

U.S. Department of Labor (DOL) Federal Procurement Requirements Applicable to FSCJ (May 2008)

1. Equipment costing \$5K+ requires DOL pre-approval by their FPO (even after FSCJ receives their award packet). Pre-approval shall be "before" FSCJ begins the purchasing award process.
2. Equipment <\$5K or if the life is < one year or not moveable, it is not "tangible property" to the DOL and thus no pre-approval by DOL is required.
3. DOL funded property (i.e., >\$5K) must be barcoded and tagged as well as show the percentage of federal participation in the acquisition cost for the property record.
4. Disposition of property: DOL has unique disposition rules for \$5K and property. (See uniform administration requirement part 95 & 97) where we are required to ask DOL what to do with surplus property before disposal.
- 5A. Competition/Competition (DOL expects purchases to be bid out or piggybacked off a contract that was bid.)
- 5B. Sole source will not work with BPO's, must be solicited. Annual indefinite quantity contracts are okay if bid.
6. If purchasing building materials to construct homes to sell, DOL funds are not allowable for construction projects. If training construction, the training supplies can be charged to a DOL grant and if sold, the DOL needs to be reimbursed for the cost of those materials.
7. Consultants can not be a sole source and must be bid out (not RFQ) and must not exceed \$500/day.
8. DOL has unique purchase attestation requirements beyond the US DOE requirements which includes Special Condition # 15.06.
9. Public Announcements: When placing ads for press releases, RFP/ITB bids and other documents, project/program FSCJ shall clearly state:
 - a) The percent of total program cost financed by federal money.
 - b) The total \$ amount of Federal Funds in the program.
 - c) Ad also read: ..."This project was funded in (part/whole) by a grant awarded under (the Presidents Community – Based Job Training) Grant, as implemented by the U.S. Department of Labor (Employment and Training Administration)..."

Florida State College at Jacksonville is a member of the Florida College System.

Florida State College at Jacksonville is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools ("SACS") to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.