

**STANDARD OPERATING PROCEDURE # FAC 3.019**

**Subject: Purchase Orders for Professional Services**

**Purpose and Scope:** Establish project management business consistency to execute Purchase Orders for project services that do not require formal procurement by Procurement and Contracts. These Purchase Orders will be written to specialized design consulting, materials testing, and energy performance firms by the University of West Florida.

**Policy:** All projects requiring the specialized professional project services identified below will be procured using a Purchase Order Agreement directly from the University, Procurement and Contracts department.


**Procedures:** The UWF **Project Manager** will be responsible for **Items 1-5**; The UWF Procurement & Contracts office will be responsible for items 6 and 7:

1. Evaluate the scope of design, construction, and energy systems installation services. Surveying must be included in design professional contract as an additional service.
2. After completing the evaluation, the required services will need to be identified.
3. Identify the schedule of when the services are required.
4. Identify the scope of services for each requirement and the preferred firm to be utilized. The Project Manager is encouraged to communicate with other Project Management peers and the Director as to past performance.
5. Request a Proposal for Services from the pertinent professional firm, evaluate the proposal, negotiate as required, and write the Request for Purchase (RFP). Complete the RFP, attach the approved Proposal for Services, and provide to the Facilities Business Manager.
6. **Procurement and Contracts:** After receipt of all signatures, this office will secure a certificate of insurance. Upon receipt, Procurement and Contracts will issue the Purchase Order and forward one fully-executed original document to the firm. The Office of Procurement and Contracts will notify the Project Manager.
7. **Procurement and Contracts:** Issue the Notice-To-Proceed.

**Developed by: Facilities Planning & Construction**

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