



# Agency Request for Approval of Alternate Contract Source (ACS) (PUR 7102)

In accordance with subsection 287.042(16) and paragraph 287.057(3)(b), Florida Statutes, and Rule 60A-1.045, Florida Administrative Code, this form is used by state agencies to request approval to purchase commodities or contractual services from a contract competitively established by another agency or a contract let by the Federal Government, another state, or a political subdivision. The Secretary of the Department of Management Services (DMS) must determine that the contract is cost-effective and the best value to the state. Please direct any questions to [alternatecontractsource@dms.fl.gov](mailto:alternatecontractsource@dms.fl.gov).

## Agency Information

**Agency \***

**Purchasing Director Name \***

**Purchasing Director Phone Number \***

**Purchasing Director Email Address \***

**Is the individual submitting this form the agency's purchasing director? \***

Yes  No

## Master Contract Information

**Master Contract Title \***

**Master Contract Number \***

**Master Contract Title \***

**Master Contract Number \***

**Master Contract Amount \***

Amount may include up to two decimal places (e.g. 9999.99).

**Master Contract Start Date \***

**Master Contract End Date \***

**Location of Cooperative Purchasing Language in Master Contract \***

**Master Contract Entity (Government Entity) \***

**Master Contract Entity Contact Name \***

**Master Contract Entity Contact Phone Number \***

**Contractor Name \***

**Contractor Federal Employer Identification Number (FEIN) \***

FEIN must be nine digits and may begin with a zero.

- The contractor is registered with the Florida Department of State pursuant to applicable Florida Statutes under the FEIN above. \*
- The contractor is registered in MyFloridaMarketPlace (MFMP) under the FEIN above. \*

## Agency's Requested Purchase Information

### Commodities or Contractual Services Requested \*

### Estimated Total Amount of Proposed Purchase \*

Amount may include up to two decimal places (e.g. 9999.99).

### Proposed Purchase Start Date \*

### Proposed Purchase End Date \*

## Requested Documentation

This form should be submitted along with the requested documentation, as listed below. Attach the requested documentation using the File Upload section below and select the checkbox or applicable radio button for each of the following items to acknowledge that the requested documentation has been provided. The Department may request additional documentation as needed to determine if the contract is cost-effective and the best value to the state.

- A copy of the master contract, including all attachments, exhibits, and amendments. \***
- Documentation demonstrating that the requested contractor is registered with the Department of State pursuant to applicable Florida Statutes. \***
- Documentation demonstrating that the requested contractor is registered in MyFloridaMarketPlace (MFMP). \***
- A detailed price quote from the requested contractor. The amount of the quote must match the Estimated Total Amount of Proposed Purchase. \***
- A detailed justification and documentation demonstrating why the requested purchase is the best value to the state. In accordance with subsection 287.012(4), Florida Statutes, "Best value" means the highest overall value to the state based on factors that include, but are not limited to, price, quality, design, and workmanship. \***
- The ALTERNATE CONTRACT SOURCE (ACS) AGREEMENT page of the PUR 7102, completed and signed by the agency. The ALTERNATE CONTRACT SOURCE (ACS) AGREEMENT page is available for download at the following link: \***

**MyFloridaMarketPlace (MFMP). \***

- A detailed price quote from the requested contractor. The amount of the quote must match the Estimated Total Amount of Proposed Purchase. \*
- A detailed justification and documentation demonstrating why the requested purchase is the best value to the state. In accordance with subsection 287.012(4), Florida Statutes, "Best value" means the highest overall value to the state based on factors that include, but are not limited to, price, quality, design, and workmanship. \*
- The ALTERNATE CONTRACT SOURCE (ACS) AGREEMENT page of the PUR 7102, completed and signed by the agency. The ALTERNATE CONTRACT SOURCE (ACS) AGREEMENT page is available for download at the following link: \*

<https://www.dms.myflorida.com/pur7102agreement>

**A copy of the competitive solicitation and tabulation sheet reflecting the awarded vendor(s). \***

- Attached     Not Applicable

**An additional detailed price quote from another vendor. The additional quote must demonstrate the cost effectiveness of the requested purchase. \***

- Attached     Not Applicable

**File Upload \***

Drag and drop files here or [browse files](#)

PUR 7102

Revised: 07/2022

Incorporated by Reference: 60A-1.045, F.A.C.

- Send me a copy of my responses

**Submit**



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## Agency Information

**Agency \***

- Agency for Health Care Administration
- Agency for Persons with Disabilities
- Department of Agriculture and Consumer Services
- Department of Business and Professional Regulation
- Department of Children and Families
- Department of Citrus
- Department of Corrections
- Department of Economic Opportunity
- Department of Education
- Department of Elder Affairs
- Department of Environmental Protection
- Department of Financial Services

## Master Contract Information

**Master Contract Title \***



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## Agency Information

### Agency \*

- Department of Financial Services
- Department of Health
- Department of Highway Safety and Motor Vehicles
- Department of Juvenile Justice
- Department of Law Enforcement
- Department of Legal Affairs
- Department of Management Services
- Department of Military Affairs
- Department of Revenue
- Department of State
- Department of the Lottery
- Department of Transportation
- Department of Veterans Affairs

## Master Contract Information

### Master Contract Title \*



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## Agency Information

**Agency \***

- Department of the Lottery
- Department of Transportation
- Department of Veterans' Affairs
- Division of Administrative Hearings
- Division of Emergency Management
- Executive Office of the Governor
- Fish and Wildlife Conservation Commission
- Florida Commission on Offender Review
- Florida School for the Deaf and the Blind
- Justice Administrative Commission
- Public Service Commission
- State Courts System

## Master Contract Information

**Master Contract Title \***

**ALTERNATE CONTRACT SOURCE (ACS) AGREEMENT**  
**(Another agency, Federal, other state, or political subdivision contract)**

This Agreement between the Department of Management Services (Department) and (Agency) is to authorize the Agency's use of a contract competitively established by another agency, or a contract let by the Federal Government, other state, or a political subdivision. The parties agree as follows:

1. The Department has approved the Agency's use of the ACS contract for the purchase of (commodities or contractual services to be provided) as cost effective and the best value to the state.
2. The Agency will comply with Chapter 287, Florida Statutes, and Rule Chapter 60A-1, Florida Administrative Code, including addressing the vendor's obligation to register and pay Transaction Fees, in contracting to purchase under the ACS contract.
3. The term of the Agency's contract will not extend beyond the term of the ACS contract.
4. The Agency will submit a new PUR 7102 form to the Department if it intends to renew or extend the proposed contract end date specified in a previously approved request.

**Agency**

**Department of Management Services**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_