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## MEMORANDUM

**TO:** AAA Executive Directors **NOTICE#:** 103003-1-T-CFM

**FROM:** Terry White  
Secretary

**DATE:** October 30, 2003

**SUBJECT:** Notice of Transmittal: MyFloridaMarketPlace-Vendor Registration

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The purpose of this notice is to provide information regarding changes in state purchasing rules that affect suppliers and providers of goods and services for the state. On July 1<sup>st</sup>, 2003, new Florida Administrative Code rules affecting transactions by state contract agreements and state purchase orders became effective. These new rules are 60A 1.030, 1.031, and 1.032. The rules outline the circumstances and requirements for registration with the State of Florida on the MyFloridaMarketPlace web site and for a possible transaction fee of 1%. Rule 60A-1.030 describes the registration requirement. Rules 60A 1.031 and 60A.1.032 provide information and instructions regarding the transaction fees.

The majority of the transactions, whether by purchase order or contract agreement, that DOEA has with the Area Agencies on Aging are exempt from vendor registration because the department has determined the AAAs to be recipients of state or federal funds for those transactions [see 60A-1.030(3)(xi)]. Transactions that are exempt from registration are also exempt from the 1% fee [see 60A-1.032(1)(g)].

For the few transactions where the AAA would be required to register, the transactions would still be exempt from the 1% fee because the Area Agency on Aging is a non-profit entity [see 60A-1.032(1)(d)].

Area Agencies on Aging should be aware that the above referenced exemptions may or may not apply when or if an Area Agency on Aging conducts business with other state agencies. The department suggests that each AAA review the rules and determine, with legal consultation, whether registration and/or the fee requirements apply to the business they are conducting with other state agencies. The link to the Florida Administrative Code web site is: <http://election.dos.state.fl.us/fac/index>.

If a state agency believes that registration or the transaction fee cannot be exempted by rule, an exception to the registration requirement and/or the transaction fee can be granted by the Department of Management Services. The state agency (e.g. DOEA) must send the request for the exemption to the Department of Management Services for approval.

The vendor registration website is located at: <https://vendor.myfloridamarketplace.com/>. A helpdesk telephone number is also provided at this site for registration assistance. If an Area Agency on Aging desires to register, a pin number will be required. This number may be obtained by contacting Trish Heinze @ [heinzet@elderaffairs.org](mailto:heinzet@elderaffairs.org). Should you have any questions regarding this information, please call Pat Nichols or Trish Heinze at (850) 414-2000 or suncom 994-2000.

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<http://elderaffairs.state.fl.us>

