

## **University of West Florida Regulation**

### **UWF/REG-6.0053 Authorities and Responsibilities of Board and University Procurement and Contracts Office.**

- (1) The University Board of Trustees has authority to establish a system of coordinated procurement policies, procedures, and practices to be used in acquiring commodities and contractual services required by the University.
- (2) The Procurement and Contracts Office is responsible for:
  - (a) Obtaining and providing commodities and services for the University, through any legal manner and business instrument.
  - (b) Denying any contractor future University business if the contractor (including any processors) failed to perform any duties specified in a contract with the University. The Chief Procurement Officer shall also have the authority to reinstate any such contractor when satisfied that further instances of default will not occur.
  - (c) Evaluating and approving for University use, contracts let by other governmental entities, political subdivisions, educational entities, cooperatives, and consortiums when it is determined to be in the best interest of the University.
  - (d) The Chief Procurement Officer shall refer to the President any written notice of intent to protest. In accordance with University Regulation 6.0054 Competitive Solicitation, the President may elect to proceed with a bid solicitation or contract award process when it is set forth, in writing, that the particular facts and circumstances which demonstrate that the delay due to staying the solicitation or contract award process would be detrimental to the interests of the University.
  - (e) Awarding contracts for commodities and contractual services to multiple suppliers, if it is determined to be in the best interest of the University.
  - (f) Rejecting or canceling any or all competitive solicitations.
  - (g) Authorizing the payment of deposits or advance payments for a commodity or contractual service when the Chief Procurement Officer or designee determines that it is in the best interest of the University.
  - (h) Ensuring that items that are of a personal nature or for personal convenience of employees shall not be purchased. Examples are: fans, heaters, coffee pots, mugs, refrigerators, microwaves, picture frames, wall hangings, smoke/air filters and various decorative items.

*Authority §1010.04(2) FS.; BOG Regulation 18.002.*

*History—New 7-1-03. Formerly 6C6- 6.0053. Converted to UWF/REG 6.0053 - 7/21/05. Amended 1/5/07,12/10/10.*