



## *Florida Department of Transportation*

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### **POLICY**

Effective: July 19, 2007  
Office: Procurement  
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## **USE OF DEPARTMENT SPACE AND EQUIPMENT BY OUTSIDE PROVIDERS**

It is the objective of the Florida Department of Transportation to enhance productivity by making the most cost-effective use of its resources. Professional Consultants and other service providers are a significant resource to the Department and it is the policy of the Department to be innovative in the use of this resource to increase effectiveness while controlling costs.

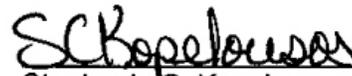
As part of the effort to achieve this objective, the Department may allow consultants and other service providers to share Department office space for the contract duration. Before allowing such use, the following conditions must exist:

It must clearly enhance the productivity of the consultant in performing the scope of services or require daily interaction with Department staff to effectively perform their duties. This would not usually be true of consultants working on a phase of a transportation project (Planning, Design, Right of Way, Construction, Maintenance). It may be true of consultants performing management or administrative support functions such as general consultants, systems consultants, or accounting and auditing consultants.

The decision to provide Department space to the consultant should be made prior to contracting so that consideration may be given to offsetting the cost of the consultant services with the value of the space provided. This would occur during the competitive negotiations of a professional services contract. For services acquired pursuant to sealed competitive bids or proposals, the request for proposal or invitation to bid should clearly identify the availability of Department space so that it may be factored into the bid price by the proposer.

Consultants housed in Department space may only work on the Department project requiring their presence. Other non-project activities, such as marketing, are prohibited.

Consultant staff working in Department space should, whenever possible, use available Department office equipment (furniture, computer hardware and software, copiers, etc.). Department equipment, which will be made available for consultant use on the project, should be identified prior to contracting, to allow the Department to realize maximum cost benefit in negotiated or bid prices. When Department equipment is not available, consideration may be given to allowing the consultant to bring their own equipment into Department space for use on the project, if it is essential to the effective performance of the contracted services. All applicable Department policies, procedures, standards and guidelines concerning consultant owned equipment, including data processing equipment and software, must be adhered to by the consultant.

  
Stephanie C. Kopelousos  
Secretary