

**AGENCY REQUEST FOR APPROVAL OF  
ALTERNATE CONTRACT SOURCE  
(PUR 7102)**

Instructions: The Agency Purchasing Director, or designee, shall initiate a request to use an alternate contract source (ACS contract) by emailing this completed form, along with the following documentation, to [alternatecontractsource@dms.myflorida.com](mailto:alternatecontractsource@dms.myflorida.com):

- The ACS contract, including amendments, renewals, extensions, and award letter
- The competitive solicitation that resulted in the ACS contract
- The awarded vendor's bid, proposal or reply and documentation supporting the award

**State Purchasing Use Only**

Date received: \_\_\_/\_\_\_/\_\_\_

Number \_\_\_\_\_

**1. Agency Information**

Agency name: \_\_\_\_\_

Address: \_\_\_\_\_

Purchasing Director name and telephone number: \_\_\_\_\_ ( ) - \_\_\_\_\_

Purchasing Director email: \_\_\_\_\_

Agency contact name and telephone number: \_\_\_\_\_ ( ) - \_\_\_\_\_

Agency contact email: \_\_\_\_\_

**2. ACS Information**

Contract title and number: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Contract term (beginning/ending dates): \_\_\_\_\_

Contracting entity (government entity): \_\_\_\_\_

Contracting entity contact name and telephone number: \_\_\_\_\_ ( ) - \_\_\_\_\_

Contractor's name: \_\_\_\_\_

**3. Agency's Proposed Contract Information**

Commodities or contractual services to be purchased: \_\_\_\_\_

Estimated total dollar amount of purchase:  

Term of proposed contract (beginning and ending dates)

Signature: \_\_\_\_\_

Agency Purchasing Director or Designee

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

**FOR DMS USE ONLY**

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ACS contract is a term contract:

Yes  No

Proposed purchase is within the scope of the ACS contract, considering commodities or scope of services to be provided, volume, location, term, etc.:

Yes  No

Proposed purchase is available from a state term contract:

Yes  No

Agency ACS contract was competitively procured:

Yes  No

ACS contract was let by the federal government, another state or a political subdivision:

Yes  No

Use of ACS contract is cost effective and in best interest of the State:

Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_

RECOMMENDATION:

Disapprove

Approve for issuance of purchase orders or contracts through \_\_\_\_\_ (date).

If ACS contract was let by the federal government, another state or political subdivision, Department approval is contingent upon the Agency's execution of an Alternate Contract Source Agreement.

APPROVED:

Division of State Purchasing, Department of Management Services

Signature: \_\_\_\_\_

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

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

**ALTERNATE CONTRACT SOURCE AGREEMENT  
(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 federal, other state or political subdivision ACS contract. The parties agree as follows:

1. The Department has approved the Agency's use of the ACS contract for purchase of [ ] (commodities or contractual services to be provided) as cost effective and in the best interest of the state.
2. The Agency will comply with Chapter 287, Florida Statutes, and Rule Chapter 60A-1, Florida Administrative Code, including addressing 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 Form PUR 7102 to the Department to renew or extend its contract if the ACS contract is renewed or extended.

**Department of Management Services  
Division of State Purchasing**

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**Agency**

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_