

**Procurement Manual Revisions - Version 10**

<b>UPDATES TO PREVIOUS VERSION</b>			
<b>Chapter Number</b>	<b>Start Page</b>	<b>Paragraph Number</b>	<b>Description</b>
1	1-1	Introduction	Added to Introduction to read... "Introduction, Duties, and Responsibilities"
1	1-1	1.0.0	Moved 1.3 to Chptr 1, pg 1 under Introduction which changed it to 1.0.0 & changed title
1	1-1	1.01	Added New Section - Use of Term "Bidder"
2	2-1	2.1.0	Added wording..."including advertisement. For informal RFPs, public notice..."
2	2-3	2.4.2	Changed Sections C-F
3	3-1	3.2.1 & 3.2.2	Revised. Added new title "Initiating a Procurement Process" & adjusted paragraphs (A) & (B)
3	3-3	3.3.0.(B).(I).(g)	Changed 3.4.9 to 3.4.10
3	3-3	3.3.0(B)(I)(h)	Deleted section
3	3-4	3.3.0.(C).(III)	Added "no substitute" after...deleted "propriety"
3	3-5	3.3.0.(F)	Under Contractual Terms...added first paragraph
3	3-7	3.3.2.(A).(II)	Updated Link to <a href="http://www.hillsboroughcounty.org/procurementservices/nob/noblist">http://www.hillsboroughcounty.org/procurementservices/nob/noblist</a>
3	3-10	3.3.6(C)	Changed Language
3	3-13	3.4.1(B)(II)(b)	Changed to 3.4.1B(II)(i)(iv)
3	3-15	3.4.1B(II)(i)(iv)	Removed "Ten digit" and "s" on numbers and added if applicable
3	3-17	3.4.2.(E)(III)	Changed 3.4.9 to 3.4.10
3	3-21	3.4.8	Changed Introduction to say "will" instead of "may"
3	3-25	3.4.10.(C).(III)	Changed to "The form also..."
3	3-28	3.4.13(B)(IV)	Deleted... or the Deputy County Administrator.
3	3-29	3.5.0.(B).(I)	Added ..."responsive Proposals..."
3	3-31	3.5.1(D)(II)(a)	Changed 3.4.9 to 3.4.10 (B)
3	3-31	3.5.1(E)(I)(a)	Changed to ...method may be used.
3	3-32	3.5.1(E)(II)	Added parenthesis around or shortlisting
3	3-32	3.5.1(E)(II)(e)	Changed Appendix J to Appendix I
3	3-33	3.5.1(F)(I)	Changed to CCNA Interviews via ...
3	3-33	3.5.1(F)(I)(a)	Changed to The RFP will ... and ...rather than Formal Presentations.
3	3-33	3.5.1(F)(I)(b)	Changed to Where Formal Presentations are ... and ...conduct Teleconferences (telephone discussions)..
3	3-33	3.5.1(F)(I)(d)	Removed ...based on... and changed to ...written submittal (initial ranking).
3	3-33	3.5.1(F)(I)(e)	Changed to ... during the Tteleconferences ....
3	3-33	3.5.1(F)(I)(f)	Added ... review following a Teleconference...
3	3-33	3.5.1(F)(II)	Added .. CCNA Formal Presentations
3	3-33	3.5.1(F)(II)(a)	Added .. CCNA Formal Presentations and added If Formal ...
3	3-33	3.5.1(F)(II)(b)	Added ...CCNA Formal ....
3	3-33	3.5.1(F)(II)(c)	Added ...CCNA Formal ....
3	3-34	3.5.1(F)(II)(d)	Added ...CCNA Formal ....

**Procurement Manual Revisions - Version 10**

<b>UPDATES TO PREVIOUS VERSION</b>			
<b>Chapter Number</b>	<b>Start Page</b>	<b>Paragraph Number</b>	<b>Description</b>
3	3-34	3.5.1(G)(I)	Removed ...based on... and added parenthesis around (because ...
3	3-34	3.5.1(G)(II)	Added ...CCNA Formal .... And ... based solely on ...
3	3-34	3.5.1(H)	Changed to CCNA Tiebreaker Procedure
3	3-34	3.5.1(H)(I)	Changed to Initial Ranking Tiebreaker
3	3-35	3.5.1(H)(II)	Changed to Formal Presentations Tiebreaker
3	3-36	3.5.1(J)(I)	Added has been established, the Department of Procurement Services will authorize ....
3	3-36	3.5.1.(J)(VI)	Added a new section (VI)
3	3-37	3.5.3	Changed the reference from 89-38 to 08-18 (Design Build)
3	3-38	3.7.0	Added sentence... "The requesting Dept will initiate an RQ & forward the RFI to DPS..."
4	TOC	-	Updated Table of Contents for Chapter 4
4	4-2	4.2.0(B)	Added ..."Purchasing Card Manager" and changed to "Purchasing Card Supervisor.
4	4-2	4.2.1	Added new: Purchasing Card Manager
4	4-2 - 4-4	4.2.2 - 4.2.5	Renumbered
4	4-6	4.3.3 (E-G)	Changed the language
4	4-7	4.3.4(D)	Added new "D"
4	4-7	4.3.5	Added new section "Issuance of a Declining Balance Card"
4	4-8	4.3.5(B)	Changed to ...waiver of PCard Program Training....
4	4-8	4.3.6(D)	Updated link to <a href="http://coin/training/home.cfm">http://coin/training/home.cfm</a> or <a href="http://www.hillsboroughcounty.org/procurementservices/pcard/">http://www.hillsboroughcounty.org/procurementservices/pcard/</a>
4	4-11	4.3.7	Added (B) Gift Cards
4	4-12	4.3.8	Changed to ...these Purchasing Card... and added ..., the Purchasing Card Manager...
4	4-13	4.3.9(B)(I)(c)	Changed from 4.3.10 to 4.3.11
4	4-14	4.3.9(C)	Added ...the Purchasing Card Manager...
4	4-14	4.3.9(F)	Added ...the Purchasing Card Manager...
4	4-14	4.3.10(D)	Changed the language in (I),(II),(III); Deleted items (IV) and (V)
4	4-14 - 4-16	4.3.9 - 4.3.11	Removed several instances of "Deputy County Administrator" and replaced with "a Designee"
4	4-19	4.5.1.(F)	Changed to..."date are to be..."
4	4-24	4.5.4	Changed from 4.3.8 to 4.3.9
4	4-26	4.6.0(G)	Changed Purchasing Card "Manager" to Purchasing Card "Supervisor"
4	4-30	Exhibit 1	Updated the New Request Form
4	4-31	Exhibit 2	Updated the Change Request Form
4	4-34	Exhibit 5	Replaced Claims Statement of Disputed Item Form
4	4-35	Exhibit 6	Changed title to PCard Program Training and Replaced Waiver of PCard Program Training
4	4-37	Exhibit 7	Updated Purchasing Card Program Card Reconsideration Request Form
4	4-41	STL; DL; ML	Changed Transaction Limits: STL to \$5K; DL to \$10K; ML to \$20K

**Procurement Manual Revisions - Version 10**

<b>UPDATES TO PREVIOUS VERSION</b>			
<b>Chapter Number</b>	<b>Start Page</b>	<b>Paragraph Number</b>	<b>Description</b>
4	4-42	Glossary	Alphabetized glossary
6	6-2	6.1.2(B)(III)	Changed 6.6.3 to 6.6.2
6	6-14	6.9.(A).(V)	Added new #(V)..Memorandum from Economic Development...
7	7-2	7.1(I)	Deleted... or the Deputy County Administrator.
8	8-1	8.0	Added...for doing so (see Appendix Y)
10	10-1	10.1.(C)	Added a period at the end of the sentence...after provided
10	10-3	10.7.(C)	Removed parenthesis
11	11-2	11.3	Added a new section "C"
12	12-3	12.4	Added new "State of Florida Contracts" section
12	12-3	12.6	Added new 12.6 Purchasing Cooperatives & moved Other Cooperative Purchases to 12.1(B)
13	13-2	13.2.0 & 13.2.1	Replaced \$200,000 to \$500,000
14	14-2	14.1.(C).(III)	Changed to "Procurement Services" will...
-	K-1	Appendix K	Replaced old ordinance with new ordinance: Ordinance 08-18
-	N-1	Appendix N	Updated AD-04 Agenda Process
-	O-1	Appendix O	Added Resolution R90-0134
-	X-1	Appendix X	Updated AD #MS-13
-	Y-1	Appendix Y	Added Board Policy 03.01.06.00
-	Z-1	Appendix Z	Added AD-25 Point of Service Customer Surveys
-	AA-1	Appendix AA	Added AD-CS22 Negotiation of Contracts Pursuant to the "CCNA Requirement..."
-	BB-1	Appendix BB	Added Request for Bids Questionnaires
Cover page	-	-	Added Revision Date & Revision # to Coversheet
Dictionary	-	-	Removed Terms: distributor, bidder, contractor, retailer, supplier, and vendor