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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: REQUISITION/PURCHASE PROCEDURES

NUMBER: PRO 6-09

REFERENCE: Rule 6.09

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State Board of Education Administrative Rule 6A-14.0734

Florida Statute 287.017

Florida Statute 287.057

**I. PURPOSE:**

To establish procedures for acquiring goods and services in the best interest of the College through a fair and competitive process.

Except in the instances declared by the President to be an emergency and approved by the State of Florida (exceptions may occur in accordance with Florida Statutes), bids and quotes for goods and services shall be competitive and shall be awarded equitably and economically.

**II. RESPONSIBILITY:**

The Vice President of Financial Services/CFO shall preside over the implementation of the purchasing process.

**III. PROCEDURE**

**Conflict of Interest:** No employee, officer, or agent shall participate in a college purchase, or in the selection, award, or administration of a contract supported if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an

#### IV. SPENDING THRESHOLD STANDARDS

Dollar thresholds provide guidance in determining whether goods and services must be procured through an informal competitive solicitation process, a formal solicitation, or an alternative method of acquiring goods and services. The established threshold amounts are not applicable on a per item basis, but for the total amount of the purchasing quote, including but not limited to the cost of the goods or services and shipping and handling charges. When applicable, consolidation of commodity purchases is highly encouraged to maximize high volume discounts. The limits set forth are also applicable to purchases under Federal Grants. Any exceptions to these guidelines must be approved in advance by the Director of Procurement.

**Up to \$10,000.00** – A minimum of one verbal, written or catalog quote is required to be obtained by the requesting department if processing a purchase order.

**\$10,001.00 through \$20,000.00** . Two (2) written quotes identifying the best value for the requested commodity or service is required, unless otherwise exempt as per applicable Florida law and regulations. Departments are encouraged to source the market and cooperative purchasing contracts to ensure best value.

**\$20,001.00 through \$65,000.00** Three (3) written quotes, identifying the best value for the required commodity or service, are required to be obtained by the requesting department. Informal competition/bidding generally is required, except as otherwise exempt in applicable Florida law and regulations. Departments are encouraged to source the market and use cooperative purchasing contracts to ensure best value. The Procurement Department can provide assistance in verifying pricing and cooperative contract opportunities. The award generally shall go to the lowest priced responsible/responsive supplier who meets the requirements of the specifications. When lowest quote is not used, written justification must be approved by Procurement prior to purchase. In those

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2. Compliance



involved in evaluating potential suppliers and help ensure that bid participants are directly aligned with the needs of the College. Its primary objective is to determine which suppliers should receive an applicable request (i.e. ITB, RFP, ITN, etc.). A contract generally will not be awarded to any supplier as a result of an RFI.

6. Request for Co-ops (RFC): This solicitation method is a process that the College may use when seeking comparative terms and pricing and when requesting the best and final offer from available Cooperative Purchasing Contracts (Group Purchasing Organization (GPO) or a United States Governmental entity) in which the College may be offered the same or better pricing and contract terms as received previously by another entity resulting in "Piggyback" contracts. RFC may be used in order to ascertain the best price for the goods or services by leveraging the benefits of volume pu availabinanury leveraging0 Tc1



proper “sole source” item, then it follows the normal purchasing procedure for approval.

**Single Source:** Section 2(h) of 6A-14.0734, F.A.C. also exempts another type of sole source from competitive solicitation. The Rule states: “Single source procurement for purposes of economy or efficiency in standardization of materials or equipment.” Single sourcing is defined by NIGP as a procurement decision whereby purchases are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available.

**Emergency Purchases:** The College President, or designee, may waive formal solicitation requirements in emergencies when there is an imminent threat to students, employees or public safety, in cases to prevent damage to the facilities caused by an unexpected circumstance, or an unexpected occurrence that would prove detrimental to the best interests of, or interrupt the continuity of services at, the College. At the next Board of Trustees meeting following the emergency, the Vice President of Finance/CFO shall report all necessary expenditures, made during the emergency, which exceed \$195,000.

**Cooperative/Piggy-back Purchasing Contracts:** The College may all4a/P 45d

Procurement Department for processing. The President or designee is hereby authorized to approve changes to Purchase Orders which do not exceed the Category IV threshold amount. Change Orders of \$20,000 or more require approval by the President. Changes to the Purchase Order may be required when:

1. There are required changes in quantities or specifications;
2. The Procurement Department corrects any misinterpretations or clerical errors;
3. The supplier has submitted notification of 185 .72.7 (11.1 (as)9.7 (c)-)2.7 (b)1d2 (r)-8.1 (oc)-13.7 (u)-11.3