

Emergency Purchasing in MyFloridaMarketPlace (MFMP)

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Emergency Purchasing in MFMP

Purpose

This job aid provides guidance about emergency purchasing in MFMP. Agency customers may use this job aid for instructions on how to associate a requisition with a designated emergency and generate MFMP reports to gain insight into emergency-related spend.

Emergency Purchasing Reminders

In Preparation for an Emergency

Review your agency’s emergency purchasing policy, Office of the Governor Executive Order, applicable Florida Statutes, and Florida Administrative Code (F.A.C.) Rules. Then, confirm the vendor your agency intends to work with is registered in MFMP and the [Florida Emergency Supplier Network \(FESN\)](#).

During an Emergency

Listed below are reminders and tips to expedite purchasing in MFMP during an emergency:

- Reduce approval flows by asking agency customers with a spend authority higher than the order total to submit requisitions. Leverage the “Management Level” field on the Users_and_Groups_MFMP Report in [Secure Reports](#) to identify agency customers with the highest spend authority. The higher the Management Level, the higher the agency customer’s spend authority. See the [System Administrator Manual](#) for more details.
- Exempt the transaction fee (reason code 5A or 5B); see [Rule 60-A 1.031, F.A.C.](#)
- Check the PCard box on the requisition and call the vendor to provide your PCard number.
- Submit [PUR 7800 Notice of Emergency Purchase](#) for agency-declared emergencies; see [Rule 60-A-1.045, F.A.C.](#)

MFMP Purchasing Options

Identify the most appropriate MFMP purchasing option by using the table below:

Purchase Option	Best Used When
Encumbered Purchase Order	FLAIR is available, and the vendor’s status is “Verified” with DFS.
P-Card Order	MFMP is unavailable, or the vendor requires expedited payment, and a P-Card order is permissible under your agency’s policies.
Unencumbered Purchase Order	FLAIR is unavailable, or the vendor’s status is “Not Verified” with DFS.

Methods of Procurement

The method of procurement (MOP) indicates the statutory authority used to make a purchase. Emergency MOPs are often used for purchases related to upcoming or recent natural disasters. The following MOPs are commonly used when purchasing during an emergency:

- O- Emergency per rule 60A-1.046 and 287.057(3)(a);
- O1- Emergency [s 255.0525(1), F.S.]; and
- O2- Emergency per Executive Order [s 252.36(2), F.S.].

Associating an Emergency with a Requisition

When an emergency MOP is selected for a requisition, the “Mission Number” and “Event Name” fields become visible and allow for free-text input.

Follow the steps below to associate a requisition to an emergency:

Step	Action	Notes
1	Create the requisition up to the point of choosing the MOP	See the MFMP Buyer Manual for detailed instructions on creating a requisition.
2	Select one of the MOPs listed above based on the type of purchase being made	Choosing an MOP associated with emergency purchases will enable agency customers to input information into “Mission Number” and/or “Event Name” fields; however, these fields are not required.
3	Enter the “Event Name”	The event name is the statewide issued name for the emergency, such as the storm name. This field accepts up to 100 alphanumeric characters, dashes, and pound signs, e.g., HurricaneAndrea
4	Enter the “Mission Number”	The mission number is a statewide issued number. This field accepts up to 100 alphanumeric characters, dashes, and pound signs, e.g., FL-123456.
5	Submit and approve the requisition, following state and agency-specific emergency purchasing rules	

Reporting on Emergency Spend in MFMP

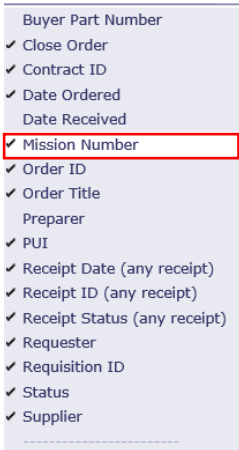
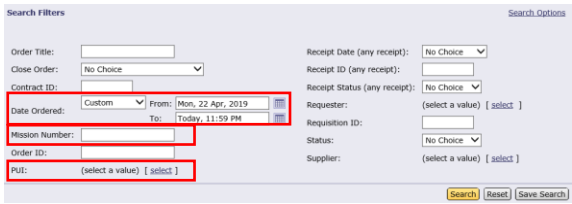
Secure Reports

A report is available on the [Secure Reports Site](#), adding visibility into emergency-related spending for the current fiscal year. The report details are as follows:

- Report Name - **Emergency Purchase Order Data - Current Fiscal Year**
- Update Frequency - Daily
- Report Fields include the following:
 - Agency
 - Purchase Order Number
 - Event Name
 - Price
 - Amount
 - Requester
 - PUI
 - Method of Procurement
 - Mission Number
 - Quantity
 - Commodity Code
 - Ordered Date

System Searches

Follow the steps below to identify requisitions and purchase orders associated with a specific mission number:

Step	Action	Notes
1	Log in to Buyer	
2	Select "Requisition" or "Purchase Order" from the search dropdown menu	The search dropdown menu is located on the blue bar at the top of the screen.
3	Click "Search Options" and click "Mission Number" to add this to your search filters 	If "Mission Number" is already included in your search filters, skip this step.
4	Enter search criteria in the search filters screen 	MFMP recommends entering criteria in three search filters such as Date Ordered, Mission Number, and PUI.
5	Click the yellow "Search" button	Saved searches are accessible from the "My Saved Searches" section on the left side of the screen when you choose the same search type in step three.
6	View individual results by clicking the linked PR number	

Resources

Utilize the following resources for additional help with emergency purchasing:

For MFMP system-related questions

MFMP Customer Service Desk*

866-352-3776

Monday – Friday from 8:00 a.m. – 6:00 p.m., ET

*May be unavailable during declared emergencies.

For questions related to emergency purchasing and FESN

Department of Emergency Management

850-815-4000

For help with emergency payment processing

DFS FLAIR Help Desk

850-413-3190

Monday – Friday from 7:30 a.m. – 5:30 p.m., ET

For questions during an emergency

Emergency Operations Center

800-342-3557

For a list of suppliers that ensure their goods and services are available during an emergency

FESN

<https://fesn.dms.myflorida.com/>