How to Use This Contract

**Boat Motors and Related Components (26101502-19-ACS)**


**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:
  - Please contact the contractor(s) directly to request a quote; contractor contact information is accessible from the contract webpage.
  - **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**: Select the most appropriate eight-digit commodity code under 26101500 or 26101700; the current list of commodity codes activated in MFMP is located at [https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes).
  - **METHOD OF PROCUREMENT**: C - Alternate contract source
- 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](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes), 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?
  - State agencies are encouraged to use alternate contract sources for the added savings and convenience that may be realized; however, agencies are not required to purchase commodities and contractual services from alternate contract sources. If an alternate contract source is not utilized, agencies must follow proper procurement methods.

- 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.

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.