

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 6000

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PROCEDURE TITLE: Procurement of Goods and Services

STATUTORY REFERENCE: Section 1001.65(1), Florida Statutes; Section 1010.04(2), Florida Statutes; Section 287.017, Florida Statutes; State Board of Education Rule 6A-14.0734, Florida Administrative Code

BASED ON POLICY: VI-2 Bidding for Commodities and Services
III-1 College Business Affairs

EFFECTIVE DATE: August 2, 1978

LAST REVISION DATE: January 18, 2023

LAST REVIEW DATE: January 18, 2023

I. PURPOSE

To establish the authority and provide general procedures for the procurement of goods and services by the College.

II. PROCEDURE

A. Definitions

1. **Requisition** – on-line form used on the finance system for the purpose of procuring goods and services. All items of this nature are reviewed in the Purchasing Department and converted into Purchase Orders, as deemed appropriate.
2. **Supplier/Contractor/Vendor** – a person or business entity which contracts to sell commodities or provide contractual/professional services to the College.
3. **Miami Dade College Purchasing Card Program** – alternative method of purchasing goods and services by the College. Authorized employees are issued an official College credit card for use under this program.
4. **Purchase Order** – The College’s official document used to request goods and services from a vendor. All Purchase Orders are issued by the Purchasing Department and represent a commitment of College funds to a Supplier/Contractor/Vendor in return for goods or services, as documented on the order. The following are two basic Purchase Order types:

- i. Standard Purchase Order – a Purchase Order which identifies specific items ordered from a Supplier/Contractor/Vendor. Subsequent invoices must match the details included in the Purchase Order and the physical description of items actually received prior to the issuance of payment.
- ii. Amount Only Purchase Order – a Purchase Order which identifies a category of goods or services to be procured during a specified period of time, generally a fiscal year. Purchase Orders of this nature may be referred to as open accounts, and include Amount Only Purchase Orders issued for items, such as office supplies, service contracts, and construction orders.

B. Authority to Purchase for the College

1. The College's Purchasing Department is responsible for and has authority for procurement purchases.
2. No College employee is permitted to order any goods or services directly with a Supplier/Contractor/Vendor unless a Purchase Order is issued in advance, except as provided for in this Procedure.
3. The Purchasing Department must be notified of all potential conflicts of interest. Failure to comply with this guideline may result in discipline in accordance with College policies and procedures.
4. The purchase of any goods or services without prior approval pursuant College policy or procedure will be the responsibility of the person making the purchase.

C. Procurement Methodology

1. Requisitions and Purchase Orders

Requisitions are initiated to request an order of goods or services used for official College business. The Purchasing Department will review each Requisition, ensure compliance with College policies and procedures, and issue a Purchase Order, as deemed appropriate. The Purchase Order is the official College document to request goods and services from a Supplier/Contractor/Vendor.

2. Change Orders

Generally, Change Orders are changes that affect the price or quantity of the original Purchase Order. Change Orders:

- i. Document and approve Purchase Order changes to quantity or specifications.
- ii. Correct errors in the Purchasing Order.
- iii. Reflect changes submitted by the Supplier/Contractor/Vendor.

- iv. modify the term for any services (i.e. rental, temporary help, lead time effects, etc.).

3. Purchasing Card Program

The Purchasing Card Program provides an alternate method of procuring goods and services by allowing authorized College employees to make specified purchases without preparing Requisitions. Spending limits are established for individual transactions and monthly activity. Purchasing Card Program guidelines are outlined in MDC Procedure 6520.

4. Use of Personal Funds

In the event of extenuating circumstances and after receiving their supervisor's approval, employees may purchase goods and services for the College in an amount not to exceed \$500 using personal funds (i.e. cash, personal check, or personal credit card), and thereafter submit a request for personal reimbursement. Use of personal funds for the purchase of college-related goods and services are outlined in MDC Procedure 3280.

D. Competitive Pricing Process

1. Purchases using Non-Federal Funds

Per State of Florida Department of Education Rule 6A-14.0734, Florida Administrative Code, competitive solicitations are required when purchasing services and commodities which exceed Category Three as specified in Section 287.017, Florida Statutes, unless an exception is provided by law. In addition, recommendations for awards exceeding Category Five as specified in Section 287.017 shall be approved or rejected by the District Board of Trustees.

The issuance of Purchase Orders is subject to the following requirements:

- i. One quote is required for all purchases that do not exceed Category One as specified in Section 287.017.
- ii. Three quotes are required for all purchases which exceed Category One as specified in Section 287.017 but that do not exceed Category Three as specified in Section 287.017. Any exceptions to this threshold must be determined by the Purchasing Department.
- iii. The College President or designee must approve all purchases which exceed Category Three as specified in Section 287.017 but that do not exceed Category Five as specified in Section 287.017. All approvals under this subsection will be reported to the Board on a monthly basis.

2. Purchases using Federal Funds

In accordance with Federal regulations, all purchases using Federal funds (i.e. grants) must follow the requirements under Federal Office of Management and Budget (OMB), Code of Federal Regulation (CFR) part 200, Uniform Administrative Requirement.

- i. Purchases exceeding the micro-purchase threshold but not exceeding the simplified acquisition threshold require two or more quotes.
- ii. Purchases that exceed the simplified acquisition threshold require a formal competitive selection process, as described herein. All formal competitive solicitations shall be advertised in a newspaper of general circulation or shall be listed on the College's website.


3. Lead Time

Consideration should be given to the number of quotes required or whether a competitive solicitation must be issued by the College. An Invitation to Bid (ITB) generally requires less lead time than a competitive selection process involving a Request for Qualifications (RFQ), a Request for Proposal (RFP), or an Invitation to Negotiate (ITN).

When the College employs a competitive selection process involving a RFQ, RFP, or ITN, an evaluation committee must be appointed. Except as provided for by law, all meetings of this committee are required to be advertised in advance and open to the public. For time sensitive purchases of goods and services, originating departments should coordinate with the Purchasing Department to ensure that sufficient lead time is provided.

In determining lead times and in setting deadlines, the following additional considerations should be taken into account:

- i. Regular meetings of the District Board of Trustees are scheduled once a month, and the schedule is published on the College's website.
- ii. Delivery times may vary by Supplier/Contractor/Vendor or commodity.
- iii. Cutoff dates for processing Requisitions apply at fiscal year end. Information in connection with fiscal year end processing times and cutoff dates are published and distributed by Business Affairs on an annual basis.

	01/18/2023
PRESIDENT	DATE