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

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

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

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

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

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

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

(8) Authorize the payment of deposits or advance payments for a commodity or contractual service when the Director or designee determines that it is in the best interest of the USF System.
(9) All purchases, including leases, over one million dollars ($1,000,000) require the approval and signature of the Senior Vice President & CFO, Business and Finance. Authority for such items at one million dollars or less is delegated to the Director and Associate Director, Purchasing and Property Services of the USF System. Unless officially delegated, no other unit or individual is authorized to sign contractual agreement for purchase of commodities or services or for leases of property. All contractual agreements require the review and approval of the General Counsel’s Office as to form and legality.

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

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

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