(1) PURCHASING AND PROPERTY SERVICES PROVIDE MANAGEMENT AND OVERSIGHT OF THE COMPETITIVE SOLICITATION PROCESS FOR THE UNIVERSITY OF SOUTH FLORIDA SYSTEM (USF SYSTEM) EXCEPT WHERE NOTED.

(2) The purchase of commodities or contractual services exceeding $75,000 shall be awarded pursuant to a competitive solicitation, unless otherwise authorized.

(3) When only one response is received to a competitive solicitation for commodities or contractual services exceeding $75,000, the USF System has the option to review the solicitation responses to determine if a second call for a competitive solicitation is in the best interest of the USF System. If it is determined that a second call would not serve a useful purpose, the USF System can proceed with the acquisition.

(4) When multiple responses that are equal in all respects are received to a competitive solicitation, the USF System will give preference, in the following order of priority, to the responses: Responses that include commodities manufactured in the State of Florida, responses from Florida businesses, responses from businesses with a drug-free workplace program, responses from foreign manufacturers located in the State of Florida, in order to award. If the use of these preferences does not result in a determination of who should be awarded the contract, the toss of the coin shall be used to award the contract.

(5) The purchase of commodities and contractual services shall not be divided to avoid the requirement of competitive solicitation.

(6) The award of a competitive solicitation shall be publicly posted by Purchasing and Property Services, located at the Tampa campus, for 72 hours excluding Saturdays, Sundays or Florida State University System holidays.

(7) Formal written price quotes are not required for the purchase of commodities, goods, or services amounting to less than $5,000. However, verbal quotes must be documented.
(8) The purchase of commodities, goods or services with a value greater than or equal to $5,000 and less than $25,000 must have quotations either verbal or written; verbal quotes must be documented in requisition. At least two (2) quotes are required.

(9) The purchase of commodities, goods or services with a value greater than or equal to $25,000 and less than $75,000 requires at least three (3) written quotations.

(10) Public notice of issuance of a competitive solicitation or any committee meetings related to such competitive solicitation will be posted on the Tampa campus Purchasing Department's public bulletin board located outside of the Purchasing Department. The notice will be posted on the USF Purchasing Department's website, and State of Florida Vendor Bid System.

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

History: New (BOT approval) 04-29-03, Formerly 6C4 4.02030, F.A.C., Amended 9-10-09, 5-16-13 (technical).

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.