1. How do I get on The University of West Florida’s (UWF) bid list?

In Procurement and Contracts (P&C) we receive this question more than any other. There are several ways to find opportunities to do business with UWF:

- The State of Florida no longer allows set-asides for women/minority owned businesses. In fact, it is now illegal to do so. UWF searches for women/minority owned businesses through the Office of Supplier Diversity (OSD) website. For UWF to find women/minority owned businesses on the OSD website, the businesses must be registered and certified by the State of Florida. After the businesses are registered and certified, they can then be found on this site. For more information on certification:
  
  http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/mbc_certification

- UWF provides Online Vendor Registration. UWF is able to search by Commodity Code for the vendors and items they need; therefore, it is important that vendors register with UWF and insert the applicable commodity/service codes.

- There are a variety of commodities/services UWF purchases, including construction. P&C formally bids commodities/services valued at $50,000 and more (not covered by an existing contract). An informal Request for Quotation is used for purchases costing less than $50,000. All of these solicitations are located on P&C’s External Website under Solicitations (Open). Vendors should check the P&C Website often because new solicitations are posted periodically and may be available for just a short period of time.

- Purchases are departmentally driven, in that the department end user determines their needs and provides their recommendations to P&C. Frequently, P&C helps by locating additional vendors; but, the department end user begins the procurement process. Establishing a relationship with the UWF department end user is a good way to begin. You may be contacted directly by the department end user. UWF has a Vendor Commercial Solicitation Policy to help the vendors and departments network in an organized, productive manner. Vendors must go through P&C. For further information concerning the Vendor Commercial Solicitation Policy, visit P&C’s External Website under the Vendor Guide.

2. I’d like to meet with a Purchasing Agent in person to discuss what my business has to offer. How do I set up a meeting?

Contact the Purchasing Agent directly to set up a meeting. Individual contact information for P&C Purchasing Agents is located on P&C’s External Website under “About Us” - Staff.
3. Does UWF use the State (of Florida) Contracts?

Yes, UWF does use State Contracts as well as other government agency contracts when applicable. All of these contracts are competitively solicited as are all UWF term contracts.

4. What is UWF’s solicitation policy?

UWF has a Solicitation Policy that was implemented by the President’s Office.

5. How do I become registered on UWF’s vendor database?

P&C provides online vendor registration. From P&C’s External Website, click on Vendor Online Registration.

Read the instructions carefully and click on “VENDOR REGISTRATION” at the bottom of the page. Click on “Help” in the upper left of the screen to get additional information on filling out the online form.

6. If I am a registered vendor, do I automatically receive notification of a bid?

Due to the numerous vendors registered, it is not possible to automatically notify vendors of new solicitations. It is recommended that the vendor check P&C’s Open Solicitation Web Page on a continuous basis. Vendors may also contact P&C by email or phone (Staff)