



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Secretary Marsteller

Date: 11/16/2020

Subject: Procurement and Contract Administration

Section: FDJJ – 2050

Originating Office: Accountability and Program Support

Authority: Sections 17.03, 112.061, 112.3148, 112.3185, 119.07, 119.071, 120.525, 215.422, 215.425, 215.97, 216.0111, 216.181, 216.347, 216.3475, 286.0105 - .0113, 288.703, Chapters 287, 984, and 985, Florida Statutes, Chapter 60A-1, Florida Administrative Code.

Related References:

- FDJJ 1410, Settlement of Non-Litigated Contract Disputes
- FDJJ 1520, Employee Training
- FDJJ 1675, Purchasing Policy and Procedures
- FDJJ 2000, Contract Management and Program Monitoring and Quality Improvement
- Chief Financial Officer Memorandum No. 01 (2019-2020)
- Chief Financial Officer Memorandum No. 023 (2019-2020)
- Chief Financial Officer Memorandum No. 04 (2019-2020)

Purpose: To provide policy, procedures, and guidelines on appropriate Procurement and Contract Administration methods and processes for all services and programs within the Department of Juvenile Justice (DJJ).

Offices Affected by the Policy: All offices within DJJ and both prospective and contracted service providers.

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.
- All contracts will be procured by the Department in accordance with applicable Florida Statutes, Florida Administrative Code, Comptroller Memoranda, Department of Management Services Memoranda, and in compliance with the Americans with Disabilities Act (ADA).

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- Contract Administrators/Procurement Managers within the Bureau of Procurement and Contract Administration (BPCA) will administer the procurement process, provide contract administration, and technical assistance services that are responsive to the offices, programs, and facilities of the Department.
- For Competitive Solicitations, the BPCA Procurement Manager is the single point of contact for internal and external parties interested in the solicitation.
- It is the responsibility of the BPCA staff to develop, maintain, and disseminate Department policies, procedures, and guidelines governing procurement activities and contracting practices.
- The BPCA shall provide technical assistance, training, and administrative guidance to departmental personnel and Providers/Respondents; monitor the implementation of policies and procedures; develop standard forms and processes for the purchase of contractual services as it relates to issuance of contracts and contract amendments; serve as the liaison with the Department of Financial Services (DFS) in matters relative to contract pre-audit requirements; facilitate contract budget revisions; develop and issue Competitive Solicitations and issuance of Department Service Contracts, Amendments, and Settlement Agreements; management of the DJJ Contract Tracking System (CTS); and ensure the accuracy of contract information in the DFS Florida Accountability Contract Tracking System (FACTS) for contracts executed by the BPCA.
- Program Areas and other DJJ Administrative Offices are responsible for initiating procurement, contract action, and settlement agreement requests; provide complete documentation necessary to process the request in accordance with Florida Statutes and guidelines for contracts and grants; and serve as the subject matter expert for the services being requested.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department's Policies internet page.