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1. Purpose and Scope

This manual consolidates FSCJ's purchasing expectations for employees and vendors. It summarizes Board Rule 6Hx7-5.1 and companion Administrative Procedures, translating them into practical steps for daily procurement activities at the College.

It is informational and does not supersede official Board Rules/Administrative Procedures; where conflicts exist, the official sources control.

2. Governance and Authority

Authority for purchasing derives from Florida Statute 1010.04 and State Board of Education Rule 6A-14.0734, as implemented by FSCJ Board Rule 6Hx7-5.1.

The College President enacts procedures consistent with law and may delegate award/extension authority up to Category Five per §287.017 thresholds. Monthly reporting on purchases above Category Four is provided to the District Board of Trustees.

3. Ethical Standards and Vendor Engagement

FSCJ maintains a code of ethics for purchasing and encourages equal opportunity for suppliers. Sales representatives and vendors on campus must follow the applicable Administrative Procedure and coordinate through Purchasing.

4. Purchasing Methods and Dollar Thresholds

Formal competitive procedures apply at or above Category Three amount (currently \$65,000). Below formal thresholds, informal quotes and good business practices apply, consistent with APM 05-0501.

Competitive sealed offers include Invitation to Bid (ITB), Request for Proposals (RFP), Invitation to Negotiate (ITN), Request for Quotes (RFQ), and competitive sealed replies.

5. Specifications & Competitive Solicitation

Users are responsible for clear, non-restrictive specifications that state minimum needs and encourage maximum competition, allowing equivalents when feasible.

Competitive processes protect the public interest and secure best value.

6. Exceptions: Non-Competitive, Sole/Single Source

Certain purchases are exempt from competitive solicitation under SBE Rule 6A-14.0734(2) (e.g., educational tests, textbooks, library materials).

Sole/Single Source over \$7,500 requires justification; those exceeding the formal threshold are publicly posted prior to approval.

7. Review & Approval, Protests

Purchase awards, purchase orders, and contracts follow defined review and approval workflows. Bid protest procedures are established in [APM 05-0601](#).

8. Informal Purchases & Requisition Processing

Departments prepare requisitions with adequate funding; splitting purchases to avoid thresholds is prohibited. Dollar limits for informal bidding and processing are specified in [APM 05-0501](#).

9. Federal Grant-Funded Procurements ([2 CFR 200](#))

When federal funds are used, FSCJ follows Uniform Guidance (2 CFR 200.317–200.328), including micro-purchase and simplified acquisition thresholds and additional compliance steps (e.g., contract provisions, conflict disclosures).

Grant terms may further alter or restrict procurement requirements.

10. Procurement Cards & Fuel Cards

Procurement cards are primarily for cost-effective administration of purchases and pre-approved travel, used in accordance with College procedures. Fuel cards usage and controls are set in [APM 05-0902](#).

11. Purchase Orders: Terms & Conditions

All shipments are FOB Destination unless otherwise specified; COD/freight collect shipments are not accepted.

Billing instructions on the PO must be followed; payment is generally within 40 days after receipt and acceptance. Toxic substances must include MSDS per Chapter 442, F.S.

12. Receiving, Delivery, and Payment

Delivery, inspection at delivery point, and vendor payment processes are outlined in vendor-facing guidance. Rejected shipments may be returned at vendor expense.

13. Minority & Small Business Outreach

Purchasing promotes minority participation via plan rooms, pre-qualified contractor lists, pre-proposal conferences, use of the State Vendor Information Portal, web posting of bids, MED Week participation, and small/emerging business workshops.

14. Records, Transparency, and Posting

Policies, Board Rules, and Administrative Procedures are posted online. Sole/Single Source requests over the formal threshold are publicly posted prior to approval. Bids are made available online (Vendor Bid System and the College's bids page).

15. Related Statutes & Rules

[Florida Statute 1010.04](#) (Purchasing); [Florida Statutes 287.017](#) (Category thresholds); SBE Rule 6A-14.0734 (Purchasing); 2 CFR 200.317–200.328 (Federal procurement standards).

Appendix A: Key Definitions

Bidder: A potential supplier responding to a public solicitation.

Contractor: Entity that receives a contract with the College.

Micro-purchase threshold; Simplified acquisition threshold (federal grants).

Appendix B: Helpful Links

FSCJ Purchasing page: <https://www.fscj.edu/discover/governance-administration/purchasing>

FSCJ Policies & Procedures portal: <https://www.fscj.edu/discover/governance-administration/policies-and-procedures>

Board Rule 6Hx7-5.1 (PDF): <https://www.fscj.edu/docs/default-source/board-rules/5-1.pdf>

APM 05-0301 Specifications for Competitive Bidding: <https://www-dr.fscj.edu/docs/default-source/apm/05-0301.pdf>

Federal Grant Procurement (FSCJ): <https://www.fscj.edu/docs/default-source/governance/purchasing/federal-grant-procurement.pdf>

PO Terms & Conditions: http://fscj.s3.amazonaws.com/18731/po_gen_cond.pdf

Doing Business with the College (Vendor Guide):
<http://fscj.s3.amazonaws.com/18731/doingbusiness.pdf>