



Petroleum Restoration Program Procurement Process Playbook

Process Name:

Procurement Process

Process Purpose:

To provide a process for: Issuing Purchase Orders through MyFlorida MarketPlace for petroleum restoration program site cleanup projects

Process Owner:

The owner of this process is: Stephanie Gudeman

The process owner is the person ultimately responsible for the successful operation of the process. The process owner shall work closely within his/her own department and other departments, such as the Division office and Procurement to ensure this process and playbook is kept up-to-date. The departmental managers are charged with the responsibility of reviewing, updating and communicating this Playbook and all SOP's, and system updates required to implement the process.

Process Boundaries:

This process begins when the Site Manager determines which scope of work to draft and ends when the Purchase Order is issued in MFMP.

Abbreviation Legend:

SOW	Scope of Work
SPI	Schedule of Pay Items (for contracts)
ATC	Agency Term Contracts/Contractors
PO	Purchase Order
PR	Purchase Requisition
MFMP	MyFlorida MarketPlace
PE	Professional Engineer
PG	Professional Geologist
RPO	Real Property Owner
RCI	Relative Capacity Index
CSF	Contractor Selection Formula
AR	Administrative Reviewer
RP	Responsible Party
PRP	Petroleum Restoration Program
TA	Task Assignment
STCM	Storage Tank/Contamination Monitoring (program database)
FACTS	Florida Accountability Contract Tracking System
FLAIR	Florida Accounting Information Resource



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Site Manager	<p>Role & Responsibilities: Develop and prepare scope of work package</p> <p>Responsible for: Review technical document Discuss with PE/PG Involve owner Identify if owner has requested right of ATC refusal Recommend assignment type Negotiate scope with contractor Write the task assignment Review and approve PR in MFMP Update Due Dates in STCM</p> <p>Not responsible for: Enter PR into MFMP Run CSF</p> <ol style="list-style-type: none"> 1. Determine next scope of work to draft. <ol style="list-style-type: none"> 1.1. Verify cost share in Oculus. 1.2. Evaluate site access in Oculus. 1.3. Communicate with Owner/RP 2. Prepare Attachment A Scope of Work (SOW) including appropriate tables (Excel SOW Workbook: http://www.floridadep.gov/waste/petroleum-restoration/content/templates-forms-tools-and-guidance) 3. Populate SPI Quantity Screen in STCM. 4. Consult with PE/PG. 5. Email Administrative Reviewer (AR) SOW Package & SPI #. (see step 20) 6. Wait on email (from PRP.ScopeOffer@dep.state.fl.us). 7. Receive email (from PRP.ScopeOffer@dep.state.fl.us). <u>This email is the SM signal to prepare the task assignment (TA).</u> <ol style="list-style-type: none"> 7.1. If direct assign, wait for ‘PRP Assignment of Work for Continued Scope’ email and reply from assigned ATC. 7.2. If CSF, wait on ‘ATC Acceptance and Begin Task Assignment’ email with ATC acceptance email. 8. Review ATC response, evaluate quotes. Discuss w/ATC and update SPI workbook and SOW as necessary. 9. Create TA in STCM referencing the SPI #. 10. Send TA and SOW/SPI package (follow naming convention and format type) to AR Reviewer. (see step 28) 11. Wait for Ariba Administrator ACTION REQUIRED Notification to review and approve PR in MFMP. 12. Receive Ariba Administrator ACTION REQUIRED Notification. 13. Quality check PR and attachments in MFMP per http://www.floridadep.gov/waste/petroleum-restoration/documents/how-review-pr-mfmp
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	<p>14. Approve? 14.1. If NO, go to 15 14.2. If YES, go to 16</p> <p>15. Work with appropriate party (PR Creator) to correct errors. (see step 54)</p> <p>16. Approve in MFMP.</p> <p>17. MFMP generates approval email to Cost Center Administrator. (see step 58)</p> <p>18. Wait on Ariba Administrator Notification (Fully Approved) email.</p> <p>19. Receive Ariba Administrator Notification (Fully Approved) email indicating the PO has been issued.</p> <p>20. Update deliverable due dates in STCM based on PO start date. The Site Manager component of this process ends.</p>
<p>Administrative Reviewer</p>	<p>Role & Responsibilities: Review & QC SOW/SPI package and TA Responsible for: Verify assignment type Verify owner and site access information Cost share information correct Ensure SOW and technical approach is appropriate Ensure Final SOW (including tables) & SPI match</p> <p>Not responsible for: Enter PR into MFMP Run CSF QC check in MFMP</p> <p>21. Receive SOW Package & STCM SPI # from Site Manager.</p> <p>22. Review SOW package and STCM SPI for general completeness including: 22.1. Assignment type; 22.2. Site access information; 22.3. Cost share information; 22.4. Verify appropriate documents attached (correct FACID).</p> <p>23. Approve? 23.1. If NO, go to 24 23.2. If YES, go to 25</p> <p>24. Work with appropriate party (Site Manager) to correct errors, go to 23</p> <p>25. Change status to AA in STCM.</p> <p>26. Send SOW Package by e-mail to Assignment Specialist. (see step 32)</p> <p>27. Wait for TA and SOW/SPI Package from Site Manager.</p> <p>28. Review TA and Final SOW/SPI package for completeness and accuracy (description; pay items; quantities; deliverables; quotes; tables; figures; etc.).</p> <p>29. Approve? 29.1. If NO, go to 30. 29.2. If YES, go to 31.</p> <p>30. Work with appropriate party (Site Manager) to correct errors; go to 29.</p> <p>31. Email TA (with priority code) and SOW/SPI package to PR Creator. (see step 48)</p> <p>The Administrative Reviewer component of this process ends.</p>



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<p>Assignment Specialist</p>	<p>Role & Responsibilities: Run ATC Selection Process, assign ATC, contact RP</p> <p>Responsible for: Verify assignment type Run ATC Selection Process Generate SPI excel workbook Contact RP Offering site to ATC</p> <p>Not responsible for: Site access verification Cost share verification SOW package or SPI content</p> <p>32. Check STCM CSF each day for approved SPIs. 33. Receive SOW Package e-mail from AR. 34. Evaluate SPI to ensure assignment process followed. 35. Verify assignment type with Site Manager & update as needed. 36. Run Contractor Selection Process in STCM. 37. Generate SPI and site folder. 38. Request owner input if required. [Wait 3 business days for reply] 39. Direct Assign? 39.1. If NO, 39.1.1. If eQuote? 39.1.1.1. If NO, go to 42. 39.1.1.2. If YES, go to 41 39.2. If YES, enter acceptance into CSF, go to 40. 40. E-mail SPI & SOW package to Contractor and Site Manager. This process ends. 41. Prepare eQuote folder and email to eQuote Specialist. This process ends. 42. Run CSF to select contractor. 43. Offer scope to contractor via email. 44. Contractor Accepts? 44.1. If NO, go to 45. 44.2. If YES, go to 46. 45. Enter decline into STCM CSF, go to 42. 46. Enter acceptance into STCM CSF. 47. E-mail SPI & SOW package to Site Manager to prepare task assignment. (see step 7) The Assignment Specialist component of this process ends.</p>
<p>ATC PR Creator</p>	<p>Role & Responsibilities: PR Creation in MFMP</p> <p>Responsible for: Archiving SOW Creating PR Confirm have all the right documents Verify contract number</p> <p>Not responsible for: Technical review SOW/SPI consistency</p>



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	<p>48. Receive Final SOW/SPI package & TA from AR.</p> <p>49. Enter Admin Signature date and Priority Code in STCM.</p> <p>50. Retrieve documents from e-mail, verify all required documents are present and prepare site folder.</p> <p>51. Prepare documents for PR.</p> <p>52. Create PR in MFMP.</p> <p>53. MFMP generates an e-mail to Site Manager. (see step 13) ATC PR Creator Process ends at this step unless PR revision requested.</p> <p>54. Receive revision requests.</p> <p>55. Work with Site Manager to fix.</p> <p>56. Update PR.</p> <p>57. MFMP sends e-mail to Site Manager. (see step 13) The PR Creator component of this process ends.</p>
<p>Cost Center Administrator</p>	<p>Role & Responsibilities: Review and Approve PR</p> <p>Responsible for: Budget authority</p> <p>Not responsible for: Technical consistency</p> <p>58. Receive Ariba Administrator ACTION REQUIRED Notification.</p> <p>59. Review PR in MFMP.</p> <p>60. Approve?</p> <p> 60.1. If NO, go to 61.</p> <p> 60.2. If YES, go to 62.</p> <p>61. Work with appropriate party (Site Manager, PR Creator) to correct error. (see step 54)</p> <p>62. Approve in MFMP.</p> <p>63. MFMP sends e-mail to ATC Contract Manager. (see step 61) The Cost Center Administrator component of this process ends.</p>
<p>ATC Contract Manager</p>	<p>Role & Responsibilities: Certifying PR is in accordance with contract</p> <p>Responsible for: Rates in accordance with contract</p> <p> Contract number correct</p> <p> Contract summary form</p> <p> Ensure SOW, Tables and SPI match</p> <p>Not responsible for: Technical approach</p> <p>64. Receive Ariba Administrator ACTION REQUIRED Notification.</p> <p>65. QC contract & comparability review.</p> <p>66. Consistent with Contract?</p> <p> 66.1. If NO, go to 67.</p> <p> 66.2. If YES, go to 68.</p> <p>67. Work with appropriate party (Site Manager, PR Creator) to correct error. (see step 54)</p> <p>68. Approve in MFMP.</p> <p>69. MFMP send e-mail to Gatekeeper.</p>



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	The ATC Contract Manager component of this process ends.
<p>Gatekeeper</p>	<p>Role & Responsibilities: Approve PR Responsible for: Confirming PR in compliance with applicable procurement laws Not responsible for: Technical approach</p> <p>70. Receive Ariba Administrator ACTION REQUIRED Notification. 71. QC PR & attachments. 72. Approve? 72.1. If NO, go to 73. 72.2. If YES, go to 74. 73. Work with appropriate party (Site Manager, PR Creator) to correct error. (see step 54) 74. Approve in MFMP. 75. MFMP prompts FLAIR approval and MFMP Issues PO (FACTS updated nightly). 76. MFMP send e-mail to Site Manager and ATC. (see step 20) The Gatekeeper component of this process ends.</p>
<p>PRP Accounting (This process runs in parallel with MFMP approval workflow but must be completed before Gatekeeper approval)</p>	<p>Role & Responsibilities: Verify budget information Responsible for: Accuracy of budget information Not responsible for: Technical approach/Scope Consistency</p> <p>77. Receive Ariba Administrator ALERT/ACTION REQUIRED e-mail. 78. Verify accounting information. 79. Fix budget fields or work with PR Creator to fix issues. 80. Approve PR in MFMP. The PRP Accounting component of this process ends.</p>