

Methods of Procurement

Jacksonville University Purchasing Policy 600/1.1 — Section 1.1.5

The policy identifies the following authorized procurement methods. The applicable method must be selected before a purchase is made and documented on the purchase request, as required. **Purchases may not be split to circumvent these requirements.**

Method of Procurement (MOP)	Policy summary and key requirements	Common Examples	Requisition Requirements (what must be included with your requisition)
University Term Contracts	Mandatory master agreements established for campus-wide use during a specified term at negotiated rates or prices. Departments purchase from these contracts using a purchase order or PCard. An exception requires written approval from the Vice President of Budget & Procurement Services.	• Refreshment Services (Pepsi) • Dining Services (Aramark) • Facility Management (Aramark) • Bookstore Services (Barnes & Noble) • Copier/Printer Management Services (Dex Imaging) • BSN Sports (athletic apparel)	Reference the contract number
JU Contracts	Contracts in place between a vendor and the university, but not mandatory for use university wide.	• Charter Bus Services (Academy Bus)	Reference the contract number, and ensure a copy of the contract is on file with the Contract Administrator in Procurement Services
Cooperative Contracts	Contracts competitively established by eligible governmental entities, educational institutions, federal or public agencies, or purchasing consortiums. The vendor must honor contract pricing, the terms must be acceptable, and use of the contract must provide an economic advantage to JU. Below are links to large purchasing cooperatives with a significant catalog of available contracts. <u>Common Cooperatives:</u> State of Florida State Term and Alternate Contracts Omnia Partners	• Office and Dorm Furniture • IT Hardware/Software • MRO Supplies (like Home Depot/Lowe's) • Medical/Dental Supplies • Lab Supplies (like Fisher Scientific)	Ensure the vendor's quote references the contract number

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	E&I Sourcewell		
Emergency Purchases	A noncompetitive purchase permitted for a true, unforeseen emergency affecting health, safety, University property, or operations. The appropriate Dean/AVP/Executive Director must document the determination. Obtain as much competition as practicable—normally at least two quotes unless the delay would worsen the emergency.	- The water pump breaks and there is no running water on campus - There is water flooding into the auditorium - There is a game in 12 hours and the scoreboard malfunctioned	- Description of the emergency - Written approval by the Dean/AVP/Executive Director - Multiple quotes, if obtained
Exceptional Purchases	A purchase for which the Chief Financial Officer determines that waiving the policy requirements is in JU's best interest. Written CFO approval must be obtained before the purchase and attached to the requisition.	This MOP should only be used in rare situations	- Description of the circumstances and justification - Written approval of the CFO
Exempt Purchases	Specified purchases requiring specialized skills, training, or certification that are exempt from the policy's competitive requirements.	- certain artistic services (sculpture, mural, etc.) - lecture by a specific individual (not including training) - legal services - audit services - health services (including medical, dental, or mental health diagnosis and treatment) - aviation training - specialty athletic training or treatment - software renewal for an established system - professional memberships - Accreditation bodies	- Description of the specialized service - Justification for why competition is not possible or appropriate
Governmental Entities	Purchases made directly from governmental entities. These purchases are not subject to the policy's competitive requirements.	- Dept. of Health permits - Vehicle registration - Dept. of Environmental Protection permits	

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		City of Jax permits	
Micro-purchases / Discretionary	Purchases below \$2,500 shall be made using Good Purchasing Practices. Multiple quotes are not required, although the purchaser should use reasonable judgment to obtain appropriate value for the University.	Used when no other MOP fits	
Informal Quotes	Purchases from \$2,500 through \$99,999, that don't fit under any other method of procurement, must be supported by written or documented verbal quotes. - Purchases of \$2,500–\$4,999 require at least two quotes - Purchases of \$5,000–\$99,999 require at least three	Used when no other MOP fits	Either 2 or 3 quotes, as required
Competitive Solicitations	A formal, sealed Invitation to Bid (ITB) or Request for Proposals (RFP) managed by JU Procurement Services. Unless exempt, purchases with an anticipated value of \$100,000 or more require a competitive solicitation.	Requests for Proposal - Employee Benefits Broker Services - Request for Qualification (construction) - Brooks 3rd Floor Renovation - MSRI Floating Dock Replacement	Reference the solicitation number
Sole Source Purchases	A noncompetitive purchase when only one good or service meets JU's needs and only one vendor can provide it. Grant funded purchases may require additional approvals or documentation prior to purchase. - Purchases over \$2,500 require justification on the requisition - Purchases at or above \$100,000 require an approved Sole Source Justification form and may require additional grant documentation.	- Repair, training, or consulting services only available from the manufacturer of a good/service - Licensed repair services of a particular brand of equipment - Specialty goods only available from a single supplier (like animal skeletons or simulation equipment) - Fuel only available from a single supplier (aviation or marine)	Justification describing why this is the only good/services that meets JU's needs and why this is the only vendor that provides this good/service