

FBO MEMORANDUM 2016-01

DATE: April 19, 2016
TO: FWC Contract Managers
FROM: Jodi Bailey, Chief Operating Officer
SUBJECT: **Chief Operating Officer – Review**

In accordance with the FBO Bulletin issued on January 14, 2016, this memorandum is issued to provide a formal communication regarding the responsibilities of the Chief Operating Officer review requirements.

1. Per s. 287.057(1)(b) and (c) a written justification for the use of Request for Proposal (RFP) and an Invitation to Negotiate (ITN) is required prior to issuing these type of solicitations. This written justification shall be submitted in writing to the Purchasing Manager, and will require the approval of the COO, prior to advertising.
2. In addition to the written justifications described above, s. 287.057(16)(a), evaluation and/or negotiation teams for a RFP or ITN shall require the review and approval of the COO.
3. All FWC Contracts and/or MyFloridaMarketPlace (MFMP) Purchase Orders of \$500,000 or above shall be reviewed and approved by the Chief Operating Officer, prior to review and execution of the Executive Director or designee. This requirement does not apply to Grant Applications, at this time.
4. Contract Attestation: Upon review, the Chief Operating Officer will be responsible for ensuring contracts of \$500,000 or more comply with the statutory provision by attesting the FWC Contract and/or MFMP Purchase Order contain, at a minimum:
 - a. A Scope of Work
 - b. Quantifiable, Measurable and Verifiable Deliverables
 - c. Performance Measures
 - d. Financial Consequences
 - e. Terms and Conditions that protect the Commission's and the State's Interest
 - f. A justification of award detailing why the award is most advantageous and provides the best value to the Commission and the State of Florida, if the award results from a Competitive Solicitation. If the award was based from a low price solicitation (ITB), the Bid Tab will suffice as justification for award.

In order to minimize paperwork, the revised Contract Routing and Review Sheet now includes this attestation statement.

Should you have any questions regarding aspects of this FBO Memo, please contact the FWC Purchasing Office at (850) 488-6551.

Thank you.

/jb