



USF System USF USFSP USFSM

Number: USF4.02030

Title: Purchasing – Competitive Solicitation Requirements

Responsible Office: Business and Finance

Date of Origin: 4-29-03 **Date Last Amended:** 5-16-13 (technical) **Date Last Reviewed:** 5-16-13

~~(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.~~

38 ~~(8) The purchase of commodities, goods or services with a value greater than or equal to~~
39 ~~\$5,000 and less than \$25,000 must have quotations either verbal or written; verbal quotes must be~~
40 ~~documented in requisition. At least two (2) quotes are required.~~

41 ~~(9) The purchase of commodities, goods or services with a value greater than or equal to~~
42 ~~\$25,000 and less than \$75,000 requires at least three (3) written quotations.~~

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

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

49 ~~*History: New (BOT approval) 04-29-03, Formerly 6C14.02030, F.A.C., Amended 9-10-09, 5-16-13 (technical).*~~

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

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