

Chapter 12

OTHER PROCUREMENT UNIT RESPONSIBILITIES

12.1 APPROVED VENDOR LIST

The Department's approved vendor list will be the statewide MFMP Vendor Database.

12.1.1 Public Entity Crimes Convicted Vendor Requirements:

Section 287.133(2), F.S., provides requirements and restrictions specific to convicted Vendors doing business with public entities in the State of Florida.

12.1.2 Convicted Vendor Reporting

Section 287.133(3)(b), F.S., requires that any public entity which receives information that a person has been convicted of a public entity crime shall report that information to the Department of Management Services (DMS) in writing within 10 days.

12.2 MONITORING VENDOR PERFORMANCE

The selection of the Vendors to supply the Department with commodities/services is one of the most important functions of the Procurement Unit. In order to adequately evaluate bids, the Procurement Unit needs information on the performance of Vendors who have done business with the Department in the past. The best sources of such information are the people involved in receiving, inspecting, and utilizing the materials, equipment, and supplies purchased. All staff involved in these activities should be familiar with the procedure for documenting any problems encountered in delivery or quality of commodities or the performance of services provided.

12.2.1 The DMS **Form PUR 7017, Complaint to Vendor**, shall be utilized to report Vendor complaints regarding commodities/services procured from DMS State Term Contracts and from Department contracts. DMS **Form PUR 7017, Complaint to Vendor**, is available on the Procurement Office website under **Reference Guides**. A **Complaint to Vendor** form shall be used to report any discrepancies from the standards and specifications stated in contracts and Purchase Orders. The following procedures should be followed to report discrepancies between contract specifications and Vendor performance:

(a) As soon as a problem occurs with an order in regard to delivery, quantity, quality, performance, service, or invoicing of materials, equipment, or supplies, the Requester or staff discovering the problem should first contact the Contract Vendor, explain the

problem, and request that it be remedied. Documentation of the problem and communications with the Contract Vendor should be retained in the procurement file.

(b) If the Contract Vendor is unable or unwilling to resolve the problem immediately, a **Complaint to Vendor Form (PUR 7017)** should be completed by the Requester and sent to the Contract Vendor. This does not prohibit the Contract Vendor from resolving the problem, but serves as notice to all concerned that a problem exists and needs to be corrected. Copies of the complaint should also be forwarded to DMS State Purchasing (if it relates to a DMS state term contract), to the Procurement Unit that issued the contract, and if the Contract Vendor is a Certified MBE, to the Office of Supplier Diversity.

(c) If a Requester/Project Manager has any doubt as to whether the problem or discrepancy constitutes a material deviation from the requirements of the specifications, contract, or Purchase Order, the Procurement Unit should be contacted.

(d) If the problem is not resolved after issuing the **Complaint to Vendor** form, the Procurement Unit should be notified in writing or through email. If the complaint was in regard to a DMS State Term Contract, a **Request for Assistance (PUR 7029)** should be completed and forwarded to DMS State Purchasing, to request its assistance in settling the matter. The Requester should send the form to the DMS and provide a copy to the Procurement Unit.

12.3 ANNUAL REVIEW OF PROCUREMENTS

The Central Office and District Procurement Units should annually review all commodities/services procurements to determine if more appropriate and/or more cost effective procurement methods can and should be utilized in the future.

12.4 LOCAL CHARGE ACCOUNTS

Establish a System for Local Charge Accounts in accordance with **Procedure No. 350-030-010, Purchasing Card.**

12.5 MFMP SYSTEM

MFMP access, accountability, and training.

12.6 QUALITY ASSURANCE

The Procurement Office is responsible for quality assurance reviews in accordance with the Performance Management Office **Policy No. 001-260-001, Quality Assurance / Quality Control.**

12.7 QUALITY CONTROL

Procurement Units are responsible for conducting quality control reviews of purchasing card transactions for commodities and contractual services. Reviews are conducted to ensure compliance with critical procurement law, rule, and procedure. Each cost center should be reviewed every other year unless more frequent reviews are necessary to ensure compliance. Results are reported to the Cost Center Manager and entered into the Purchasing Card QAR Database for the quality assurance review by the Procurement Office.

12.8 PROCUREMENT TRAINING

The Procurement Office is responsible for training on the acquisition of commodities and contractual services. Training is accomplished through annual statewide meetings, quarterly statewide procurement videoconferences, as well as individual training provided to the Districts on an as-needed basis. In addition, various sample documents which serve as training materials are available to the Procurement Units and Requesters/Project Managers at the Procurement Office Web Site on the Infonet .

12.9 ANNUAL REPORT

In accordance with **Section 287.042(10), F.S.**, and **Rule Chapter 60A-1, F.A.C.**, the Procurement Office will be responsible for preparing an annual report on the procurement of commodities and contractual services, as directed by DMS.