

# HOW TO REVIEW A PR IN MFMP

## NEW POs

Site Manager should review the following information in their MFMP PR for quality assurance:

**Title:** Facility ID # (9 digits)  
Task Assignment # (without GC)  
Site Name (per STCM)

**On Behalf of:** Current Site Manager Name

**PO End Date:** Verify to RFC and Comments section below

PR8576206-V4 - DEP-PETRO-FY14/15-428511144-777-006A-The Pantry #2326

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit

Back Copy Change Print

Summary Approval Flow Orders Receipts History

Title: DEP-PETRO-FY14/15-428511144-777-006A The Pantry #2326 RAC/O&M-SC

On Behalf Of: Tammi Gardner(Contracts)

PO Start Date: Wed, 25 Mar, 2015

PO End Date: Fri, 24 Mar, 2017

Fiscal Year: 2015

**Line Items** section (yellow/tan colored area), far right that begins with “Contractor has been selected to perform...”

- Phase/Activity
- STCM Facility name
- STCM Facility address. Also, compare to address on Figures in Attachment A.
- Facility ID#
- Does the dollar amount match Attachment B’s FDEP Cost Share dollar amount?

Line Items (1) Hide Details

| No. | Type | Description                                   | Qty     | Unit   | Line Type | Price         | Amount              |
|-----|------|---|---------|--------|-----------|---------------|---------------------|
| 1   |      | Contractor has been selected to perform a ... | 296.733 | Dollar |           | \$1.00000 USD | \$296,733.00000 USD |

Supplier: UNIVERSAL Solutions, Inc.(F593323035)  
Vendor Location: UNIVERSAL Solutions, Inc.(001\_UNIVERSAL Solutions, Tampa)  
Commodity Code: 7711600: Environmental rehabilitation  
State Contract ID:  
Solicitation #: 2014004C  
Method of Procurement: J - Agency IIN [s 287.05/(1) (c), F-S.]  
Terms and Conditions: [http://dms.mvflorida.com/mfmp\\_PO\\_TC](http://dms.mvflorida.com/mfmp_PO_TC)  
MyGreenFlorida Content: No  
Recycled Content? No

Contractor has been selected to perform a Site Assessment (SA) at the Bp-Main St, 1260 Jackson Ave, Chipley, Washington County, Florida, FAC ID 678517974. Attachment A, Scope of Work, attached to the purchase order (PO) describes the work to be completed by the Contractor. All work shall be performed in accordance with the terms of the Agency Term Contract (ATC). The PRP reference number for this project is 029-020C.

Attached hereto and made a part of this PO is Attachment B - Schedule of Pay Items and Other Related Documents. Pay Items are at or below the negotiated maximum rates included in the ATC. Contractor must submit the appropriate completed documents from Attachment B to the Site Manager with each deliverable, as instructed. Upon completion and approval of all work under this PO, Contractor shall submit a signed Release of Claims document, along with the final invoice. Contractor must include Subcontractor Utilization Report form, included as a tab on Attachment B, with each invoice.

Total Cost: \$296,733.00000 USD

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## Shipping – Entire Requisition (below the PR Line Item(s) Section)

- Does the “Deliver To” match the “On Behalf Of” (Site Manager) named at the top of the PR?



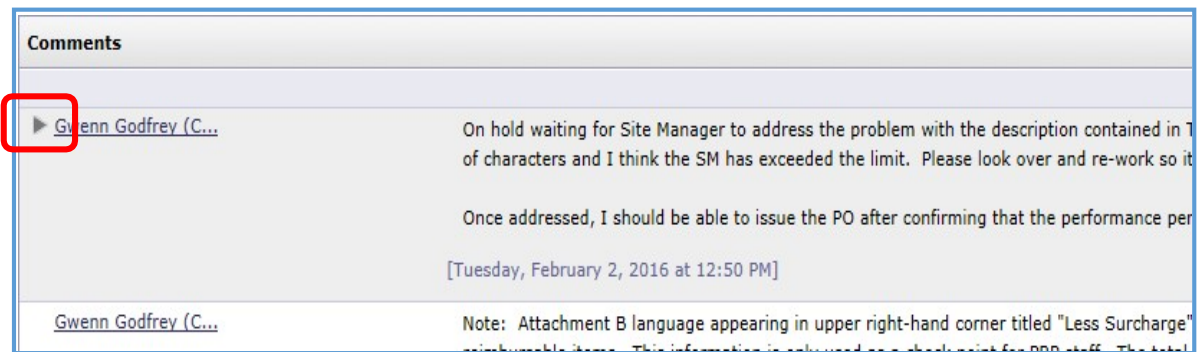
**SHIPPING - ENTIRE REQUISITION**

Ship To: DEP309S (DEP-PETROLEUM REST)

Deliver To: **Craig Berry (Contracts)**

Need-by Date: ⓘ

**Comments:** Read Comments. If a ▶ appears before the person’s name, click on it to view the replies. If you need to reply to a comment, click reply and enter text.



**Comments**

▶ Glenn Godfrey (C...) On hold waiting for Site Manager to address the problem with the description contained in T of characters and I think the SM has exceeded the limit. Please look over and re-work so it Once addressed, I should be able to issue the PO after confirming that the performance per [Tuesday, February 2, 2016 at 12:50 PM]

Glenn Godfrey (C...) Note: Attachment B language appearing in upper right-hand corner titled "Less Surcharge" reimbursable items. This information is only used as a check-point for PRB staff. The total

**Attachments:** Open/Download all attachments that are listed as ‘Visible to the Supplier’ and Quotes.



**ATTACHMENTS - ENTIRE REQUISITION**

**Attachments**

| File Name ↑  |
|--|
| Attachment B - Schedule of Pay Items & Other Related Documents - 678517974.xls |

- 1. Attachment A – Phase Scope of Work – FDEP Facility ID #.pdf**
  1. Open the PDF version of this document to ensure that all sections are legible and not cut off.
  2. As your PR Creator is the one to compile all the pieces into one cohesive document, verify nothing is missing.
  3. Verify all tables and figure(s) are attached and match the references listed under the task description(s).
  4. Verify Figure Reference # and Facility ID # as the FDEP Facility Names often change.
- 2. Attachment B – Schedule of Pay Items & Other Related Documents – FDEP Facility ID #.xlsm**
  - Open this document to ensure the document is the one you submitted to your PRCreator.
  - On the Invoice Rate Sheet tab, check the total listed at the bottom next to FDEP Cost Share matches the total in the MFMP PR.

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### **3. Cost Share Agreement – FDEP Facility ID #**

- Is the document attached?
- Does it include all required pages and any amendments? If you provide a piece meal Cost Share document to the PR Creator, he or she will be the one to compile all the pieces into one cohesive document, and the SM needs to verify nothing is missing.

### **4. Quotes – FDEP Facility ID #**

- When Attachment B contains Reimbursable line items, then quote(s) must be included as an attachment to the PR that are not visible to the ATC.
- Quotes must contain sufficient details so there is no question as to what is being purchased.
- The only exceptions to the quote attachment rule:
  - Permit Fees (documentation is not necessary as they are handled by governmental agencies).
  - Utilities and Franchised services.

### **Approval/Denial:**

- If no problems are found during the review, APPROVE PR and enter a comment to indicate the discharge eligibility program, CAP amount and the amount remaining in the CAP (see below example language). Additional comment information is recommended if an explanation or clarification would be helpful for others reviewing.
  - Example Language
    - Discharge ATRP Eligible with no CAP – attached documents have been reviewed and are correct.
    - Discharge PLRIP (\$300,000 CAP) – attached documents have been reviewed and are correct and the \$47,256.12 remaining funds in the CAP are adequate to cover the costs in this PO.
    - Discharge PLRIP (\$300,000 CAP) and another PLRIP (\$400,000 CAP) and the plumes are mingled. The attached documents have been reviewed and are correct and the \$576,423.17 remaining funds in the CAPs are adequate to cover the costs in this PO.
- If a problem or error is found during the review, DENY PR and document the issue in the comment box and contact the PR Creator so he or she may work with you to correct any issue(s) and resubmit the PR.

## **COs for PO Modification**

Site Manager should review the following information in their MFMP PO version change (Change Order) for quality assurance:

### **On Behalf Of:**

- A Site Manager update requires the PR Creator to change the current name under “On Behalf of” to another Site Manager name. Does this PR have the correct SM name?

### **Shipping – Entire Requisition** (below the PR Line Item(s) Section)

- Does the “Deliver To” match the “On Behalf Of” (Site Manager) named at the top of the PR?

**Comments:** All Version changes to the PO (zero cost/increase/decrease) should result in a CO # Comment by the person initiating the change. If you receive a Version change and do not see any information indicating

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the reason why you have a new Version, please contact the person who initiated the Version change, which may be located under the most recent Version's history tab.

- Review the Comment.
  - Did the PR Creator type in the correct Change Order number?
  - If the CO contained a cost change or shift of costs from one task to another, did the PR Creator enter the correct cost, and does it match the total cost in the Line Item section and the revised Attachment B? [Note: The revised attachment will be labeled as Attachment B (Revision #)].
  - If the CO contained a due date extension or a Period of Service (PO) End Date extension, did the PR Creator enter the correct dates?

### **Attachments:**

- 1. Attachment B (Revision #) - Schedule of Pay Items & Other Related Documents - FDEP Facility ID#**
  - Open this document to ensure the document is the one you submitted to your PR Creator. If there is no cost associated with the CO, no changes should have been made to this document.
  - On the Invoice Rate Sheet tab, check the total listed at the bottom next to FDEP Cost Share matches the total in the MFMP PR.
  - If the CO was issued to move costs from one Task to another, verify that this change is reflected.
  
- 2. PO # - CO #, Task # – FDEP Facility name**
  - This document should contain the fully approved RFC form and all supporting documentation including quotes.
  - All reimbursable line items require their respective backup documentation included within the CO document.
  - Quotes must contain sufficient detail so there is no question as to what is being purchased.
  - The only exceptions to the quote attachment rule are:
    - Permit Fees (documentation is not necessary as they are handled by governmental agencies).
    - Utilities and Franchised services

### **Approval/Denial:**

- If no problems are found during the review, APPROVE PR. A comment is not required unless there is no prior comment (in this PR) regarding the discharge eligibility program, CAP amount and the amount remaining in the CAP. Additional comment information is recommended if an explanation or clarification would be helpful for others reviewing.
- If a problem or error is found during the review, DENY PR and document the issue in the comment box and contact the PR Creator so he or she may work with you to correct any issue(s) and resubmit the PR.
- If you have additional information you would like to pass along to a Contract Manager or a Gatekeeper, that is not included in the Version's respective documents, please leave a comment upon your approval.
  - For example: "Expedited Field Request for Change (FRFC) reflects an onsite emergency and only a single quote was obtained due to the circumstances." DEP will review the documentation, and if able, approve the FRFC. However, that DEP approval is no guarantee of a MFMP approval of the same document, which could result in a Settlement Agreement. The FRFC travels through MFMP and reaches the Gatekeeper for approval. If there is only one quote and no clarification as to why an exception is being requested for this CO, it will be automatically denied due to lack of quote documentation (as stipulated in the ATC's Contract) and clarification by the Site Manager.