



Request for Change



Request for Change

4 Types

Regular

RUSH

Field

No Cost



Request for Change (RFC)

Requirements

Fill the Form out correctly with a full description and justification for ALL RFCs.

SIGNED

**RFC TOTAL COST
CORRESPONDS WITH
THE SPI**

**ATTACHMENTS
ATTACHED AND
REFERENCED**



Request for Change (RFC)

Regular

RFC Package Includes:

- *The RFC Form, signed by the ATC, Site Manager and Administrative Reviewer.*
- *The updated SPI, downloaded from MFMP.*
- *Tables, Figures, Emails, Quotes (REFERENCED in the description).*



Request for Change (RFC)

RUSH

- *Must be approved by Team Leader. RUSH RFCs are only approved if work is within the next few days.*
- *A RUSH is routed the same way as a Regular RFC.*
- *RUSH should be written on the RFC form and in the subject line of the email.*
- *SITE MANAGERS are responsible for ensuring the RUSH moves through MFMP timely.*



Request for Change (RFC)

RUSH

The screenshot shows the myFloridaMarketplace website interface. The browser address bar displays the URL: <https://buyer.myfloridamarketplace.com/Buyer/Main/aw?awh=r&tawssk=gRhG&dard=1>. The page header includes navigation links: Home | Help | Logout. The main navigation bar contains: Create, Search, Manage, Recent, Preferences. A secondary navigation bar includes: Contracts, Procurement, Invoicing, saved searches. The user is identified as Jamie L. Lopez (Contracts). The page content is divided into several sections:

- Home Dashboard:** Contains a 'Common Actions' section with 'Create' and 'Manage' sub-sections. The 'Create' sub-section includes: Requisition, PO-based, Contract-based Invoice, and Cancel Requisition. The 'Manage' sub-section includes: Receive, Reconcile Invoice, Vendor Performance, and More... A dropdown menu is open over the 'Requisition' link, listing: Catalog, Contract, Contract Request, Invoice, Purchase Order, Receipt, and Requisition. An orange arrow points to the 'Requisition' option in this dropdown.
- News:** A news item titled 'The MFMP team is working closely with the Governor's office to support agencies recovery efforts from the weather events of last week. Unfortunately, the in-person MFMP training in Orlando on Oct. 15 - 16, and Tampa on Oct. 17 - 18 has been canceled. We apologize for any inconvenience and will distribute additional information once the training has been rescheduled. Please contact the Customer Service Desk at buyerhelp@myfloridamarketplace.com or 1-866-352-3776 if you have questions or need assistance.'
- Recently Viewed:** A list of recent transactions:
 - PR10715775 DEP-PETRO-B4151E-258626286-779-089A-K BROTHERS CONVENIENCE STORE-SA-JDR
 - PR10715374 DEP-PETRO-B414D2-598842225-769-069A-MUNNABHAI 1 LLC-PT/RAP-TDB
 - PR10715335 DEP-PETRO-B414C7-488512767-778-022A-BP AMOCO STATION # 15296-RAP-TDB
 - PR10703107 DEP-PETRO-B40686-538623883-774-021C-GIANT #114-SR-JDR
 - PR10674506-V2 DEP-PETRO-B3E3EF-549801463-828-005D-FORMER DAVES ELECTRIC-NAM/WASC-TDB



Request for Change (RFC)

RUSH

myMarketPlace Home | Help | Logout

Home Contracts **Procurement** Invoicing saved searches

Welcome Jamie L. Lopez (Contracts)

Create Search Manage Recent Preferences

Search

Type: Requisition

Change the search criteria and then click **Search**. Click the expand button on the right to see example search criteria for frequently ...

Requisition

View All

My Labels

- Archive Items (1673)
- 2015/16 (17)
- CO 2015/16 (533)
- October 2015 (40)
- November 2015 (82)
- December 2015 (94)
- january 2016 (112)
- Feb 2017 (80)
- march 2016 (95)

Search Filters

[Search Options](#)

Title:	<input type="text"/>	Date Ordered:	No Choice
ID:	<input type="text"/>	Date Received:	No Choice
Approved By:	(select a value) [select]	Date Submitted:	No Choice
Approver:	(select a value) [select]	Preparer:	(select a value) [select]
Commodity Code:	(select a value) [select]	PUI of Requester:	(select a value) [select]
Date Approved:	No Choice	Requester:	(select a value) [select]
Date Created:	Custom	Status:	No Choice
	From: Sun, 29 Jul, 2018		
	To: Today, 11:59 PM		

Search Reset Save Search



Request for Change (RFC)

RUSH

myMarketPlace Home | Help | Logout

Home Contracts **Procurement** Invoicing saved searches

Create Search Manage Recent Preferences

PR10482123-V3 - DEP-PETRO-FY17/18-018626877-831-028D-COX CABLE UNIVERSITY CITY-SR/PARM-JDR-SPRINGSHED Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Back Copy Print

Summary **Approval Flow** Orders Receipts History

Legend: Watcher Approved

PR10482123-V3

- George M. Smith (Contracts)
- George M. Smith (Contracts)
- Tim Foster (Contracts) (3701: Quality Assu)



Request for Change (RFC)

EQUOTES

- *Approved by the eQuote coordinator.*
- *Forward the request to the coordinator to update the SPI if approved.*
- *Only unanticipated costs will be approved.*



Request for Change (RFC)

No Cost RFC

PO End Date or Deliverable Due Date Extension

- *If the SPI is updated (even with zero cost) then the RFC is a regular RFC.*
- *Approved upon SM signature but must go through the MFMP process.*
- *Do not use dates falling on weekends or holidays.*
- *No attachments on no cost RFCs.*



Request for Change (RFC)

No Cost RFC

- *Expired due dates can not be extended.*
- *Ensure the PO End Date is correct (60 days following the last task) and update if needed.*
- *Ensure the entire PO does not exceed the 18 months requirement from PO start date to final deliverable due date.*
- *Completed No cost RFC should be emailed to PRP.nocostchange@dep.state.fl.us*
- *Update STCM Report dates and PO End date if applicable.*



Request for Change - Authorization for Change in Scope of Work

9-Digit Facility ID #: 068801448
 Facility Name: PARATRANSIT PROPERTY
 Site Manager Name: _____
 Site Manager Phone: (954)519-1429
 Site Manager Email: _____
 Site Address: 2400 NW 53rd St

Ref#: 885-001C ✓
 FDEP Cost Share %: 100.00% ✓
 Contract #: GC885 ✓
 Contractor: LINIVERSAL Solutions, Inc.
 Contractor Phone: 813-639-1241

PO #: B37808 ✓
 CO #: 1 ✓
 CO Type: Date Extension Only

This is an authorization for the costs associated with the change in quantities of work being provided and/or delivery schedule changes. In order for these costs to be paid, these changes must be processed through a change order to the purchase order. A revised Purchase Order issued by the FDEP prior to initiating work.

Description of Change and Justification: Includes complete description of who, what, where, when, how and why.

Due to delays, and CRAP report approval by the FDEP, a due date extension is being requested for the Task 3 deliverable
Due to delays by FDEP issuing UIC Approval Order,

TASK	PKY ITEM	DESCRIPTION	Unit of Measure	Quantity	Extended Price
------	----------	-------------	-----------------	----------	----------------

*For reimbursable pay items the cost listed is a "not to exceed" amount. Fees will be reimbursed for the pay item based on the actual invoice. Please note, the unit of measure for these items will be displayed as dollars for invoicing purposes. Please refer to the Scope of Work for additional description of these items.

Task	Deliverable Name	Previous Due Date	New Due Date	Change Order Subtotals
3	Design Specs, signed & sealed Construction Drawings, RAC SOW/SPI	1/25/2019	3/26/2019	\$
	Period of Service:	3/20/2019	6/27/2019	\$ 0 -

Contractor Representative: Kelth Ford
 (Print Name)

FDEP Site Manager: _____

Administrative Reviewer: _____

 (Signature)

 (Signature)

 (Signature)

Total Authorized Cost (FDEP Share: 100%)
 1/17/2019
 (Date)
 01/17/19
 (Date)
 01/17/19
 (Date)



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Description of Change and Justification: Includes complete description of who, what, where, when, how and why.

Due to delays and CRAP report approval by the FDEP, a due date extension is being requested for the Task 3 deliverable And POS end date.
Due to delays by FDEP issuing UIC Approval Order,

TASK	PKY ITEM	DESCRIPTION	Unit of Measure	Quantity	Extended Price
------	----------	-------------	-----------------	----------	----------------

*For reimbursable pay items the cost listed is a "not to exceed" amount. Fees will be reimbursed for the pay item based on the actual invoice. Please note, the unit of measure for these items will be displayed as dollars for invoicing purposes. Please refer to the Scope of Work for additional description of these items.

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3	Design Specs, signed & sealed Construction Drawings, RAC SOW/SPI	1/25/2019	3/26/2019	\$
	Period of Service:	3/20/2019	6/27/2019	\$ 0 -

Contractor Representative: _____ (Print Name)	<u>Kelb Ford</u> (Print Name)	_____ (Signature)	1/17/2019 (Date)
FDEP Site Manager: _____		<u>[Signature]</u> (Signature)	01/17/19 (Date)
Administrative Reviewer: _____		<u>[Signature]</u> (Signature)	01/17/19 (Date)



Request for Change (RFC)

Field RFC

- Field RFCs are only used while the contractor is in the field.
- Cannot result in a cost increase. Must use contingent funding.
- Reductions for other line items, other than contingent funding (23-1) must be identical.
 - *Size, distance, diameter, depth, volume, duration or unit of measure .*
 - *Such as a Mobilization, abandonment diameter, disposal volume , boring diameter or total depth.*
- Field RFC is approved once the site manager and ATC have signed the form .
 - *Download the SPI from MFMP and update, then forward for Administrative Review prior to and processing through MFMP.*



Request for Change (RFC)

Contingent Funding

Contingent Funding is based on the phase of work in the following table:

Sub-Phase	Contingent Amount (\$)
LSA	\$7,000
NAM	\$1,000
PARM	\$1,000
PT	\$1,000
O&M	\$1,000
RAC	\$7,000
RAP	0.00 unless there is field activity then 1,000
SA	\$7,000
SR	\$7,000
WASC	\$1,000



Tips

- *Description should indicate if existing line items are being used.*
- *Attachments should be referenced.*
 - *Generic References are acceptable in RFCs.*
- *Check for confidential statements.*
- *Use the most current version of the SPI.*
- *List the deliverables for interim and letter reports.*



Tips

- *If adding a new task , also move the contingency funding .*
- *When resubmitting a correction, always reply all to the email sent from the CM, DO NOT resend to the PRP.Changeorder email.*
- *Download the documents from MFMP to update.*



Questions?

