

6 USF System USF USFSP USFSM

7 **Number:** ~~_____~~ **USF4.02020**

8 **Title:** ~~_____~~ **Purchasing Services—Role of**

9 **Responsible Office:** ~~_____~~ **Business and Finance**

10 **Date of Origin:** ~~4-29-03~~

11 **Date Last Amended:** ~~9-10-09~~

Date Last Reviewed: ~~9-10-09~~

12 ~~(1) Canvass sources of supply and contracting for the purchase or lease of all commodities~~
13 ~~and contractual services for the University of South Florida System (USF System), in any manner,~~
14 ~~including purchase by installment or lease-purchase contracts. Installment or lease-purchase contracts~~
15 ~~can provide for the payment of interest on unpaid portions of the purchase price.~~

16 ~~(2) Remove any contractor from the USF System's competitive vendor list that fails to fulfill~~
17 ~~any of its duties specified in a contract with the USF System (or another state university) and to~~
18 ~~reinstate such contractor when satisfied that further instances of default will not occur.~~

19 ~~(3) Plan and coordinate purchases in volume and negotiate and execute agreements and~~
20 ~~contracts for commodities and contractual services under which the USF System makes purchases.~~

21 ~~(4) Develop an Annual Certification List to serve as a waiver of the competitive solicitation~~
22 ~~requirement for commodities or contractual services that are frequently purchased and are available~~
23 ~~from a single source.~~

24 ~~(5) Evaluate contracts for commodities or contractual services entered into by other~~
25 ~~governmental or educational entities (including the Federal Government, other state governments,~~
26 ~~political subdivisions, or any public or private college or university or educational cooperative or~~
27 ~~educational consortium) as a result of a competitive solicitation. Approve the USF System's use of~~
28 ~~such contracts (in lieu of issuing a competitive solicitation) for the procurement of the same~~
29 ~~commodities and contractual services, when it is cost-effective and in the best interest of the USF~~
30 ~~System to do so.~~

31 ~~(6) Award contracts for commodities and contractual services to multiple suppliers, if such is~~
32 ~~determined to be in the best interest of the USF System. Such awards can be on a USF System,~~
33 ~~regional or state university wide basis and for multiple years.~~

34 ~~(7) Reject or cancel any or all competitive solicitations when determined to be in the best~~
35 ~~interest of the USF System.~~

36 ~~(8) Authorize the payment of deposits or advance payments for a commodity or contractual~~
37 ~~service when the Director or designee determines that it is in the best interest of the USF System.~~

38 ~~(9) All purchases, including leases, over one million dollars (\$1,000,000) require the approval~~
39 ~~and signature of the Senior Vice President & CFO, Business and Finance. Authority for such items at~~
40 ~~one million dollars or less is delegated to the Director and Associate Director, Purchasing and~~
41 ~~Property Services of the USF System. Unless officially delegated, no other unit or individual is~~
42 ~~authorized to sign contractual agreement for purchase of commodities or services or for leases of~~
43 ~~property. All contractual agreements require the review and approval of the General Counsel's Office~~
44 ~~as to form and legality.~~

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46 ~~*Authority: Art. IX, Sec. 7, Fla. Constitution, Fla. Board of Governors Regulations, 1.001, 18.001.*~~

47 ~~*History: New (BOT approval) 04-29-03, Formerly 6C4-4.02020, F.A.C., Amended 9-10-09.*~~

48 ~~*Certification: USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has*~~
49 ~~*a record of written notices, comments, summaries and responses as required.*~~

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