

## **MyFlorida MarketPlace Purchase Requisitions Quality Assurance Process for Procurement Of Sampling and Analytical Services**

- 1. Department Purchase Requisitions (and Purchase Orders) for sampling or analytical services, including research projects, using MyFlorida MarketPlace (MFMP) must include quality assurance (QA) requirements.**
  - a. Sampling services include the collection of sample media (e.g., water, sediment, soils, chemical wastes) or biological organisms.
  - b. Analytical services include analysis, observation, or measurement activities conducted in the field or in a laboratory.
  - c. QA requirements must be included as an attachment that is visible to the supplier with the purchase requisition (PR) submitted via MFMP. Note: Additional QA requirements may be included in a statement of work (work plan), project proposal or other document attached to the PR for research projects.
  - d. Contact the Aquatic Ecology and Quality Assurance Section (AEQAS) for any questions about QA requirements.
  
- 2. Steps for inclusion of QA Requirements in a department Purchase Requisition**
  - a. Requisition Initiation and Development  
**During negotiations with potential suppliers and development of the PR,** provide the appropriate QA Requirements Attachment to each potential supplier (see 2.b., below).
    - i. Review the QA Requirements with each supplier. Make sure that the supplier understands the QA Requirements and can meet them for the proposed services described in the PR.
    - ii. Any changes to the QA Requirements negotiated with a supplier must be reviewed and approved by the AEQAS.
    - iii. For research projects, the supplier must provide information about the proposed project, which must be reviewed by the AEQAS and the authorized MFMP Approvers designated in the approval flow for the PR. The project information must include a description about proposed methodology for sampling, analysis, quality control, and experimental data evaluation procedures. **Please note that AEQAS QA Approvers will not approve a PR for a research project unless sufficient project information is provided. See 2.c., below.**

b. QA Requirements Attachment

One of two documents for QA Requirements are used for department Purchase Requisitions for sampling or analytical services. Select the appropriate QA Requirements according to the following:

- i. Use the attached **Standard QA Requirements** if sampling activities will be conducted according to the DEP SOPs, and laboratory analyses will be performed by a certified laboratory accredited by the FDOH Environmental Laboratory Certification Program. **NOTE: Most suppliers utilize DEP SOPs and certified labs. If DEP staff will be collecting the samples, the DEP SOPs must be followed for all aspects of sample collection.**
- ii. Use the attached **Research QA Requirements** if sampling activities will NOT be conducted according to the DEP SOPs and laboratory analyses will NOT be performed by a certified laboratory.
- iii. **Contact AEQAS for assistance with editing one of the above QA Requirements documents** if the proposed scope of work for the requisitioned sampling and/or analysis services does not appear to conform to either of the choices above (or seems to be a hybrid of the choices). **NOTE: AEQAS review and approval is required for all edited QA Requirements documents.**

c. Provide Sufficient QA Information in the PR Line Item Description

- i. Required Information from Previous PR(s)  
If a prior requisition contains QA information that is still relevant for the current proposed services (e.g. the new PR is a continuation of the same work, or the new PR is for work on the next phase of activities that build from a phase under the prior PR), then the old PR number must be cited in the line item description(s) for the new PR. This will allow AEQAS staff to quickly look up the former PR and its attachments and compare it to the new one when performing the QA review.
- ii. Required Information for Standard Sampling or Analytical Services  
For QA approval by AEQAS QA Approvers, the following information must be listed in the PR description of proposed standard sampling or analytical services:
  - a) List each organization providing sampling or analytical services, and indicate the specific sample collections or analyses supplied by each.
  - b) List the test method(s) to be performed by each certified laboratory supplying analytical services. Include the certification number for each lab. Note: The certification of any laboratory test can be verified at the department's lab certification webpage.
  - c) If more than one sample matrix will be collected or analyzed (e.g., samples from a drinking water source and a public swimming area), the above information must be listed for each sample matrix.
- iii. Required Information for Research Projects

**Researchers supplying sampling or analytical services to the department for a research project must submit detailed information about the proposed research before a PR will be approved.** The details of this submittal requirement are specified in the Research QA Requirements document attached to the PR (see 2.b.ii., above), and must discuss the items described in Rule 62-160.600, F.A.C., to include (as applicable):

- purpose and intended use of data, including topics to be investigated;
- description of work to be conducted;
- data reporting and storage procedures;
- documentation to be delivered to the department as work product;
- training required to conduct work;
- experimental design details, including sampling sites, populations, organisms, or analytes to be investigated, and sampling and/or analytical schedules;
- sampling and analytical methods to be used for the project;
- quality control activities, measurements and control criteria;
- evaluation of the research project design to meet research objectives; and,
- statistical and/or other procedures and criteria for evaluation of experimental data.

The researcher may provide additional documents or web links for specific details about the proposed methods or criteria to be used for the project, such as research literature articles or internal SOPs.

### **3. Purchase Requisition QA Approval**

QA approval for the PR is provided by the AEQAS QA Approvers once the QA Requirements (and information provided for research projects) attached to the PR and details provided per 2.c above are checked by AEQAS for completeness and applicability for the requisitioned services.