A GUIDE TO DOING BUSINESS WITH THE
STATE OF FLORIDA, DEPARTMENT OF HEALTH

Mission: Promote, protect and improve the health of all people in Florida.

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State Surgeon General
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Doing Business with the Department of Health

The Department of Health has created this guide to doing business with the Department. We sincerely hope that you will find it informative and beneficial to the success of doing business with the State of Florida. Thank you for your interest in the Department of Health’s contracting opportunities.

Section I: Where to begin?

As an established business, it is important to identify those program areas which may be in need of the services and/or products that you provide. The Department of Health’s programs and initiatives are located on www.doh.state.fl.us

Other state agencies may be accessed by going to www.myflorida.com. Once there, surfers can click on the “Find an Agency” tab at the top of the screen to obtain a menu of agencies accessible from this website. Information regarding agency programs, office locations and contacts are readily available by selecting an agency for review.

The Department of Management Services issues and manages state term contracts for commodities & services, of different types. Use of State Term Contracts is mandatory for state agencies, in accordance with s. 287.056 Florida Statutes. Exceptions to mandatory usage are set forth in Rule 60A-1.044, Florida Administrative Code. Other eligible users of State Term Contracts include those local government entities identified in Rule 60A-1.005, FAC.

Section II: Registrations and Certifications

There are several required or recommended registrations that a company must comply with to do business with the State of Florida. They include, but are not limited to:

MyFloridaMarketPlace: The State of Florida implemented this on-line procurement system called “MyFloridaMarketPlace”. State agencies are required to purchase commodities and services from only those vendors registered in this system. With this in mind, the first step is registering with the MyFloridaMarketPlace Vendor Registration System

Before attempting to register with MyFloridaMarketPlace on-line, take a few moments to pursue the commodity code catalog to locate at least one DMS Class and Group number on the SPURSVIEW system (See Section IV for instructions). In order to establish your organization in the registration system, at least one DMS Class and Group number will be required. Note: You are encouraged to register for more than one class and group that may pertain to the services/products you can provide.

Make sure you have the following information at hand to assist you in your registration efforts.
• If you were previously registered with the State of Florida as a vendor (in the State Purchasing System called SPURS), you will need to know your state-issued sequence number and PIN to complete the registration process. If you do not have your sequence number and PIN, or if you do not remember your Username and Password, please send an e-mail to VendorHelp@myfloridamarketplace.com or call 866-FLA-EPRO (866-352-3776) to request this information.

• Company name and e-mail address

• Business Designation – Corporation, Limited Liability Company, Sole Proprietorship, Professional Association, etc.

• Tax ID type and number – Federal Employer Identification Number (FEID) or Social Security Number (SSN)

• Tax filing information – Including the business name on your 1099 tax form (if applicable). Note: Vendors are also required to file a W-9 with the Department of Financial Services. See this link: http://www.myfloridacfo.com/aadir/SubstituteFormW9.htm

• Location information:
  ❖ A business name for each company location (if different from company name)
  ❖ A complete address for each location (including details for sending purchase orders, payments, and bills to each location)
  ❖ A contact person for each of your locations

• DMS Class and Group Numbers that describe the products and/or services your company provides. Lists of commodity and contractual service categories can be found at the following web site: http://www.myflorida.com/apps/spurs/SPURS.commodity_search.criteria. Failure to provide at least one DMS Class and Group Number will result in your company not receiving request for online bids or quotes.

• Your Certified Minority Business Enterprises (CMBE) information, if applicable.

If you need assistance with the registration process, please contact the Vendor Help Desk at 1-866-352-3776 or by e-mailing VendorHelp@myfloridamarketplace.com.

PLEASE READ THE INFORMATION CAREFULLY. Part of the Vendor Registration activity includes a section on terms and conditions in which a vendor accepts an agreement to pay a 1% transaction fee on all agency purchases. This fee does not apply to contracts exempted by Rule 60A-1.032 (See http://www.flrules.org/). During registration vendors will be asked if they want to participate in E-Quote or Sourcing. Selecting one or both of these options will automatically “register” the vendor to receive email notifications for potential quote or bid opportunities. Vendors will receive emails advising of an E-Quote event within MyFlorida Marketplace or a Competitive Solicitation has been advertised on the Vendor Bid System. Vendors may also monitor the Vendor Bid System with the following link: http://vbs.dms.state.fl.us/vbs/main_menu

Department of Financial Services: (not a required registration)
Direct Deposit is a method of receiving payments. There can be only one financial institution's account information on file for one federal tax identification number (SSN or FEIN). Payments cannot be sent to two or more financial institutions. To find out more about Direct Deposits, go to the Department of Financial Services website.
The State of Florida’s Purchasing Card Program allows vendors to accept payments via the Purchasing Card. If merchants currently accept VISA credit cards, they are equipped to accept the purchasing card. Some benefits of accepting the purchasing card include, but are not limited to:

- Expediting the payment process;
- Reduction of paperwork;
- Lowering the risk of non-payment

For more information about the Purchasing Card Program, go to the Department of Financial Services.

Department of State:

Organizations are required to register with the Florida Department of State. Examples include:

- Corporations (For Profit and Non-Profit) Note: Out-of-state corporations transacting business in the State of Florida must also register with the Secretary of State.]
- Limited Liability Companies
- Limited Partnerships
- Organizations operating under a fictitious name [Exception: Companies which contain the name of the individual (sole proprietor) in the fictitious name.]

To verify registration information with the Department of State, go to www.sunbiz.org and select the “Search Our Records” link. A search can be initiated based on the organization type to verify that an active registration exists or company name, company FEID, owner name, fictitious name, etc. If a search does not reveal any data for your organization, try to use other search options available to rule out system failures.

Other valuable information for starting a business can also be obtained at the www.sunbiz.org address.

Department of Business & Professional Regulation:

If you are interested in utilizing the services of an individual or organization that must be licensed by the Florida Department of Business and Professional Regulation, confirmation of the current license status may be important. To obtain access to this information, the following steps should be followed:

- Go the Department of Business & Professional Regulations website (http://www.myflorida.com/dbpr/)
- Click on “Verify A License”
Note: Other search options can be utilized.

Based on completion of some of the “Name Information” and “Additional Search Criteria” above, a search was initiated. This search returned the following information:
Office of Supplier Diversity

All vendors participating in State of Florida procurement opportunities will find useful information available from the Office of Supplier Diversity. Information provided can be used to identify business development resources.

Small & Minority Business State Certification

This certification is not required to do business with the State of Florida. But, if your organization meets the definition for a small and minority business as described in Section 288.703, Florida Statutes, application for certification by the Office of Supplier Diversity may be desired. To obtain information regarding the certification process, go to:

http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/mbce_certificate

Note: Vendors registering in the MyFloridaMarketPlace (MFMP) System may initiate the certification process at the time of registering. Documentation required to complete the application process must be submitted to the Office of Supplier Diversity within the timelines established in MFMP for the application process to be completed.

A frequently asked question regarding certification:

*If my organization meets the definition of a minority business enterprise, but does not meet the employee limitations, financial limitations, or the in-state requirements of Section 288.703, Florida Statutes, is there any way to obtain a minority business designation by the State of Florida?*
Yes, when registering as a vendor with the Department of Management Services, an organization may identify its business category. An organization should select the designation which best represents its makeup. If a vendor registers as a minority vendor, the vendor code designating its business type will provide State agencies with the information needed to identify the company as a minority business enterprise. [Note: Organizations receiving $100,000 or more in business from State agencies over the course of a State Fiscal Year (July 1 – June 30) are subject to audit by the Office of Supplier Diversity to verify that the registration information provided adequately represented the organization.] Vendors that obtain certification from the Office of Supplier Diversity will have their business designation appearing in the Vendor Registration System changed by the Office of Supplier Diversity to reflect the certification.

SECTION III: Insurance

The Department of Health may require insurance of different types, as follows. Specific coverage amounts are established on a project-by-project basis.

- General Liability (per occurrence/annual aggregate)
- Comprehensive Automobile Insurance (combined single limit basis)
- Workers’ Compensation Insurance (statutory limits must be met)

In addition to the insurance identified above, the Department may require the submission of bonds for the following:

- Performance Bonds
- Payment Bonds

SECTION IV: Resources

90 Day Spending Plans
Projected expenditures that may not exceed $35,000, are identified by the quarterly 90 Day Spending Plans located on the Office of Supplier Diversity Website. Below is a screen shot of the web page that will appear, this is a list of all agency 90 Day Spending Plans.
The screen shot below is the Department of Health’s 90 Day Spending Plan information for the 4th quarter of fiscal year 2010/2011. The information provided is what the agency anticipates to spend in the upcoming quarter.
The **SPURSVIEW** (Statewide Purchasing Subsystem View) system enables vendors to view Class & Group codes (aka commodity codes), competitors and other searches that may be beneficial in doing business with the State of Florida.

To search for a Commodity Code in SPURSVIEW, go to the main page of the **SPURSVIEW** website.

On the next page, Insert key words (ex: “pest control”) into the appropriate block and click on the button entitled “Execute Search”:

Choose the “Search for Commodities or Contractual Services”
The next screen shows the commodity code and description of your search for “pest control”. By clicking on the Class-Group the system will provide you with a further breakdown of commodity codes available. A Commodity number can also be obtained by contacting the Department of Management Services at (850) 488-8440.

How to locate your competitor(s):
Knowing your competition is critical in today’s business environment. By clicking on the Description in the page above, you’ll access a vendor list of all vendors that can provide the commodities/services based on the Class-Group. (i.e. Pest control).
The information (vendor list) retrieved will appear in alphabetical order by the vendor name, regardless of the city the business is located in. Also notice that the far right column of data, labeled “Source”, will indicate whether the vendor has registered in MyFloridaMarketPlace (MFMP).

By clicking on the vendor name, you can easily obtain additional information for that particular vendor such as the company’s address and contact person’s name/telephone number.
Also, included on the page above is all the other commodity codes that this company has registered for. This information may be helpful with providing you with an idea of what commodity codes you’d be interested in signing up for in MFMP.

Note: SPURSVIEW also enables companies or organizations to locate potential business partners for joint venture arrangements or for subcontractor opportunities

Purchase Order History:
Purchase order history information can be obtained by agency using a variety of parameters with SPURSVIEW.
A list of purchase orders issued will be generated. Click on the PO# to view the purchase order details.

SECTION V: Staying Informed

It is very important for vendors to stay informed of any potential projects. The State of Florida’s Vendor Bid System is where all state agency competitive procurements and decisions in excess of $35,000 are advertised or posted. As a vendor interested in providing commodities/services for large state purchases (valued in excess of $35,000), periodic review of the information available on this site is recommended. To view advertisements:

- Go to the Vendor Bid System and click on Search Advertisements. See screenshot below. Note: Vendors that have selected “yes to sourcing” in MyFlorida Marketplace should receive electronic notification emails from the Vendor Bid System when a solicitation is advertised using matching commodity codes.
Click on the Agency drop-down box and choose an agency name for advertisements specific to that agency. However, a complete list of all advertisements will be generated if you leave the search parameters blank. Note: The search parameter fields are very case sensitive. If incorrect information is inserted into the fields, such as Number or Title, the search will yield no matching advertisements. Once you have entered the search parameters, click Initiate Search.

A list of matching advertisements will be displayed.
Once you click on the solicitation number, the page below will appear and provide a description of what is being purchased as well as the commodity or service sought by the department. This page also includes the department’s contact person, phone number and address. Please keep in mind that during the period identified in the Timeline of a competitive solicitation, communications are restricted to those submitted in writing. It is inappropriate for the department to respond to inquiries outside these parameters.

The screen below depicts a search request for the Department of Health’s advertisements and the resulting system response.
Department of Health

Invitation to Bid
Emergency Response Kits

Advertisement Number: DOM10-075
Version Number: 001

Advertisement Begin Date/Time: 03/10/2011 - 02:30 P.M.
Advertisement End Date/Time: 04/09/2011 - 02:30 P.M.
Last Edit: Thursday, March 31, 2011 at 04:58:12 P.M.

Commodity:
600-260-000-0000

Please see the attached Questions and Answers 3/31/11

The purpose of this Invitation to Bid is to acquire forty (40) emergency response kits with a digital scale/nitrate meter and two detectors; a pancake Geiger-Müller frisker, and a 1” x 1” sodium iodide scintillator.

Invitation to Bid will be opened at the below address at 02:30 P.M., April 06, 2011.

Please direct all questions to:
Tammy Davis
Phone: (850) 000-0000 Ext. 0000
FAX: (850) 000-0000

4052 Bald Cypress Way
Bld B67
Tallahassee FL, 32309-1749

Email: tammy_davis@doh.state.fl.us
To access the PDF of the solicitation document(s) go to the bottom of the advertisement and click on the file. Note: it is always a good idea to view the PDF and its size before printing. Vendors have the option to “open to a new window”, save the file or view in the web page.

Please note that the advertisements in the vendor bid system may change daily. If changes do occur, addenda will be issued. It is recommended that vendors view advertisements on a frequent basis during the process.

Some information that is key and included in solicitation documents are:

- Timeline, which includes the:
  - Event to occur and due dates
  - Date the event will occur
  - Location of the event (physical or internet site)
- Specifications/Statement of Work/Task List
- Objectives
- Evaluation Criteria
- Submitting Instructions
If you don’t understand something in the solicitation, there is a designated time in the Timeline to submit written questions. Once all questions have been received and answered they will be posted on the Vendor Bid System, also indicated in the Timeline. Be sure and view the Q/A once it’s posted.

It is also important to identify any “show stoppers”. For example:

- Mandatory Pre-Bid or Pre-Proposal Conference
- Required Documentation
- Required Signatures, Acknowledgments
- Required Bonds
- Required Licenses or Certifications
- Required Background Checks
- Relevant Information (i.e., References)
- Trade Secrets

Some questions to ask yourself before responding to a solicitation, may include the following:

- How will you best manage the project?
- Are you capable of providing the products/services?
- What’s it going to take to get the job done?
- Do you have the resources?
- Can you perform in the time specified?
- How’s the project being managed now, and by whom?
- What makes me different from my competition?
- Have I identified my strengths and weaknesses?
- Have I made it easy for the evaluators to find what they need to know about my business, in the proposal?

Always plan your submittal. Here are some suggestions:

- Make a checklist of all required documentation, including all requested pricing or cost proposal;
- Ensure all required documents are signed/completed and included in your submittal;
- Double-Check your proposal for consistency;
- Ensure you have included the appropriate number of copies and/or electronic copies;
- Verify delivery instructions in the Timeline;
- Ensure you have identified the package by the solicitation number on the outside of the package;
- Before you mail or deliver your submittal, always verify VBS for any addenda that may have recently been advertised (i.e., revising the Timeline)

**Agency Decisions**
The results for a solicitation are also posted on VBS. It is called an agency decision. The Timeline will indicate the anticipated posting date of the Intent to Award on VBS.
Follow the instructions above to log into VBS, click on Search Advertisements and follow the instructions on the page below.

### VBS - Search for a Bid - Microsoft Internet Explorer

- **Address**: [http://bids.dos.state.fl.us/vbs/search_criteria_form](http://bids.dos.state.fl.us/vbs/search_criteria_form)
- **Description**: Use the Drop-Down Box to choose Agency Decisions. Then choose the appropriate agency (Department of Health) and initiate Search.

**Agency Decisions**

**Agency**: Department of Health

**Number**

**Title**

**Commodity Code**

**Search Commodity Codes List**

**Minority Business Enterprise Reserved**

**Search for Closed Bids**

**Closed Date Between**: [mm-dd-yyyy] and [mm-dd-yyyy]

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The Agency Decisions will be posted as demonstrated on the page below.

### VBS - Matching Advertisements - Windows Internet Explorer

- **Address**: [http://myflorida.com/apps/vbs/vbs_world_search_r1.matching_ads_page](http://myflorida.com/apps/vbs/vbs_world_search_r1.matching_ads_page)
- **Description**: Click on the Number you are interested in viewing.

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<th>Title</th>
<th>Number</th>
<th>Version</th>
<th>Ad Type</th>
<th>Begin Date</th>
<th>End Date</th>
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<td>DOH10-045</td>
<td>Notice of Delay</td>
<td>Agency Decisions</td>
<td>04/05/2011</td>
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<td>Original</td>
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<td>04/05/2011</td>
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<td>04/11/2011</td>
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<td>Original</td>
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<td>04/13/2011</td>
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<td>Original</td>
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<td>04/03/2011</td>
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<td>04/11/2011</td>
<td>04/14/2011</td>
</tr>
</tbody>
</table>

*Done*)
Department of Health

Agency Decisions
Special Needs Child Safety Seats/Replacement
Advertisement Number: DOH10-007
Version Number: 000
Advertisement Begin Date/Time: 04/11/2011 - 09:30 A.M.
Advertisement End Date/Time: 04/14/2011 - 09:30 A.M.
Last Edit: Monday, April 11, 2011 at 09:28:16 A.M.

Commodity:
055-060-000-0000

Agency Decision

Posting Begins April 11, 2011 @ 9:30 am
Posting Ends April 14, 2011 @ 9:30 am

Please direct all questions to:
Sabrina Smith
Phone: (850) 000-0000 Ext. 0000
FAX: (850) 412-1183

4052 Bald Cypress Way
Bld B07
Tallahassee FL, 32399–1749

Email: sabrina_smith@doh.state.fl.us

Any person with a disability requiring special accommodations at the rep.
Vendors have the option to “open to a new window”, save the file or view in the web page.

The next screen to appear will contain the Bid Tabulation Sheet which shows the Intent to Award for that particular solicitation.
If you’re searching for solicitations that have already been awarded – Click on “Search for Closed Bids” and choose the fiscal year (ex. FY 2008 (07/08-06/09) or specific date range and click on “Initiate Search”

Select the agency name, choose a fiscal year or enter specific date range and initiate search.

To view information regarding each procurement opportunity, click on the solicitation number. The associated solicitation documents will be included with the advertisement.
SECTION VI: Subcontracting

Contractors may, only with prior written approval of the department, enter into written subcontracts for performance of specific services.

The Department of Health encourages the use of minority vendors for subcontracting opportunities. Bidders are encouraged to contact the Office of Supplier Diversity at 850/487-0915 or visit their website at http://osd.dms.state.fl.us for information on becoming a certified minority or for names of existing certified minorities who may be available for subcontracting or supplier opportunities. If you are interested in identifying potential minority vendors that may subcontract under your organization, you may also locate them by going to the Office of Supplier Diversity’s website’s Florida CMBE Directory.

You can click on the County of choice or choose the Advanced Search at the bottom to locate a certified minority vendor on the page below.
SECTION VII: Other Helpful Information and Resources

As you can see, there is an abundance of information available on the Internet. Don’t let the system intimidate you, take some time and travel down the information highway. A good starting point is www.myflorida.com.

Questions regarding doing business with the Department of Health may be directed to the following:

Florida Department of Health
Central Purchasing Office
4052 Bald Cypress Way, Ste. 310
Tallahassee, Florida 32399-0749
850/245-4199