

Section 3: MYFLORIDAMARKETPLACE

3.1 MYFLORIDAMARKETPLACE(MFMP)

The MyFloridaMarketPlace procurement system shall be the primary system used by the SCS for the requisition of commodities and services.

3.2 CHAIN OF APPROVAL

Each trial and appellate court shall establish an approval chain that must, at a minimum, include one Requisitioner and one Approver. Additional requisitioners and levels of approval may be added at the discretion of the court.

3.3 ONE PERCENT TRANSACTION FEE

Vendors that participate in the MFMP system agree to pay a 1% transaction fee unless the transaction is deemed exempt by Rule 60A - 1.032, Florida Administrative Code. See **Appendix B**.

3.4 TRANSITION PERIOD

Courts that have been approved to issue paper Purchase Orders may continue to do so through June 30, 2005. Any court that issues a paper purchase order must send a copy to the Office of General Services for tracking purposes. Any court wishing to issue paper purchase orders after the transition period (July 1, 2005) must request approval from the State Courts Administrator and provide justification of the need to continue using paper purchase orders. The OSCA shall maintain a paper purchase order capability to assist trial and appellate courts when a vendor is unable or reluctant to participate in the MFMP system. A paper capability shall also be maintained to facilitate emergency purchases.

3.5 PURCHASE CARDS

Purchase cards may be used to purchase commodities and services up to \$2,499 in value from vendors that choose not to participate in the MFMP system. See Section 5, State Courts Purchasing Card Program.