

**DATE:** April 20, 2011

**TO:** Agency Addressed Memorandum No. 26 (2010-11)

**FROM:** Christina Smith, Director  
Division of Accounting & Auditing  
Department of Financial Services

**SUBJECT:** CONTRACT REPORTING REQUIREMENTS PURSUANT TO  
CHAPTER 216.0111, FLORIDA STATUTES

This memorandum replaces Agency Addressed Memorandum 01, 2010-2011, issued on July 2, 2010.

Chapter 216.0111, Florida Statutes (F.S.) requires that contracts, including direct orders and purchase orders, which exceed the Category II threshold (\$35,000) established in Section 287.017, F.S., and which were **not** awarded by competitive solicitation or purchased from a purchasing agreement or state term contract, be reported to the Department of Financial Services (DFS) within three working days after executing the contract. For the purpose of this reporting requirement, contracts that do not specify a total contract amount must be reported. Additionally, a contract that is less than Category II that is amended to exceed Category II must also be reported. Amendments to contracts must also be reported within three working days after executing the amendment. State agencies, as defined in Section 216.011, F.S., which enter into contracts for the purchase of commodities or contractual services, executed on or after July 1, 2010, will be required to comply with the reporting requirements.

The purpose of this memo is to provide information regarding the data fields that must be reported to DFS. We have identified the following data fields:

- agency name
- agency site
- contract/DO/agreement number
- contract manager name and phone number
- vendor name
- term of contract
- date of contract execution
- original contract amount
- amended contract amount and amendment date
- description of commodities or services procured
- summary of any time constraints that applied to the procurement
- justification for not using competitive solicitation
- the statutory exemption or exception claimed
- the contract's payment method
- the Catalog of Federal Domestic Assistance number (if applicable)
- the Catalog of State Financial Assistance number (if applicable).

The Chief Financial Officer's Non Competitive Solicitation of Commodities and Services Reporting website application is now operational and available at <https://flair.dbf.state.fl.us/iwpapps/ctrtrmain.htm>. This website allows agencies to add, view, and update agreement (contract, direct order, purchase order) details, as well as amend amounts associated with previously reported agreements.

You must have a RACF User ID and password to use the website. This would be the same User ID and password that you would use to get into the Report Distribution System (RDS) in FLAIR or into the FLAIR Information Warehouse. If you do not have a RACF User ID, you should contact your agency's RACF administrator or the DFS Help Desk at (850) 413-3190.

All future reporting must be done via the website. The Excel spreadsheet that was available at [http://www.myfloridacfo.com/aadir/bureau\\_audit.htm](http://www.myfloridacfo.com/aadir/bureau_audit.htm) for reporting purposes and submitted to Bill DuBose will no longer be accepted.

Please contact Bill DuBose at 850-413-4627, [Bill.Dubose@myfloridacfo.com](mailto:Bill.Dubose@myfloridacfo.com) or Cheri Greene at 850-413-5593, [Cheri.Greene@myfloridacfo.com](mailto:Cheri.Greene@myfloridacfo.com) if you have questions regarding this memorandum or the website.