

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	PURCHASE AUTHORITY / PROTEST PROCEDURES	05-0401	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-5.1 Purchasing	November 5, 2025	

Purpose

The purpose of this procedure is to delegate authority from the College President to those individuals authorized to sign and issue formal solicitations and resultant purchase contracts, agreements and purchase orders pursuant to State Board Rule 6A-14.0734, and define Florida State College at Jacksonville's (FSCJ/College) Posting and Protest procedures.

Procedure

- A. The Executive Director of Purchasing shall sign and issue all formal invitations to bid, addendums, invitations to negotiate, requests for competitive sealed electronic replies and requests for qualifications, quotations or proposal solicitations. During their absence, such authority is delegated to the person assuming the duties of the Executive Director of Purchasing. Otherwise, the Associate Vice President of Administrative Services or the Vice President of Finance and Administration shall exercise the authority. Purchasing agents having designated work assignments may initiate and approve informal quotations below the \$65,000 formal bid limit.
- B. Posting - The Executive Director of Purchasing shall ensure all formal solicitation postings of recommendation of award include the following exact statement "Failure to file a protest within the time prescribed in FSCJ Administrative Procedure 05-0601 or failure to post bond or other security required therein within the time allowed for filing a bond shall constitute a waiver of the right to a protest proceeding under College rules and procedures.
- C. Protests – Once awarded, any protest to the award shall be governed by FSCJ Administrative Procedure 05-0601, which will require the protester to file a \$250.00 non-refundable filing fee and a protest bond in an amount equal to two percent (2%) of the estimated contract amount, bid or proposal amount. If no contract price was submitted, the College shall estimate the contract amount based on factors including, but not limited to, the price of previous or existing contracts for similar contracts or services. If the protest is successful, the posted security will be refunded in full.

REFERENCES: F.S. 1001.64, 1001.65, SBE Rule 6A-14.0734

Adopted Date: April 25, 1988

Revision Date: August 25, 1992, April 4, 1994, September 20, 1999, April 21, 2009, October 16, 2012, February 17, 2015, December 12, 2016, November 5, 2025

Reviewed Date: May 10, 2017