

**THE UNIVERSITY OF WEST FLORIDA
NOTICE OF PROPOSED REPEAL OF REGULATION**

DATE: July 24, 2025

REGULATION TITLE AND NUMBER: UWF REGULATION 6.0058 Contracts

PURPOSE AND EFFECT: This regulation will be repealed and consolidated into a new regulation for procurement services.

SUMMARY: The proposed amendment to this regulation is as follows:

- This regulation will be repealed and consolidated into the new UWF/REG 6.006, Procurement Services

AUTHORITY TO AMEND THE REGULATION: Florida BOG Regulations 1.001, 14.007, 14.008, 18.001, 18.002, and 18.003

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT: Betsy Bowers, Vice President of Finance and Accounting/CFO

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE: Office of the General Counsel, 11000 University Parkway, Building 10, Pensacola, Florida 32514, or gcfrofrontdesk@uwf.edu

THE FULL TEXT OF THE REGULATION: The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>

~~University of West Florida Regulations~~

~~UWF/REG-6.0058 Contracts.~~

- ~~(1) Contracts for commodities or contractual services or licenses shall consist of a purchase order or bilateral agreement signed by the University officials designated by Presidential authority prior to the goods or services being rendered by the contractor.~~
- ~~(2) Any contract for the purchase of services or tangible personal property for a period in excess of one fiscal year shall include the following statement: "The State of Florida's and University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature."~~
- ~~(3) Extension of a contract without an expressed renewal option shall be in writing, shall be signed by both parties, and shall be subject to the approval of the Chief Procurement Officer and shall be subject to the same terms and conditions set forth in the initial contract.~~
- ~~(4) A contract may contain provisions for renewal. The total value of the contract shall be the sum of the purchase price for the initial term plus all renewal costs. All contract renewals are subject to sufficient annual appropriations and a renewal shall be signed by both parties prior to the expiration of the initial contract.~~
- ~~(5) The University may enter into deferred payment agreements utilizing the State of Florida Controller's Consolidated Equipment Financing Program or other financing program when deemed in the best interest of the University.~~
- ~~(6) In order to promote cost effective procurement of commodities, contractual services or licenses the University has the authority to enter into contracts that limit the liability of a vendor consistent with Section 672.719, F.S.~~
- ~~(7) All bilateral agreements for services shall be written and:~~
 - ~~(a) Provide dates of services;~~
 - ~~(b) Provide payment terms;~~
 - ~~(c) Indicate the University's ability to unilaterally cancel the contract;~~
 - ~~(d) Provide renewal terms, if any;~~
 - ~~(e) Reference the Travel statute in Chapter 112, F.S., if applicable;~~
 - ~~(f) Provide units of deliverables;~~
 - ~~(g) Require contractor to submit invoices in sufficient detail to allow for a proper pre-audit and post-audit;~~
 - ~~(h) Provide that the University does not indemnify any person, party or entity; and~~
 - ~~(i) Contain the signature of the President or designee and contractor.~~
- ~~(8) In lieu of a written bilateral agreement for services, when the relationship of the parties is not complex and thereby necessitating a detailed contract, the University has the option to issue a purchase order that includes the above items (a) (h).~~

~~Specific Authority 1001.74(4) FS. Law Implemented 1001.75(5), 1010.04(2) FS. History New 9-23-03. Formerly 6C6-6.0058. Converted to UWF/REG-6.0058 - 7/21/05. Amended 1/5/07.~~