



ALTERNATE CONTRACT SOURCE INSTRUCTION DOCUMENT


How to use this Alternate Contract Source.

These instructions supersede all previous Alternate Contract Source (ACS) Memoranda for the federal General Service Administration, Multiple Award Schedule 70 Cooperative Procurement Program (GSA). The Department of Management Services (Department), pursuant to ACS No. 25-GSA, authorizes Agencies and Eligible Users (Buyer) as defined by Rule 60A-1.001(1), Florida Administrative Code to procure information technology equipment, software and services using the GSA Schedule 70 Cooperative Purchasing Program. All Florida statutory, regulatory and Department general contract conditions apply to ACS procurements.

What can be purchased from GSA Schedule 70 ACS? Any information technology equipment, software, services and related commodities or services available from GSA cooperative program vendors, which are not available from a Florida state term contract. A database of state term contracts is at www.dms.myflorida.com/contract_search.

Procurement from the GSA Schedule 70 ACS.

The following information is provided as ordering instructions under GSA Schedule 70 ACS. Buyers must comply with the Federal Acquisition Regulation (FAR) Part 8.405, Ordering, Procedures for Federal Supply Schedules as modified by this document, using the following guidelines:

- Buyers will only utilize Cooperative Purchasing registered GSA Schedule 70 vendors designated by the icon  on the [GSA Advantage!](#)® and [GSA eLibrary](#) Websites.
- Procurements at or below \$2,500, the Buyer must obtain at least one quote from a GSA Schedule 70 vendor and purchase directly from the vendor.
- Procurements above \$2,500 and below \$150,000, the Buyer must provide a Request for Quote (RFQ) to at least three GSA Schedule 70 vendors. GSA Schedule 70 vendors without the cooperative purchasing designation may be counted for purposes of this requirement provided vendor responds with a quote. The Buyer should ultimately select the Cooperative Purchasing vendor that offers the best value.
- Procurements at \$150,000 to \$10 million, the Buyer must provide an RFQ to more than three (four or more) GSA Schedule 70 vendors. GSA Schedule 70 vendors without the cooperative purchasing designation may be counted for purposes of this requirement, provided vendor responds with a quote. The Buyer should ultimately select the Cooperative Purchasing vendor that offers the best value.
- Procurements over \$10 million, Agencies shall not use the GSA Schedule 70 ACS, and shall instead use one of the traditional procurement methods outlined in section [287.057](#), Florida Statutes.

In addition, the following procedures apply:

- **Supplies (Commodities):** Purchases of commodities that are listed on GSA Schedule 70 contracts at a fixed price must include a complete description of the commodity being purchased, delivery terms, warranty considerations, maintenance availability, and trade-in considerations.
- **Services:** Purchases of services that are listed on GSA Schedule 70 contracts require a Statements of Work that must include a description of the services to be performed; location of work; period of performance; deliverable schedule; applicable performance standards; and any special requirements (e.g. Security clearances, travel, special knowledge). To the maximum extent practicable, Agency requirements shall be performance-based statements.

- RFQ's may be posted to GSA's electronic quote system called eBuy. Government buyers may use eBuy to obtain quotes or proposals for services, large quantity purchases, big ticket items, and purchases with complex requirements.
- For purchase orders placed through MyFloridaMarketPlace, Buyers must process the order as non-catalog.
- The State issued Purchasing credit card (Pcard) may be used.
- Buyer is encouraged to request lower/better pricing from GSA Schedule 70 vendors, but are reminded that vendors are not required to comply with the request. (GSA Schedule 70 vendors are not required to pass on to all Buyers a price reduction extended only to an individual or specific ordering activity.)

When required number of quotes are not available from GSA Schedule 70 vendors.

When fewer than three quotes can be obtained from GSA Schedule 70 vendors that can fulfill the procurement requirement, Buyer must prepare a written justification explaining that no additional GSA vendors capable of fulfilling the requirement could be identified despite reasonable efforts to do so. The determination must clearly explain efforts made to obtain quotes from at least three GSA Schedule 70 vendors and this justification must be attached to the purchase order.

Determining Best Value for RFQ.

The Buyer must ensure that all quotes received are fairly considered and award is made in accordance with the RFQ and Chapter 287, Florida Statutes. In addition, when determining best value, the Buyer should consider, among other factors, the following:

- Price
- Past performance.
- Special features of the supply or service required for effective program performance.
- Probable life of the item selected as compared with that of a comparable item.
- Warranty considerations.
- Maintenance availability.
- Environmental and energy efficiency considerations.
- Delivery terms.
- Trade-in considerations.

Utilizing a local dealer of a GSA Schedule 70 vendor.

GSA Schedule 70 vendors may list their participating dealers that are allowed to provide commodities or services on their behalf pursuant to the GSA contract – this listing may include local dealers. If a local dealer for the vendor is not listed on GSA Schedule, 70 Buyer should verify with the GSA Schedule 70 vendor that the local dealer is authorized.