



Purchasing and Leasing

Streamlined Procurement Process for Commodities and Services

A review of contracts for the Department of Children and Families Technology Center in Tallahassee determined that purchase of commodities, maintenance and some services could be done by purchase order. Contracts require a detailed statement of work, supporting documentation and several layers of review, normally taking three to four weeks. Any changes to the contract require a formal amendment which must go through the same process. By contrast, a purchase order normally takes two to five days because it does not require the same review process. For more information, please contact Paul Bartlett at (850) 922-6360 or paul_bartlett@dcf.state.fl.us. 2007 DCF-090

Improved Procurement

Streamlined processing of an annual average of 225 competitive solicitations reduced their processing time from an average of approximately 25 hours to 12 hours, saving approximately \$75,000 worth of staff time. A competitive solicitation user guide assists department staff in preparing required paperwork. For more information, please contact Jim Brewer at (850) 245-4163 or jim_brewer@doh.state.fl.us. 2007 DOH-047

Pressure Cleaning Savings

Restructuring of bidding and contracting for pressure cleaning Florida Turnpike buildings saves more than \$1 million annually. For more information, please contact John Cerasari at (954) 934-1266 or john.cerasari@dot.state.fl.us. 2007 DOT-009