

What is the 1 percent transaction fee?

To provide the state and business community with purchasing tools and technology, the state instituted a 1 percent transaction fee for procurement transactions. The State of Florida applies the fee to all transactions processed through the MyFloridaMarketPlace (MFMP) system; in addition, all business conducted with the state outside of MFMP is still subject to the 1 percent transaction fee unless specifically exempt by rule 60A-1.032, F.A.C.

The MFMP 1 percent transaction fee provides vendors with electronic access to state buyers and also provides vendor support activities. Please note there is no initial registration or ongoing subscription fee charged to vendors.

To whom is the 1 percent transaction fee paid?

The 1 percent transaction fee is paid to the State of Florida. The fee is due after vendors receive payments from the state. Payments are accepted via check, money order, cashier's check or Debit Automated Clearing House (ACH).

Are there supplementary fees, i.e., a registration cost or annual fee required in addition to the 1 percent transaction fee?

No.

How is the 1 percent transaction fee used?

The transaction fee supports the Division of State Purchasing and the Office of Supplier Diversity; the operations of the MFMP program; ongoing maintenance and services needed to sustain the program's success; and, the state's business partner, Accenture.

Where is additional information about the July 1, 2003, MFMP rule?

The statewide rules that govern MFMP took effect July 1, 2003. The statutes outlining eProcurement require the Department of Management Services to define these rules and the governance model. All solicitations and State business require:

1. Vendors to register in the MFMP Vendor Information Portal (VIP)
2. Agencies to include MFMP terms and conditions

Find additional information in Chapter 287, Florida Statutes and Chapter 60A 1.031, F.A.C.

What is required for self-reporting?

For State Term Contract (STC) vendors, transaction fees are due monthly. All required transaction fee reports (Form PUR 3776) must be submitted online using VIP.

<https://vendor.MyFloridaMarketPlace.com>

For additional information on how to submit your Transaction Fee Report online, please reference the the Working with Vendors page on the buyer toolkit, or online training aids or vendor meeting presentations on the vendor toolkit.

<http://dms.MyFlorida.com/vendortoolkit>

Reporting Guidelines for STC and Non-STC Vendor

Contract Type	When is the Report Due?	When is the Payment Due?	Fees Owed On	Transaction Fee Report Sections to be Completed
DMS STC (including ASC) and SPA	15 th calendar day of the month	15 th calendar day of the month	All payments received by users of the contract	Summary and Detailed sections
All others (Non-State Term Contract Vendors)	15 th calendar day of the month	15 th calendar day of the month	All payments from executive branch agencies	Summary section

Are there opt out provisions for vendors to not use MFMP?

The state made a firm commitment that MFMP is the single procurement solution. If a vendor believes they are exempt from the transaction fee as defined in the statewide rules that govern MFMP, the vendor should contact an agency they conduct business with to discuss the exemption.

For additional information, 60A-1.031 addresses the use of transaction fee language in purchasing transactions (unless exempted), and 60A-1.032 addresses the transaction fee exemptions.

List of Exemption Codes (per 60A-1.032)

Code	Exemption Reason
1A	Procurement under Section 337.11, Florida Statutes
1B	Procurement under Section 287.055, Florida Statutes
1C	Procurement under Chapter 255 Florida Statutes
1D	Transaction with a non-profit entity
1E	Transaction with another governmental agency
1F	Transaction with required sole provider or price paid and payee established by federal or private grant
1G	Payment to unregistered vendor under Rule 60A-1.030(3), F.A.C.
1H	Payment to vendor in exchange for providing health care services at or below Medicaid rates
1I	Disbursement to recipient or sub-recipient; payment to satisfy maintenance of efforts requirements; or payment to match federal award
2A	Transaction is critical to the agency's mission or necessary for public health, safety and welfare
2B	Imposition of the fee would prevent the consummation of the transaction
3	Emergency transaction per Rule 60A-1.032(3), F.A.C.
1X	Contract Established prior to rule implementation