



TO: Betsy Bowers, Vice President for Finance and Administrative Services  
FROM: Cass Boatwright, Director for Procurement and Contracts  
DATE: June 6, 2025  
RE: Annual Certification List - July 1, 2025 through June 30, 2026

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Pursuant to Board of Governors Regulation 18.001(6)(d)(17) and University of West Florida Regulation 6.055(III)(A)(7)(q), the annual certification for the acquisition of the following commodities and services not subject to competitive solicitations for FY 2025/2026 are submitted for your approval

**Category 1: Repair and Maintenance**

Repair and maintenance services, parts, proprietary accessories, and services available from a single source for existing equipment and systems when no other manufacturer's parts can be utilized or no other authorized service provider is available.

**Category 2: Instruction Materials**

Copyrighted and single-source instructional materials, tapes, publications, periodicals, journals, manuscripts, films, and personal library collections, and the acquisition is made from the supplier holding copyrights or the sole franchise distributor.

**Category 3: Live Animals**

Live animals, animal care, and animal feed for instructional and research efforts wherein the selection must be determined by the expert opinion of the buyer, in consideration of genetic background, quality, body weight, and special diet conditions to attain the research or instructional objective.

**Category 4: Leased Space Modifications**

Renovations, modifications, maintenance, or repair services for leased space which is specifically provided for in the lease agreement or are required to be accomplished by the owner/landlord and subsequently reimbursed by the University.

**Category 5: Computer Software**

Computer software available only from a single source or necessary to perform with existing software or hardware. This includes software licenses, web or cloud-based solutions, internet database subscriptions, hardware upgrades, and associated maintenance agreements.

**Category 6: Essential Memberships**

Memberships that are essential to the duties and responsibilities of the University.

**Category 7: Medical Instruments**

Technical instruments, supplies, and services for medical instruction, medical research, scientific, and health care whereby, in the expert opinion of the user directly responsible for the acquisition, defines it as a single source selection.

**Category 8: Used Equipment**

Used equipment and supplies.

**Category 9: Hotel Rental**

The rental of hotel space, including catering and AV.



Category 10: Professional Services

Professional services where the personality and character of the provider plays an integral part in the delivery of product or services, and the success of the project. Examples might include but not be limited to: lobbying services and governmental relations consultants, services provided by foreign vendors for services taking place outside of the US, financial consulting services, and student recruitment services.

Category 11: Student Safety, Welfare, and Education

Acquisitions essential to university student safety, welfare, and education available from a single source, or deemed impractical to compete in the best interest of students that are paid by student fees specifically budgeted for that purpose. This includes student activities, technology fees, and student equipment fee purchases.

Category 12: Insurance

Purchase of insurance and insurance related coverages.

Category 13: Sporting Events and Accreditation

Services involving officiating during sporting events or activities pursuant to educational accreditation.

Category 14: Continuation of Services

Continuation of services by a specific supplier which exceeds the competitive solicitation threshold as long as Procurement and Contracts are in the process of conducting a competitive solicitation for those services.

Conditions of Use

1. The Procurement and Contracts Director or designee will provide advisory assistance as required for uniform interpretation and use of this annual certification list.
2. The Procurement Director or designee has the authority and fiduciary duty to compete any request submitted under the listed categories if, in their sole discretion, competition is deemed feasible and in the university's best interest.
3. This annual certification will apply to the acquisition method only and does not nullify or negate clearance requirements by other regulatory bodies.
4. Each purchase order issued within the privilege of the annual certification will contain the appropriation statement: "This acquisition is made in accordance with the conditions detailed in UWF Annual Certification List."

Approved:

DocuSigned by:  
*Betsy Bowers*  
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Betsy Bowers  
Vice President for Finance and Administration