



Florida Department of Financial Services

Florida Accountability Contract Tracking System (FACTS)

User Manual

<https://facts.fldfs.com/Account/Login.aspx>

June 2013

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I. General – Log-In Screen

The FACTS application is best viewed when using software versions of Internet Explorer 8 or higher.

- o **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 added or updated information in the system.

- o User ID's are assigned by DFS. To receive a User ID for FACTS the Agency Access Point of Contact will need to fill out the FACTS Access Request Form and submit it to DFS at FACTS.Info@myfloridacfo.com. DFS will then grant the User access to the system and notify the user of their User ID. To ensure the accuracy of the data entered into FACTS it is recommended that the form be typed.

- o If a User is unsure of the Access Point of Contact for their agency, the User can contact the FACTS team at FACTS.Info@myflorida.com.

- o **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 and edit data for their own OLO.

o 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.

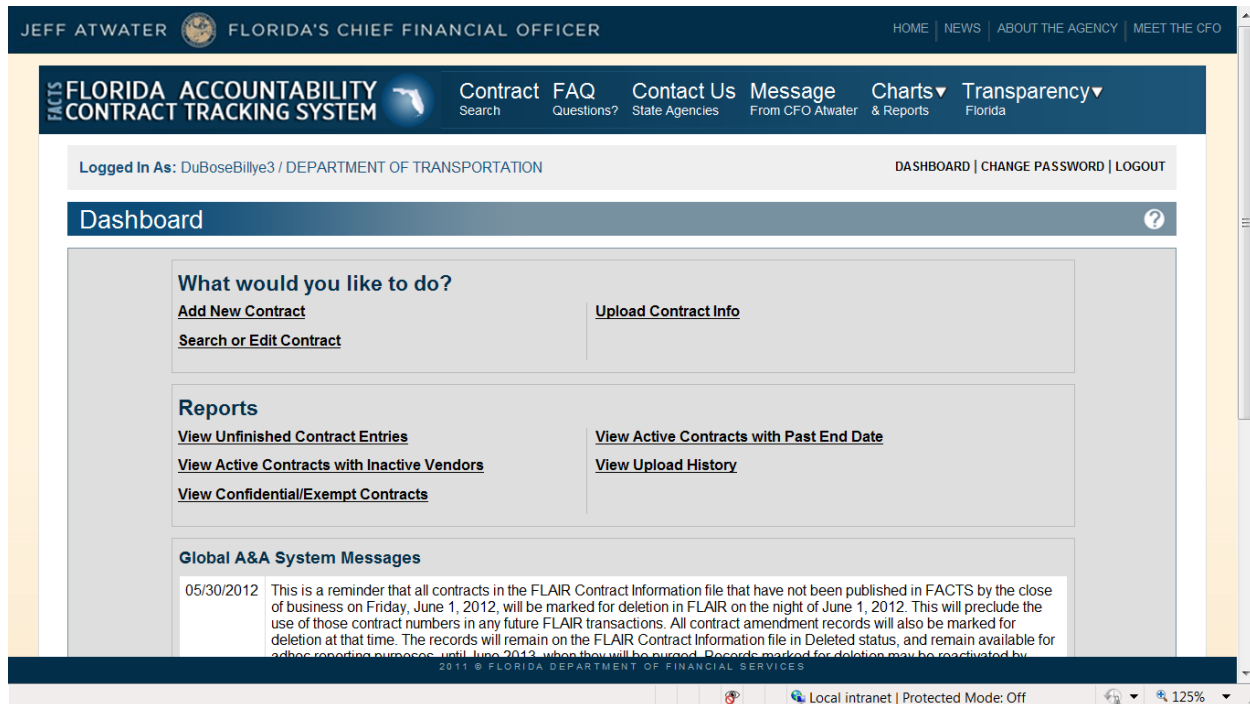
1. English lowercase characters (a - z)
2. English UPPERCASE characters (A - Z)
3. Base 10 digits (0 - 9)
4. Non-alphanumeric/special characters (e.g. -, \$, !, #, %)

After the user has successfully logged-in, the Dashboard screen will display. This screen will provide available options to choose from.

In the event a user forgets their password or becomes locked out of FACTS the user will need to have their password reset; to request a password reset the user will contact The Department of Financial Services Help Desk at 850-413-3190.

FACTS passwords expire every 90 days. After 90 days a user will be prompted to update their password after logging into the system. If a user wishes to change their password before 90 days they can use the “Change Password” link at the top right of the screen. This option is only available after a user has signed into FACTS.

II. General – Dashboard



The Dashboard is the user's gateway to information and functions available in FACTS.

- The “Home”, “News”, “About the Agency” and “Meet the CFO” hyperlinks at the top of every page provide information about the Chief Financial Officer and the Department of Financial Services.
- The Florida Accountability Contract Tracking System (FACTS) hyperlinks:
 1. Contract Search –Takes the user to the FACTS Main Search page that will be addressed in Section XI.
 2. FAQ Questions? – Opens another window with the most frequently asked questions and associated answers.
 3. Contact Us State Agencies – Takes the user to the FACTS Agency Contact page that contains the Public Records contact for all State Agencies.
 4. Message from the CFO Atwater – Takes the user to the FACTS Message from CFO Atwater page where a video of the CFO talking about FACTS can be played.
 5. Transparency Florida – Takes the user to Transparency Florida website where other web applications are available to inform individuals about Florida's financial activities.
- Dashboard, Change Password and Logout hyperlinks are also available at the top of every web page so the user can return to the Dashboard, change their password, or logout of FACTS.
- Global A&A System Messages is how the DFS Division of Accounting and Auditing provides system related messages to all FACTS users.
- FACTS functional hyperlinks will take the Agency User to the separate locations in FACTS to complete needed tasks.
 - Add New Contract allows the user to start adding a new contract
 - Search or Edit Contract takes the user to a location to search for a contact and then edit the contract if necessary.

- Upload Contract Info is the location where an agency can upload a batch file to FACTS for nightly processing.
- Reports are available on the FACTS dashboard to help agencies monitor the accuracy of information in FACTS:
 - **View Unfinished Contract Entries** – This report allows the Agency User to view those contracts not published to the public view so they can be completed and published.
 - **View Active Contracts with Past End Date** – This report lists FACTS agreements in Active status with an expired end date. Use this report to determine if expired agreements need to be updated to Closed/Expired or Terminated status in FACTS.
 - **View Active Contracts with Inactive Vendors** – This report lists FACTS agreements in Active status associated with an inactive vendor. Use this report to review vendor information associated with your contracts to determine if a different vendor registrations/location should be associated with the agreement in FACTS.
 - **View Upload History** – This report gives a location where the Agency User can view the batch upload files that are either pending or have been processed.
 - **View Confidential/Exempt Contracts** – This report lists FACTS agreements not published to FACTS public website because they contain confidential and/or exempt information pursuant to Florida law.

III. Add a New Contract

This web page is used to enter the general information for a 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 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 for ten years. 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. Each Agency will determine how to assign FLAIR Contract ID's within their agency. If when entering a contract the following message is received "FLAIR ID already exists" it is referring to this ID not the Agency Contract ID. This is the FLAIR ID that is titled on the Contract Title File.

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

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

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

This required field 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 identifiers 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 (do not use the “\$”sign) – 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 or other contracts that do not have a total contract amount specified in the contract document.

- **Contract Type – 2 digits alphanumeric – required – must be selected from a drop down list**

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, activated by clicking on the down arrow on the right side of the 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.
- GD – Grant Disbursement Agreements – Contracts for the expenditure of funds associated with either a Catalog of Federal Domestic Assistance (CFDA) number; a Catalog of State Financial Assistance (CSFA) number; or 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-Party 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 to be implemented in 2013, 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.
- 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. If an agreement of this type does not result in a cost to the state then it is not required to be entered into FACTS.

- 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.
- 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.
- 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.
- 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.
- SA - Settlement Agreements - An obligation of the State or agency to expend state funds in order to discharge a debt due a person, entity or group of persons when the amount owed is in dispute. These agreements must have been approved by the CFO pursuant to Section 17.03, Florida Statutes.
- SC – Standard Two-Party Agreements by Statute - These are agreements where two parties agree on standard terms and conditions pursuant to applicable laws.
- 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.
- **Contract Status – 1 digit alphanumeric – required – must be selected from a drop down list**

The following Contract’s Status codes have been identified. They will be displayed through a drop-down box, activated by clicking on the down arrow on the right side of the box, and are the only valid input into this field:

A – Active

C – Closed or Expired

A closed or expired contract is a contract that has ended upon completion of the terms of the agreement, or has expired and was not renewed or extended. Closed contracts will remain in FACTS for a period of 10 years.

D – Deleted (Used for Error Corrections)

If a contract is entered into FACTS in error and before it is published to the public, the Agency User can select “Deleted” this will remove the contract from all display listings and will allow the contract’s assigned FLAIR ID to be reused on another contract. However, if the contract has been published to the public, the Agency Point of Contact will need to send an email to FACTS.Info@myfloridacfo.com explaining the circumstances and requesting that the contract be deleted. If a published contract is deleted the contract’s assigned FLAIR ID cannot be reused on another contract for 10 years.

E – Active /Extended

A contract extension is the continuation of an existing contract for a period of time under the same terms and conditions. Unless authorized by statute, a contract extension must be signed prior to the expiration date of the existing contract. Section 287.057(12), Florida Statutes, authorizes contract extensions once for up to six months. Contracts procured under other Statutes such as Chapters 255 or 337, Florida Statutes, may have different requirements.

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.

T – Terminated

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

o 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 MM/DD/YYYY format or selected from the pop-up calendar that is activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year which change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. The contract’s execution date will be the last signature date.

o Date of Beginning - 8 digits numeric – required

This field identifies the date the contractor may begin the delivery of goods or services. The date must be input using the MM/DD/YYYY format or selected from the pop-up calendar that is activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year which change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. If not specified in the contract, the contract’s beginning date will be the date of the last signature.

o **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 MM/DD/YYYY format or selected from the pop-up calendar that is activated by clicking in the date box, and it must be a valid date. The pop-up calendar has drop downs for the month and year which change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format. Since it is an optional field, it can also be left blank.

o **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. (i.e. Section 337.044(7), F.S.) It is not intended for general authorizations such as Chapter 287, F.S. or other procurement statutes.

o **Contract Involves State or Federal Financial Assistance – check box – 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 Add CFDA/CSFA.*

o **Do not publish this Contract on the FACTS public website – check box – optional**

This field is used to indicate if the contract contains confidential and/or exempt information pursuant to Florida law. This field is a check box, where a check indicates “Yes” Agencies request this contract not be published to the FACTS public website and a blank indicates “No”, Publish this contract on the FACTS public website. The field defaults with a value of “No”.

An input value of “Yes” will trigger a user message box when clicking the “Finish Contract” button at the conclusion of contract entry, requiring a confirmation that the Contract contains information that is confidential and/or exempt pursuant to Florida law. An input value of “No” will trigger a user message box when clicking the “Finish Contract” button at the conclusion of contract entry requiring a confirmation that the Contract does not contains information that is confidential and/or exempt pursuant to Florida law.

o **Recipient Type – 1 digit alphanumeric – conditionally required – must be selected from a drop down list**

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, activated by clicking on the down arrow on the right side of the box, 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)
- J – Federal Agency

o Agency Service Area – up to 5 digits alphanumeric – optional

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

o 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”.

o 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”.

o 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”.

o 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 Section

o 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”.

o Method of Procurement – 2 digits alphanumeric – required – must be selected from a drop down list

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, activated by clicking on the down arrow on the right side of the box, and are the only valid input into this field. The valid codes are listed in Appendix 1 of this manual.

o Method of Procurement Full Description – 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.

o State Term Contract ID – up to 50 digits alphanumeric – conditionally required

This field provides the reference to the specific DMS State Term contract identifier 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”.

o Contract’s Exemption Justification – up to 2,000 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 a competitive procurement exemption code is used in the Method of Procurement field.

o 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 identifier of an RFP or ITN that an agency issued to acquire services under the contract.

o 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.

o 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 MM/DD/YYYY format or selected from the pop-up calendar that is activated by clicking on the date box. The pop-up calendar has drop downs for the month and year which change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

o Legal Challenges to Procurement - 1 digit alphanumeric – required

This is an indicator of whether or not 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”.

- o **Legal Challenge Description – 2,000 digits alphanumeric – conditionally required**

This field provides for 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 Section

- o **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.

- o **Phone Number – 10 digits alphanumeric (no brackets, paces or dashes) – required**

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

- o **E-Mail – up to 50 digits alphanumeric (must be in [xxx@xxx.xxx](#) or [xxx@agency.state.fl.us](#) format) – 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 Description Section

- o **General Overview of the Contract – up to 2,000 digits alphanumeric – required**

This free form field is required and provides for a general description of the contract that would be understood by the public. Agencies can also include general comments that are pertinent to the public regarding data being reported on a specific contract.

E. Outsourcing/Capital Improvements Section

- o **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 done in-house by the state agency immediately prior to the issuance of this contract. Acceptable values of “Yes” or “No” are selected through the use of radio buttons. The default value is “No”.

o **Was the Contracted Functions Considered for In-sourcing 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 in-sourcing 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”.

o **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. The field defaults to a value of “No”.

o **Capital Improvement Description – up to 2,000 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 = “Yes”.

o **Value of Capital Improvements – 13.2 digits numeric (do not use the “\$” sign)– 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 = “Yes”.

o **Value of Unamortized Capital Improvements – 13.2 numeric (do not use the “\$” sign) – 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 = “Yes”.

F. Web Page Processing Error Messages

Once the user has added the information on the web page, the user must click the “Next” button at the bottom of the page to proceed to the next input web page. Should any of the required information be missing or be incorrect, one or more of the following error messages will appear at the bottom of the page. The user must provide the required information or correct the error before the system will allow the user to proceed to the next input page.

- FLAIR Contract ID is required
- FLAIR ID already exists
- Short Title is required
- Long Title is required
- Agency Contract ID is required

- Original Contract Amount is required
- Original Contract Amount is invalid number (Incorrect Format)
- Contract Type is required
- Contract Status is required
- Date of Execution is required
- Date of Execution is invalid date (Incorrect Format)
- Date of Beginning is required
- Date of Beginning is invalid date (Incorrect Format)
- Statutory Authority is required
- Method of Procurement is required
- Agency Manager Name is required
- Phone Number is required
- Phone Number is invalid (Incorrect Format)
- Email is required
- Email is invalid (Incorrect Format)
- General Description is required
- Contract Type is invalid (Required)
- Contract Status is invalid (Required)
- Method of Procurement is invalid (Required)
- Contract Exemption Justification is required for the selected Method of Procurement

IV. Budget Screen

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

HOME NEWS ABOUT THE AGENCY MEET THE CFO

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Contract Search FAQ Questions? Contact Us State Agencies Message From CFO Atwater & Reports Transparency Florida

Logged In As: DuBoseBilly3 / DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Budget

Agency Contract ID: AON66 FLAIR Contract ID: AON66

Contract Long Title: PROJ PARTICIPATION

* REQUIRED FIELDS

Budgetary Amount

Amount * \$

Amount Type * ☐ Non-Recurring ☐ Recurring

Account Code

1 L1 GF SF FID BE IBI CAT YR

OR

Fiscal Year Effective Date EX: MM/DD/YYYY

Cost Accumulator

Agency Amendment Reference Original Contract-AON66

Totals

Original Contract Amount: \$0.00

Total Contract Amount: \$3,700,000.00

Total Recurring Budgetary Amounts: \$3,700,000.00

Total Non-recurring Budgetary Amounts: \$0.00

Total Budgetary Amount: \$3,700,000.00

Total Unfunded Amount: \$0.00

Add Budget

2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Done

Local intranet | Protected Mode: Off

100%

This web page is for entering the budgetary funding of the contract.

A. Budgetary Amount Section

o Amount – 13.2 digits numeric (do not use the “\$” sign) – required

This field is used to quantify all types of budgetary entries. Input amounts may be positive, negative, or zero. If a zero value is entered, an account code is not required.

o 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. Selection of the appropriate classification is done by clicking one of the two radio buttons.

o Account Code – 29 digits numeric – auto-tab entry or consecutive entry– conditionally required

This field identifies the FLAIR account code that relates to the amount entered. The first entry field auto tabs to the next account code component box as the user fills in the information while the second entry field does not provide for any tabbing or dashes separating account code components. It is required if the Amount is not equal to zero. Input account codes must be valid on the FLAIR Account Description File. Account codes entered in FACTS are added to the FLAIR Contract

Correlation File. When processing contract payments in FLAIR the account code used in the payment is validated against this file. Therefore, any account code that a payment will be made against must be entered into the Budget screen.

o **Fiscal Year 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 Amount is not equal to zero. Input must be in the format MM/DD/YYYY or selected from the pop-up calendar that is activated by clicking on the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year which change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

o **Cost Accumulator – 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 entries. Input will not be validated against the related FLAIR files.

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

The agency user must enter this to identify and track individual budget entries. This field is only displayed if a contract change has been recorded on the contract. Once a contract has a contract change recorded this field will be displayed requiring the user to select the appropriate reference (original contract or change) to track and identify the budget entry.

B. Totals Section

o **Original Contract Amount - derived data**

This is the “Original Contract Amount” entered in the Main Contract Information section of the Contract page.

o **Total Contract Amount – 13.2 digits numeric – derived**

This amount is derived from the sum of the Original Contract Amount and Amendment Amounts that are entered in the system.

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

This amount is derived from the sum of contract Recurring Budget amounts entered in the system.

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

This amount is derived from the sum of contract Non-recurring Budget amounts that are entered in the system.

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

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

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

This amount is calculated by the system to show the difference between the Total Contract Amount and the Total Budgetary Amount. 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.

C. Budget Listing Section

- o **Agency Amendment Reference – derived**

This field identifies and track individual budget entries and comes from the Add Contract Change web page entry. Absence of an Agency Amendment Reference or the word “ORIGINAL” indicates that the budget line is from the original contract entry.

- o **Recurring Budgetary Amount / Non-Recurring Budgetary Amount – derived**

This field identifies that the budgetary amount listed is either a Recurring or Non-Recurring Budgetary Amount. The amounts are derived from either the original contract entry or contract change web pages.

- o **Account Code – derived**

This field identifies the FLAIR account code that relates to the budgetary amount. The account codes are derived from either the original contract entry or contract change web pages.

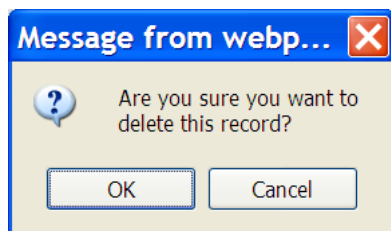
- o **Fiscal Year Effective Date - derived**

This field identifies the fiscal year effective date for the budgetary amount. The dates are derived from either the original contract entry or contract change web pages.

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

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

This section allows the user to “Edit” or “Delete” budget records. Clicking “Edit” next to budget record populates the Budget Amount Section fields so they can be changed, if necessary. Clicking the “Update Budget” button saves the changes. Clicking the “Cancel” button returns the user to the previous page without saving any changes made. When clicking “Delete” the system will ask for confirmation as shown in the message box below.



D. Web Page Processing Error Messages

Once the user has added the information on the web page, the user must click the “Add” or “Next” button at the bottom of the page to proceed to next input web page. Should any of the required information be missing or be incorrect, one or more of the following error messages will appear at the bottom of the page. The user must provide the required information or correct the error before the system will allow the user to proceed to the next input page.

- At least one budget must be added to the contract!
- Amount Type is required
- Account Code is required if Amount is not zero
- Account code is invalid (Not a valid FLAIR Disbursement Account Code)
- Fiscal Year Effective Date invalid (Incorrect Format)

V. Vendor Information

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

HOME | NEWS | ABOUT THE AGENCY | MEET THE TEAM

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Contract Search | FAQ Questions? | Contact Us State Agencies | Message From CFO Atwater

Transparency Florida

Logged In As: testkaren1 / FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

DASHBOARD | CHANGE PASSWORD | LOGOUT

Vendor Information

Agency Contract ID: test8
Contract Long Title: testing
FLAIR Contract ID: TEST8

* REQUIRED FIELDS

Vendor ID *

Add Vendor

No Vendors have been added to the contract.

Back Next

This web page is for entering the vendors (payees) of the contract.

A. Entry Section

o 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; however the name of the receiving State agency will be displayed as the vendor name.

The vendor identifier can be typed in or selected from a “Search Vendor” results listing. Click the Vendor ID hyperlink to activate the Search Vendor web page.

Agency Contract ID: DN314
Contract Long Title: REAL ESTATE

REQUIRED FIELDS

Search Vendor

Vendor Name: (Only First matching 200 records are displayed)

SELECT	VENDOR ID	NAME	ADDRESS	CITY STATE ZIP
Select	F202667245001	AWBECO CONSTRUCTION, INC.	2323 DEL PRADO BLVD. 7, SUITE 134	CAPE CORAL FL 339900000
Select	N000014072001	JEBCO VENTURES INC	2828 17TH STREET	SARASOTA FL 342340000
Select	F113429156001	LEBECO INDUSTRIAL SUPPLIES INC.	1649 BEACONSFIELD DRIVE	WESLEY CHAPEL FL 335430000
Select	F950540354001	LIBRARY SALES, INC DBA SEBCO BO	2001 SW 31 AVENUE	HALLANDALE FL 330093021
Select	F050461576001	NEBCO	4275 PIEDMONT ROW DRIVE SUITE 600	CHARLOTTE NC 282100000
Select	S591074058001	NEBCREATIONS	PO BOX 973134	MIAMI FL 331970000
Select	F591995412002	REBCO ENTERPRISES, INC.	605 ORANGE STREET SOUTH	PALM HARBOR FL 346830000

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User must enter at least three characters to perform the vendor search. To select a vendor click the “Select” hyperlink.

Once the vendor identifier has been typed in or selected from the result list, user clicks the “Add Vendor” button.

See Chapter 5 of the FLAIR Procedures Manual:

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

FLAIR Statewide Vendor File Changes

<http://www.myfloridacfo.com/aadir/EnterpriseEducation/index.htm>

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

B. Vendor Listing Section

As vendors are added to the contract, they are listed with following information:

- o **Vendor ID – up to 21 digits alphanumeric – retrieved from data entry**
- o **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 Vendor Identifier field.

o **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 Vendor Identifier field. This information will not be displayed to the public.

o **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 Vendor Identifier field. This information will be displayed to the public.

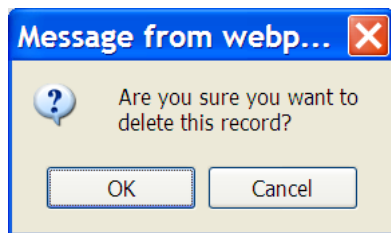
o **State – 2 digits alphanumeric – retrieved**

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 Vendor Identifier field. This information will be displayed to the public.

o **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 Vendor Identifier field. This information will be displayed to the public.

This section allows the user to "Delete" vendors. When clicking "Delete" the system will ask for confirmation as shown in the message box below.



C. Web Page Processing Error Messages

Once the user has added the information on the web page, the user must click the "Add" or "Next" button at the bottom of the page to proceed to next input web page. Should any of the required information be missing one or more of the following error messages will appear at the bottom of the page. The user must provide the required information before the system will allow the user to proceed to the next input page.

- At Least One Vendor needs to be added to the contract.
- The length of Vendor ID cannot be less than 10
- Vendor ID is not valid (Not on one of FLAIR vendor files)

VI. Deliverables

Logged In As: DuBoseBilly3 / DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Deliverable

Agency Contract ID: AON66
Contract Long Title: PROJ PARTICIPATION

FLAIR Contract ID: AON66

* REQUIRED FIELDS

Add Deliverable

Contract Wide Consequences ☐ Yes ☒ No

Major Deliverable *

Commodity/Service Type *

Method of Payment *

---Select---

Major Deliverable Price * \$

Non Price Justification

---Select---

Source Documentation Page Reference

Deliverable Number

Performance Metrics

Financial Consequences

Cancel Save Deliverable

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Done

Local intranet | Protected Mode: Off

100%

This web page is entering the deliverable of the contract.

A. Add Deliverable Section

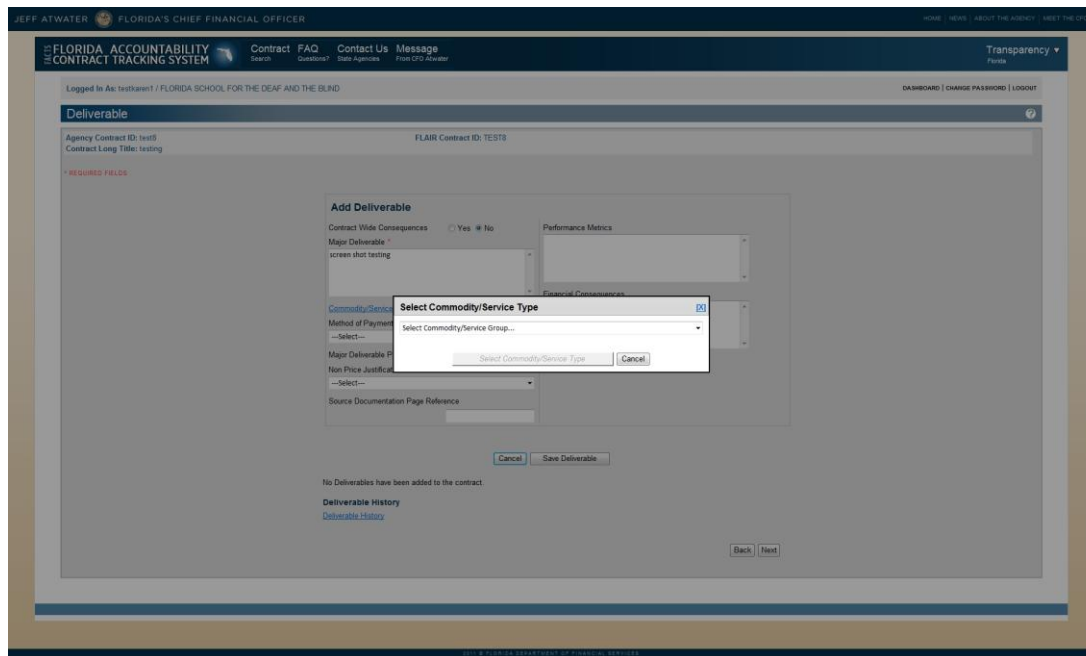
o Contract Wide Consequences – 1 digit radio button - required

This field is used to identify a contract where the deliverables do not have specific and identifiable performance measures and financial consequences. Acceptable values of “Yes” or “No” are selected through the use of radio buttons. The default value is “No”. A selection of “Yes” will generate a code of “99999” in the Commodity/Service/field, “Entire Contract” in the Major Deliverable field, and “Blank” in the Method of Payment field and will not require the input of data in the Performance Metrics and Financial Consequences fields on this page. However, information can be entered in these fields.

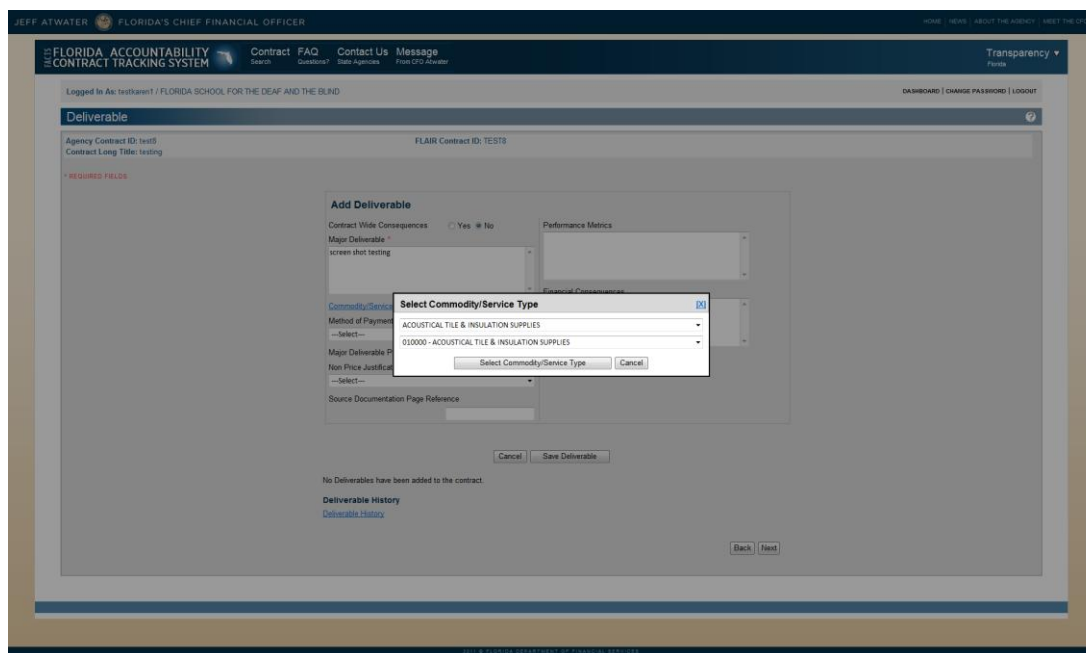
o Commodity/Service Type – 6 digits alphanumeric – conditionally required – can be selected from a drop down list

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. This field is required unless the Contract Wide Consequences indicator = “Yes”, in which case the field will default to a value of “99999”.

Clicking the Commodity/Service Type; hyperlink activates the Select Commodity/Service Type selection box.



Clicking the down arrow displays a listing of major Commodity/Service Types (Categories). Clicking on one of the major Commodity/Service Types displays another version of the Select Commodity/Service Type selection box.



Clicking on the down arrow on the second row displays Commodities/Services listed under the major Commodity/Service Types (Categories). After selecting one of the displayed Commodities/Services

and clicking the Select Commodity/Service Type button, the appropriate code is entered in the Commodity/Service Type field.

o **Major Deliverable – 2,000 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. Each deliverable must be directly related to the scope of work and specify the performance measures that will be used to measure compliance. This field is required except when the Contract Wide Consequences indicator = “Yes”, in which case the field will default to a value of “Entire Contract”.

o **Method of Payment – 2 digits alphanumeric – conditionally required – value must be selected from a drop down list**

The following Methods of Payment have been identified for use in the system. A selection is required except when the Contract Wide Consequences indicator = “Yes”, in which case the field will default to a value of ‘Entire Contract.’ They will be displayed for selection through a drop-down box, activated by clicking on the down arrow on the right side of the box, and are the only valid input into this field. Refer to Appendix 1- FACTS Code Definitions below.

o **Major Deliverable Price – 13.2 digits numeric (do not use the “\$” sign) – required**

This field is used to record the price of each major deliverable of the contract. Zero is an acceptable value.

o **Non-Price Justification – up to 150 digits alphanumeric – conditionally required – value must be selected from a drop down list activated by clicking on the down arrow on the right side of the box.**

Refer to Appendix 1 - FACTS Code Definitions - Non-Price Justifications below. Contract Wide Consequences is the option that cannot be selected from the drop down list but will automatically populate if Contract Wide Consequences is Yes.

o **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.

o **Deliverable Number – up to 25 alphanumeric – optional**

This is a free form field for use by the agencies to assign a deliverable line value that keeps the entered deliverables in the agencies desired order, even if they are modified later, both in FACTS and on the Contract Summary Form.

- o **Contract's Performance Metrics – up to 2,000 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 unless 'Contract Wide Consequences' is Yes.

- o **Contract's Financial Consequences – up to 2,000 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 unless the 'Contract Wide Consequences' is Yes.

C. Deliverables Listing Section

Logged in As: Dubois@fla3 | DEPARTMENT OF TRANSPORTATION

Unpublished | Change Password | Logout

Deliverable

Agency Contract ID: DVA27
Contract Long Title: REAL ESTATE APPRAISAL

FLAIR Contract ID: DVA27

REQUIRED FIELDS

Add Deliverable

Contract Wide Consequences ☐ Yes ☒ No

Major Deliverable

Commodity/Service Type

Method of Payment

Major Deliverable Price

Non Price Justification

Source Documentation Page Reference

Deliverable Number

[Cancel](#) [Save Deliverable](#)

Performance Metrics

Financial Consequences

BRAND/DESCRIPTION	COMMODITY/SERVICE TYPE	MAJOR DELIVERABLE PRICE	METHOD OF PAYMENT	DELIVERABLE NUMBER	
Provide appraisal services, including site visitation, valuation of the property before the taking, valuation of the remainder property after the taking, if requested, and attending meetings, depositions and trial, and preparing exhibits, if requested. Expert will also perform any incidental services which may not be outlined above, but which are necessary, in the judgment of the Department's attorney, for the successful disposition of this claim.	97240-EXPERT WITNESS SERVICES	\$0.00	Cost Reimbursement	1	View Delete
Supplies	60020-CASH REGISTERS AND CASH DRAWERS	\$0.00	Cost Reimbursement	2	View Delete

[Deliverable History](#)

[Back to Update Contract Details](#)

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65%

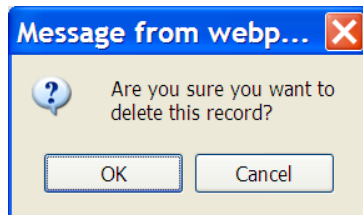
As deliverables are added to the contract, they are listed with following information:

- Major Deliverable – entered or selected DMS Commodity/Contractual Services catalog code for the deliverable
- Commodity/Service Type Description – entered description for the deliverable.
- Major Deliverable Price – entered price of the deliverable.
- Method of Payment – selected method of payment for the deliverable.

From this section, the user can “View” (edit) or “Delete” individual lines of deliverables.

Clicking “View” populates a “View Deliverable” page and makes the “Edit” link available. Clicking the “Edit” link will make the fields on the “View Deliverable” editable. Clicking the “Update Deliverable” button will save any changes made and, clicking the “Cancel” button will return the user to the “Add Deliverable” page without saving any changes made.

When clicking “Delete” the system will ask for confirmation as shown in the message box below.



D. Web Page Processing Error Messages

Once the user has added the information on the web page, the user must click the “Add” or “Next” button at the bottom of the page to proceed to next input web page. Should any of the required information be missing or incorrect, one or more of the following error messages will appear at the bottom of the page. The user must provide the required information or correct the error before the system will allow the user to proceed to the next input page.

- Commodity/Service Type is required, if Contract Wide Consequences = “No”
- Commodity/Service Type is invalid (Not on FLAIR Title File)
- Major Deliverable is required, if Contract Wide Consequences = “No”
- Method of Payment is required, if Contract Wide Consequences = “No”
- Major Deliverable Price is required, if Contract Wide Consequences = “No”
- Major Deliverable Price is invalid (incorrect format)
- Performance Metrics is required if Contract Wide Consequences = “No”
- Financial Consequences is required if Contract Wide Consequences = “No”

VII. Update Contract Details

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

HOME | NEWS | ABOUT THE AGENCY | MEET THE CFO

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Contract Search, FAQ Questions?, Contact Us State Agencies, Message From CFO Atwater

Transparency Florida

Logged In As: testkaren1 / FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

DASHBOARD | CHANGE PASSWORD | LOGOUT

Update Contract Details

Agency Contract ID: test8
Contract Long Title: testing

FLAIR Contract ID: TEST8

Contract Short Summary

[Edit Main Contract](#)

Contract Short Title: test
Contract Type: Standard Two Party Agreement by Statute
Date of Execution: 01/15/2013

Contract Change

[Edit Previous Contract Change](#)

Change Type: Amendment
Change Date: 01/18/2013

Add/Edit Items

[Add Contract Change](#) [Edit/Add Budget](#)
[Add CFDA/CSFA](#) [Edit/Add Vendor](#)
[Edit/Add Deliverable](#)

Select "Finish" to go to the View Contract Details page.

[Finish To Review](#)

Users are directed to the Update Contract Details page prior to finishing contract information entry. This page allows users to add or edit additional information. This page includes the following sections: Contract Short Summary, Contract Changes and Add/Edit Items. Contract Short Summary section allows the user to Edit Main Contract information (the first contract entry page). Contract Change sections allows the user to Edit Previous Contract Change (last amendment). The Add/Edit section allows the users to add or edit Contract Changes, Budget, Vendors, Deliverables, and CFDA/CSFA numbers. Clicking the “Finish to Review” button will allow users to review their entered data and either make additional changes to a contract or finalize data entry by clicking the “Finish Contract” button.

The Contract Information web page allows the user to review data in the following sections and/or tabs:

The screenshot displays the 'Contract Information' page in the FACTS system. The page is titled 'Contract Information' and includes a 'Summary' section at the top. The 'Summary' section provides an overview of the contract, including the Agency Name (FLORIDA SCHOOL FOR THE DEAF AND THE BLIND), Agency Contract ID (test8), Vendor Name (IBM), Total Contract Amount (\$10,050.00), Total Budgetary Amount (\$0.00), and Date of Execution (01/15/2013). Below the summary, there are tabs for 'Details', 'Deliverables', 'Payments', 'Documents', and 'Audits'. The 'Details' tab is selected, showing 'Main Information' and 'Procurement Information'. The 'Main Information' section includes details about the contract type, status, and dates. The 'Procurement Information' section includes details about the procurement process, such as the authorized advanced payment, method of procurement, and contract term ID. Below these sections, there is a 'Budget Information' section with a table showing budgetary amounts and a 'Contract Change' section with a table showing contract amendments. The 'Vendor' section at the bottom provides details about the vendor, including the vendor ID, name, address, and city/state/zip. The page also includes a 'CFDA' section with a table showing contract funding details.

Summary

Agency Name: FLORIDA SCHOOL FOR THE DEAF AND THE BLIND
 Long Title: testing
 Total Contract Amount: \$10,050.00
 Total Payments to date: NA
 General Description: testing
 Contract Summary Form

Agency Contract ID: test8
 Vendor Name: IBM
 Total Budgetary Amount: \$0.00
 Date of Execution: 01/15/2013

Details | Deliverables | Payments | Documents | Audits

Main Information

Agency Contract ID: test8
 FLAIR Contract ID: TEST8
 Short Title: test
 Long Title: testing
 Contract Type: Standard Two Party Agreement by Statute
 Contract Status: Active
 Date of Execution: 01/15/2013
 Date of Beginning: 01/15/2013
 Original End Date: 02/13/2013
 Agency Service Area:
 Statutory Authority: fs107
 Contract Involves State or Federal Financial Assistance: No
 Recipient Type:
 Provide for Administrative Cost: No
 Provide for Periodic Increase: No

Procurement Information

Authorized Advanced Payment: No
 Method of Procurement: Informal quoted purchase not exceeding Category Two - Request for Quotes [s 287.056 (2), FS & Rule 60A-1.002 (4)(m), FAC]
 State Contract Term ID:
 Contract's Exemption Justification:
 Agency Reference Number:
 Business Case Study Done: No
 Legal Challenges to Procurement: No

Contract Manager Information

Agency Manager Name: karen preacher
 Phone Number: 8504135581
 Email: karenpreacher@myfloridafacts.com

Outsourcing / Capital Improvements

Was the Contracted Function Previously Performed by the State: No
 Was the Contracted Functions Considered for Insourcing back to the State: No
 Did the Vendor Make Capital Improvements on State Property: No

Budget Information

Original Contract Amount: \$10,000.00
 Total Contract Amount: \$10,050.00
 Total Recurring Budgetary Amount: \$0.00
 As of Date: 1/15/2013
 No Recurring Budgetary records Found for this contract.

NON-RECURRING BUDGETARY AMOUNT	ACCOUNT CODE	FISCAL YEAR EFFECTIVE DATE	FY	COST ACCUMULATOR	AGENCY AMENDMENT REFERENCE
\$0.00		01/15/2013	2012-2013		

Contract Change

As of Date: 1/15/2013

CHANGE TYPE	AMENDMENT AMOUNT	AGENCY AMENDMENT REFERENCE	CHANGE DESCRIPTION	AMENDMENT EFFECTIVE DATE	AMENDMENT EXECUTION DATE	NEW ENDING DATE
Amendment	\$50.00	A1	amended scope of work	01/18/2013	01/18/2013	1/14/2014

Vendor

VENDOR ID	NAME	ADDRESS	CITY STATE ZIP
F130871985110	IBM	4100 BOHANNON DR	MENLO PARK CA 940250000

CFDA

No CFDA Codes Found for the contract.

CSFA

No CSFA Codes Found for the contract.

A. Summary

The information in this section provides an overview of the contract information. This information is pulled from various fields that have been entered. To edit this information the Agency User would need to go to the appropriate field in the details of the contract to make the edit.

B. Details Tab

- Main Information
- Procurement information

- Contract Manger Information (will not be seen by the public)
- Outsourcing / Capital Information
- Budget Information
- Contract Changes
- Vendor (Vendor ID will not be seen by the public)
- CFDA/CSFA

The information contained in these sections is downloadable to Microsoft Excel by clicking the appropriate download link located in each section and following the on screen instructions.

C. Deliverables Tab

The screenshot displays the FACTS web application interface. At the top, the header identifies the user as Jeff Atwater, Florida's Chief Financial Officer, and provides navigation links for Home, News, About the Agency, and Meet the CFO. The main navigation bar includes links for Contract Search, FAQ, Contact Us, Message, Charts, and Transparency. The user is logged in as DuBoiseBilley3 / DEPARTMENT OF TRANSPORTATION.

The 'Contract Information' section shows a 'Finished' status with buttons for 'Update Contract Details' and 'Back to Contract Search'. The 'Summary' tab is active, displaying contract details for Agency Name (DEPARTMENT OF TRANSPORTATION), Long Title (REAL ESTATE APPRAISAL), Total Contract Amount (\$10,000.00), Total Payments to date (NA), General Description (REAL ESTATE APPRAISAL), Agency Contract ID (DNA27), Vendor Name (POMEROY APPRAISAL ASSOCIATES OF), Total Budgetary Amount (\$10,000.00), and Date of Execution (12/21/2011). A link to the 'Contract Summary Form' is provided.

The 'Deliverables' tab is selected, showing a table of deliverables. The table has columns for 'DELIVERABLE NUMBER', 'COMMODITY/SERVICE TYPE', 'MAJOR DELIVERABLE', and 'METHOD OF PAYMENT'. Two deliverables are listed:

DELIVERABLE NUMBER	COMMODITY/SERVICE TYPE	MAJOR DELIVERABLE	METHOD OF PAYMENT
1	EXPERT WITNESS SERVICES	Provide appraisal services, including site visitation, valuation of the property before the taking, ...	Cost Reimbursement
2	CASH REGISTERS AND CASH DRAWERS	Supplies	Cost Reimbursement

Links for 'Expand All Deliverables' and 'Download Deliverables' are available. The page indicates 'Displaying 1 to 2 of 2' deliverables. Below the table, there is a 'Deliverable History' section with a 'Deliverable History' link.

- This tab displays the deliverables associated with the contract. It initially lists the deliverable's Deliverable Number, Commodity/Service Type, description and Method of Payment.
- "Deliverable Number", "Commodity Type", "Major Deliverable", and "Method of Payment" can be sorted "a" to "z" or "z" to "a".
- More details relating to the deliverable can be viewed by clicking the "Expand All Deliverables" hyperlink or the "Plus" sign in front of the deliverable listing.
 - Deliverable Price
 - Non Price Justification
 - Performance Metrics
 - Financial Consequences
 - Source Documentation Page Reference
- Clicking the "Deliverable History" hyperlink opens another window to provide addition information:
 - Status

- User Identification – person who entered or updated the information
- Date and Time of the information was entered or updated.

The information contained in this tab is downloadable to Microsoft Excel by clicking the “Download Deliverables” link and following the on screen instructions.

D. Payments Tab

The screenshot displays the FACTS web application interface. At the top, the header identifies the user as Jeff Atwater, Florida's Chief Financial Officer, and provides navigation links for Home, News, About the Agency, and Meet the CFO. The main navigation bar includes links for Contract Search, FAQ, Contact Us, Message, Charts, and Transparency. The user is logged in as DuBoiseBillye3 / DEPARTMENT OF TRANSPORTATION. The interface shows the 'Contract Information' section with a 'Summary' tab selected. The summary displays contract details for 'GRANT IN AID-AVIAT' (Agency Contract ID: AOR09, Vendor Name: COLLIER COUNTY AIRPORT, Total Contract Amount: \$480,000.00, Total Budgetary Amount: \$480,000.00, Date of Execution: 04/26/2008). Below the summary, the 'Payments' tab is active, showing a table of payment details for the fiscal year 2011-2012. The table lists a single payment of \$15,487.07. The interface also includes links for 'Expand All Payments' and 'Download Payments'.

Contract Information

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
 Long Title: GRANT IN AID-AVIAT
 Total Contract Amount: \$480,000.00
 Total Payments to date: (\$15,487.07)
 General Description: GRANT IN AID-AVIAT
 Agency Contract ID: AOR09
 Vendor Name: COLLIER COUNTY AIRPORT
 Total Budgetary Amount: \$480,000.00
 Date of Execution: 04/26/2008

Payments

Payments are also referred to as expenditures (creating or incurring a legal obligation to disburse money) or disbursements (the payment of expenditures). Payments include disbursements and accounting adjustments made on a contract. Payments are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

Payment Details

"Date" in the listing below indicates the date the payment voucher was recorded in the system, not the date the payment was issued.

DATE	FISCAL YEAR	TOTAL AMOUNT
2011-2012		(\$15,487.07)

If a payment or adjustment to a contract was made before July 1, 2012, the information may not be posted in this system.

- This tab displays contract payment details:
 - Fiscal Year total payments

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

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FACTS FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Contract Search | FAQ Questions? | Contact Us State Agencies | Message From CFO Atwater | Charts & Reports | Transparency Florida

Logged In As: DuBoisBillye3 / DEPARTMENT OF TRANSPORTATION

DASHBOARD | CHANGE PASSWORD | LOGOUT

Twitter | +1 | 0

Contract Information

Finished [Update Contract Details](#) [Back to Contract Search](#)

Summary

Agency Name: DEPARTMENT OF TRANSPORTATION
 Long Title: GRANT IN AID-AVIAT
 Total Contract Amount: \$480,000.00
 Total Payments to date: (\$15,487.07)
 General Description: GRANT IN AID-AVIAT
[Contract Summary Form](#)

Agency Contract ID: AOR09
 Vendor Name: COLLIER COUNTY AIRPORT
 Total Budgetary Amount: \$480,000.00
 Date of Execution: 04/26/2008

Details | Deliverables | **Payments** | Documents | Audits

Payments are also referred to as expenditures (creating or incurring a legal obligation to disburse money) or disbursements (the payment of expenditures). Payments include disbursements and accounting adjustments made on a contract. Payments are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

Payment Details

[Expand All Payments](#) [Download Payments](#)

"Date" in the listing below indicates the date the payment voucher was recorded in the system, not the date the payment was issued.

MORE	FISCAL YEAR	TOTAL AMOUNT
2011-2012		(\$15,487.07)

STATEWIDE DOCUMENT #	AGENCY DOCUMENT #	VENDOR NAME	AMOUNT	L1	GF	SF	FID	BE	IBI	CAT	YR	CFI	DATE
D2000053456	V0045290001	COLLIER COUNTY BOCC	(\$15,487.07)	55	10	2	540001	55100100	00	088719	09		06/06/2012

If a payment or adjustment to a contract was made before July 1, 2012, the information may not be posted in this system.

Error on page.

Unknown Zone (Mixed) | Protected Mode: Off | 85%

- Individual payments, when the “More Plus” icon or “Expand all Payments” link is clicked, listing
 - Statewide Document Number
 - Agency Document Number
 - Vendor Name
 - Payment Amount
 - FLAIR Disbursement Account Code segments
 - Payment Date

The information contained in this tab is downloadable to Microsoft Excel by clicking the “Download Payment” link and following the on screen instructions.

E. Documents Tab

The screenshot displays the FACTS web application interface. At the top, the header includes the user name 'JEFF ATWATER' and the title 'FLORIDA'S CHIEF FINANCIAL OFFICER'. Below this is a navigation bar with links for 'Contract', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The main content area is titled 'Contract Information' and features a 'Summary' section with details for contract DNK16, including the agency name (DEPARTMENT OF TRANSPORTATION), long title (REAL ESTATE APPRAISAL), total contract amount (\$15,000.00), and vendor name (ENTREKEN ASSOCIATES, INC.). Below the summary is a tabbed interface with 'Documents' selected. The 'Documents' section shows a table of contract documents with columns for 'CONTRACT/AMENDMENT', 'CHANGE TYPE', 'EXECUTED DATE', 'DOCUMENT UPLOAD DATE', and 'VIEW'. Two entries are listed: 'Original Contract - DNK16' with an executed date of 04/25/2013 and an upload date of 5/14/2013, and another 'Original Contract - DNK16' with an executed date of 04/25/2013 and an upload date of 5/16/2013. Below the table is an 'Agency Resources' section with a description: 'There are no additional agency resources at this time.' The bottom of the page shows a status bar with an 'Error on page.' message and a browser status bar indicating 'Unknown Zone (Mixed) | Protected Mode: Off' and a zoom level of 80%.

- This tab allows access to the contract documents
 - Original Contract
 - Contract Amendments
 - Contract Extensions
 - Contract Renewals
 - Agency additional resources documents

Clicking the PDF icon displays the documents in Adobe Acrobat Reader format that can be searched, viewed, printed and/or saved as an Acrobat file.

F. Audits Tab

The screenshot shows the FACTS (Florida Accountability Contract Tracking System) interface. The user is logged in as DuBoseBilly3 / DEPARTMENT OF TRANSPORTATION. The top navigation bar includes links for Contract, FAQ, Contact Us, Message, Charts, and Transparency. The main content area is titled "Contract Information" and displays a "Summary" of a contract for the Department of Juvenile Justice. The summary includes details such as Agency Contract ID (P2116), Vendor Name (MARK RUSSELL), Total Contract Amount (\$156,000.00), and Date of Execution (05/25/2012). Below the summary, there are tabs for Details, Deliverables, Payments, Documents, and Audits. The Audits tab is selected, showing a table of audit results. The table has columns for Audit Type, Review Date, Fiscal Year, and View. One audit is listed: Settlement Agreement Audit, reviewed on 06/12/2013, for the 2012-2013 fiscal year, with a "View" link.

Summary

Agency Name: DEPARTMENT OF JUVENILE JUSTICE
 Long Title: Data Base Consult[ing] Services
 Total Contract Amount: \$156,000.00
 Total Payments to date: NA
 General Description: Data Base Management Consultant

Agency Contract ID: P2116
 Vendor Name: MARK RUSSELL
 Total Budgetary Amount: \$156,000.00
 Date of Execution: 05/25/2012

Audits

Audit results posted prior to June 30, 2012, appear in a summarized form. As of July 1, 2012, the audit reporting process was expanded to include additional questions and comments from the Bureau of Auditing. As audits are captured in electronic format, they will be posted to this system. If you are interested in seeing audit reports by Fiscal Year and Agency Action Plans, please click [here](#) to navigate to the Transparency Florida Contract Audit page.

AUDIT TYPE	REVIEW DATE	FISCAL YEAR	VIEW
Settlement Agreement Audit	06/12/2013	2012-2013	View

- This tab allows access to the contract and settlement audits:
 - Audit Type
 - Review Date
 - Fiscal Year
- Clicking the “View” link at the end of an audit listing displays the “Audit Summary” and “Audit Findings”

The screenshot shows the FACTS system interface with the "Audit Summary" tab selected. The summary provides detailed information about the audit, including the Audit Type (Settlement Agreement Audit), Review Date (06/12/2013), and Fiscal Year (2012-2013). It also includes a "Summary of Services" (Johnson Table Maintenance) and a "Settlement Reason Summary" (Vendor performed maintenance on the Johnson Table for one week before the contract was executed). The "Associated Contract/Purchase Order Information" section shows the Associated FLAIR Contract ID (P2116) and the Agency Contract ID/Purchase Order Number (P2116). The comments state: "Were deliverables related to the associated contract/purchase order received? Yes" and "Comments: Level of service was questionable."

Audit Summary

Audit Type: Settlement Agreement Audit
 Settlement Amount: \$1,000.00
 Summary of Services: Johnson Table Maintenance
 Settlement Reason Summary: Vendor performed maintenance on the Johnson Table for one week before the contract was executed.
 Is the settlement agreement the result of a lawsuit? No

Review Date: 06/12/2013
 Settlement Agreement FLAIR Contract ID: P2116 (FACTS Contract)
 Settlement Reason: PAYMENT BEFORE OR AFTER CONTRACT DATE SETTLEMENT

Associated Contract/Purchase Order Information

Associated FLAIR Contract ID: P2116 (FACTS Contract)
 Agency Contract ID/Purchase Order Number: P2116
 Were deliverables related to the associated contract/purchase order received? Yes
 Comments: Level of service was questionable.

VIII. Add Contract Change (Amendments, Extensions, Renewals)

The screenshot displays the 'Add Contract Change' web page within the Florida Accountability Contract Tracking System (FACTS). The page header includes the user's name 'JEFF ATWATER' and title 'FLORIDA'S CHIEF FINANCIAL OFFICER'. The main navigation bar contains links for 'Contract', 'FAQ', 'Contact Us', and 'Message'. The page is titled 'Add Contract Change' and shows a form for adding a contract change. The form includes fields for 'Agency Contract ID: test8', 'Contract Long Title: testing', and 'FLAIR Contract ID: TEST8'. Below these, there is a section for 'REQUIRED FIELDS' with a form titled 'Add Contract Change'. This form contains the following fields: 'Agency Amendment Reference' (text input), 'Change Type' (dropdown menu with 'Amendment' selected), 'Amendment Amount' (text input with a dollar sign), 'Amendment Effective Date' (date input with format 'EX: MM/DD/YYYY'), 'Amendment Execution Date' (date input with format 'EX: MM/DD/YYYY'), 'New Ending Date' (date input with format 'EX: MM/DD/YYYY'), and 'Change Description' (text input). At the bottom of the form are 'Cancel' and 'Next' buttons.

This web page is for entering contract amendment, extension and renewal information.

A. Add Contract Change

o 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. This field cannot be edited, once an alphanumeric code is used in this field it cannot be changed or reused.

o Change Type – 1 digit alphanumeric – required input – selected from a drop down list

This field is required for all changes or modifications to the original contract. Valid values, as provided through a drop down box activated by clicking the arrow at the right side of the box, are:

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

E – Extension - A contract extension is the continuation of an existing contract for a period of time under the same terms and conditions. Unless authorized by statute, a contract extension must be signed prior to the expiration date of the existing contract. Section 287.057(12), Florida Statutes, authorizes contract extensions once for up to six months. Contracts procured under other Statutes such as Chapters 255 or 337, Florida Statutes, may have different requirements.

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 a 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.

o Amendment Amount – 13.2 digits numeric (do not use the “\$” sign) – 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. Amendments involving amount changes should also be reported on the “Budget Screen”

o Amendment Effective Date – 8 digits numeric – required

This field specifies the effective date of the contract amendment. It must be input using a MM/DD/YYYY format, or selected from the pop-up calendar that is activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year which change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

o Amendment Execution Date – 8 digits numeric – required

This field is used to identify the date that changes to the contract were executed. It must be input using a MM/DD/YYYY format or selected from the pop-up calendar that is activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year which change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

o Change Date – 8 digits numeric – required

This field is used to identify the date that changes to the contract were executed. It must be input using a MM/DD/YYYY format or selected from the pop-up calendar that is activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop downs for the month and year which change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

o 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 input using a MM/DD/YYYY format or selected from the pop-up calendar that is activated by clicking in the date box, and must be a valid date. The pop-up calendar has drop

downs for the month and year which change to the available dates on the calendar. Clicking on a date in the calendar will populate the date box with the date in the correct format.

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

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

Once an amendment has been entered on a contract it cannot be removed from the contract. All fields with the exception of the Amendment Reference Number can be edited.

B. Web Page Processing Error Messages

Once the user has added the information on the web page, the user must click the “Add” or “Next” button at the bottom of the page to proceed to the next input web page. Should any of the required information be missing or incorrect, one or more of the following error messages will appear at the bottom of the page. The user must provide the required information or correct the error before the system will allow the user to proceed to the next input page.

- Agency Amendment Reference is required
- Amendment Amount is required
- Amendment Amount is invalid (Incorrect Format)
- Amendment Effective Date is required
- Amendment Date is invalid (Incorrect format)
- Amendment Execution Date is required
- Amendment Execution Date is invalid (Incorrect Format)
- Change Description is required

Must use “Edit Previous Contract Change” hyperlink to edit a previously entered contract change.

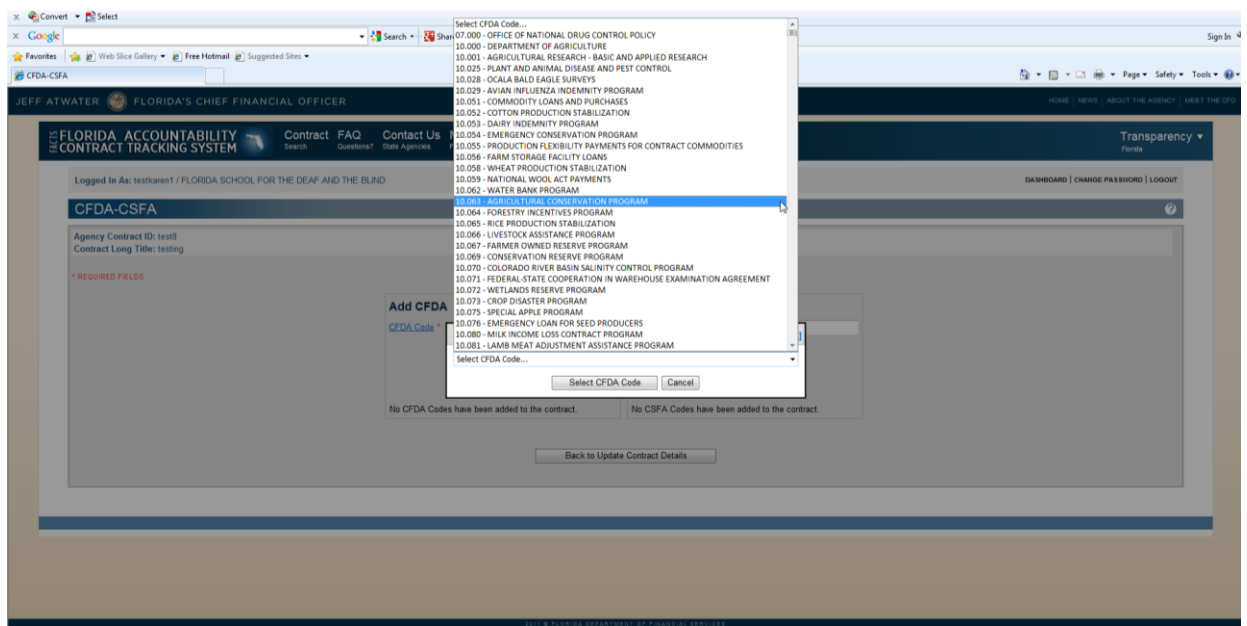
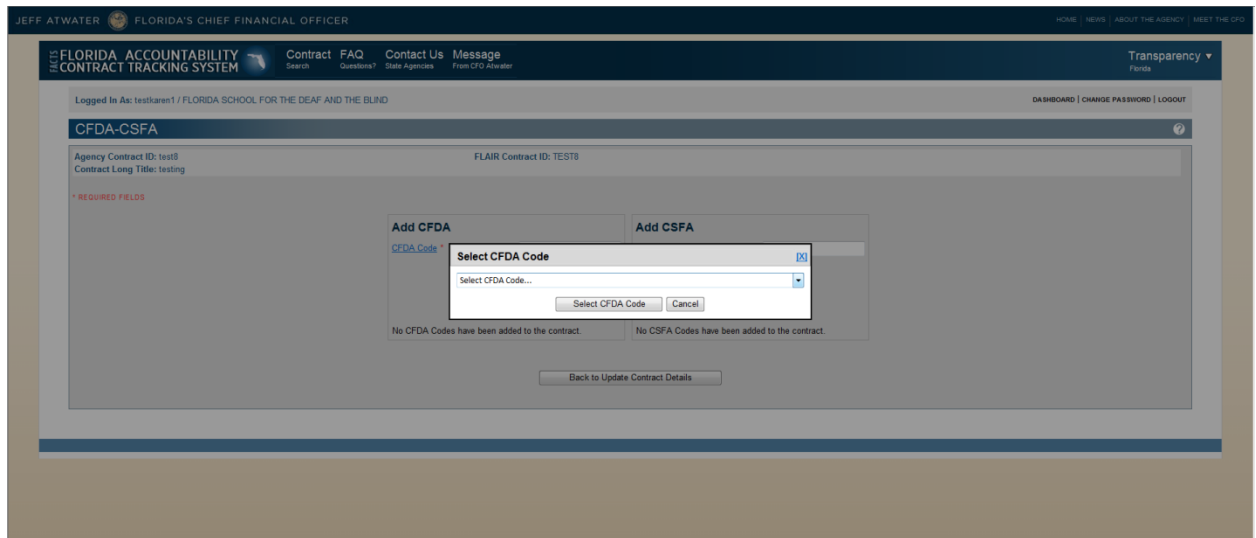
IX. Add CFDA/CSFA

A. Add CFDA/CSFA

This web page is for entering the Codes of Federal Domestic Assistance (CFDA) or Codes of State Financial Assistance (CSFA) that is associated with this contract.

- **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”. That listing is on the Department of Financial Services website, <http://www.myfloridacfo.com/addir/statewidecontractreporting.htm>. The CFDA and CSFA codes can also be accessed directly from the FACTS input screen. Click on the CFDA Code hyperlink underlined in Blue then click the down arrow to be directed to a listing of valid codes to select from. Click the appropriate code and then click the “Select CFDA or CSFA Code” button to enter the code. Input values must be valid codes, and will be edited against the FLAIR Title file. Multiple values may be input for each contract.



o CSFA Code – 6 digits numeric – conditionally required

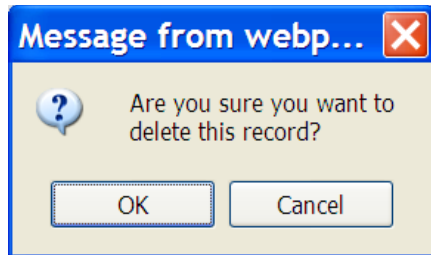
This field is used to identify the Code of State Financial Assistance (CSFA) that is associated with this contract. Either a CFDA or a CSFA code is required if the Contract Involve State or Federal Financial Aid field input value is “Y”. Input values must be valid, and will be edited against the FLAIR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

B. CFDA/CSFA Code Listing Section

As codes are added to the contract, they are listed with following information:

- Code
- Description

From here a user can also delete codes, if necessary. The system will request confirmation before deleting a code as shown below.



C. Web Page Processing Error Messages

Once the user has added the information on the web page, the user must click the “Add” or “Next” button at the bottom of the page to proceed to next input web page. Should any of the required information be missing or incorrect, one or more of the following error messages will appear at the bottom of the page. The user must provide the required information or correct the error before the system will allow the user to proceed to the next input page.

- CFDA Code is invalid
- CSFA Code is invalid

X. Data Confirmation

Agencies indicate that FACTS is not to send confidential and/or exempt pursuant to Florida law contract information to its public website. To help ensure this, FACTS provides a “Do not publish this Contract on the FACTS public website” check box on the “Add New Contract” webpage.

This field is used to indicate if the contract contains confidential and/or exempt information pursuant to Florida law. This field is a checkbox, where a check indicates “Yes” this contract contains confidential and/or exempt information pursuant to Florida law and should not be sent to the FACTS public website and a blank indicates “No”, this contract does not contain confidential and/or exempt information pursuant to Florida law and should be sent to the FACTS public website.

An input value of “Yes” will trigger a user message box when clicking the “Finish Contract” button at the conclusion of contract entry requiring a confirmation that the Contract does contains information that is confidential and/or exempt pursuant to Florida law and must not be sent to FACTS public website.

By clicking the “Agree” button the FACTS user is confirming that they are finishing the agreement and that it will not be sent to the website because the Contract contains information that is confidential and/or exempt pursuant to Florida law.

If the “Do not publish this Contract on the FACTS public website” checkbox on the “Add New Contract” webpage has an input value of “No”, it will trigger a user message box when clicking the “Finish Contract” button at the conclusion of contract entry requiring a confirmation that the Contract does not contain information that is confidential and/or exempt pursuant to Florida law.

Clicking the “Agree” the FACTS user is confirming that they are finishing the agreement and it does not contain information that is confidential and/or exempt pursuant to Florida law.

The screenshot displays the FACTS web application interface. At the top, the header identifies the user as 'JEFF ATWATER - FLORIDA'S CHIEF FINANCIAL OFFICER'. The main navigation bar includes links for 'Contract', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The user is logged in as 'DuBoiseBlye3 / DEPARTMENT OF TRANSPORTATION'. The 'Contract Information' page is visible, showing a 'Summary' section with details like 'Agency Name: DEPARTMENT OF TRANSPORTATION', 'Long Title: OTHER CONTRACT', 'Total Contract Amount: \$80.00', and 'Date of Execution: 04/29/2010'. A 'User Confirmation' modal dialog is open, asking for confirmation to publish the contract to the public website. The dialog includes an 'Agree' button and a 'Cancel' button. The background page also shows 'Main Information' and 'Procurement Information' sections.

If a Contract containing information that is confidential and/or exempt pursuant to Florida law is sent to FACTS public website, a FACTS User can correct the error by:

1. Use the FACTS dashboard Search or Edit Contract function to locate the contract,
2. Click “Update Contract Details” button on the Contract Information page,
3. Click the “Edit Main Contract” hyperlink on the Update Contract Details page and
4. Check the “Do not publish this Contract on the FACTS public website” check box,
5. Click “Agree” button in the message box to confirm that he/she is finishing the agreement and that it will not be sent to the website because the Contract contains information that is confidential and/or exempt pursuant to Florida law and
6. Click “Next” at the bottom of the Edit Contract page.

XI. Search or Edit Contracts

A. Main Search

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

HOME | NEWS | ABOUT THE AGENCY | MEET THE CFO

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Contract Search | FAQ Questions? | Contact Us State Agencies | Message From CFO Atwater

Transparency Florida

Logged In As: testkaren1 / FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

DASHBOARD | CHANGE PASSWORD | LOGOUT

Twitter | Facebook | Google+ | RSS

Quick Tips

Main Search

Search Contracts

To search for contract information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

Agency Name
FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Vendor Name

Agency Assigned Contract ID (if known)

Contract Dollar Value
From To

Beginning and/or Ending Dates of Contract (mm/dd/yyyy)
Begin End

Commodity/Service Type
ALL COMMODITY GROUPS

☐ Show contracts with published audits only

By using this Search you agree to [terms and conditions](#) of the Search.

Reset Search Contracts

There are two Search options in FACTS for published contracts accessible from the user's Dashboard by clicking the Search or Edit Contract function hyperlink. The first one is the main search page. This page contains a limited number of search options Agency Name, Vendor Name, Agency Assigned Contract ID (not the FLAIR Contract ID), Contract Dollar Value, Beginning and Ending Dates of the Contract, and Commodity Service Types. The search can also be limited to only contracts with published audits by checking on the "Show contracts with published audits only" box.

B. Advanced Search

FACTS also provides an Advanced Contract Search. This search is accessed by clicking on the blue “Advanced Contract Search” hyperlink on the main contract search page. This search page allows a user to search by the fields listed above as well as additional fields including Vendor Name, FLAIR Contract ID, Contract Type, Method of Procurement, Contract Execution Fiscal Year, Contract Status, Administrative Cost and Periodic Increase. Logged in FACTS users can also search for contracts by Contract Manager Name.

On this page a user can search for multiple Agencies, Commodity/Service types, and Contract Status; to search for multiple selections in these fields hold the CNTL key down while selecting multiple options.

The search can also be limited to only contracts with published audits by checking on the “Show contracts with published audits only” box.

All the Commodity/Service codes available in FACTS can be downloaded to Microsoft Excel by clicking on the “Download Commodity/Service Types” link and following the on screen instructions.

C. Main Search Results

JEFF ATWATER | FLORIDA'S CHIEF FINANCIAL OFFICER

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Contract Search | FAQ Questions? | Contact Us State Agencies | Message From CFO Acetier

Transparency Florida

Logged In As: testkaren1 / FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

DASHBOARD | CHANGE PASSWORD | LOGOUT

Twitter | Facebook | LinkedIn | YouTube

Main Search

Search Contracts

To search for contract information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

Agency Name: FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Vendor Name:

Agency Assigned Contract ID (if known):

Contract Dollar Value: From 500000 To

Beginning and/or Ending Dates of Contract (mm/dd/yyyy): Begin: End:

☐ Show contracts with published audits only

By using this Search you agree to [terms and conditions](#) of the Search.

[Reset](#) [Search Contracts](#)

Results

Displaying 1 to 5 of 5 [Download Results](#)

CONTRACT SHORT NAME	AGENCY NAME	VENDOR NAME	AGENCY ASSIGNED CONTRACT ID	TOTAL CONTRACT AMOUNT	COMMODITY/SERVICE TYPE	CONTRACT TYPE	VIEW AUDITS
Annett	FLORIDA SCHOOL FOR THE DEAF AND THE BLIND	FLORIDA TRAILS INC.	SC120007	\$570,000.00	TRANSPORTATION OF PEOPLE (AIR, LAND, & WATER)	Standard Two Party A.	View
Dawis	FLORIDA SCHOOL FOR THE DEAF AND THE BLIND	DAWIS CONSTRUCTION, LLC	C12136	\$699,139.00	CONSTRUCTION RELATED SERVICES	Master Agreement	View
Gilbane	FLORIDA SCHOOL FOR THE DEAF AND THE BLIND	GILBANE BUILDING COMPANY	C12063	\$6,816,221.00	CONSTRUCTION RELATED SERVICES	Standard Two Party A.	View
Mills Gilb	FLORIDA SCHOOL FOR THE DEAF AND THE BLIND	GILBANE BUILDING COMPANY	C12140	\$650,497.00	CONSTRUCTION RELATED SERVICES	Standard Two Party A.	View
TAYLOR	FLORIDA SCHOOL FOR THE DEAF AND THE BLIND	TAYLOR ENGINEERING, INC.	C10142	\$544,423.00	ENGINEERING SERVICES NOT OTHERWISE	Standard Two Party A.	View

Displaying 1 to 5 of 5 [Download Results](#)

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The search results listing for the Main Search Page is:

- Contract Short Name
- Agency Name
- Vendor Name
- Agency Assigned Contract ID
- Total Contract Amount
- Commodity/Service Type
- Contract Type
- View Audits link

All of the result columns are storable from “A” to “Z” or “High” to “Low” except for Commodity/Service Type and View Audits link.

Clicking the Contract Short Name hyperlink takes the user to the contract’s Contract Information page as explained earlier. Clicking on the Commodity/Service Type hyperlink takes the user to the contract’s Deliverables page. Clicking on the View Audit hyperlink takes the user to the contract’s Audits page, which provides a link to individual audit reports. At any page, the Agency User can click the “Update Contract Details” button to go to the contract’s Update Contract Details page so that information about the contract can be added or edited. From this location the “Agency User” can also click the “Contract Summary Form” hyperlink to view and print the contract’s “Summary of Contract Service Agreement” form to be submitted to the Bureau of Auditing with the contract’s payment voucher. Public Users do not have access to either the “Update Contract Details” button or the “Contract Summary Form” hyperlink.

The search results can be downloaded to Microsoft Excel by clicking the “Download Results” link and following the on screen instructions.

D. Advanced Search Results

The screenshot displays the 'Advanced Search' interface of the Florida Accountability Contract Tracking System. The page is titled 'FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM' and includes a navigation bar with links like 'Contract', 'FAQ', 'Contact Us', 'Message', 'Charts & Reports', and 'Transparency'. The user is logged in as 'AL Dubose@fla3 | DEPARTMENT OF TRANSPORTATION'. The search filters are organized into two columns. The left column includes 'Agency Name' (with a dropdown menu), 'Agency Assigned Contract ID (if known)', 'Contract Execution Fiscal Year', 'Contract Type', 'Contract Status', and 'Contract Manager Name'. The right column includes 'Vendor Name', 'Minority Vendor Designation', 'Contract Dollar Value' (with 'From' and 'To' fields), 'FLAIR Contract ID', 'Beginning and/or Ending Dates of Contract (mm/dd/yyyy)', 'Commodity/Service Type' (with a dropdown menu), 'Method of Procurement', 'Administrative Costs' (with 'Contains Administrative Costs?' and radio buttons for YES, NO, EITHER), and 'Periodic Increase' (with 'Provide for Periodic Increase?' and radio buttons for YES, NO, EITHER). A 'Search Contracts' button is located at the bottom right of the search area.

Results

Displaying 1 to 10 of 143 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [15](#) [Next](#) [Download Results](#)

CONTRACT SHORT TITLE	AGENCY NAME	VENDOR NAME	AGENCY ASSIGNED CONTRACT ID	TOTAL CONTRACT AMOUNT	COMMODITY/SERVICE TYPE	CONTRACT TYPE	VIEW AUDITS	EXECUTION DATE	BEGIN DATE	END DATE	CONTRACT STATUS	
Access	AGENCY FOR HEALTH CARE ADMINISTRATION	MAGELLAN MEDICAID ADMINISTRATIO	MED115	\$1,790,820.00	COMPUTER DATA BASES (ON-LINE)	Standard Two Party Agreement by Statute	View	4/6/2010	4/6/2010	6/30/2013	Active	To provide Expansion 1003.
Actuarial	AGENCY FOR HEALTH CARE ADMINISTRATION	MILLIMAN USA, INC.	MED084	\$3,322,000.00	Multiple	Standard Two Party Agreement by Statute	View	2/5/2008	2/5/2008	1/31/2009	Extended	To provide Medicaid A
Actuarial	AGENCY FOR HEALTH CARE ADMINISTRATION	MILLIMAN USA, INC.	MED144	\$3,900,000.00	Multiple	Standard Two Party Agreement by Statute	View	7/24/2012	7/24/2012	6/30/2015	Active	To provide Medicaid A
Agreement	AGENCY FOR HEALTH CARE ADMINISTRATION	SOUTHWOOD SHARED RESOURCE CENTE	AA003	\$0.00	GOVERNMENT SERVICES	Standard Two Party Agreement by Statute	View	8/30/2010	8/30/2010	6/30/2013	Active	Shared Transitional Se Payment Methodology
Agreement	AGENCY FOR HEALTH CARE ADMINISTRATION	SOUTHWOOD SHARED RESOURCE CENTE	AA002	\$0.00	GOVERNMENT SERVICES	Standard Two Party Agreement by Statute	View	8/30/2010	8/30/2012	6/30/2013	Active	Standard Service Leve Price cannot be deterr
Agreement	AGENCY FOR HEALTH CARE ADMINISTRATION	FLORIDA DEPARTMENT OF HEALTH	AA020	\$0.00	GOVERNMENT SERVICES	Memorandum of Agreement/Understanding or Interagency Agreement	View	1/4/1999	1/4/1999		Active	Cooperative Agreemen of Florida within the Li
Agreement	AGENCY FOR HEALTH CARE ADMINISTRATION	FLORIDA DEPARTMENT OF HEALTH	AA028	\$0.00	GOVERNMENT SERVICES	Memorandum of Agreement/Understanding or Interagency Agreement	View	5/3/2004	5/3/2004		Active	Cooperative Agreemen Women and Infants Pr
Agreement	AGENCY FOR HEALTH CARE ADMINISTRATION	FLORIDA DEPARTMENT OF HEALTH	AA040	\$0.00	GOVERNMENT SERVICES	Memorandum of Agreement/Understanding or Interagency Agreement	View	7/1/1993	7/1/1993		Active	Cooperative Agreemen citizens of Florida.
Agreement	AGENCY FOR HEALTH CARE ADMINISTRATION	CENTERS FOR MEDICARE & MEDICAID	AA068	\$0.00	GOVERNMENT SERVICES	Standard Two Party Agreement by Statute	View	10/18/2011	10/18/2011	10/18/2016	Active	Information Exchange Information.
Agreement	AGENCY FOR HEALTH CARE ADMINISTRATION	SOUTHWOOD SHARED RESOURCE CENTE	AA065	\$0.00	GOVERNMENT SERVICES	Memorandum of Agreement/Understanding or Interagency Agreement	View	1/4/2012	1/4/2012		Active	Business Associate A

Displaying 1 to 10 of 143 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [15](#) [Next](#) [Download Results](#)

The search results listing for the Advanced Search Page is:

- Contract Short Title
- Agency Name
- Vendor Name
- Agency Assigned Contract ID
- Total Contract Amount

- Commodity/Service Type
- Contract Type
- View Audits link
- Execution Date
- Begin Date
- End Date
- Contract Status
- General Information
- Agency Service Area
- Advance Payment
- Method of Procurement
- State Term ID
- Exemption Explanation
- Statutory Authority
- Recipient Type
- Agency Reference Number
- Admin Percentage
- Contract Manager Information, available only in the download Excel file if the user is logged into FACTS.

The slide bar at the bottom of the results page must be used to see across all the columns.

The Contract Short Title, Agency Name, Vendor Name, Agency Assigned Contract ID, Total Contract Amount and Contract Type result columns can be sorted from “A” to “Z” or “High” to “Low”.

Clicking the Contract Short Name hyperlink takes the user to the contract’s Contract Information page as explained earlier. Clicking on the Commodity/Service Type hyperlink takes the user to the contract’s Deliverables page. Clicking on the View Audit hyperlink takes the user to the contract’s Audits page, which provides a link to individual audit reports. At any page, the user can click the “Update Contract Details” button to go to the contract’s Update Contract Details page so that information about the contract can be added or edited. An Agency User can also click the “Contract Summary Form” hyperlink to view and print the contract’s “Summary of Contract Service Agreement” form to be submitted to the Bureau of Auditing with the contract’s payment voucher. Public Users do not have access to either the “Update Contract Details” button or the “Contract Summary Form” hyperlink.

The search results can be downloaded to Microsoft Excel by clicking the “Download Results” link and following the on screen instructions.

XII. Contract Summary Form

The FACTS Contract Summary Form must accompany all Contract Vouchers that are submitted to the Bureau of Auditing for payment. There are two methods to access the form.

1. For individuals with access to FACTS the “Contract Summary Form” link can be accessed by searching for the contract you need to print the Summary Form for, and then select the contract from the search page. Once the Contract Information page is displayed the link is located in the left bottom corner of the Contract Information Page Summary section.
2. For those individuals who do not have sign in access to FACTS the following link may be used:

http://www.myfloridacfo.com/aadir/summary_csa.htm

The user will then search for the contract as in step 1 above and the “Contract Summary Form” link will be available in the left bottom corner of the Contract Information Page Summary section.

This form is not available from the Public Search page.

Contract Information

Summary

Agency Name: FLORIDA SCHOOL FOR THE DEAF AND THE BLIND
Long Title: Annett Bus Charters/Florida Trails Inc.
Total Contract Amount: \$570,000.00
Total Payments to date: NA
General Description: Provide transportation services to students home on weekends.
Contract Summary Form

Agency Contract ID: SC120007
Vendor Name: FLORIDA TRAILS INC.
Total Budgetary Amount: \$570,000.00
Date of Execution: 07/01/2011

Main Information

Agency Contract ID: SC120007
FLAIR Contract ID: 00031
Short Title: Annett
Long Title: Annett Bus Charters/Florida Trails Inc.
Contract Type: Standard Two Party Agreement by Statute
Contract Status: Active
Date of Execution: 07/01/2011
Date of Beginning: 07/01/2011
Original End Date: 06/30/2012
Agency Service Area:
Statutory Authority: 1002.36(4)(a) F.S., 1002.36 (4)(a)7 F.S.
Contract Involves State or Federal Financial Assistance: No
Recipient Type:
Provide for Administrative Cost: No
Provide for Periodic Increase: No

Procurement Information

Authorized Advanced Payment: No
Method of Procurement: Agency Request for Proposal [s. 287.067 (1) (b), FS]
State Contract Term ID:
Contract's Exemption Justification:
Agency Reference Number:
Business Case Study Done: No
Legal Challenges to Procurement: No

Contract Manager Information

Agency Manager Name: Dave Hopkins
Phone Number: 9048272433
Email: hopkinsd@fsdb.k12.fl.us

Outsourcing / Capital Improvements

Was the Contracted Function Previously Performed by the State: No
Was the Contracted Functions Considered for Insourcing back to the State: No
Did the Vendor Make Capital Improvements on State Property: No

Budget Information

Original Contract Amount: \$570,000.00
Total Contract Amount: \$570,000.00
Total Recurring Budgetary Amount: \$570,000.00
Total Non-Recurring Budgetary Amount: \$0.00
Total Budgetary Amount: \$570,000.00
Total Unfunded Amount: \$0.00
As of Date: 5/7/2012

RECURRING BUDGETARY AMOUNT	ACCOUNT CODE	FISCAL YEAR EFFECTIVE DATE	FY	COST ACCUMULATOR	AGENCY AMENDMENT REFERENCE
\$570,000.00	48-10-1-000192-48250400-00-104166-00	07/01/2011	2011-2012		

No Non-Recurring Budgetary records Found for this contract.

Contract Change

No Contract Changes Found for the contract.

Vendor

VENDOR ID	NAME	ADDRESS	CITY STATE ZIP
F592145011011	FLORIDA TRAILS INC.	130 MADRID DRIVE	SEBRING FL 338768105

CFDA

No CFDA Codes Found for the contract.

CSFA

No CSFA Codes Found for the contract.

Clicking the Contract Summary Form hyperlink will open another browser window in which the form is displayed. Using the browser's print function the user can print the form to a local printer and add the additional information and signature required on the form.

SUMMARY OF CONTRACTUAL SERVICES AGREEMENT

OLO/Department:	FLORIDA SCHOOL FOR THE DEAF AND THE BLIND		Agency Contact:		
FLAIR Contract #:	00031		Telephone #:		
Agency Contract #:	SC120007				
Contractor/Vendor/Payee:	FLORIDA TRAILS INC.				
Original Contract Amount:	\$570,000.00	Total Contract Amount:	\$570,000.00	Contract Type:	Standard Two Party Agreement by Statute
Contract Start Date: 07/01/2011			Contract End Date: 06/30/2012		
Contract Last Signed Date: 07/01/2011				Advanced Funded: No	
METHOD OF PROCUREMENT:		Agency Request for Proposal [s. 287.057 (1) (b), FS]			
AGENCY REFERENCE #:					
Invoice Number:			Invoice Period:		
Total Amount of Previous Payments:					
CONTRACT MANAGER CERTIFICATION:					
I certify, by evidence of my signature, the information on this form is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.					
Contract Manager Name printed:					
Contract Manager Signature:			Date:		

Done

Local intranet | Protected Mode: Off

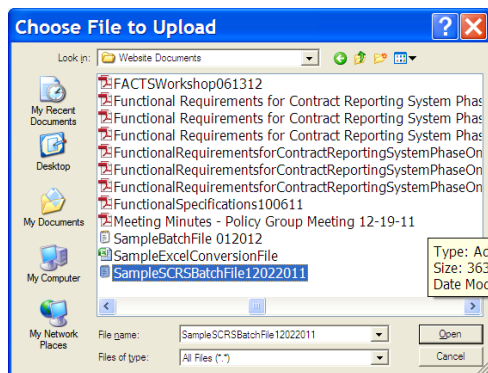
125%

XIII. Upload Contract Info

Contract information required to be entered in FACTS can be batch loaded using the Upload Contract Info function hyperlink on the Dashboard. Batch file requirements can be located at <http://www.myfloridacfo.com/aadir/FACTSProjectDocumentation.htm>.

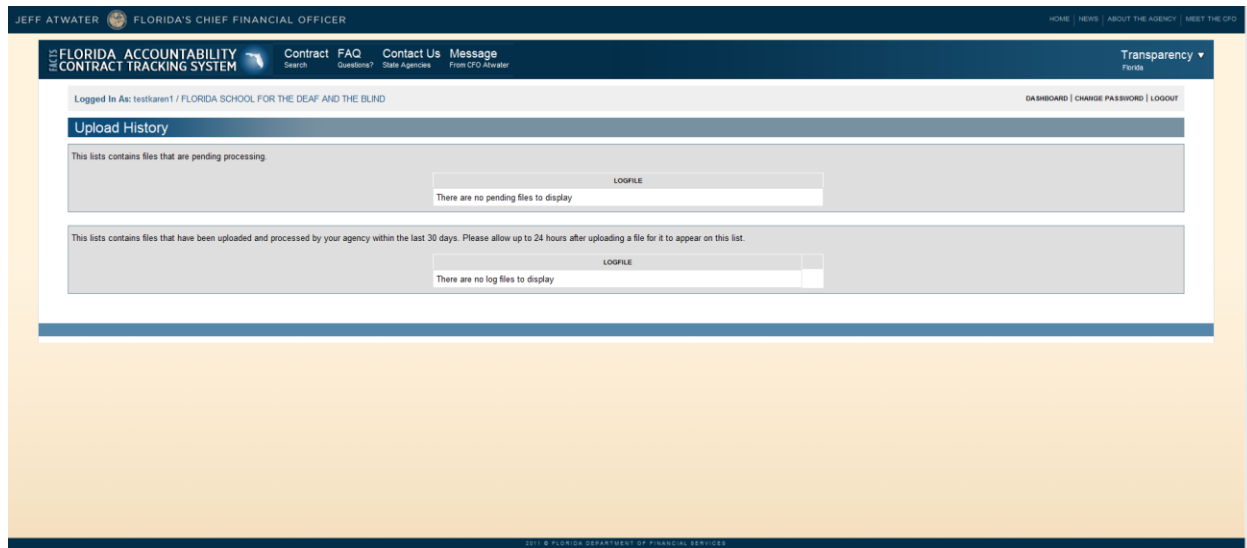


Clicking the “Browse” button allows the user to locate the upload file on their computer or network. Once the file is located, clicking the “Open” button in the Choose File to Upload dialog box will cause the file name to be entered in the empty file. Then clicking the “Upload File” button will initiate the upload process.



Once the user has clicked the “Upload File” button, the Upload History web page appears displaying two sections. The first section (Log File) lists the files that have been uploaded and are pending processing by FACTS. The second section (Log File) lists the uploaded files that have been processed by FACTS within the last 30 days. It takes up to 24 hours after uploading a file for FACTS to process it.

FACTS upload file naming convention is Type of Upload (BACT_ of WEB_), Date and Time (YYYYMMDDHHMMSS_), FACTS User ID_ and Agency OLO.



The processed log file confirms how many records (Main and Children) were loaded, which records were not, and why, so corrective action can be taken. Clicking on the file name listed in the Logfile will open another window using Microsoft Notepad.

FACTS log file naming convention is Type of Upload (BACT_ of WEB_), Agency OLO, Date (YYYY_DD_MM_) LOG.

```
Batch_430000_2012_30_01_Log - Notepad
File Edit Format View Help
Error: The length of Long Title is greater than the maximum allowed length of 60 - MAIN|ADD|430000|00002|Carport|Portable carport on grounds of Fire Station-
Error: The main contract record has errors. Cannot process the children records. - BUGT |0.00|RE|43102393001|433002000004000000|2004-08-17|
Error: The main contract record has errors. Cannot process the children records. - VNRD F204624389001|
Error: The main contract record has errors. Cannot process the children records. - DLBL 155090|The division has received these grant funds from the State of
Error: The main contract record has errors. Cannot process the children records. - DLBL 155090|The division has received these grant funds from the State of
Error: The length of Long Title is greater than the maximum allowed length of 60 - DLBL 155090|The division has received these grant funds from the State of
Error: The main contract record has errors. Cannot process the children records. - MAIN ADD|430000|00003|Arson Trac|Bomb Arson Tracking System Program-Until
Error: The main contract record has errors. Cannot process the children records. - BUGT |0.00|RE|43102393001|433002000004000000|2004-12-08|
Error: The main contract record has errors. Cannot process the children records. - VNRD F2046243891
Error: The main contract record has errors. Cannot process the children records. - DLBL 991150|The division has received these grant funds from the State of
Error: The length of Long Title is greater than the maximum allowed length of 60 - MAIN ADD|430000|00004|Firesetter|Formation of a interagency partnership to
Error: The main contract record has errors. Cannot process the children records. - BUGT |0.00|RE|43102393001|433002000004000000|2005-09-16|
Error: The main contract record has errors. Cannot process the children records. - VNRD F204624389001|
Error: The main contract record has errors. Cannot process the children records. - DLBL 924390|The division has received these grant funds from the State of
Error: The contract exemption Explanation is required for the selected Method of Procurement. - MAIN|ADD|430000|00006|Keys|Provide keys to the 7 Emergency Re
Error: The main contract record has errors. Cannot process the children records. - BUGT |0.00|RE|43102393001|433002000004000000|2006-04-20|
Error: The main contract record has errors. Cannot process the children records. - VNRD F204624389001|
Error: The main contract record has errors. Cannot process the children records. - DLBL 991522|The division has received these grant funds from the State of
Contract Information - Agency Id: 430000 Contract Id: 00007 Agency contract Id: FM238
Error: The commodity Service type is invalid - DLBL|070080|The division has received these grant funds from the State of Florida and has the authorit
Error: The length of Long Title is greater than the maximum allowed length of 60 - MAIN|ADD|430000|00008|Vehicles|Transfer 5 vehicles to the Academy until te
Error: The main contract record has errors. Cannot process the children records. - BUGT |0.00|RE|43102393001|433002000004000000|2007-04-23|
Error: The main contract record has errors. Cannot process the children records. - VNRD F204624389001|
Error: The main contract record has errors. Cannot process the children records. - DLBL 071111|The division has received these grant funds from the State of
Error: The length of Long Title is greater than the maximum allowed length of 60 - MAIN|ADD|430000|00010|Homeland|Homeland Security grant Program UMBRELLA /
Error: The main contract record has errors. Cannot process the children records. - CTCH ADD|E|0.00|E1|2010-04-28|2010-04-28|2010-06-30|changed expiration dat
Error: The main contract record has errors. Cannot process the children records. - CTCH ADD|E|0.00|E2|2010-07-19|2010-07-19|2010-12-31|changed expiration dat
Error: The main contract record has errors. Cannot process the children records. - CTCH ADD|E|0.00|E3|2010-12-27|2010-12-27|2011-06-15|changed expiration dat
Error: The main contract record has errors. Cannot process the children records. - CTCH ADD|E|2192440.00|E4|2011-09-27|2011-09-27|2011-12-31|Re-issue of agre
Error: The main contract record has errors. Cannot process the children records. - BUGT |3922107.00|RE|43102393001|433002000004000000|2008-03-31|
Error: The main contract record has errors. Cannot process the children records. - VNRD F204624389001|
Error: The main contract record has errors. Cannot process the children records. - DLBL 907950|The division has received these grant funds from the State of
Error: The main contract record has errors. Cannot process the children records. - CFDA|97.067|
Contract Information - Agency Id: 430000 Contract Id: 00012 Agency contract Id: FM263
Error: The length of Change Description is greater than the maximum allowed length of 60 - CTCH|ADD|A|0.00|A1|2009-06-17|2009-06-17|Barry university will of
Error: The length of Change Description is greater than the maximum allowed length of 60 - CTCH|ADD|A|0.00|A2|2010-10-12|2010-10-12|Barry university will of
Error: The length of Long Title is greater than the maximum allowed length of 60 - MAIN|ADD|430000|00013|Research|Multi-jurisdictional Investigative Research
Error: The main contract record has errors. Cannot process the children records. - BUGT |0.00|RE|43102393001|433002000004000000|2008-05-21|
Error: The main contract record has errors. Cannot process the children records. - VNRD F204624389001|
Error: The main contract record has errors. Cannot process the children records. - DLBL 991150|The division has received these grant funds from the State of
Contract Information - Agency Id: 430000 Contract Id: 00014 Agency contract Id: FM266
Error: The CFDA code is invalid - CFDA|97.067|
Contract Information - Agency Id: 430000 Contract Id: 00019 Agency contract Id: FM278
Error: The CFDA code is invalid - CFDA|97.067|
Contract Information - Agency Id: 430000 Contract Id: 00060 Agency contract Id: FM285-42
"Error: Deliverable Price is required - DLBL|907950|""2010-2011 State Homeland Security Grant Subrecipient Agreement to support training and equipment for ci
Summary:
Total 60 Contract records found. 53 Processed successfully. 7 Errored.
Total 196 Contract children records found. 161 Processed successfully. 35 Errored.
```

XIV. View Unfinished Contract Entries

Contracts that have been assigned a FLAIR Contract ID within FACTS with incomplete data entry or that have not been published for public viewing are referred to as Unfinished Contracts. In order to access these contracts to complete the data entry and/or publish them to the public, the user must use the FACTS' View Unfinished Contract Entries function available on the Dashboard.

A. Results Listing

The View Unfinished Contract Entries results page identifies all the agency's unfinished contracts. At the results page the user can narrow down the listing by using the Search section that allows the user to search by "Short Title" and/or "FLAIR Contract ID".

The screenshot shows the 'View Unfinished Contract Entries' page. At the top, there is a navigation bar with 'JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER' and links for 'HOME', 'NEWS', 'ABOUT THE AGENCY', and 'MEET THE CFO'. Below this is a header for the 'FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM' with links for 'Contract', 'FAQ', 'Contact Us', and 'Message'. A 'Transparency' dropdown menu is also present. The main content area shows the user is logged in as 'testikaren1 / FLORIDA SCHOOL FOR THE DEAF AND THE BLIND'. The 'View Unfinished Contract Entries' section includes a search bar with 'Short Title' and 'Contract ID' fields. Below the search bar is a table with the following data:

USER	DATE/TIME	SHORTTITLE	FLAIR CONTRACT ID	CONTRACT STATUS	AGENCY ID	FINISH CONTRACT ENTRY	DELETE
testikaren1	1/15/2013 3:12:20 PM	test	TEST8	Active	489000	Go	Delete
testikaren1	1/15/2013 9:33:18 AM	testing	TEST5	Active	489000	Go	Delete
testikaren1	1/9/2013 11:20:37 AM	Arbor	00081	Active	489000	Go	Delete

At the bottom of the table, it says 'Displaying 1 to 3 of 3 unfinished contracts'. A 'Return To Dashboard' button is located at the bottom of the page.

All the results can be sorted "A" to "Z" or "High" to "Low"

The screenshot shows the 'View Unfinished Contract Entries' page with the search bar filled with 'Contract ID: test8'. The table now only contains one row of data:

USER	DATE/TIME	SHORTTITLE	FLAIR CONTRACT ID	CONTRACT STATUS	AGENCY ID	FINISH CONTRACT ENTRY	DELETE
testikaren1	1/15/2013 3:12:20 PM	test	TEST8	Active	489000	Go	Delete

At the bottom of the table, it says 'Displaying 1 to 1 of 1 unfinished contract'. A 'Return To Dashboard' button is located at the bottom of the page.

The result list:

- User (Identification)
- Date/Time (Last update)
- Short Title

- FLAIR Contract ID
- Agency (Assigned) ID

B. Completing Data Entry

Clicking the “Go” hyperlink next to Agency ID under the Finish Contract Entry takes the user to the first incomplete data entry page for the contract. All previous entered data has been saved in FACTS and can also be reviewed and edited. From this point the user can partially complete data entry or fully complete data entry and publish the contract for public viewing.

From the first incomplete data page the user can utilize the back button to return to previously entered data.

All the data entry edits described earlier are the same.

XV. View Active Contracts with Inactive Vendors

Active contracts in FACT should have only active vendor ids assigned to them since it is assumed that payments are still being made on them. If the contract is complete, it should be placed in “Closed/Expired” status. “Closed/Expired” status contract can have inactive vendor ids.

Clicking the “View Active Contracts with Inactive Vendors” hyperlink on the Dashboard takes the user to View Active Contracts With Inactive Vendors results web page. The information on this page is downloadable by clicking the “Download Results” button.

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Contract Search FAQ Questions? Contact Us State Agencies Message From CFO Atwater Transparency Florida

Logged In As: DuBoseBilley3 / DEPARTMENT OF ENVIRONMENTAL PROTECTION

DASHBOARD | CHANGE PASSWORD | LOGOUT

View Active Contracts With Inactive Vendors

AGENCY NAME	FLAIR CONTRACT ID	CONTRACT STATUS	VENDOR ID	VENDOR NAME
DEPARTMENT OF ENVIRONMENTAL PROTECTION	C3211	Active	C270578968	FAIRYTALES WEDDING
DEPARTMENT OF ENVIRONMENTAL PROTECTION	CA001	Active	C591693016	ADVANTUS LEISURE MANAGEMENT SVS
DEPARTMENT OF ENVIRONMENTAL PROTECTION	CA002	Active	C203691445	PIRATES WATER TAXI
DEPARTMENT OF ENVIRONMENTAL PROTECTION	CA005	Active	C592404869	LOWE'S TUBELAND, INC
DEPARTMENT OF ENVIRONMENTAL PROTECTION	CA006	Active	C202902844	M CRUZ RENTALS LLC
DEPARTMENT OF ENVIRONMENTAL PROTECTION	CA007	Active	C592560549	BUFFALO JOE'S INC.
DEPARTMENT OF ENVIRONMENTAL PROTECTION	CA009	Active	C592437606	COIN-O-MATIC
DEPARTMENT OF ENVIRONMENTAL PROTECTION	CA010	Active	C271580884	CACTUS JACK'S TRAIL RIDES
DEPARTMENT OF ENVIRONMENTAL PROTECTION	CA011	Active	C592988623	HEALD LAUNDRIES, INC
DEPARTMENT OF ENVIRONMENTAL PROTECTION	CA012	Active	C266236717	TRI-COUNTY VENDING INC

Displaying 1 to 10 of 84 1 2 3 4 5 6 7 8 ... Next >> Download Results

Return To Dashboard

2011 © FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Done Local intranet | Protected Mode: Off 80%

The search results listing for the View Active Contracts With Inactive Vendors Page is:

- Agency Name
- FLAIR Contract ID
- Contract Status
- Vendor ID
- Vendor Name

Clicking the FLAIR Contract ID number hyperlink takes the user to the Contract Information web page.

FACTS FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Contract | FAQ | Contact Us | Message | Transparency

Logged In As: DuBoseBilley3 / DEPARTMENT OF ENVIRONMENTAL PROTECTION

Contract Information

Published [Update Contract Details](#) [Back to Contract Search](#)

Summary

Agency Name: DEPARTMENT OF ENVIRONMENTAL PROTECTION
 Long Title: Alfred B MacLay Gardens State Park Concession
 Total Contract Amount: \$32,000.00
 Total Payments to date: NA
 General Description: To provide wedding and memorial service reservations and Gardener's Cottage rental operations at Alfred B. MacLay Gardens State Park
 Contract Summary Form

Agency Contract ID: C-3211
 Vendor Name: FAIRYTALES WEDDING
 Total Budgetary Amount: \$0.00
 Date of Execution: 10/01/2011

Details | Deliverables | Payments | Documents | Audits

Main Information

Agency Contract ID: C-3211
 FLAIR Contract ID: C3211
 Short Title: maclay
 Long Title: Alfred B MacLay Gardens State Park Concession
 Contract Type: Revenue Agreement
 Contract Status: Active
 Date of Execution: 10/01/2011
 Date of Beginning: 10/01/2011
 Original End Date: 09/30/2013
 Agency Service Area: 3750
 Statutory Authority: Per F.S. Section 258.007 (3) & Chapter 62D-2, F.A.C.
 Contract Involves State or Federal Financial Assistance: No
 Recipient Type:

Procurement Information

Authorized Advanced Payment: No
 Method of Procurement: Revenue Generating Procurement
 State Contract Term ID:
 Contract's Exemption Justification: Revenue Generating Contract
 Agency Reference Number: 002-3211
 Business Case Study Done: No
 Legal Challenges to Procurement: No

Contract Manager Information

Agency Manager Name: Elizabeth Weidner
 Phone Number: 8504874115
 Email: Elizabeth.weidner@dep.state.fl.us

Done Unknown Zone (Mixed) | Protected Mode: Off 80%

Clicking the “Update Contract Details” button takes the user to the “Update Contract Details” web page from this page any necessary update can be preformed. Review section VIII. Update Contract Details.

FACTS FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Contract | FAQ | Contact Us | Message | Transparency

Logged In As: DuBoseBilley3 / DEPARTMENT OF ENVIRONMENTAL PROTECTION

Update Contract Details

Agency Contract ID: C-3211
 Contract Long Title: Alfred B MacLay Gardens State Park Concession
 FLAIR Contract ID: C3211

Contract Short Summary [Edit Main Contract](#)

Contract Short Title: maclay
 Contract Type: Revenue Agreement
 Date of Execution: 10/01/2011

Add/Edit Items

[Add Contract Change](#) [Edit/Add Budget](#)
[Add CFDA/CSFA](#) [Edit/Add Vendor](#)
[Edit/Add Deliverable](#)

Select “finish” to go to the View Contract Details page.
[Finish To Review](#)

Local intranet | Protected Mode: Off 100%

Clicking “Edit/Add Vendor” takes the user to “Vendor Information” web page

Logged In As: DuBoseBillye3 / DEPARTMENT OF ENVIRONMENTAL PROTECTION

Vendor Information

Agency Contract ID: C-3211
Contract Long Title: Alfred B Maclay Gardens State Park Concession

FLAIR Contract ID: C3211

* REQUIRED FIELDS

Vendor ID *

Add Vendor

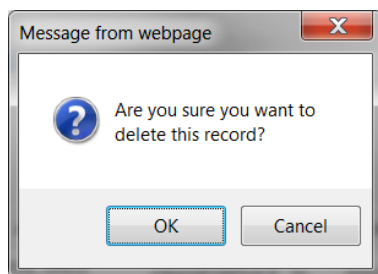
VENDOR ID	NAME	ADDRESS	CITY	STATE	ZIP	MINORITY VENDOR DESIGNATION	
C270578968	FAIRYTALES WEDDING	144 ROYAL OAKS COURT	CRAWFORDVILLE	FL	323270000	Not Selected	Delete

Back to Update Contract Details

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Local intranet | Protected Mode: Off

Clicking the “Delete” hyperlink at the end of the roll to delete the inactive vendor requires the user to confirm their action.



Only active vendors can be added in FACTS. If an inactive vendor is deleted in error, it cannot be added back.

Logged In As: DuBoseBillye3 / DEPARTMENT OF ENVIRONMENTAL PROTECTION

Vendor Information

Agency Contract ID: C-3211
Contract Long Title: Alfred B Maclay Gardens State Park Concession

FLAIR Contract ID: C3211

* REQUIRED FIELDS

Vendor ID * C270578968

Vendor ID is not valid

Add Vendor

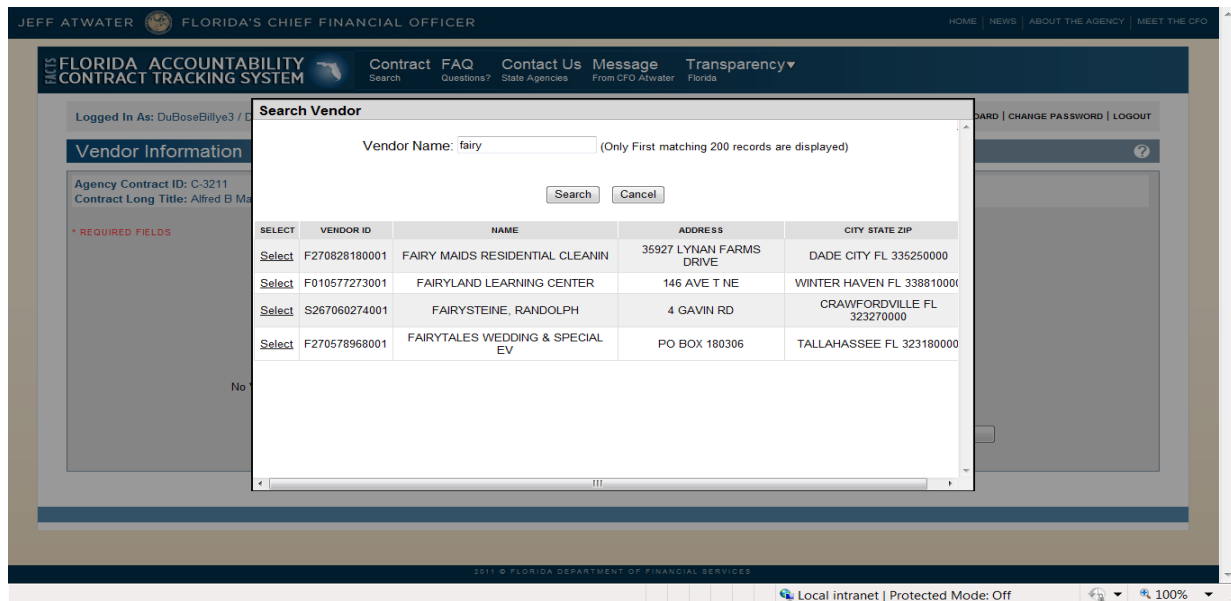
No Vendors have been added to the contract.

Back to Update Contract Details

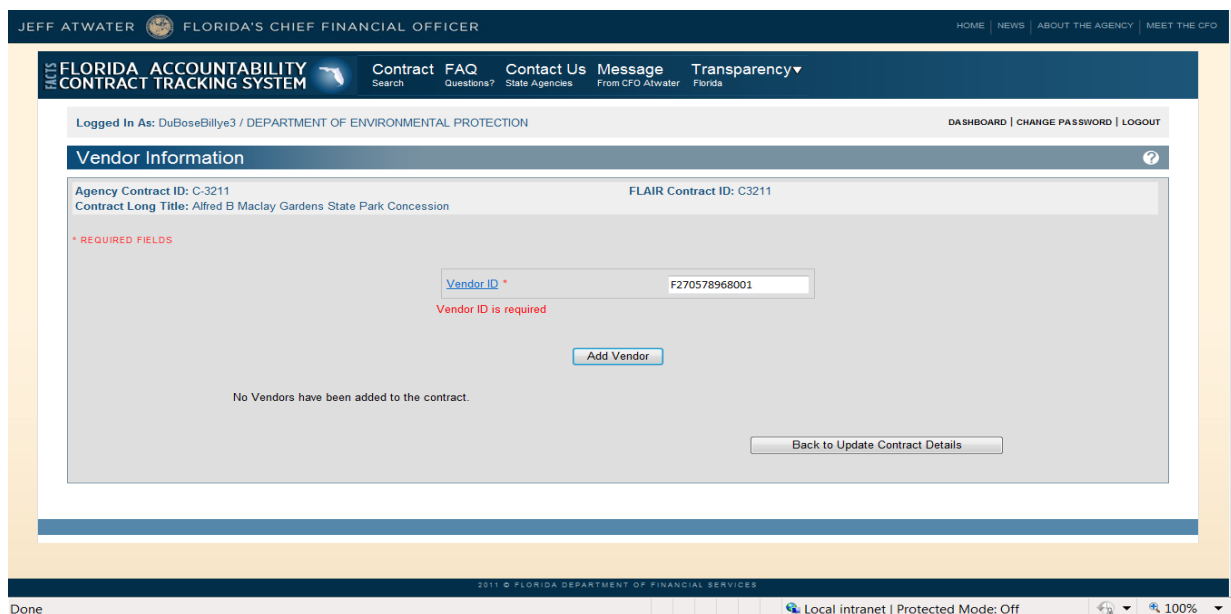
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Local intranet | Protected Mode: Off

User can enter an active vendor id in the “Vendor ID” field and click the “Add Vendor” button or click on the “Vendor ID” hyperlink to search for an active vendor id using the vendor name. Only active vendors are available through the search.



Clicking “Select” before the desired vendor enters the vendor id into the “Vendor ID” field.



Clicking the “Add Vendor” button adds the active vendor to the contract.

JEFF ATWATER
FLORIDA'S CHIEF FINANCIAL OFFICER
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FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM
Contract Search
FAQ Questions?
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Message From CFO Atwater
Transparency Florida

Logged In As: DuBoseBillye3 / DEPARTMENT OF ENVIRONMENTAL PROTECTION
DASHBOARD | CHANGE PASSWORD | LOGOUT

Vendor Information

Agency Contract ID: C-3211
Contract Long Title: Alfred B Maclay Gardens State Park Concession
FLAIR Contract ID: C3211

* REQUIRED FIELDS

Vendor ID *

Add Vendor

VENDOR ID	NAME	ADDRESS	CITY	STATE	ZIP	MINORITY VENDOR DESIGNATION	
F270578968001	FAIRYTALES WEDDING & SPECIAL EV	PO BOX 180306	TALLAHASSEE	FL	323180000	Non-Minority (White) Woman, Non Certified	Delete

Back to Update Contract Details

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Local intranet | Protected Mode: Off
100%

Since the contract has been previously published, it is not necessary to go through the “Finish To Review” and “Publish The Web” processes.

XVI. View Active Contracts with Past End Date

Contracts must stay in active (“Active”, “Renewal” or “Extended”) status until the last contract payment processes through FLAIR. However, active contracts with “Original End Date” or “New End Date” several months in the past may need investigation to determine if the contract’s status or end date needs to be changed. After the last payment, the contract’s status should be change to “Close/Expired”. If the contract has been renewed or extended a “Change Record”, establishing a new end date needs to be entered FACTS.

Clicking the “View Active Contracts with Past End Date” hyperlink on the Dashboard takes the user to View Active Contracts with Past End Date results web page. The information on this page is downloadable by clicking the “Download Results” button.

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FACTS FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Contract Search | FAQ Questions? | Contact Us State Agencies | Message From CFO Atwater | Transparency Florida

Logged In As: DuBoseBilye3 / DEPARTMENT OF ENVIRONMENTAL PROTECTION

DASHBOARD | CHANGE PASSWORD | LOGOUT

View Active Contracts with Past End Date

AGENCY NAME	FLAIR CONTRACT ID	CONTRACT STATUS	ORIGINAL END DATE	NEW END DATE	CONTRACT MANAGER NAME	CONTRACT MANAGER EMAIL	CONTRACT MANAGER PHONE
DEPARTMENT OF ENVIRONMENTAL PROTECTION	0029A	Active	11/11/2012		LORI WEBSTER	lori_webster@doh.state.fl.us	8505956712
DEPARTMENT OF ENVIRONMENTAL PROTECTION	0033A	Active	11/11/2012		LORI WEBSTER	lori_webster@doh.state.fl.us	8505956712
DEPARTMENT OF ENVIRONMENTAL PROTECTION	00801	Active	8/1/2003	1/31/2013	Dena VanLandingham	Dena.VanLandingham@dep.state.fl.us	8509227711
DEPARTMENT OF ENVIRONMENTAL PROTECTION	00011	Active	8/1/2003	9/30/2004	Dena VanLandingham	Dena.VanLandingham@dep.state.fl.us	8509227711
DEPARTMENT OF ENVIRONMENTAL PROTECTION	011E1	Extended	6/30/2003		Dena VanLandingham	Dena.VanLandingham@dep.state.fl.us	8509227711
DEPARTMENT OF ENVIRONMENTAL PROTECTION	011R1	Active	2/15/2004	12/15/2011	Dena VanLandingham	Dena.VanLandingham@dep.state.fl.us	8509227711
DEPARTMENT OF ENVIRONMENTAL PROTECTION	0333A	Active	11/27/2012		LATECIA JENNINGS	latecia@coj.net	9042557142
DEPARTMENT OF ENVIRONMENTAL PROTECTION	0392A	Active	2/27/2013		JOLENE ROSZEL	jroszel@coj.net	9042557169
DEPARTMENT OF ENVIRONMENTAL PROTECTION	0406A	Active	12/30/2012		PATRICIA GEEJONES	patricia@coj.net	9042557109
DEPARTMENT OF ENVIRONMENTAL PROTECTION	0409A	Active	12/12/2012		SHEILA LUCE	LuceS@epchc.org	8136272600

Displaying 1 to 10 of 650

1 2 3 4 5 6 7 8 66 Next >> Download Results

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90%

The search results listing for the View Active Contracts with Past End Date Page is:

- Agency Name
- FLAIR Contract ID
- Contract Status
- Original End Date
- New End Date
- Contract Manager Name
- Contract Manager Email
- Contract Manger Phone

Clicking the FLAIR Contract ID number hyperlink takes the user to the Contract Information web page from this page click the “Update Contract Details” button perform any necessary update. Review section VIII. Update Contract Details.

The screenshot displays the Florida Accountability Contract Tracking System (FACTS) web application. The top navigation bar includes the user's name (JEFF ATWATER) and role (FLORIDA'S CHIEF FINANCIAL OFFICER), along with links for HOME, NEWS, ABOUT THE AGENCY, and MEET THE CFO. Below this, a secondary navigation bar features links for Contract, FAQ, Contact Us, Message, and Transparency. The main content area is titled 'Contract Information' and shows the contract details for 'DEPARTMENT OF ENVIRONMENTAL PROTECTION'. The contract is in a 'Published' state, and there are buttons for 'Update Contract Details' and 'Back to Contract Search'. The contract summary includes the Agency Name, Long Title, Total Contract Amount, Total Payments to date, General Description, Agency Contract ID, Vendor Name, Total Budgetary Amount, and Date of Execution. Below the summary, there are tabs for Details, Deliverables, Payments, Documents, and Audits. The 'Details' tab is selected, showing 'Main Information' and 'Procurement Information'. The 'Main Information' section includes the Agency Contract ID, FLAIR Contract ID, Short Title, Long Title, Contract Type, Contract Status, Date of Execution, Date of Beginning, Original End Date, Agency Service Area, Statutory Authority, Contract Involves State or Federal Financial Assistance, and Recipient Type. The 'Procurement Information' section includes Authorized Advanced Payment, Method of Procurement, State Contract Term ID, Contract's Exemption Justification, Agency Reference Number, Business Case Study Done, and Legal Challenges to Procurement. The 'Contract Manager Information' section includes the Agency Manager Name, Phone Number, and Email. The bottom of the page shows a status bar with 'Done' and 'Unknown Zone (Mixed) | Protected Mode: Off'.

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

HOME NEWS ABOUT THE AGENCY MEET THE CFO

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Contract Search FAQ Questions? State Agencies Message From CFO Robert Florida Transparency

Logged In As: DuBoseBiliye3 / DEPARTMENT OF ENVIRONMENTAL PROTECTION

DA DASHBOARD CHANGE PASSWORD LOGOUT

Contract Information

Published Update Contract Details Back to Contract Search

Summary

Agency Name: DEPARTMENT OF ENVIRONMENTAL PROTECTION
 Long Title: AMOCO #909-178507746
 Total Contract Amount: \$247,500.00
 Total Payments to date: NA
 General Description: REMEDIAL ACTION AT AMOCO #909
 Contract Summary Form

Agency Contract ID: 2012-17-W0029A
 Vendor Name: URS CORPORATION SOUTHERN
 Total Budgetary Amount: \$247,500.00
 Date of Execution: 05/04/2012

Details Deliverables Payments Documents Audits

Main Information

Agency Contract ID: 2012-17-W0029A
 FLAIR Contract ID: 0029A
 Short Title: PETRO
 Long Title: AMOCO #909-178507746
 Contract Type: Standard Two Party Agreement by Statute
 Contract Status: Active
 Date of Execution: 05/04/2012
 Date of Beginning: 05/04/2012
 Original End Date: 11/11/2012
 Agency Service Area: DWM
 Statutory Authority: 376.30711(1)(B) F.S.
 Contract Involves State or Federal Financial Assistance: No
 Recipient Type:

Procurement Information

Authorized Advanced Payment: No
 Method of Procurement: DEP Exempt, Preapproved Site Rehabilitation Program 376.30711(2)(a), F.S.
 State Contract Term ID:
 Contract's Exemption Justification: PREAPPROVED SITE REHABILITATION
 Agency Reference Number:
 Business Case Study Done: No
 Legal Challenges to Procurement: No

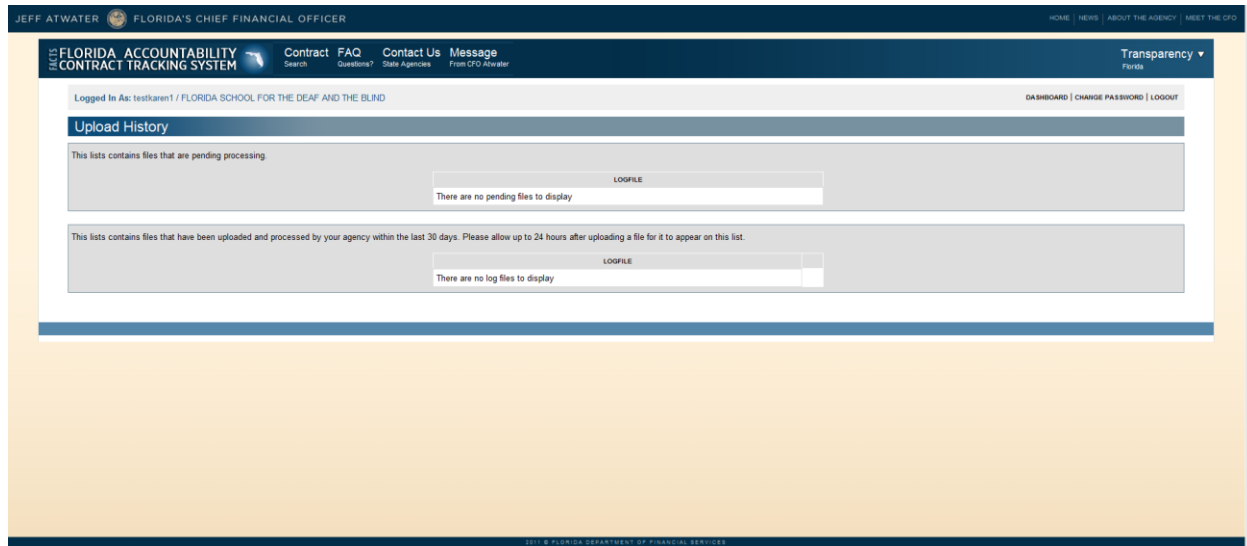
Contract Manager Information

Agency Manager Name: LORI WEBSTER
 Phone Number: 8505956712
 Email: lori_webster@doh.state.fl.us

Done Unknown Zone (Mixed) | Protected Mode: Off 80%

XVII. View Upload History

Clicking the “View Upload History” hyperlink on the Dashboard takes the user to Upload History web page.



The Upload History web page displays two sections. The first section (Log File) lists the files that have been uploaded and are pending processing by FACTS. The second section (Log File) lists the uploaded files that have been processed by FACTS within the last 30 days. The processed log file confirms how many records (Main and Children) were loaded, which records were not, and why, so corrective action can be taken. It takes up to 24 hours after uploading a file for FACTS to process it.

FACTS upload file naming convention is Type of Upload (BACT_ of WEB_), Date and Time (YYYYMMDDHHMMSS_), FACTS User ID_ and Agency OLO.

XVIII. View Confidential/Exempt Contracts

Clicking the “View Confidential/Exempt Contracts” hyperlink on the Dashboard takes the user to View Confidential/Exempt Contracts results web page. The information on this page is downloadable by clicking the “Download Results” button.

The screenshot displays the 'View Confidential/Exempt Contracts' page within the FACTS system. The header includes the user 'JEFF ATWATER' and 'FLORIDA'S CHIEF FINANCIAL OFFICER'. The main navigation bar contains links for 'Contract', 'FAQ', 'Contact Us', 'Message', 'Charts', and 'Transparency'. The page is logged in as 'DuBoseBilly3 / DEPARTMENT OF TRANSPORTATION'. The search bar has fields for 'Short Title' and 'Contract ID', with a 'Search' button. Below the search bar is a table of contract results.

USER	DATE/TIME	SHORTTITLE	FLAIR CONTRACT ID	CONTRACT STATUS	AGENCY ID	VIEW CONTRACT
DuBoseBilly3	6/12/2013 11:28:01 AM	APPRAISAL	DMU53	Closed or Expired	550000	View
DuBoseBilly3	6/12/2013 10:24:11 AM	GRANT-PLAN	A5358	Active	550000	View
DuBoseBilly3	6/12/2013 10:51:06 AM	EXPERT WIT	DN777	Active	550000	View
DuBoseBilly3	6/11/2013 2:25:31 PM	RR-XING/PE	ANW20	Active	550000	View

Below the table, it says 'Displaying 1 to 4 of 4' and there is a 'Download Results' button. At the bottom of the table area is a 'Return To Dashboard' button.

The View Confidential/Exemption Contracts page list:

- User
- Date/Time
- Short Title
- FLAIR Contract Number
- Contract Status
- Agency ID

Find contracts by scrolling through the list or by using the search options available on the page. Once found, view the contact information and make updates, if applicable, by clicking the “View” hyperlink at end on the row.

XIX. Add Contract Documents

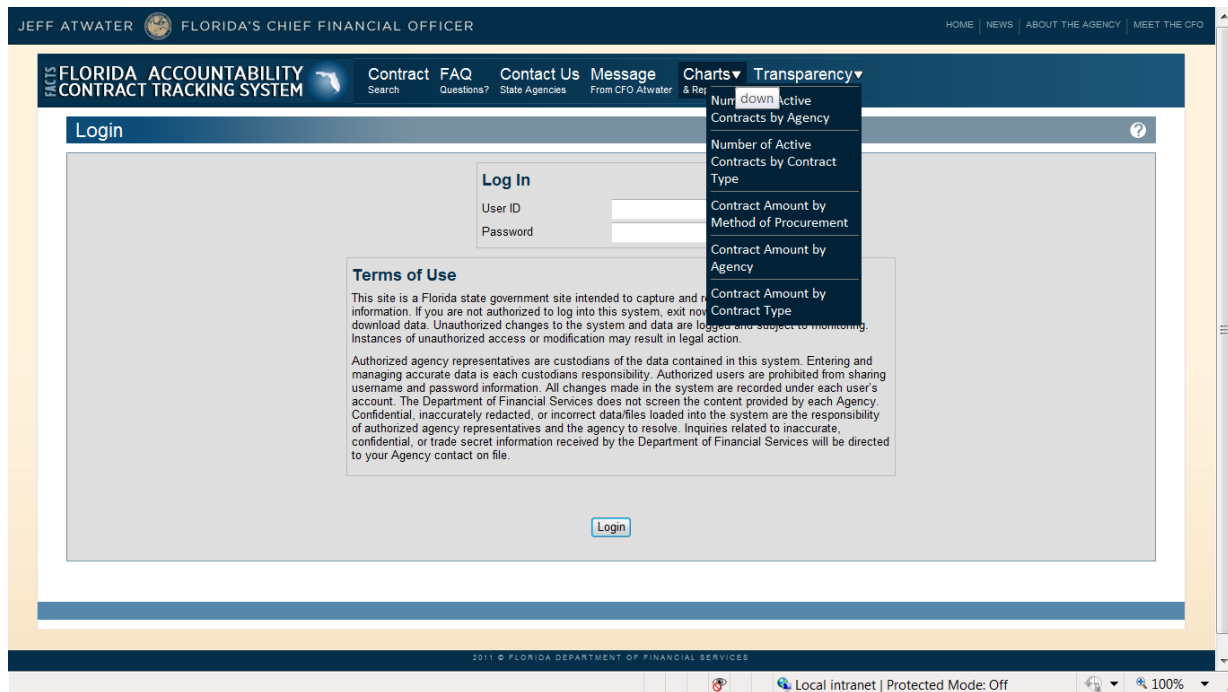
Currently the “Add Contract Documents” function is not available to the agencies.

The Department of Financial Services asked agencies in June 2012 to provide images of their five largest contracts, based on total contract amount, for posting to FACTS. A number of agencies have notified us that changes have been made to some of those contracts since the images were loaded, and have inquired about loading additional images to reflect these changes. Images in support of amendments, extensions, or other changes to contracts that currently have images attached to them in FACTS may be submitted to FACTS.info@MyFloridaCFO.com for loading into the system. Please confirm that the changes supported by the images are recorded in FACTS before submitting new images. Images may only be attached to existing amendment records in the system.

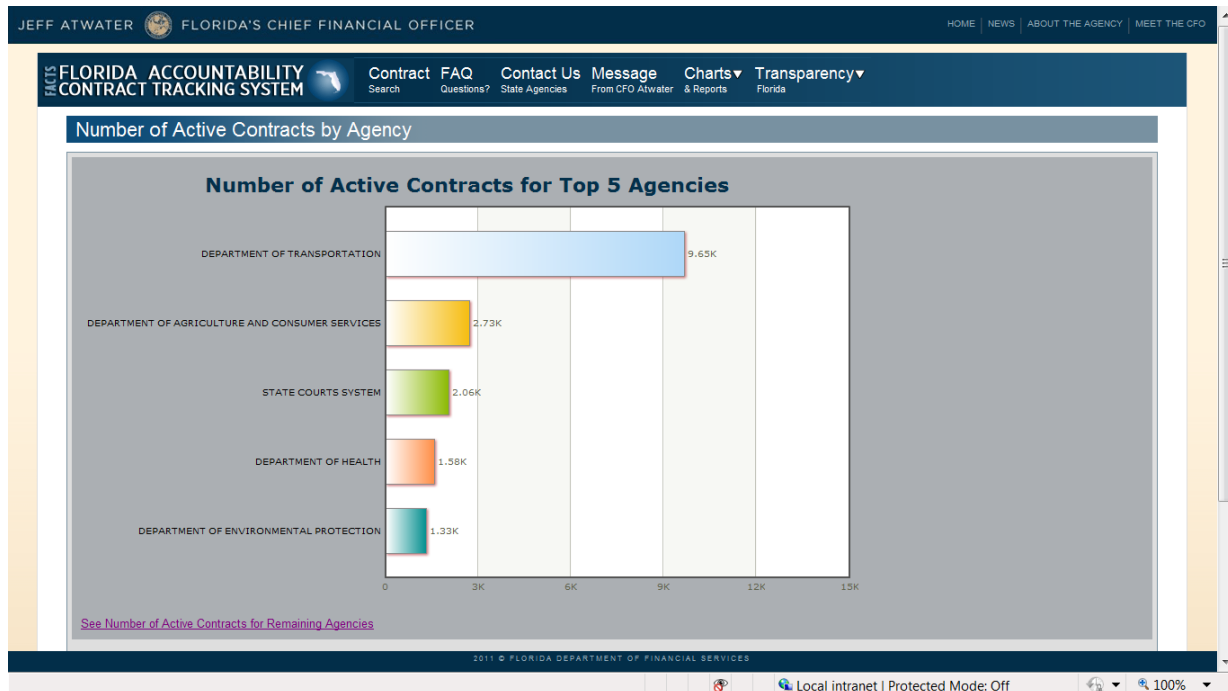
The Department is not accepting images for any other contracts at this time. Please contact FACTS.Info@MyFloridaCFO.com if you have any questions regarding this process.

XX. Charts & Reports

Various charts and reports are avail to both the public and agency users of FACTS. Clicking the Charts & Reports down arrow displays the following list of charts and reports.



1. Clicking “Number of Active Contracts by Agency” will display the following:



Clicking the “See Number of Active Contracts for the Remaining Agencies” displays the following:



The following footnotes and hyper-links to other charts and reports are at the bottom of the page:

1. Chart includes active agency contracts as of 5/20/2013 1:00 AM. View contract detail information using [FACTS Main](#) or [Advance Contract Searches](#).
2. Print the chart by right clicking your mouse on the chart and clicking "Print Chart".
3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#)

2. Clicking “Number of Active Contracts by Contract Type” will display the following:



The following footnotes and hyper-links to other charts and reports are at the bottom of the page:

1. Chart includes active agency contracts as of 5/20/2013 1:00 AM. View contract detail information using [FACTS Main](#) or [Advance Contract Searches](#).
2. Print the chart by right clicking your mouse on the chart and clicking “Print Chart”.
3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.
4. Click [here](#) to see Contract Type definitions.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#)

Clicking “here” to see Contract Type definitions hyper-link displays the following:

Contract Type Definitions

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.

Grant Disbursement Agreements
Contracts for the expenditure of funds associated with either a Catalog of Federal Domestic Assistance (CFDA) number; a Catalog of State Financial Assistance (CSFA) number; or 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-Party 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 to be implemented in 2013, but may be included earlier if the user agencies opt to do so.

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.

MOU/MOA 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. If an agreement of this type does not result in a cost to the state then it is not required to be entered into FACTS.

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.

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.

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.

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.

Settlement Agreements
An obligation of the State or agency to expend state funds in order to discharge a debt due a person, entity or group of persons when the amount owed is in dispute. These agreements must have been approved by the CFO pursuant to Section 17.03, Florida Statutes.

Standard Two-Party Agreements by Statute
These are agreements where two parties agree on standard terms and conditions pursuant to applicable laws.

Three or More Party Agreement
This is an agreement where more than two parties agree on standard terms and services pursuant to applicable laws.

1. Print the listing by right clicking your mouse on the listing and clicking "Print".
2. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

Number of Active Contracts by Agency | Number of Active Contracts by Contract Type | Contract Amount by Method of Procurement | Contract Amount by Agency | Contract Amount by Contract Type

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Done

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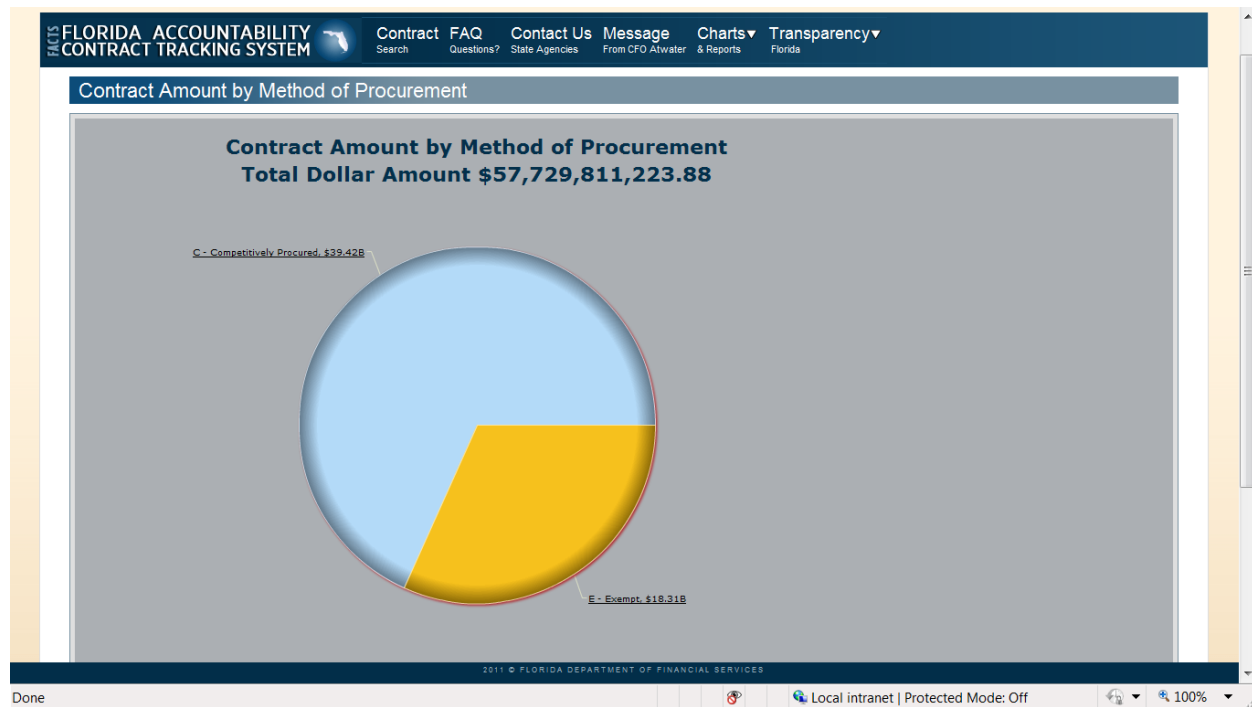
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The following footnotes and hyper-links to other charts and reports are at the bottom of the page:

1. Print the listing by right clicking your mouse on the listing and clicking “Print”.
2. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#)

3. Clicking “Contract Amount by Method Procurement” will display the following:



The following footnotes and hyper-links to other charts and reports are at the bottom of the page:

1. Chart includes active agency contracts as of 5/20/2013 1:00 AM. Note contracts and consequently the contract's amount typically span multiple fiscal years. View contract detail information using [FACTS Main](#) or [Advance Contract Searches](#).
2. Display percentages by placing the mouse pointer on a chart section.
3. Display the dollar amount and number of contracts by Method of Procurement by clicking on a chart sections.
4. Print the chart by right clicking your mouse on the chart and clicking “Print Chart”.
5. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#)

Clicking on a section of the pie chart displays the following listing:

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM		
Contract	FAQ	Contact Us
Message	Charts	Transparency
Search	Questions?	State Agencies
From CFO Atwater	& Reports	Florida

Competitive Method of Procurements		
METHOD OF PROCUREMENT	CONTRACT AMOUNT	NUMBER OF CONTRACTS
Agency Invitation to Negotiate [s. 287.057 (1) (c), FAC]	\$8,355,441,281.05	586
DOT Invitation to Bid [s.337, FS]	\$6,776,172,135.65	1651
Agency Request for Proposal [s. 287.057 (1) (b), FS]	\$6,583,779,873.29	1313
Consultants' Competitive Negotiation Act [s. 287.055, FS]	\$4,778,579,527.67	2108
Agency Invitation to Negotiate for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	\$4,571,889,981.85	70
DOT Request for Proposal [s.334, FS]	\$4,367,434,547.38	100
Agency negotiated after receiving fewer than two responsive offers to a competitive procurement [S. 287.057(6) 5], FS]	\$1,153,175,077.75	102
Agency Invitation to Bid [s. 287.057 (1) (a), FS]	\$637,871,760.60	484
Lottery - Competitive Solicitation [s. 24.105, FS]	\$610,769,400.00	10
Request for Application, method of competitively awarding State Federal grants to non-profits and other governmental entities.	\$595,717,516.86	1591
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) (I), FAC]	\$220,306,432.93	51
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]	\$196,507,574.83	130
Leases more than 5,000 sq ft in a privately owned facility - must be obtained through competitive procurement [s. 255.249, FS and Rule 60H-1.015, FAC]	\$143,051,914.65	59
Leases less than 5,000 sq ft in a privately owned facility - may be obtained using quotes [s. 255.249, FS and Rule 60H-1.016, FAC]	\$78,037,821.76	158
State-Owned Office Building Lease through the Department of Management Services [s. 255.503, FS]	\$71,654,248.43	72
Agency Invitation to Bid for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	\$70,883,036.59	91
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]	\$58,722,140.52	78
Lottery - Competitive Quote [s. 24.105, FS]	\$58,418,596.06	13
Agency Request for Proposal for Public Property And Publicly Owned Buildings [s. 255.0525, FS]	\$37,313,608.03	23
Stay in Place/Replacement Lease - Fair Market Price Negotiations [s. 255.25(3)(3), FS]	\$26,686,282.94	26

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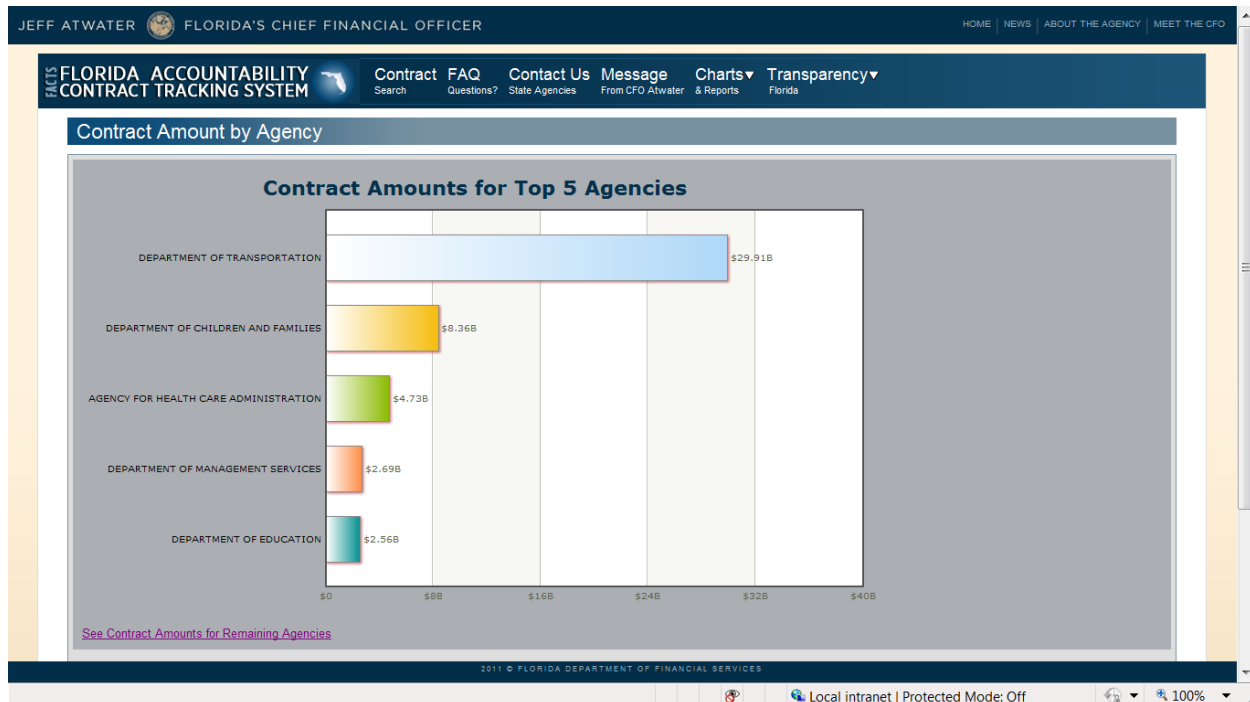
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The following footnotes and hyper-links to other charts and reports are at the bottom of the page:

1. Listing includes active agency contracts as of 5/20/2013 1:00 AM. Note contracts and consequently the contract's amount typically span multiple fiscal years. View contract detail information using [FACTS Main](#) or [Advance Contract Searches](#).
2. Sort columns by clicking the column heading.
3. Print the listing by right clicking your mouse on the listing and clicking "Print".
4. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#)

4. Clicking “Contract Amount by Agency” will display the following:



Clicking the “See Contract Amounts for the Remaining Agencies” displays the following:



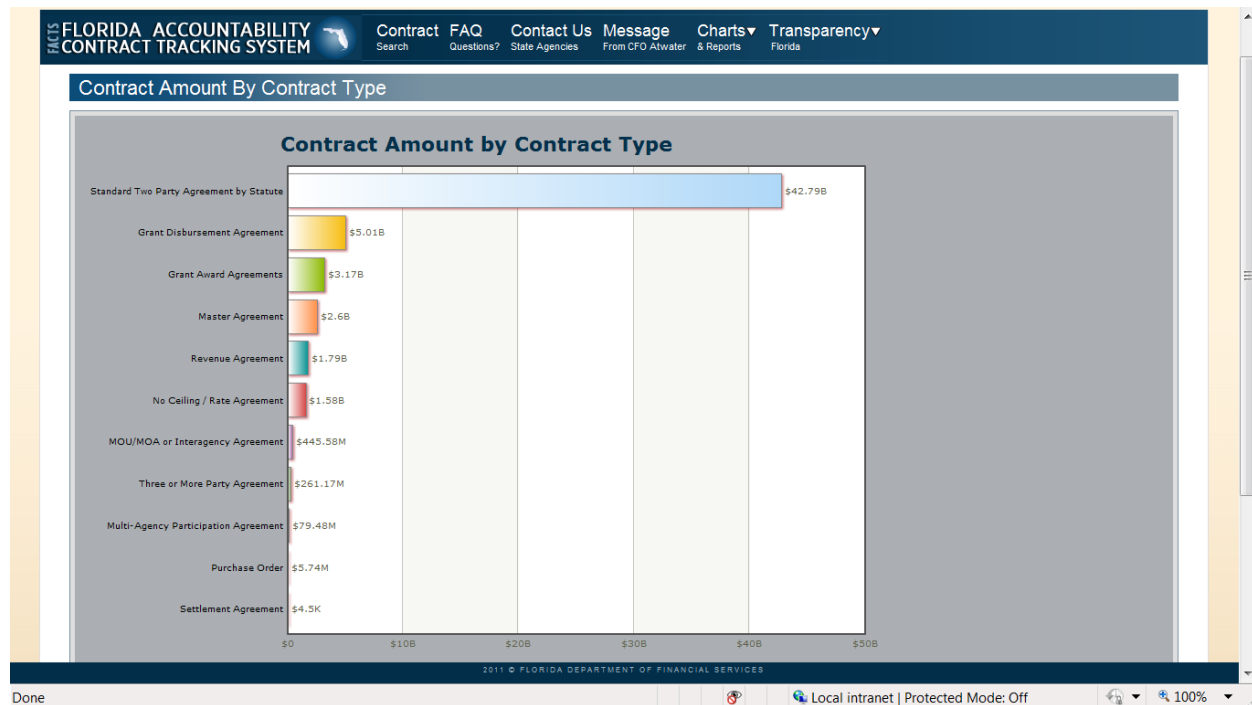
The following footnotes and hyper-links to other charts and reports are at the bottom of the page:

1. Chart includes active agency contracts as of 5/20/2013 1:00 AM. View contract detail information using [FACTS Main](#) or [Advance Contract Searches](#).

2. Print the chart by right clicking your mouse on the chart and clicking "Print Chart".
3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#)

5. Clicking "Contract Amount by Agency" will display the following:



The following footnotes and hyper-links to other charts and reports are at the bottom of the page:

1. Chart includes active agency contracts as of 5/20/2013 1:00 AM. Note contracts and consequently the contract's amount typically span multiple fiscal years. View contract detail information using [FACTS Main](#) or [Advance Contract Searches](#).
2. Print the chart by right clicking your mouse on the chart and clicking "Print Chart".
3. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.
4. Click [here](#) to see Contract Type definitions.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#)

Clicking “[here](#)” to see Contract Type definitions displays the following:

FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM

Contract FAQ Contact Us Message Charts Transparency
Search Questions? State Agencies From CFO Atwater & Reports Florida

Contract Type Definitions

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.

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MOU/MOA or Interagency Agreement
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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.

Purchase Order
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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.

Settlement Agreements
An obligation of the State or agency to expend state funds in order to discharge a debt due a person, entity or group of persons when the amount owed is in dispute. These agreements must have been approved by the CFO pursuant to Section 17.03, Florida Statutes.

Standard Two-Party Agreements by Statute
These are agreements where two parties agree on standard terms and conditions pursuant to applicable laws.

Three or More Party Agreement
This is an agreement where more than two parties agree on standard terms and services pursuant to applicable laws.

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The following footnotes and hyper-links to other charts and reports are at the bottom of the page:

1. Print the listing by right clicking your mouse on the listing and clicking “Print”.
2. Navigate to the next chart by using the chart dropdown or clicking one of the links at the bottom of the page.

[Number of Active Contracts by Agency](#) | [Number of Active Contracts by Contract Type](#) | [Contract Amount by Method of Procurement](#) | [Contract Amount by Agency](#) | [Contract Amount by Contract Type](#)

XXI. FAQ's

1. If I have a termination agreement for a contract and the final payment has not been made should I go ahead and close the contract?

A contract should stay active in FACTS until all applicable payments have been made. When a contract is closed in FACTS an update to the Contract Information File in FLAIR is sent to close the contract in FLAIR. Once this occurs, any payment made against the contract will be rejected.

2. I entered the FLAIR Contract ID incorrectly and have already published the contract can I go back into the contract and edit the number?

The FLAIR Contract ID field is a key field that cannot be changed two options are available when this occurs:

- a. Re-Enter the contract with the correct FLAIR Contract ID and request the incorrect one be deleted by the FACTS Team – keep in mind FLAIR Contract ID's cannot be reused for 10 years.
- b. Enter the contract with the correct contract id and then place the incorrect one in an inactive status. With this option the FLAIR Contract ID number cannot be used on a payment and the contract will not be viewable by the public, but keeps the FLAIR Contract ID number available for future use during the 10 year period. If you need to use the number all fields with the exception of the FLAIR Contract ID field can be edited to reflect the information in the new contract.

3. I entered a Contract Change (Amendment) in error how do I delete the Contract Change?

The Amendment Reference Number is a key field that cannot be deleted. If an Amendment has been added to a Contract in error the amount should be changed to reflect \$0.00 and the description field should be updated to indicate that the Amendment was entered in error.

4. What is Account Code Correlation and how does this affect payments I make against a contract?

All Account Codes entered on the Budget Screen in FACTS are provided to the FLAIR Contract Correlation file. When processing a payment in FLAIR the contract number must be associated with one of the account codes entered in order for the payment to pass the processing edits. If a contract payment is entered and the account code has not be passed to the FLAIR Contract Correlation file the payment will reject. Only the account codes are passed to the FLAIR Contract Correlation file not the budgetary amounts for the account codes.

5. I have contracts associated with Inactive vendors, what should I do?

Active contracts in FACTS should have only active vendor ids assigned to them since it is assumed that payments are still being made on them. You replace any inactive vendor ids on active contracts with active vendor ids (See VII Update Contract Details). If the contract is complete, it place it in "Closed/Expired" status. "Closed/Expired" status contracts will maintain the information displayed for both active or inactive vendor ids.

6. I have active contracts with past “Original End Date” or “New End Date”, what should I do?

Contracts must stay in active (“Active”, “Renewal” or “Extended”) status until the last contract payment processes through FLAIR. However, active contracts with “Original End Date” or “New End Date” several months in the past need investigation to determine if the contract’s status or end date need to be changed. Once the last payment is recorded in FACTS, the contract’s status should be changed to “Close/Expired”. If the contract has been renewed or extended a “Change Record”, establishing a new end date needs to be in FACTS.

7. How should I record a Cost Reimbursement contract’s contract amount and deliverable prices in FACTS?

A Cost Reimbursement contract’s budgeted amount should be entered as the “Original Contract Amount” since there is no reasonable way to determine the contract’s total cost until all the work associated with the contract has been completed. The contract’s Deliverables should be entered as described in the contract’s scope of work with zero “Deliverable Price” and “Price cannot be determined until the work has been completed” for “Method of Payment”. However, if the contract provides that the vendor is reimbursed based on fees or formulas established in the contract, i.e. \$100 per patient treated but not less than \$1,000 a month, then the “Deliverable Price is still zero but, the “Method of Payment” should be one of the following that best describes how the reimbursement is determined:

Cost Reimbursement	A cost-reimbursement contract is used when an accurate estimate of the final cost cannot be determined. Usually with a not to exceed maximum.
Cost Reimbursement Plus Fixed Fee(s), including Fixed Price Components	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a profit or fixed award for meeting or exceeding performance targets, including any cost savings.
Cost Reimbursement Plus Percentage of Cost	Contracts pay a fee that rises as the contractor's costs rise. Because this contract type provides no incentive for the contractor to control costs it is rarely utilized.
Cost Reimbursement Plus Incentive Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a flexible award for meeting or exceeding performance targets, including any cost savings.

Cost Reimbursement Plus Award Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a fixed award for meeting or exceeding performance targets, including any cost savings.
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In addition, the method of determining the reimbursement amount for the deliverable should be described in the “Performance Metric” field, which allows for 1,000 characters, i.e. \$100 per patient treated but not less than \$1,000 a month.

XXII. Appendix 1- FACTS Code Definitions

Contract Type Codes, Titles and Definitions		
Code	Title	Definition
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.
GD	Grant Disbursement Agreement	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.
IA	Memorandum of Agreement/Understanding or Interagency Agreement	This is a two party agreement where the terms may not be specified in law. These agreements are typically between governmental entities.
MA	Master Agreement	This is an agreement 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 work order).
MP	Multi-Agency Participation Agreement	This is an agreement 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.
NO	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 utilities agreements and task directed rate agreements.

Contract Type Codes, Titles and Definitions		
Code	Title	Definition
PO	Purchase Order	This is a document sent to the Vendor that the reporting entity uses to purchase services or commodities at a specific rate and/or terms. The Vendor acknowledges acceptance by delivering the services or commodities.
RA	Revenue Agreement	Revenue received for goods and services provided on behalf of governmental entities.
SC	Standard Two Party Agreement by Statute	This is an agreement where two parties agree on standard terms and conditions pursuant to applicable laws.
TP	Three or More Party Agreement	This is an agreement where more than two parties agree on standard terms and conditions pursuant to applicable laws.

Contract Status Codes, Titles and Definitions		
Code	Title	Definition
A	Active	An active agreement that has not reached its expiration date.
C	Closed or Expired	An agreement that has reached its expiration date.
D	Deleted	Removal of agreement data from public view due to data entry error.
E	Extended	Agreement expiration date extended pursuant to applicable Statute or Rule but not renewed.
R	Renewed	Agreement that have been renewed pursuant to applicable statute or rule.
T	Terminated	Agreement that has been ended prior to its stated completion /expiration date.

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, diagnosis, treatment, prevention, medical consultation or administration [s. 287.057 (3) (f) 5 a, 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

Method of Procurement Codes		
Code	Description	C- Competitive Procurement Code OR E – Exception / Exemption Code
20	Exempt, Division of Blind Services; Rehabilitation Council for the Blind purchase [s. 413.011, FS]	E
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 [s. 258.007(3), FS]	E
27	DEP Exempt, Preapproved Site Rehabilitation Program [s. 376.30711(2)(a), FS]	E
28	DEP Exempt, Preapproved Advanced Cleanup [s. 376.30713, FS]	E
29	DEP Exempt, Inland Protection Trust Fund Reimbursement-review Contracts [s. 376.3071(12)(j), FS]	E
30	DEP Exempt, Inland Protection Trust Fund Petroleum Cleanup Participation Program [s. 376.3071(13), FS]	E
31	DEP Exempt, Inland Protection Trust Fund Early Detection Incentive Program [s. 376.3071(9), FS]	E
32	DEP State Restoration Funding Assistance [s. 376.30711(7), FS]	C
33	No Cost Procurement	E
34	Revenue Generating Procurement	E
35	Leases having a term of less than 120 consecutive days [s. 255.249, FS]	E

Method of Procurement Codes		
Code	Description	C- Competitive Procurement Code OR E – Exception / Exemption Code
36	State Board of Administration, whether directly or incidentally related to the investment or debt transactions, are exempt from the provisions of chapter 287. [s. 215.44(7), FS]”	E
37	Leases less than 5,000 sq ft in a privately owned facility – may be obtained via quotes [s. 255.249, FS and Rule 60H-1.016, FAC]	C
38	Leases more than 5,000 sq ft in a privately owned facility – must be obtained through competitive procurement [s. 255.249, FS and Rule 60H-1.015, FAC]	C
39	Stay in Place/Replacement Lease – Fair Market Price Negotiations [s. 255.25(3)(3), FS]	C
40	Emergency Lease [s. 255.25(10), FS]	E
41	State-Owned Office Building Lease through the Department of Management Services [s.255,503, FS]	C
42	Leases with Federal Agencies and other State/Local Government entities	E
43	Request for Application Method of competitively awarding State/Federal Grants to for-profit organizations	C
44	Non-competitively awarded Grants to Governmental Entities, non-profits or for-profit organizations	E
45	DOT Exemption, Florida Seaport Transportation and Economic Development Funding [Section 311.07, F.S.]	E
46	DOT Exemption, Seaport freight - mobility planning; DOT may contract as provided in s. 334.044, with any port listed in s. 311.09(1) or any such statutorily authorized seaport entity [Section 311.14(2)F.S.]	E
47	DOT Exemption, Additional authorization for funding certain dredging projects [Section 311.22, F.S.]	E
48	DOT Exemption, Authority to fund Space Florida in development and improvement of aerospace facilities [Section 311.360, F.S.]	E
49	DOT Exemption, Funding grants for Aviation/Airport programs and projects [Section 332.007, F.S.]	E

Method of Procurement Codes		
Code	Description	C- Competitive Procurement Code OR E – Exception / Exemption Code
50	DOT Exemption, Authority to acquire property by exercise of eminent domain [Section 334.27, F.S.]	E
51	DOT Exemption, 511 Traveler Information System (for highway authorities and public transit districts only) [Section 334.60, F.S.]	E
52	DOT Exemption, Contracts with counties and municipalities to perform routine maintenance work on the State Highway System [Section 335.055, F.S.]	E
53	DOT Exemption, FDOT emergency purchases [Section 337.02, F.S.]	E
54	DOT Exemption, Authority to purchase surplus properties from the Federal Government [Section 337.03, F.S.]	E
55	DOT Exemption, Emergency repairs [Section 337.11(6)(a)-(c), F.S.]	E
56	DOT Exemption, Construction or maintenance of lighting on poles owned by electric utility [Section 337.11(15), F.S.]	E
57	DOT Exemption, Acquisition, lease and disposal of real and personal property for transportation purposes [Section 337.25(4) and (5)(a), F.S.]	E
58	DOT Exemption, Acquisition of property and property rights for limited access facility and service roads [Section 338.04, F.S.]	E
59	DOT Exemption, Placement of wireless facilities on turnpike property [Section 338.235(3), F.S.]	E
60	DOT Exemption, Florida Highway Beautification Council [Section 339.2405, F.S.]	E
62	DOT Exemption, Public Transit Services [Section 341.041, F.S.]	E
63	DOT Exemption, State-Funded Infrastructure Bank Loans and Credit Enhancements for Constructing and Improving Highway Transportation Facilities [Section 339.55, F.S.]	E
64	DOT Exemption, Intermodal Development Program [Section 341.053, F.S.]	E
65	DOT Exemption, Rail program [Section 341.302, F.S.]	E

Method of Procurement Codes		
Code	Description	C- Competitive Procurement Code OR E – Exception / Exemption Code
66	DOT Exemption, Rail Funding [Section 341.303, F.S.]	E
67	DOT Exemption, Acquisition of lands in the Big Cypress National Preserve [Section 380.055, F.S.]	E
68	DOT Exemption, JPAs/LAP: Aid and contributions by governmental entities for FDOT projects; federal aid [Section 339.12, F.S.]	E
69	DOT Exemption, Small County Road Assistance Program [Section 339.2816, F.S.]	E
70	DOT Exemption, County Incentive Grant Program [Section 339.2817, F.S.]	E
71	DOT Exemption, Small County Outreach Program [Section 339.2818, F.S.]	E
72	DOT Exemption, Transportation Regional Incentive Program [Section 339.2819, F.S.]	E
73	DOT Exemption, Ridesharing promotion programs [Section 341.041(11), F.S.]	E
74	DOT Exemption, Federal-aid grants for public transit and intercity bus service programs and projects [Section 341.051, F.S.]	E
75	DOT Exemption, Public Transit Block Grant Program [Section 341.052, F.S.]	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

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 [ch. 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 [ch. 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(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

Method of Procurement Codes		
Code	Description	C- Competitive Procurement Code OR E – Exception / Exemption Code
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
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

Recipient Type Codes	
Code	Description
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 UNIVERSITY)
G	STATE UNIVERSITIES
H	NON SUBRECIPIENT (FEDERAL ASSISTANCE ONLY)
I	SUBRECIPIENTS (FEDERAL ASSISTANCE ONLY)
J	FEDERAL AGENCY

Method of Payment Codes		
Codes	Descriptions	Definitions
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.
3	Advanced – 100% Advance	State funds advanced to vendor based on estimated cost with a reconciliation of cost at the conclusion of the contract.
4	Advanced - Fixed Price Unit Cost	State funds advanced based on estimated unit of service cost (i.e. Unit Bid Cost) with a periodic reconciliation of units provided before the conclusion of the contract.

Method of Payment Codes		
Codes	Descriptions	Definitions
5	Advanced with Fixed Fee Schedule	State funds advanced based on estimated service cost (i.e. hourly rates) with a periodic reconciliation of hourly services provided before the conclusion of the contract.
6	Advanced with Cost Reimbursement	State funds advanced based on estimated cost to be incurred (i.e. building rent, hourly wages, etc.) with a periodic reconciliation of incurred cost before the conclusion of the contract.
7	Cost Reimbursement	A cost-reimbursement contract is used when an accurate estimate of the final cost cannot be determined. Usually with a not to exceed maximum.
8	Cost Reimbursement Plus Fixed Fee(s), including Fixed Price Components	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but 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	Contracts pay a fee that rises as the contractor's costs rise. Because 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 and an accurate estimate of the final cost cannot be determined but assures the vendor a flexible award for meeting or exceeding performance targets, including any cost savings.

Method of Payment Codes		
Codes	Descriptions	Definitions
11	Cost Reimbursement Plus Award Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but 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.

Non-Price Justifications		
Code	Acceptable Explanation Text	Example
1	Price cannot be determined until the work has been completed	Interstate Agreements for work with other states where a price cannot be determined until the work has been completed. Rate is based on a formula specified in the contract.
2	Revenue Generating Agreement	Vendor for services, but the services are paid for by the public with a percentage of the fee comes to the agency.
3	Rate Agreement	Utilities agreements or task /order directed services at an agreed to rate per hour or service without a ceiling for the total cost.
4	Contract Wide Consequences	Deliverable is a contract wide consequences without a deliverable price.
5	Agreement without a financial exchange or impact.	Data exchange agreements and other memorandums of understanding or agreements without financial exchanges or impact.