wide Consequences.'

VI. Add CFDA/CSFA

- **CFDA Code – 6 digits numeric – conditionally required**

This field is used to identify the Code of Federal Domestic Assistance (CFDA) that is associated with this contract. Either a CFDA or a CSFA code is required if the Contract Involve State or Federal Financial Aid field input value is "Y". Input values must be valid, and will be edited against the FLAIR Title file of CFDA codes. Multiple values may be input for each contract.

- **CSFA Code – 6 digits numeric – conditionally required**

This field is used to identify the Code of State Financial Assistance (CSFA) that is associated with this contract. Either a CFDA or a CSFA code is required if the Contract Involve State or Federal Financial Aid field input value is "Y". Input values must be valid, and will be edited against the FLAIR Title file of CSFA codes. Multiple values may be input for each contract.

See page 8.

VII. Appendix 1

Proposed Method of Procurement Codes		
Code	Description	C- Competitive Procurement Code OR E – Exception / Exemption Code
0	Exempt, Adoption Placement Services Licensed by DCF [Rule 60A-1.002 (4)(j), FAC]	E
1	Exempt, Prescriptive assistive devices [s. 287.057 (3) (e), FS]	E
2	Exempt, Legal services, including Attorney, paralegal, expert witness, appraisal and mediator services [s.287.057 (3) (f) 4, FS]	E
3	Exempt, Health services, including examination, digamous, treatment, prevention, medical consultation or administration. [s. 287.057 (3) (f) 5a, FS & Rule 60A-1002 (4) (k),FAC]	E
4	Exempt, Services to persons w/ mental/physical disabilities by non-profit corporations [s. 287.057 (3) (f) 6, FS & Rule 60A-1.002 (4) (k),FAC]	E
5	Exempt, Medicaid services [s. 287.057 (3) (f) 7, FS & Rule 60A-1.002 (4) (k), FAC]	E
6	Exempt, Family Placement [s. 287.057 (3) (f) 8, FS & Rule 60A-1002 (4)(k), FAC]	E
7	Exempt, Prevention services related to mental health, substance and child abuse, shelters/runaways, by non-profits [s. 287.057 (3) (f) 9, FS & Rule 60A-1.002 (4) (k), FAC]	E
8	Exempt, Training and education services [s. 287.057 (3) (f) 10, & s440.491 (6), FS]	E
10	Exempt, Department of Citrus advertising and promotional items [s. 601.10 (12), FS]	E
11	Lottery Procurement [s. 24.105, FS]	C
12	Exempt, Specialized equipment, devices and technology, including low-vision aids for Vision Impaired Persons [s.413.011(3), FS]	E
14	Lottery – Single Source Purchase of Single Source Commodities or Services [s. 24.105, FS]	E
15	Lottery - Competitive Solicitation [s. 24.105, FS]	C
16	Lottery - Competitive Quote [s. 24.105, FS]	C
17	Lottery – Emergency Purchase [s. 24.105, FS]	E
18	Lottery - Cooperative Agreement [s. 24.105, FS]	C
20	Exempt, Division of Blind Services; Rehabilitation Council for the Blind purchase [s. 413.011, FS]	E

Proposed Method of Procurement Codes		
Code	Description	C- Competitive Procurement Code OR E – Exception / Exemption Code
21	Settlement Agreement [s. 17.03 (1), FS]	E
22	Exempt, Special contracts with charitable youth organizations [s. 255.60, FS]	E
23	Exempt, Transportation for the Disadvantaged [s. 427.011 (5), FS]	E
24	Exempt, Propane Collected Assessments [s.527 (9)(b) Propane collected assessments deposited into the General Inspection Trust Fund are not subject to the procedures found in s. 287.057 in the expenditure of these funds, FS]	E
25	Request for Application, method of competitively awarding State Federal grants to non-profits and other governmental entities.	C
26	DEP Exempt, Division of Recreation and Parks may grant privileges, leases, concessions and permits for the use of land for the accommodation of visitors in the various parks, monuments and memorials. 258.007(3), F.S.	E
27	DEP Exempt, Preapproved Site Rehabilitation Program 376.30711(2)(a), F.S.	E
28	DEP Exempt, Preapproved Advanced Cleanup 376.30713, F.S.	E
29	DEP Exempt, Inland Protection Trust Fund Reimbursement-review Contracts, 376.3071(12)(j), F.S.	E
30	DEP Exempt, Inland Protection Trust Fund Petroleum Cleanup Participation Program, 376.3071(13), F.S.	E
31	DEP Exempt, Inland Protection Trust Fund Early Detection Incentive Program, 376.3071(9), F.S.	E
32	DEP State Restoration Funding Assistance, 376.30711(7), F.S.	C
33	No Cost Procurement	E
34	Revenue Generating Procurement	E
35	Leases having a term of less than 120 consecutive days	E
9A	Exempt, Federal or state law prescribes with whom the agency must contract [s. 287.057 (10), FS]	E
9B	Rate of payment is established during the appropriation process [S. 287.057 (10), FS]	E
A	State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]	C
B	State Term Contract Purchase with Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-1.043 & 60A-1.044(2), FAC]	C

Proposed Method of Procurement Codes		
Code	Description	C- Competitive Procurement Code OR E – Exception / Exemption Code
C	Alternate contract source - Purchase made from contracts let by the Fed. Gov., another state, or a political subdivision for commodities and contract services if determined to be cost-effective and in the best interest of the state. [s.287.042 (16), FS & Rules 60A-1.002 (4) (l), FAC]	C
D	State Purchasing Agreement [Rule 60A-1.025, FAC]	C
E	Purchase under \$2,500 {Rule 60A-1.002(2), FAC}	E
F	Informal quoted purchase not exceeding Category Two - Request for Quotes [s 287.056 (2), FS & Rule 60A-1.002 (4)(m), FAC]	C
F1	Informal quote below the bidding thresholds for Public Property And Publicly Owned Buildings of \$200,000 [s. 255.0525, FS]	C
G	Single source \$2,500 or greater, not to exceed Category Two [Rule 60A-1.002 (3), FAC]	E
H	Agency Invitation to Bid [s. 287.057 (1) (a), FS]	C
H1	Agency Invitation to Bid for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	C
H3	DOT Invitation to Bid [s.337, FS]	C
I	Agency Request for Proposal [s. 287.057 (1) (b), FS]	C
I1	Agency Request for Proposal for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	C
I3	DOT Request for Proposal [s.334, FS]	C
J	Agency Invitation to Negotiate [s. 287.057 (1) (c), FAC]	C
J1	Agency Invitation to Negotiate for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	C
K	Agency negotiated after receiving fewer than two responsive offers to a competitive procurement [S. 287.057(6 5), FS]	C
L	Exempt, Services or Commodities provided by Governmental Agencies, including contract with independent, non-profit college or university within the state [s. 287. 057 (3) (f) 12, & s.287.057 (22), FS]	E
M	Exempt, Purchase made from RESPECT - Qualified nonprofit agency for the blind or for the other severely handicapped [s. 413.036 (2), FS]	E
N	Exempt, Purchase made from PRIDE - Department of Corrections; prison industry programs. [s.287.095 (3) & s. 946.515, FS]	E
O	Emergency procurement [s.287.057 (3) (a), FS & Rule 60A-1.046, FAC]	E

Proposed Method of Procurement Codes		
Code	Description	C- Competitive Procurement Code OR E – Exception / Exemption Code
O1	Emergency Purchases for Public Property And Publicly Owned Buildings [s. 255.0525 (5), FS]	E
O2	Emergency Purchases Per Governor's Executive Order [s. 14.021, FS]	E
P	Single source approval over Category Two [s. 287.057 (3) (c), FS & Rule 60A-1.045, FAC]	E
Q	Consultants' Competitive Negotiation Act [s. 287.055, FS]	C
R	Exempt, CHD Use of County Procurement Standards [SS. 287.057(3) & 337.11, FS]	E
S	Exempt, Commodities purchased for resale [s. 287.012 (5), FS]	E
T	Exempt, Regulated utilities and government franchised and public communications, except long distance telecommunications services or governmental franchise SVCCS, [Rule 60A-1.002(4) (a) & (b), FAC]	E
U	Exempt, Artistic services [s. 287.057 (3) (f) 1, FS & Rule 60A-1002 (4) (c), FAC]	E
V	Exempt, Academic program review [s. 287.057 (3) (f) 2, FS & Rule 60A-1.002 (4) (d), FAC]	E
W1	Exempt, Lectures by individuals [s. 287.057 (3) (f) 3, FS & Rule 60A-1.002 (4) (e), FAC]	E
W2	Exempt, Continuing education and events paid for by collected fees [s. 287.057 (3)(g), FS]	E
X	Exempt, Auditing Services [Rule 60A-1.002 (4) (f), FAC] Prior to July 1, 2010	E
Y	Exempt, Payment of Membership Dues [s. 216.345 (4), FS & Rule 60A-1.002 (4) (h), FAC]	E
Z	Exempt, Professional Examinations [s. 455.217 (1) (c), FS & Rule 60A-1.002 (4)(i),FAC]	E