



How to Use This Contract

Information Technology Staff Augmentation Services (80101507-SA-15-01)

Contractor information, pricing, and contract documents are located on the contract webpage at https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contracts/information_technology_staff_augmentation_services.

State Agencies

- The State of Florida’s online procurement system, MyFloridaMarketPlace (MFMP), is the preferred method for placing orders and making payments for this contract:
 - Create an electronic quote (eQuote) in [MFMP Sourcing](#); for additional information, visit https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/electronic_quotes_equotes. **For your convenience, the Division of State Purchasing has developed an eQuote template specifically for this contract; when creating an eQuote for this contract:**
 - Select the contract number shown above in the ‘Contract Number’ field.
 - In addition to the vendors selected by the agency customer to participate in the eQuote, five randomly-selected vendors will be added; the agency customer must confirm that all vendors (whether manually or automatically added to the participant list) are contracted for the specific job number requested.
 - The specific format of the RFQ is left to the discretion of the agency; the template provides a standard format with fields for job number selection, vendor certification, scope of work attachments, and contact information.
 - A completed **Resume Self-Certification Form** must be submitted with each vendor’s response; the form is available on the contract webpage.
 - Create a requisition/purchase order in [MFMP Buyer](#); for additional information, visit https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/requisitions_purchase_orders.
 - **CATALOG TYPE:** None - Create a requisition and click the ‘Create Non-Catalog Item’ button. In the ‘Supplier’ field, use the appropriate contractor’s FEIN, as provided on the contract webpage; in the ‘State Contract ID’ field, select the contract number shown above from the drop-down menu.
 - **COMMODITY CODE:** 80101507, 80111608, 80111609, 80111610
 - **METHOD OF PROCUREMENT:** B - State term contract with RFQ

- Attach a completed **Contractor Selection Justification Form** for each candidate included in the requisition/purchase order; the form is available on the contract webpage.
- Please use the appropriate contractor's FEIN, as provided on the contract webpage, when making payments in the Florida Accounting Information Resource (FLAIR); also, please use the appropriate contractor's FEIN when recording purchasing card (PCard) payments in FLAIR.

Eligible Users

- Eligible users, as defined by [Rule 60A-1.001, Florida Administrative Code](#), may contact the contractor(s) directly to place an order using this contract; contractor contact information is accessible from the contract webpage.

Frequently Asked Questions

- Can I purchase from a vendor outside of this contract if they offer better pricing?
 - In accordance with section 287.056, Florida Statutes, state agencies are required to purchase commodities and contractual services from state term contracts procured by the Department of Management Services.
- What should I do if I have an issue with the contractor?
 - If you are unable to resolve an issue with a contractor, you may contact the contract manager listed on the contract webpages to explore additional options. These options include: complete a vendor performance survey online to document the issue, work with the contract manager to elevate the issue with the contractor representatives, or submit a vendor complaint that requires a formal response from the contractor.

Additional Information

- This contract is for hourly information technology staff augmentation services (i.e. non-project-oriented information technology personnel resources); this contract is **not** for information technology project services, fixed-price agreements, or any services requiring authorization for payment of milestone tasks. Information technology project services may be obtained using the alternate contract source for [Information Technology Equipment, Software, and Services \(252-GSA Schedule 70\)](#) or procured by state agencies following proper procurement methods.

Contact Information

- If you have any questions or require assistance specific to this contract (e.g. pricing, contract requirements, etc.), please contact the contract manager listed on the contract webpage.
- If you have any questions or require assistance specific to MFMP (e.g. system access, purchase orders, catalogs, etc.), please visit the Division of State Purchasing's MFMP webpage located at https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace.