

Policy Manual



Title: Procurement Solicitation Committees & Government in the Sunshine	Number: 6Hx2-6.41
Legal Authority: <i>Chapters 287; 119; 286; 1001.64 (20) (25), 1001.65(5), Fla. Stat.</i>	Page: Page 1 of 3

GENERAL STATEMENT

When evaluating proposals received in response to a College-issued formal competitive solicitation, this policy shall serve to:

- a) make consistent the procurement practices among campuses and college divisions;
- b) provide a fair and equitable evaluation process for all firms, including small disadvantaged firms, and minority/women-owned firms;
- c) provide safeguards for the maintenance of a procurement system of fairness, quality and integrity, including compliance with College diversity initiatives;
- d) obtain in a responsible manner the goods and services required by the College in order to better serve its students; and
- e) ensure fiduciary responsibility in College procurement activities and maximize to the fullest extent practical the purchasing value of the resources of the College.

The President shall establish procedures which comply with this policy.

THE POLICY and THE STUDENT

All goods and services that are procured for student use must be in compliance with this policy.

THE POLICY and THE FACULTY AND STAFF

I. Applicability. This Policy shall apply to all expenditures of public funds irrespective of their source, including federal and state grant monies. In cases where the requirements of federal or state grant monies differ from this policy, the stricter of the two shall apply. Nothing in this policy or in procedures promulgated hereunder shall prevent the College from complying with the terms and conditions of any federal, state, or local law or regulation.

II. Procurement Selection Committees. The purpose of procurement selection committees is to evaluate the different options proposed by respondents to College competitive solicitations in order to achieve the best overall value for the College, in compliance with the law, College policies and procedures and diversity initiatives. As such committees should be comprised of the individuals most knowledgeable of the purpose and the subject matter of the acquisition, but not to the exclusion of each committee being diverse in race, gender and ethnicity, and be comprised of members who have full and complete knowledge of the College's policies and procedures which are applicable to the scope of that committee's function. Procurement selection committees shall be comprised of the following required representative(s) and may include any number of optional representatives outlined below.

History: *revised April 27, 2010; revised October 23, 2012*

Approved by the
Board of Trustees

Date
10/23/12

President's Signature

Date
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Required Committee Members *	Optional Committee Members *
<ul style="list-style-type: none"> Provost(s) or Vice-President(s) for the affected division(s), or the Dean(s) or Associate Vice-President(s) for the affected area(s) Representative(s) from a district-wide area with specific project knowledge (e.g., Facilities, Information Technology, Finance, etc.) Representative(s) from the Office of Supplier Relations & Diversity 	<ul style="list-style-type: none"> Subject matter expert(s) (either College employee or external resource) Representative(s) from Faculty Senate Representative(s) from PTS Council Representative(s) from Federation of Public Employees Representative(s) from Finance/Budget Office Representative(s) from Safety or Security area(s) Representative(s) from the student body, including Student Government or Student Life areas

* Supervisors and direct subordinates shall not participate on the same procurement committee unless authorized by the President or designee.

III. Government in the Sunshine. All College procurement selections shall be in compliance with the State of Florida Government in the Sunshine requirements, as currently enacted or as amended from time to time, including but not limited to the following:

A. Public meetings. All procurement selection committee meetings in which proposals or respondents are to be discussed shall be public meetings. The date, time and location of these meetings shall be noticed in the competitive solicitation released. Any change to the date, time and location shall be noticed on the College’s Procurement Services Department web site.

B. Communication between Committee Members. Procurement selection committee members are prohibited from discussing, verbally or in writing, any proposal or respondent under evaluation by their procurement selection committee outside of a public meeting. Committee Members are prohibited from speaking with any respondent regarding their proposal or any other proposal that is before the College for consideration or may come before the College for consideration, unless authorized to do so by the President, or designee.

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IV. Conflicts of Interest. All procurement selection committee members shall be in compliance with Florida Statute 112, Code of Ethics for Public Officers and Employees, and shall complete the College's Conflict of Interest Disclosure Form for every procurement selection committee in which the committee member participates prior to serving on the evaluation committee.

IMPLEMENTATION and OVERSIGHT

The President or designee has the authority to create procedures to implement this policy. The Senior Vice President for Administrative Services shall be responsible for implementing and overseeing this policy, including the investigation of any alleged policy violations.

VIOLATION OF POLICY

Individuals placing any orders not in compliance with this policy or corresponding procedure may be responsible for all charges pertaining to said unauthorized order. Any violation of this policy may lead to disciplinary action up to and including termination.

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