

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Purchasing of Goods and Services Policy
FPU Policy Number: FPU-8.0011P
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: October 15, 2014
Date Revised: November 3, 2017
Responsible Division/Department: Finance & Administration
Initiating Authority: Mark Mroczkowski, VP and Chief Financial Officer

A. APPLICABILITY/ACCOUNTABILITY:

This purchasing policy is applicable to all individuals who participate directly or indirectly in the purchase of goods or services for the University.

B. POLICY STATEMENT:

This policy supplements Chapter 18 of the Board of Governors regulations (“BOG regulations”) and Florida Polytechnic University regulation 8.001 (“FPU-8.001”).

1. Authority to Execute Contracts and Agreements

The President and the President’s designees are the only individuals who have the authority to enter into contracts on behalf of the University. University employees must not execute contracts and other documents of agreement or commitment on behalf of the University unless they have a written delegation of authority to do so.

2. Purchasing Services Responsibility and Authority

In addition to the duties listed in FPU-8.001(3), the Purchasing Services Department has the duty to:

- a. Develop and maintain purchasing operating procedures.
- b. Propose purchasing policies and maintain a purchasing manual.
- c. Develop and maintain an expense card manual.
- d. Define purchasing business processes within Workday, the University’s Enterprise Resource Planning (ERP) system, such as requisitions, purchase orders, supplier contracts, supplier records, and any other business processes determined to be the responsibility of the Procurement Department by the University.
- e. Assemble plans and/or specifications in cooperation with user department/divisions that are included in Invitations for Bid, Invitation to Negotiate, Requests for Proposals, Requests for Quotations, and Best Value Procurement.
- f. Assist departments/divisions in establishing standardization of goods and services, where practical, within a competitive environment.
- g. Waive any minor irregularities in an otherwise valid solicitation or reply. Variations that are not minor cannot be waived.

- h. Administer the Purchasing Card Program.
- i. Perform other duties as directed by the President or designee.
- j. Make purchases only for University departments, units, centers and institutes, student government, and the Florida Polytechnic University Foundation.

3. Ethics and Standard of Conduct

All University staff engaged in purchasing and related activities shall conduct business dealings in a manner above reproach in every respect. Transactions relating to the expenditure of public funds requires the highest degree of public trust to protect the interests of the University and the taxpayers of Florida. All University staff engaged in the purchasing cycle are bound by the standard of conduct for public officers and employees set forth in Chapter 112, Code of Ethics for Public Officers and Employees, Part 3, Florida Statutes.

4. Purchasing Cycle

The purchasing cycle starts when a department recognizes a need for a commodity or contractual service. The department is responsible for communicating a departmental need to the Purchasing Specialist. The Purchasing Specialist will fulfill this need in accordance with the purchasing methods, threshold levels and Purchasing Manual.

5. Purchasing Methods

Upon request from a user department/division, the Purchasing Specialist will seek a source of supply and enter into transactions for the purchase of the commodity or contractual service, in accordance with the University's Purchasing Manual.

The method of purchasing used will be determined by the estimate dollar amount of the requested purchase, the nature of the purchase, and other factors. Purchasing methods may include, but are not limited to:

- a. Credit Card Purchases
- b. Request for Quotations (RFQ) - Informal and Annual/Term Quotations
- c. Professional Qualifications Statement (PQS) - lists the requirements of a project and requests that contractors submit statements of interest, including a demonstration of their ability to complete the project.
- d. Invitation to Bid (ITB) – Regular and Annual/Term Bids
- e. Request for Proposals (RFP)
- f. Best Value Procurement (BVP)
- g. Emergency Purchases (EP)
- h. Alternate Vendor Selection (AVS)
- i. Notice of Intent to Sole Source (ISS)
- j. Sole Source Purchase (SSP)
- k. Request for Information (RFI)
- l. Invitation to Negotiate (ITN)
- m. Letters of Interest (LOI)
- n. Cooperative Purchasing, Governmental Contracts and Compatibility

o. Auctions or Reverse Auctions

All purchases should be in the best interest of the University and should maximize competition and prudent spending to the greatest extent possible.

Purchases using alternate funds shall follow the requirements of the agency granting the funds.

Specifications shall be written to encourage fair and open competition whenever possible.

Awards shall be made based upon criteria set forth in the solicitation and in accordance with the University Purchasing Procedure Manual.

6. Threshold Levels and Standards

The fundamental purpose of establishing threshold levels is to aid in the initial determination of the most appropriate purchasing method. Purchases shall not be artificially divided so as to circumvent competitive purchasing requirements.

- a. **Category 1:** \$0.00 - \$5,000.00: verbal or written quote solicited by the department
- b. **Category 2:** \$5,000.01 - \$25,000.00: a minimum of two (2) verbal or written quotes solicited by the Purchasing Specialist
- c. **Category 3:** \$25,000.01 - \$75,000.00: a minimum of two (2) written quotes solicited by the Purchasing Specialist
- d. **Category 4:** \$75,000.01 and greater: sealed, formal competitive solicitation solicited by the Purchasing Specialist unless the purchase is exempted or excepted from the competitive solicitation process pursuant to the BOG or FPU regulations.

7. Environmentally Preferred Purchasing

The Purchasing Services Department is committed to the purchasing of commodities and contractual services that minimize negative environmental and social impacts and emphasize long-term values. Preference may be given to such commodities and contractual services. Such purchases may consider raw materials acquisition, productions, manufacturing, packaging, distribution, reuse, operations, maintenance, or disposal of the commodity or service.

8. Transparency of Solicitation Documents

Category 4 Solicitations will be noticed by the University on the web.

C. PROCEDURES:

To the extent that this policy governs automated business processes, these procedures are documented within the University's Enterprise Resource Planning (ERP) system. Other procedures governed by this policy will reside on the Procurement Department's website.

POLICY APPROVAL	
Policy No.: FPU-8.0011P	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date
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