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**VIA E-MAIL**  
**March 12, 2012**

**TO:** The Florida Courts E-Filing Authority, Board of Directors

**FROM:** Lynn Hoshihara, Counsel to the Florida Courts E-Filing Authority

**SUBJECT:** Changes to the Purchasing Policy

At the February 1, 2012 meeting, the Florida Courts E-Filing Authority (the "Authority") Board of Directors discussed a draft of a proposed purchasing policy. At that meeting, our office made some recommended changes in order to facilitate ease of posting and requesting bids and awarding to the most responsive bidder.

Changes have been made and a black-line against the document presented at the meeting is attached hereto.

A general outline of the substantive changes is as follows:

- Section II, Definitions, defined term "Competitive Sealed Bid, or Competitive Request for Proposals or Qualifications" to provide the choice to advertise or post on Authority website.
- Section V. Notice Inviting Competitive Sealed Bids, to provide the choice to advertise or post on Authority website.
- Section VII. Competitive Sealed Bids, to provide that bids may be accepted via electronic means and placing responsibility on bidder to assure that bid was received.
- Section X. Award of Competitive Sealed Bids and Competitive Request for Proposals and Qualifications, to clarify that the Authority may award to the most responsive bidder even if not the lowest bidder as written statement outlining reasons provided.
- Section XVI. Competitive Quotations and Comparative Prices, to clarify no posting or advertising necessary.
- Section XIV. Florida Businesses, section added at request of Board Member Tim Smith to provide for consideration of Florida owned businesses.