

DATE: June 10, 2009

TO: Agency Addressed (No. 17, 2008-2009)

FROM: Kimberly D. McMurray, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: Validation of Confidential Vendors

One of the functionalities of the enhanced FLAIR Statewide Vendor File (VS) effective June 1, 2009, is the ability to add and mark vendors as confidential. Specific attention should be made to the determination of confidential vendors as defined in Agency Addressed Memorandum #14, 2008-2009, FLAIR Statewide Vendor File Enhancement (SPURS Sunsetting). This memorandum provides guidance on the validation of confidential vendor flags that have been set based upon information provided by the State Purchasing System (SPURS).

The Department of Management Services (DMS) provided a file of SPURS vendors who had been used in SPURS since July 1, 2007, and identified as confidential in that system based on specific commodity codes. These records were then matched against FLAIR transactions to determine the agency that used the record most frequently so that the Agency's OLO could be assigned to the record. These vendors now carry a confidential indicator of "Y" and an Agency's OLO in the VS file. There are some vendor records that could not be associated with an agency and therefore have been assigned an OLO of all zeroes until the Statewide Vendor Group can research and, if needed, correct manually.

There are several instances in which the Vendor's name does not appear to have a logical reason or justification for being designated as confidential (e.g., Wal-Mart, Laquinta Inn & Suites, and Staples). Each Agency's Finance and Accounting Director will be receiving a worksheet that contains all confidential vendor records that have been assigned to their Agency's OLO. The agency must take the following actions by June 30, 2009:

- Determine if the vendor meets the definition of a confidential vendor listed in AAM# 14
- Submit the updated worksheet that identifies the confidential vendor flags that need to be changed from a Y (Yes) to an N (No) to the Statewide Vendor Group at StatewideVendorFile@myfloridacfo.com

The Agency's Finance and Accounting Directors will also be receiving a worksheet that contains all confidential vendor records that have been used by the Agency but has a different OLO assigned. An agency using a confidential vendor that has been assigned to a different OLO will need to add a new sequence in the VS file that will be assigned with their OLO.

Please call the Statewide Vendor Group at (850) 413-5987 if you have any questions or concerns.