
The Department of Management Services (DMS) recommends the following best practices for processing Client Agency Agreements (CAA) and any subsequent contracts entered into on behalf of the Client Agency. Processing in this manner ensures transparency, consistency and timely payment to vendors.

How To:

Encumber the CAA between DMS and the Client Agency

The Client Agency shall:

1. Encumber the CAA for the amount of the DMS fee ONLY. This amount can be found on the last page of the CAA.
2. Enter the Client Agency Agreement into FACTS using the following format for the Agency Contract ID: CAA-Agency Abbreviation-DMS-assigned Project Number (Example: CAA-FDLE-16005000).

Make Payment for CAA between DMS and the Client Agency (DMS fee)

1. DMS will email an invoice with a copy of the fully executed CAA to the Client Agency's point of contact.
2. The Client Agency shall follow its agency's standard processes for invoice payment.

If the CAA is amended to add additional scope of work/funding, a separate invoice will be provided at that time.

Request Budget Releases for Subsequent Design and Construction Contracts between DMS and the Vendor

- The Client Agency is responsible for ensuring adequate budget releases to fund all subsequent contracts between DMS and the vendor(s).
- DMS will provide the Client Agency with the approved proposal from the vendor upon receipt.
- The Client Agency shall:
 1. Request a budget amendment, following its agency's standard procedures, to release the full amount of the proposal. This will ensure released funds are available for prompt payment of invoices when received.

2. Notify DMS via email when the budget has been released and provide a copy of the DFS State Accounts screenshot showing the budget release.

Encumber Subsequent Design Contract(s) between DMS and the Vendor

- Upon receipt of the fully executed Design Contract (or Activation) from DMS, the Client Agency shall:
 1. Issue a purchase order for the full amount of the Design Contract (or Activation).
 2. In MFMP, select the following:
 - a. Commodity Code: 81101508 Architectural Engineering.
 - b. Method of Procurement: Q – Consultant’s Competitive Negotiation Act per 287.055 or H1 – Agency Invitation to Bid for Public Property and Publicly Owned Buildings per 255.0525.
 - c. Price: enter the full amount of the Contract/Activation.
 - d. Enter the remaining fields based on the Client Agency’s funding information.
 - e. Transaction Fee Exempt? This transaction is exempt from the MFMP fee, per Rule 60A-1.032, Florida Administrative Code. ***This statement must be indicated on purchase orders issued by the Client Agency.**

Encumber Subsequent Construction Contract(s) between DMS and the Vendor

- **Preconstruction Contract (or Activation)**

Upon receipt of the fully executed Pre-Construction Contract (or Activation), the Client Agency shall:

1. Issue a separate purchase order for the full amount of the Pre-Construction Contract (or Activation).
2. In MFMP, select the following:
 - a. Commodity Code: 81101513 Building Construction Management Services.
 - b. Method of Procurement: Q – Consultant’s Competitive Negotiation Act per 287.055 or H1 – Agency Invitation to Bid for Public Property and Publicly Owned Buildings per 255.0525.
 - c. Price: enter the full amount of the Pre-Construction Contract/Activation.
 - d. Enter the remaining fields based on the Client Agency’s funding information.

- e. Transaction Fee Exempt? This transaction is exempt from the MFMP fee, per Rule 60A-1.032, Florida Administrative Code. ***This statement must be indicated on purchase orders issued by the Client Agency.**

- o **Construction Contract (or Activation/GMP)**

In most cases, the preconstruction cost will be incorporated into the Construction Contract (or Activation/GMP).

The Client Agency shall:

1. Access purchase order for Preconstruction Contract in MFMP.
2. Amend to incorporate the Construction Contract (or Activation/GMP).

Processing Invoices for Subsequent Design and Construction Contracts (or Activations)

1. The DMS Project Manager will receive and review the invoice and supporting documentation.
2. DMS will prepare the invoice package containing:
 - a. Cover letter.
 - b. Signed invoice.
 - c. Supporting documentation.
 - d. Signed Summary of Contractual Services.
3. DMS will email the signed invoice package to the Client Agency's point of contact.
4. The Client Agency shall review and process the invoice for payment according to the Client Agency's standard processes.

In accordance with section 215.422, Florida Statutes, invoices must be processed within 20 days of receipt of the correct invoice by DMS.

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