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April 12, 2013

Memorandum No. 007-13 EXEC

To: Agency Administrators and Fiscal Directors

From: Vicki Nichols via Rip Colvin

RE: Department of Financial Services FLAIR Vendor Files – Changes

Effective immediately, the Department of Financial Services (DFS) has removed from JAC the ability to add sequences or to update *certain* vendor records on the FLAIR Statewide Vendor File (VS). Not all vendors are affected, only those vendors/businesses who happen to have registered as a vendor previously in the MyFloridaMarketplace (MFMP) purchasing system. Please see the attached DFS Agency Addressed Memo No. 26 (2012-13) dated March 27, 2013, which outlines this and other FLAIR Vendor File policy changes.

Prior to this policy change, JAC (or DFS) has added or updated *any* vendor as needed in the FLAIR (VS) when the vendor/business presented a new address or an address change regardless of whether the vendor had an MFMP connection. JAC will now only be able to add or update vendor records that were created in FLAIR without a tie to MFMP. This change will affect 20-30% of vendors paid by Justice Administration entities.

We at JAC have reached out to the supervisor in the vendor management section at DFS in an attempt to mitigate the situation and asked directly that DFS honor the MFMP exemption for Justice Administration entities that has existed since the inception of MFMP in 2000. We called DFS and sent an e-mail referencing s. 287.012 (1), F.S., and rule 60A-1.030, F.A.C. which based on our reading indicates that MFMP registration applies only to Executive Branch agencies. DFS has refused to recognize any exemption for JAC. Please see the attached e-mail correspondence on this issue.

What does this mean going forward? JAC will continue to add or update vendors that have no connection with MFMP (70-80% of vendors). If a vendor has a current or prior MFMP connection it is recognizable in FLAIR by the Vendor Entry Indicator (VEI). If a new address or an update to an address is needed for an MFMP identified vendor the options are:

- 1) If there is a court order and the order is provided to DFS, they will add or update a MFMP vendor record in FLAIR.
- 2) Direct the vendor to the MFMP registration system at the Department of Management Services (DMS) to add or update their address. MFMP contact information is: 1-866-352-3776 or [VendorHelp@MyFloridaMarketPlace.com](mailto:VendorHelp@MyFloridaMarketPlace.com).
- 3) Use the Purchasing Card (when appropriate) to pay the vendor; when approving the charge in FLAIR use any address with the valid tax ID number (it doesn't have to match exactly to the vendor's physical address).
- 4) Use a similar address already in FLAIR, but manually complete an envelope to the correct address.
- 5) Use a revolving fund account to pay the vendor (where appropriate).

If a vendor name change is needed, option is #2 is the only option available; direct the vendor to the MFMP system.

Please continue to send FLAIR vendor additions, updates or questions to Vicki Nichols [vicki.nichols@justiceadmin.org](mailto:vicki.nichols@justiceadmin.org) or [vendorprocessing@justiceadmin.org](mailto:vendorprocessing@justiceadmin.org). Also, please continue to send batches to JAC with vendor information, invoices, payment terms, and any other back-up as usual. If there is an MFMP vendor issue someone from JAC will contact your office if further action is needed and seek guidance as to how to proceed.

JAC has scheduled four WebEx sessions for the following dates and times to answers questions, to discuss this issue in detail, and to go over FLAIR Vendor (VS) screens:

1. Public Defenders and Capitol Collateral Regional Counsels, Monday, April 15, at 2:00 PM
2. State Attorneys, Monday, April 15, at 3:30 PM
3. Criminal Conflict and Civil Regional Counsels, Guardian ad Litem, and Clerks of Court Operations Corporation, Tuesday, April 16, at 2:00 PM
4. Make up session to include staff from any office, Wednesday, April 17, at 2:00 PM

Please encourage staff members that deal with vendors to attend a WebEx session. Attached please find the WebEx information for the individual sessions. Please choose the one appropriate for your office. If you have any questions please feel free to contact me.

Attachments: JAC Memo # 007-13 EXEC, DFS AA Memo #26, Copy of JAC/DFS E-mail, WebEx sessions (4)

**APRIL 12, 2013**