Proposed: USF System Policy

5-029 Contractor and Vendor Selection and Procurement Processes

I. INTRODUCTION (Purpose and Intent)

The University of South Florida System is dedicated to protecting the integrity of the competitive selection processes for the procurement of goods and services. All contractor and vendor selection processes shall promote fair and open competition and shall be conducted in accordance with USF System Regulations and Florida Statutes. All contractor and vendor selection processes shall be free of conflict of interest, undue influence and favoritism so that contracts are awarded equitably and economically.

Purchasing and Property Services will provide management and oversight over the procurement of commodities and contractual services. Facilities Planning and Management Services will provide management and oversight over the procurement of construction and related professional services.

II. STATEMENT OF POLICY

The Contractor and Vendor Selection and Procurement Process for the USF System shall be free from conflict of interest and undue influence, including any direct fundraising solicitations by a competitive selection committee or its members. Official USF System development/fundraising activities are handled by the Office of University Advancement, and such activities should be kept separate from contractor and vendor selection processes.

Pursuant to Florida law, competitive solicitations for the procurement of construction services (Construction Management and Design Build) and related professional services...
(Architect, Engineer, etc.) are based only upon qualifications of the firms responding, and competitive selection committees shall determine and select the most qualified firm(s).

Other competitive solicitations may encourage and allow certain donations, gifts-in-kind, and/or discounts as a part of a vendor or contractor proposal, provided that the details will be specified in the solicitation document so that all vendors may participate in the process. Also, competitive selection committee members may consider unsolicited donations, gifts-in-kind, and/or discounts as a part of a vendor or contractor proposal.

Procurement and Purchasing entities in the USF System shall maintain procedures to: i) educate competitive selection committee members about their individual and legal obligations under USF Regulations and Florida law; and ii) prevent direct fundraising solicitations from being a part of the Selection and Procurement process for Contractors and Vendors. Such procedures shall include:

A. **Written directions to Selection Committee members stating their responsibilities and conditions for serving including:**

   i. **Notice of Regulation 4.02070 Standards of Conduct**

   ii. **Notice of Policy No. 5-029 Contractor and Vendor Selection and Procurement Processes**

   iii. **Signature sheet to acknowledge responsibilities and duties**

B. **Information in Advertisements, Florida Administrative Weekly, Requests for Proposals, Invitation to Negotiate, etc. that reference this Policy and Intent.**
C. Provisions that Selection Committee members shall not serve if their responsibilities in serving the University are in conflict with this Policy.

Authorized and Signed by:

Nick Trivunovich, Chief Financial Officer and Vice President for Business & Finance

Judy Genshaft, President