

NOTICE OF PROPOSED REGULATION AMENDMENT
October 27, 2006

DEPARTMENT OF EDUCATION
Division of Universities
University of West Florida
REGULATION TITLE:

**UWF REG 6.0053 Authorities and Responsibilities of Board and University Purchasing
Department**

PURPOSE AND EFFECT: The purpose of this amendment is to update the title of the responsible office and officer.

SUMMARY: The proposed amendment updates the authorities and responsibilities for procurement.

THE FULL TEXT OF THE PROPOSED REGULATION IS ATTACHED.

SPECIFIC AUTHORITY FOR REGULATION: 1001.74(4), 1010.04(2) FS.

LAW IMPLEMENTED: 1001.74(5), 1001.75(5) FS.

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION: Mr. David O'Brien, Assistant Vice President for Administrative Affairs.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Vicki Knaack, Coordinator, vknaack@uwf.edu, Phone (850) 474-3420; FAX (850) 857-6058; Bld. 10/Rm 128; 11000 University Parkway; Pensacola, FL 32514-5750. Any comments regarding the proposed regulation must be sent in writing to the contact person on or before November 10, 2006 to receive full consideration.

University of West Florida Regulations

**UWF/REG-6.0053 Authorities and Responsibilities of Board and University ~~Purchasing-Procurement~~
~~Services~~ Department.**

- (1) The University Board of Trustees has authority to establish a system of coordinated procurement policies, procedures, and practices to be used in acquiring commodities and contractual services required by the University.
- (2) The ~~Purchasing-Procurement~~Procurement Services Department is responsible for:
 - (a) Obtaining and providing commodities and services for the University, through any legal manner and business instrument.
 - (b) Denying any contractor ~~from the future~~ University's ~~future~~ business ~~that-if the contractor (including any processors)~~ failed to perform any ~~of its~~ duties specified in a contract with the University. The ~~Purchasing-Procurement~~Chief Procurement Officer shall also have the authority to reinstate any such contractor when satisfied that further instances of default will not occur.
 - (c) Evaluating and approving for University use, contracts let by other governmental entities, political subdivisions, educational entities, cooperatives, and consortiums when it is determined to be in the best interest of the University.
 - (d) ~~Purchasing~~The Chief Procurement Officer shall refer to the President any written notice of intent to protest. In accordance with Section 120.57(3)(c), F.S., the President may elect to proceed with a bid solicitation or contract award process when it is set forth, in writing, that the particular facts and circumstances which demonstrate that the delay due to staying the solicitation or contract award process would be detrimental to the interests of the University.
 - (e) Awarding contracts for commodities and contractual services to multiple suppliers, if it is determined to be in the best interest of the University.
 - (f) Rejecting or canceling any or all competitive solicitations.
 - (g) Authorizing the payment of deposits or advance payments for a commodity or contractual service when the ~~Director~~Chief Procurement Officer or designee determines that it is in the best interest of the University.

(h) Ensuring that items that are of a personal nature or for personal convenience of employees shall not be purchased. Examples are: fans, heaters, coffee pots, mugs, refrigerators, microwaves, picture frames, wall hangings, smoke/air filters and various decorative items.

Specific Authority 1001.74(4), 1010.04(2) FS. Law Implemented 1001.74(5), 1001.75(5) FS. History—New 7-1-03. Formerly 6C6-6.0053. Converted to UWF/REG 6.0053 - 7/21/05. Amended.