



## MEMORANDUM

June 27, 2024

TO: Betsy Bowers  
Vice President for Finance and Administration

FROM: Christine Miller  
Director, Procurement and Contracts

DocuSigned by:  
*Christine Miller*  
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SUBJECT: Annual Certification List – July 1, 2024 through June 30, 2025

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Pursuant to Board of Governors Regulation 18.001(6)(d)(17) and University of West Florida Regulation 6.0055(III)(A)(7)(q), we request your review and approval of the annual certification for the acquisition of the following sole source commodities and/or services not subject to competitive solicitations which are purchased on a recurring basis for FY 2024/2025.

**Category 1:** *The acquisition of repair and maintenance services, parts, proprietary accessories, and/or services available from a single source for existing equipment and systems when no other manufacturer's parts can be utilized or no other authorized service provider is available, e.g., UWF-owned, rented or leased equipment (copiers, computers, special office machines, etc.).*

**Category 2:** *The acquisition of copyrighted and single-source instructional materials, tapes, publications, periodicals, journals, manuscripts, films, and personal library collections, and the acquisition is made from the supplier holding copyrights and/or the sole franchise.*

**Category 3:** *The acquisition of live animals, animal care, and animal feed for instructional and research efforts wherein the selection must be determined by the expert opinion of the buyer, in consideration of genetic background, quality, body weight, and special diet conditions to attain the research or instructional objective.*

**Category 4:** *The acquisition of renovations, modifications, maintenance, or repair services for leased office or laboratory space which is specifically provided for in the lease agreement and/or are required to be accomplished by the owner/landlord and subsequently reimbursed by the University.*

**Category 5:** *The acquisition of computer software available only from a single source or necessary to perform with existing software or hardware. This includes software licenses, web or cloud-based solutions, internet database subscriptions, hardware upgrades, and associated maintenance agreements.*

**Category 6:** *Memberships that are essential to the duties and responsibilities of the University.*

**Category 7:** *The acquisition of technical instruments, supplies, and/or services for medical instruction, medical research, scientific, and health care whereby, in the expert opinion of the user directly responsible for the acquisition, defines it as a sole source selection.*

**Category 8:** *The acquisition of used equipment and supplies.*



**Category 9:** *The rental of hotel rooms/hotel space, including catering and AV rental at the hotel and residential space rental.*

**Category 10:** *The acquisition of certain professional services where the personality and character of the provider/consultant plays an integral part in the delivery of product and/or services, and the success of the project. Examples might include but not be limited to; lobbying services and governmental relations consultants, services provided by foreign vendors for services taking place outside of the US, financial consulting services, and student recruitment services.*

**Category 11:** *Acquisitions essential to university student safety, welfare, and education available from a single source, or deemed impractical to compete in the best interest of students that are paid by student fees specifically budgeted for that purpose. This includes student activities, technology fees, and student equipment fee purchases.*

**Category 12:** *Insurance and/or insurance-related coverage for university employees, students, other related persons, and/or programs.*

**Category 13:** *Acquisitions of services involving officiating during sporting events or activities pursuant to educational accreditation.*

**Category 14:** *Continuation of services by a specific supplier which exceeds the competitive solicitation threshold as long as Procurement and Contracts are in the process of conducting a competitive solicitation for those services.*

**Conditions Of Use**

1. The Procurement Director or designee will provide advisory assistance as required for uniform interpretation and use of this annual sole source certification for The University of West Florida.
2. The Procurement Director or designee has the authority and fiduciary duty to complete any request submitted under the listed categories if in his/her sole discretion deems competition to be feasible and, in the university's, best interest.
3. This annual certification will apply to the acquisition method only and does not nullify or negate the clearance requirements by other regulatory bodies.
4. Each purchase order issued or PCard transaction within the privilege of the annual certification will contain the appropriation statement as follows:

*"This acquisition is made in accordance with the conditions detailed in UWF Annual Certification List, approved by Vice President for Finance and Administration, effective through June 30, 2025."*

Your approval will allow us to efficiently process requisitions for these services and equipment as needed, eliminating the need for a separate Sole Source or Exemption from Competition Affidavit for each individual purchase.

Approved: DocuSigned by:  
*Betsy Bowers*  
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 Betsy Bowers  
 Vice President for Finance and Administration

06/27/2024

Posted: \_\_\_\_\_