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Number:

USF4.02010

Title: **Responsible Office:**

Date of Origin: 4-29-03

Purchasing Definitions

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Business & Finance

Date Last Amended: 9-10-09

Date Last Reviewed: 9-10-09

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(1) Artistic Services. Services provided by an individual or group of individuals who profess and practice a skill in the area of music, dance, drama, folk art, creative writing, painting, sculpture, photography, graphic arts, web design, craft arts, industrial design, costume design, fashion design, motion pictures, television, radio, video and audio recording, or in any other related field.

- Commodity. Any of the various supplies, materials, goods, merchandise, food, equipment, software or other personal property, including a mobile home, trailer or other portable structure, which are purchased, leased, lease-purchased or otherwise contracted for by the University of South Florida System (USF System). "Commodity" also includes interest on deferred payment contracts entered into by the USF System for the purchase of other commodities. Printing is not subject to Chapter 283, Florida Statutes.
- Competitive Solicitation. An Invitation to Bid, Request for Proposal or Invitation to Negotiate to competitively select a contractor/vendor.
- Contractor/Vendor. A person or firm who contracts to sell commodities or contractual services to the USF System.
- Contractual Service. The rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. "Contractual service" does not include labor or materials for the construction, renovation, repair or demolition of facilities.
 - Extension. An increase in the time allowed for the contract period.
- Independent Contractor. A person or firm who provides a service to the USF System and in compliance with Florida or federal laws and IRS Code.
- Invitation to Bid. A written solicitation for competitive bids for commodities, group of commodities, or contractual services defined for which bids are sought. The invitation to bid is used with a specifically defined scope of work for which a contractual service is required or with precise specifications defining the actual commodity or group of commodities required.
 - Invitation to Negotiate. A written solicitation to select one or more vendors with which to

commence negotiations for the procurement of commodities or contractual services. The invitation to negotiate is used when the USF System determines that negotiations may be necessary for the USF System to receive the best value.

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- (10) **Public Entity Crime.** A violation of any state or federal law by a person in the transaction of business with any public entity of any state or with the United States Government involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
- (11) **Purchase.** An acquisition of commodities, contractual services or licenses obtained by purchase order or contract whether by rent, lease, installment—or lease purchase or outright purchase.
- 47 (12) Purchases for Resale. The purchase of commodities or contractual services by the USF
 48 System for the purpose of selling commodities and contractual services for the benefit of the USF
 49 System.
- 50 (13) Purchasing and Property Services. The department responsible for oversight of the acquisition of commodities and contractual services.
 - (14) Renewal. Contracting with the same contractor for an additional period of time after the initial contract term, provided the original terms of the agreement specify an option to renew.
 - (15) Request for Information. A written request to vendors for information concerning commodities or contractual services. Responses to these requests are not offers and may not be accepted to form a binding contract.
 - (16) Request for Proposal. A written solicitation for competitive proposals for commodities or contractual services. The request for proposal is used when it is not practicable to specifically define the scope or work for which the commodity, group commodities, or contractual service is required and requesting that a responsible vendor propose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document.
 - (17) Request for A Quote. An oral or written request for written pricing or services information from vendors for commodities or contractual services.
 - (18) Responsive and Qualified Bidder or Offeror. A contractor/vendor who has submitted a bid or proposal that conforms in all material respects to a competitive solicitation.
- 66 (19) **Term Contract.** An indefinite quantity contract for the purchase of commodities or contractual services during a prescribed period of time.
- 69 Authority: Art. IX, Sec. 7, Fla. Constitution, Fla. Board of Governors Regulations, 1.001, 18.001.
- 70 History: New (BOT approval) 4-29-03, Formerly 6C4-4.02010, F.A.C., Amended 9-10-09.
- 71 Certification: USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has
 72 a record of written notices, comments, summaries and responses as required.