



## 1) Register with the Florida State Agency Contracting Offices

Market the 45 FL state agencies

## 2) Consider marketing to the Florida state agency contracting offices for opportunities.

### Action Plan

- 1) Develop a one page capability statement for your product or service
- 2) Identify your company name, phone, fax, email and point of contact
- 3) Identify you take credit cards
- 4) Mail/fax/email the letter to the attention of the contracting officer/program manager
- 5) Follow-up with a phone call within 1-2 weeks after the mailing
- 6) Follow-up every 6 months

### Administrative Hearings

Purchasing Agent III  
The Desoto Building  
1230 Apalachee Parkway  
Tallahassee, FL 32399-3060  
Fax: (850) 921-6847, Phone: (850) 488-9675 ext.125

### Agency for Health Care Administration

Director of Procurement  
Bureau of Support Services  
2727 Mahan Drive, MS 15  
Tallahassee, FL 32308  
Fax: (850) 488-0317, Phone: (850) 921-0064

Purchasing Director  
Support Services, Purchasing Office  
2727 Mahan Drive, MS 15  
Tallahassee, FL 32308  
Fax: (850) 488-0317, Phone: (850) 414-6053

Bureau Chief  
Support Services  
2727 Mahan Drive, MS 15  
Tallahassee, FL 32308  
Fax: (850) 488-0317, Phone: (850) 921-4406

### Agency for Workforce Innovation

Purchasing Director  
General Services, Purchasing Office  
107 East Madison Street MSC B047  
Tallahassee, FL 32399  
Fax: (850)245-7470, Phone: (850) 245-7455



**Board of Regents**

Purchasing Director  
325 West Gaines Street, Room 1625  
Tallahassee, FL 32399-1950  
Phone: (850) 201-7230

**Dept. of Agriculture & Consumer Services**

Purchasing Director  
407 S. Calhoun St.  
Mayo Bldg. - Room SB7  
Tallahassee, FL 32399-0800  
Fax: (850) 922-6968, Phone: (850) 488-7551

**Department of Business & Professional Regulation**

Purchasing Administrator  
1940 North Monroe Street, Northwood Centre  
Tallahassee, FL 32399-0796  
Fax: (850) 921-8992, Phone: (850) 921-0899

**Department of Children & Families**

Management Analyst  
1317 Winewood Blvd.  
Bldg. 3 - Suite 201  
Tallahassee, FL 32399-0700  
Fax: (850) 488-4570, Phone: (850) 488-3872  
Suncom: 278-3872

Assistant Staff Director  
1317 Winewood Blvd.  
Bldg. 3 - Suite 201  
Tallahassee, FL 32399-0700  
Fax: (850) 488-4570, Phone: (850) 487-1951

Purchasing Administrator  
1317 Winewood Blvd.  
Bldg. 3 - Suite 203  
Tallahassee, FL 32399-0700  
Fax: (850)488-1426, Phone: (850)488-1420

Assistant Director, Contract Administration  
1317 Winewood Blvd.  
Bldg. 5 - Room 121  
Tallahassee, FL 32399-0700  
Fax: (850)413-6158, Phone: (850)413-7462



**Department of Citrus**

Purchasing Director  
P.O. Box 148  
Lakeland, FL 33802-0148  
Fax: (863) 284-3085, Phone: (863) 499-2499

**Department of Community Affairs**

Purchasing Director  
2555 Shumard Oak Blvd. - Suite 155  
Tallahassee, FL 32399-2100  
Fax: (850) 921-8262, Phone: (850) 488-8583

**Department of Corrections**

Assistant Bureau Chief  
2601 Blairstone Road  
Tallahassee, FL 32399-2500  
Fax: (850) 922-5330, Phone: (850) 414-8734

**Department of Education**

Purchasing Director  
Turlington Bldg. - Suite 914  
325 W. Gaines St.  
Tallahassee, FL 32399-0400  
Fax: (850) 245-9189, Phone: (850) 245-9170

**Department of Elder Affairs**

Purchasing Specialist Supervisor  
4040 Esplanade Way - Suite 215T  
Tallahassee, FL 32399-7000  
Fax: (850) 414-2003, Phone: (850) 414-2044



**Department of Environmental Protection**

Chief, Bureau of General Services

Carr Bldg.

3800 Commonwealth Boulevard, MS 85

Tallahassee, FL 32399-3000

Fax: (850) 245-2409, Phone: (850) 245-2350

Commodities Administrator

Carr Bldg.

3800 Commonwealth Boulevard, MS 93

Tallahassee, FL 32399-3000

Fax: (850) 245-2412, Phone: (850) 245-2356

Procurement Administrator

Carr Bldg.

3800 Commonwealth Boulevard, MS 93

Tallahassee, FL 32399-3000

Fax: (850) 245-2411, Phone: (850) 245-2352

Services Administrator

Carr Bldg.

3800 Commonwealth Boulevard, MS 93

Tallahassee, FL 32399-3000

Fax: (850) 245-2411, Phone: (850) 245-2361

Purchasing Card Administrator

Carr Bldg.

3800 Commonwealth Boulevard, MS 93

Tallahassee, FL 32399-3000

Fax: (850) 245-2412, Phone: (850) 245-2358

**Department of Financial Services**

Purchasing Director

Larson Building - Room B-24

Tallahassee, FL 32399-0300

Fax: (850) 487-2389, Phone: (850) 413-2066

**Department of Health**

Purchasing Administrator  
Bureau of General Services  
4052 Bald Cypress Way  
Bin# B06  
Tallahassee, FL 32399-1734  
Phone: (850) 245-4199 of Suncom 205-4199

Assistant Purchasing Administrator  
4052 Bald Cypress Way  
Bin# B06  
Tallahassee, FL 32399-1749  
Phone: (850) 245-4444 x4198

**Department of Highway Safety & Motor Vehicles**

Chief of Purchasing and Contracts  
Neil Kirkman Bldg. MS 31  
2900 Apalachee Parkway  
Tallahassee, FL 32399-0500  
Fax: (850) 922-6273, Phone: (850) 488-8290

**Department of Juvenile Justice**

Purchasing Director  
Knight Bldg., Suite 100  
2737 Centerview Drive  
Tallahassee, FL 32399-3100  
Fax: (850) 921-6588, Phone: (850) 921-7952

**Department of Law Enforcement**

Operations Management Consultant Manager  
P.O. Box 1489  
2331 Phillips Road  
Tallahassee, FL 32308  
Fax: (850) 410-7333, Phone: (850) 410-7309

**Department of Legal Affairs**

Purchasing Director  
PL01 The Capitol  
Tallahassee, FL 32399-1050  
Fax: (850) 487-0168, Phone: (850) 414-3417

**Department of Lottery**

General Services Director  
250 Marriott Drive  
Tallahassee, FL 32399-4005  
Fax: (850) 487-7760, Phone: (850) 487-7777



**Department of Management Services**

Director of State Purchasing  
State Purchasing  
4050 Esplanade Way  
Tallahassee, FL 32399-0950  
Fax: (850) 414-6122, Phone: (850) 487-8778

Purchasing Manager  
Departmental Purchasing  
4050 Esplanade Way, Suite 280  
Tallahassee, FL 32399-0950  
Fax: (850) 922-6149, Phone: (850) 488-3158

**Department of Military Affairs**

Purchasing Director  
P.O. Box 1008  
St. Augustine, FL 32085-1008  
Fax: (904) 823-0153, Phone: (904) 823-0241

**Department of Revenue**

Purchasing and Facilities Manager  
Carlton Bldg. - Room 143  
Tallahassee, FL 32399-0100  
Fax: (850) 921-1396, Phone: (850) 488-5445

Purchasing Director  
Carlton Bldg. - Room 143  
Tallahassee, FL 32399-0100  
Fax: (850) 921-1396, Phone: (850) 488-5445

**Department of State**

Purchasing Director  
107 West Gaines Street  
The Collins Bldg., Room 266  
Tallahassee, FL 32399-0250  
Fax: (850) 245-6595, Phone: (850) 245-6592

**Department of Transportation**

Manager, Procurement Office- Professional Services, Commodities, Contratual Services  
605 Suwannee St. MS 20  
Tallahassee, FL 32399-0450  
Fax: (850) 414-4951, Phone: (850) 414-4476

Manager, Contracts Administration-Highway Construction and Maintenance  
605 Suwannee St. MS 55  
Tallahassee, FL 32399-0450  
Fax: (850) 414-4947, Phone: (850) 414-4000



**Dept. of Veteran Affairs**

Purchasing Officer  
Mary Grizzle Building, Room 232-E  
11351 Ulmerton Road  
Largo, FL 33778-1630  
Phone: (727) 518-3202 x557

**Florida Agricultural & Mechanical University**

Purchasing Director  
210 Foote-Hilyer Bldg.  
Tallahassee, FL 32307  
Fax: (850) 561-2160, Phone: (850) 599-8134

**Florida Atlantic University**

Purchasing Director  
777 Glades Road  
Administration Bldg. - Room 206  
Boca Raton, FL 33431  
Fax: (561) 367-3084, Phone: (561) 297-3081

**Florida Community College at Jacksonville**

Associate Vice President of Purchasing & Business Services  
501 West State Street  
Jacksonville, FL 32202  
Fax: (904) 632-3087, Phone: (904) 632-3294  
Cell: (904) 537-3918

Purchasing Manger  
501 West State Street  
Jacksonville, FL 32202  
Phone: (904) 632-3301, Suncom: 864-3301

**Florida Fish & Wildlife Conservation Commission**

Purchasing Director  
Bryant Bldg. - Room 364  
620 S. Meridian St.  
Tallahassee, FL 32399-1600  
Fax: (850) 921-2500, Phone: (850) 488-3428

**Florida Gulf Coast University**

Purchasing Director  
10501 FGCU Blvd. S.  
Ft. Myers, FL 33965-6565  
Suncom: 731-1134, Phone: (239) 590-1134



**Florida International University**

Purchasing Director  
University Park Campus  
CSC 411  
Miami, FL 33199  
Fax: (305) 348-3600, Suncom: 441-3600  
Phone: (305)348-2161, Suncom: 441-2161

**Florida School for Deaf and Blind**

Purchasing Director  
207 N. San Marco Ave.  
St. Augustine, FL 32084  
Phone: (904)827-2356

**Florida State University**

Purchasing Director  
A1400 University Center  
Tallahassee, FL 32306-1055  
Fax: (850) 644-8921, Phone: (850) 644-6850

Assistant Director of Purchasing  
A1400 University Center  
Tallahassee, FL 32306-2370  
Fax: (850) 644-8921, Phone: (850) 644-6850

**Guardian Ad Litem Office**

Purchasing Coordinator  
Phone: 922-7207

Budget Director  
Phone: (850) 922-7206  
Fax: (850) 922-7211

**Justice Administrative Commission**

System Director  
117 West College Avenue  
P.O. Box 1654  
Tallahassee, Fl 32302-1654





**Office of Legislative Services**

Purchasing Director  
111 W. Madison St., Suite 604  
Tallahassee, FL 32399-1400  
Fax: (850) 414-1909, Phone: (850) 488-0243  
Suncom: 278-0243

**Office of the Governor**

Purchasing Director  
LL05 The Capitol  
Tallahassee, FL 32399-0001  
Fax: (850) 922-9002, Phone: (850) 488-4915

**Parole Commission**

Purchasing Agent II  
Bldg. C - Room 412  
2601 Blairstone Road  
Tallahassee, FL 32399-2450  
Fax: (850) 487-1430, Phone: (850) 488-2280

**Public Service Commission**

General Services Manager  
2540 Shumard Oak Blvd.  
Tallahassee, FL 32399-0850  
Fax: (850) 413-6307, Phone: (850) 413-6306

**Santa Fe Community College**

Purchasing Director  
3000 NW 83rd Street  
Gainesville, FL 32606  
Fax: (352) 381-7020, Suncom: 650-5231

**State Board of Administration**

Procurement Manager  
1801 Hermitage Blvd., Suite 100  
Tallahassee, FL 32308  
Phone: (850) 413-1281  
Fax: (850) 413-1394



**State Courts Administration**

Purchasing Director  
501 South Duval Street  
Tallahassee, FL 32399-1900  
Phone: (850) 487-2373

**University of Central Florida**

Purchasing Director  
P.O. Box 160050  
Orlando, FL 32816-0050  
Fax: (407) 823-5551, Phone: (407) 823-2661

**University of Florida**

Associate Director  
Elmore Hall, Room 102  
P.O. Box 115250  
Gainesville, FL 32611-5250  
Fax: (352) 392-8837, Phone:(352) 392-1331

**University of North Florida**

Purchasing Director  
4567 St. Johns Bluff Road, South  
Jacksonville, FL 32224  
Suncom Fax: 861-2462, Suncom: 861-2730  
Phone: (904) 620-2730

**University of South Florida**

Purchasing Director  
Suite 135  
3702 Spectrum Blvd.  
Tampa, FL 33612  
Fax: (813) 974-5362, Phone: (813) 974-3305  
Suncom: 574-3305

**University of West Florida**

Purchasing Director  
11000 University Parkway  
Pensacola, FL 32514  
Fax: (904) 474-2090, Phone: (850) 474-2626