




Charlie Crist
Governor
Monesia T. Brown
Director

AWI Purchasing Memorandum

Memorandum No. 1 (2007-08)

DATE: January 7, 2008

TO: Barbara Griffin, Deputy Director
Cynthia Lorenzo, Deputy Director
Brittney Birken, Deputy Director for Early Learning
Tom Clendenning, Director of Unemployment Compensation Services
James Mathews, Inspector General
Rosa McNaughton, General Counsel
Tara Collins, External Affairs Director
David Dobbs, Senior Budget Officer
Louise Mondragon, Human Resource Officer
Scott Stewart, Chief Information Officer
Wayne Summerlin, Financial Management Officer
Dorothy Johnson, Unemployment Compensation Appeals Process Manager
Rebecca Rust, Workforce Services Process Manager
Lois Scott, Workforce Services Process Manager
John Hughes, Acting Executive Administrator of Operations
John Herndon, GOC II
Tom Imholt, Early Learning Program Manager
Geri Atkinson-Hazelton, Unemployment Compensation Appeals General Counsel
Vickie M. Smith, Director's Office
Peter de Haan, Civil Rights

FROM: Laura I. Jennings, Purchasing Manager 

SUBJECT: Contracts for "Green Lodging" Meeting and Conference Facilities
Executive Order 07-126

Effective January 1, 2008, the Agency for Workforce Innovation (AWI) may not contract for meeting and conference space with hotels or conference facilities that have not received the Department of Environmental Protection's (DEP) "Green Lodging" certification for best practices in water, energy and waste efficiency standards, except when certified to the Governor by the agency head or designee that "no other viable alternative exist."

To insure that the Agency is in compliance with Governor Crist's Executive Order Number 07-126, the following internal controls will be effective January 1, 2008. When contracting for meeting or conference space with hotels or conference facilities, the program area will consider the following:

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1. Geographic Location - During the meeting or conference planning stage, select major metropolitan areas around the state that are centrally located and that can provide multiple Green Lodging designated properties to choose from.
2. Selected Site - Once a hotel or conference facility site has been selected, confirm the site is a designated property of the Florida Green Lodging Program at the DEP website and print a copy of the designation at: <http://dep.state.fl.us/greenlodging/lodges.htm>.

If the selected site is not a designated property or is an applicant, but they have not yet received their Green Lodging designation, then proceed to the instructions (#4) for certifying to the Governor's Office that "no other viable alternative exist."

3. Vendor Contract Agreement - All two-party agreements are required to go through the agency contract review process. If the meeting or conference facility is presented "free of charge", the vendor two-party agreement is required to go through the contract review process as well. Attach a copy of the Green Lodging designation to the contract as documentation of due diligence.
4. Instructions for certifying to the Governor's Office that "no other viable alternative exists" - The program area will email to Laura I. Jennings, Purchasing Manager in the Office of Procurement and Contract Administration at laura.jennings@flaawi.com; the following information. Please include the phrase, "GREEN LODGING - AWT" in the subject line.
 - a. The name and location of the facility selected.
 - b. The date and title of the event.
 - c. The name and location of designated properties in the Florida Green Lodging Program that were considered, and why they were not used.
 - d. Why a particular area of the state was selected. The program area will need to demonstrate that there was a compelling reason why the event must be held in this particular area.
 - e. The program area will need to document that the facility used was made aware of the Executive Order and given directions to the Florida Green Lodging Program website.

The Purchasing Manager will then coordinate through the Director's Office, certifying to the Governor that "no other viable alternative exist."

Once the Director's Office has certified to the Governor that "no other viable alternative exist", the Office of Procurement and Contract Administration will then notify the program area to proceed with routing the vendor contract agreement through the contract review process.

Please contact the Office of Procurement and Contract Administration or Laura I. Jennings, Purchasing Manager, at (850) 245-7464 if you have any questions or need additional information.

CC: Kevin Thompson, Director of Agency Support Services
Robert Monroe, General Services Process Manager
Angela Boyer, Accounting Process Manager