



# How to Use This Contract

## Dental Supplies (42150000-20-MMCAP-ACS)

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/alternate\\_contract\\_source/dental\\_supplies](https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/alternate_contract_source/dental_supplies).

## MMCAP Infuse Membership

- Each state agency or eligible user facility must be a member of the **Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) Infuse** group purchasing organization (GPO) to be eligible to purchase from this alternate contract source. If your facility is not already an MMCAP Infuse member (participating through a pharmacy contract), please submit a completed [MMCAP Infuse Membership Application and Facility Agreement](#) to the contract manager listed on the contract webpage.

## State Agencies

- **For customers placing their first order with a contractor they have not previously utilized:** Prior to placing a first-time order with a contractor, please contact the contractor directly so they can ensure your new account is properly set up to receive the discounted contract pricing and to avoid any potential delays in processing; the contractor may request additional documentation for first-time account set up. Contractor contact information is accessible from the contract webpage.
- The State of Florida's online procurement system, MyFloridaMarketPlace (MFMP), is the preferred method for placing orders and making payments for this contract:
  - 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](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/requisitions_purchase_orders).
  - **CATALOG TYPE:** Punchout - Create a requisition and search by contractor, contract name, or contract number; click on the appropriate link in the 'Supplier Punchout Catalog Resources' section. Locate and select the item(s) on the contractor's website, then checkout; the item(s) will be added to the requisition.

- **COMMODITY CODE:** Select the most appropriate eight-digit commodity code under 42150000; 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

- **For customers placing their first order with a contractor they have not previously utilized:** Prior to placing a first-time order with a contractor, please contact the contractor directly so they can ensure your new account is properly set up to receive the discounted contract pricing and to avoid any potential delays in processing; the contractor may request additional documentation for first-time account set up. Contractor contact information is accessible from the contract webpage.
- 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?
  - 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](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace).