

PURCHASING NEWS ALERT
FEBRUARY 28, 2007

The Purchasing Office has recently revised the following forms:

- Procurement Checklist
- Contract Checklist
- Contract Review Form

Listed below is a summary of the revisions that were made to each form:

Procurement Checklist: Removed the requirement for completion and approval of the Information Resource Authorization (IRA) form for IT related procurements during the formal competitive solicitation process. This form is not required to be completed during this phase of the procurement process. IT related formal competitive solicitation documents are routed to the Information Technology Office during the Agency review and approval process for the solicitation document. This does not change the IRA requirement for informal procurements.

Contract Checklist: Added step to complete and obtain IT approval on the IRA form during the contract development process.

Contract Review Form: Clarified that approval from the Deputy Director of Agency Support Services is only required for those contracts/amendments/renewals/extensions that Originate in Agency Support and Exceed \$50,000.

Please frequently visit both the Purchasing intranet and internet websites at the following URL addresses:

<http://intra.awi.state.fl.us/gs/purchasing.htm>
<http://www.floridajobs.org/generalservices/purchasing.html>

The Purchasing Office welcomes any comments for improving either of the two websites.

Please send your comments via e-mail to Gina.Gibson@awi.state.fl.us .

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