

Applicable Employee Classes:

All Florida Tech Employees

Reviewed Date:

April 2019

Approved

Dr. T. Dwa

*McClay*  
ident

## Competitive Bid Policy

### Purpose

Florida Tech requires Competitive Bidding when the value of a purchase reaches a certain Procurement Level.

(See Procurement Levels and thresholds in TABLE A below.) This process is used to ensure the University can full-

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

stewards its resources and complies with Federal Uniform Guidance and the Florida Department of Education rules. This exercise in fiduciary responsibility will be employed whenever University funds are spent, regardless of their source.

In addition, the University has other tools and methods for achieving the best price/value when making

[REDACTED]

## Formal Requests – Competitive Bidding Documents

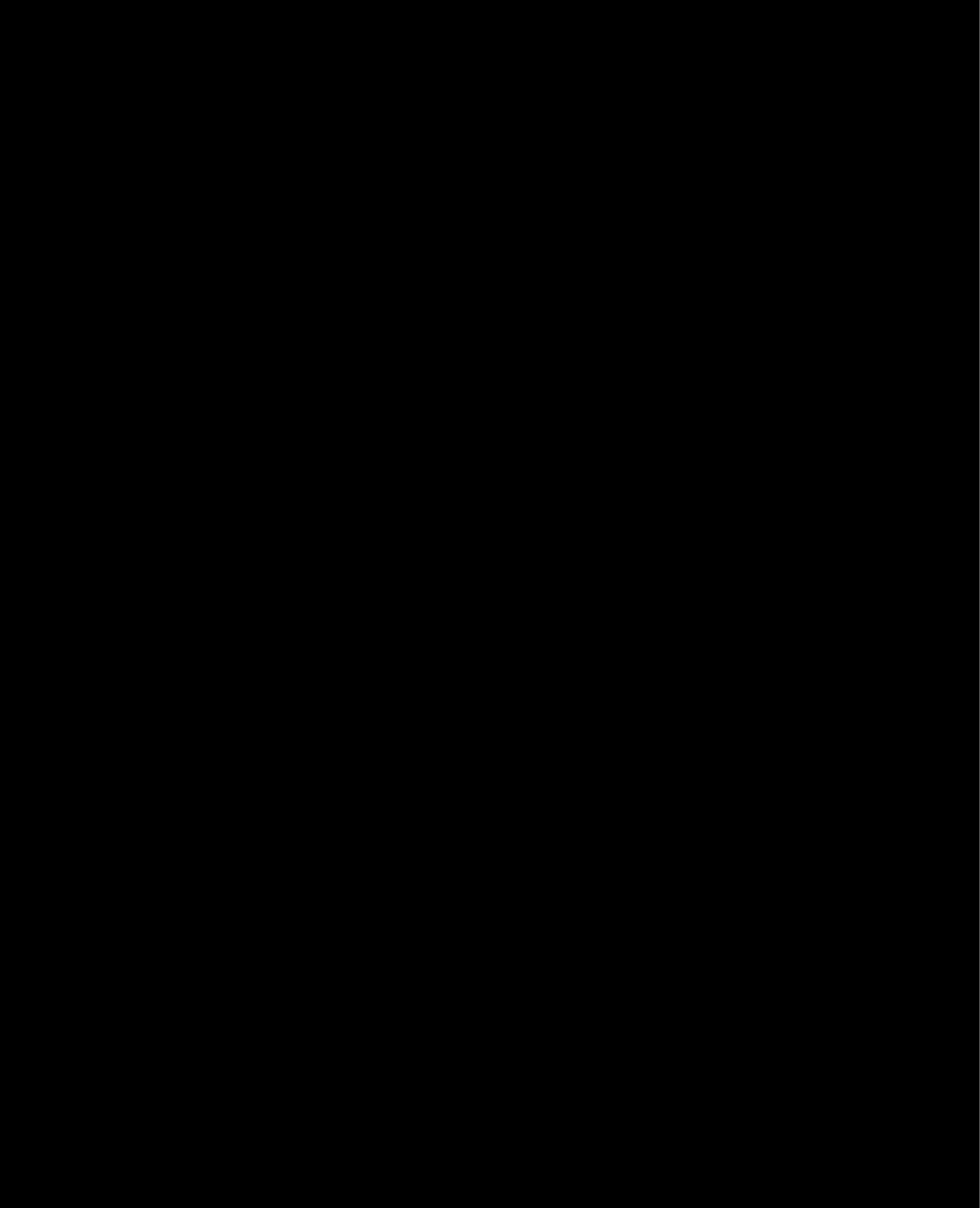
Procurement Services will work closely with the University's Colleges and Departments and assist by drafting

[REDACTED]

the necessary RFP (Request for Proposal), RFQ (Request for Quote), and/or RFI (Request for Information) documents. Procurement Services will help identify qualified suppliers and will direct the solicitation of bids from these suppliers. Whenever possible, RFP, RFI, and RFQ requests will be sent to at least three qualified suppliers. Each potential supplier will receive an identical bid package at the same time to ensure a fair and competitive bidding process.

### Receiving Competitive Bids

[REDACTED]



**FAQs and definitions:**

**Capital Equipment** - Any item with a value over \$5000 and with a useful life expectancy of more than one (1) year.

[REDACTED]

**Preferred Supplier** –See Vendor Selection guidelines. A list of Consortiums is located on the Purchasing website.

**Certificate of Insurance or Waiver** –Required, only if the supplier is coming on University Property.

**Informal Quotes** – Include printout from a supplier website, emailed quote from a rep at a company, detailed notes about a phone conversation with a supplier, picture of prices at a local store.

**State/City/County Government negotiated contracts** – using public entities already vetted supplier and price list. These can be located on the Financial Services/Procurement webpage under a MarketPlace.

[REDACTED]

**A competitive bid is not required for the following:**

The following commodities and services are exempt from competition.

1. Academic reviews.
2. Lecturers, Guest Speakers, Honorariums.
3. Auditing services.

[REDACTED]

[REDACTED]

services. Written approval from the General Counsel is not required for private attorney services acquired by the University.

[REDACTED]