



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 11/20/2017

Subject: Purchasing

Section: FDJJ - 1675

Originating Office: Administrative Services

Authority: Chapters 112, 119, 120, 215, 216, 282, 283, 286, 287 Part I, 413, 427, 627, 768, 946, 984 and 985 Florida Statutes

Related References: Department of Financial services' (DFS) Reference Guide for State Expenditures
DFS Agency Addressed Memorandum 2009-10
DJJ Policy and Procedures 1407.05, Credit Card Purchases
DJJ Policy and Procedures 1407.04, Memberships
DJJ Policy and Procedures 1002.24, Perquisites
DJJ Policy and Procedures 1315, Fixed Capital Outlay (FCO)

Purpose: To provide policy, procedures, and guidelines on the appropriate procurement method and process for the procurement of services and commodities for the operation of the Department and for the care of youth in the care and custody of DJJ.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

POLICY STATEMENT:

- Procedures contained herein are designed to comply with applicable state and federal laws and rules, and are not meant to supersede or circumvent such laws or rules.
- DJJ Purchasing Office will provide purchasing services for commodities and/or services to the facility that are responsive to the needs of the office, programs, and operation of the facilities within the Department.
- All commodities, contractual services, and construction will be purchased/leased by the Department in accordance with applicable Florida Statutes, Florida Administrative Code, Comptroller Memoranda, Department of Management Services Memoranda, Department Policy, and in compliance with the Americans with Disabilities Act (ADA).

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- Failure to comply with the requirement contained with this policy and procedures may result in disciplinary action up to and including dismissal.
- **Any direct services to youth and/or program support services from outside vendors are procured by the Bureau of Procurement and Contract Administration within the Office of Program Accountability and are delivered through contracts for these services.**

PROCEDURES/MANUALS:

Procedures for this policy are accessible on the Department Policies internet page.