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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](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>