



**QUICK REFERENCE GUIDE FOR
COMPETITION REQUIREMENTS AND CONTRACT SIGNATURE AUTHORITY
FOR DISTRICT AND INTERNAL ACCOUNTS & FEDERAL FUNDS*
School Board of Seminole County, Florida
Purchasing and Distribution Services**

I. COMMODITIES OR MISCELLANEOUS CONTRACTUAL SERVICES* BOARD POLICY 6320

When the district's annual requirement for a commodity or service is \$50,000 or more, schools/departments must use an existing School Board approved solicitation issued by the Purchasing Department, state contract**, piggyback**, sole/single source**, or solicitations waived** procurement. **A Purchasing Card transaction, or a Purchase Order must be issued before ANY goods or services are requested from the vendor. In addition, A Software Acquisition Form must be completed before the purchase of any new software that is not on Information Services Approved List.**

A. Cost is \$1,000 (Goods/Services), \$2,500 (Travel) or Less:

Utilize Purchasing Card or Purchase Order (PO)

B. Cost is \$1,000 or More and Is Less Than \$10,000:

Utilize existing solicitation, term contract, state contract, piggyback, sole source, single source, or standard services agreement

Obtain 1 written quote if no contracts are available

C. Cost is \$10,000 or Greater and Less Than \$50,000:

Utilize existing solicitation, term contract, state contract, piggyback, sole source, single source, or standard services agreement

Obtain 3 detailed written competitive quotes if no contracts are available

If PO is for services \$10,000 or greater, a standard services agreement is required. If purchasing a commodity, only a PO is required.

D. Cost is \$50,000 or Greater:

Utilize existing solicitation, term contract, state contract, piggyback, sole source, single source, or standard services agreement

Purchasing will issue a Formal/Sealed Solicitation if there are no contracts available

Purchasing will submit award recommendation to the School Board for approval if cost is \$100,000 or greater

II. CONTRACT SIGNATURE AUTHORITY - DELEGATED BOARD POLICY 6320

The Superintendent, Executive Directors, Directors, & Principals are authorized to enter into agreements with contractors to provide various professional, training & advisory services. Agreements are required for services that cost over \$10,000. Agreements must be signed by the contractor & approving authority after review and approval by the Director of Purchasing & Distribution Services and/or Executive Director of Legal Services. A copy of the fully executed agreement must be attached to the Purchase Order in PeopleSoft. The following list outlines the delegated signature authority:

A. Contracts Less Than \$25,000.00:

Shall be signed by the Superintendent, Deputy Superintendent, Assistant Superintendent, Director, or Principal

B. Contracts \$25,000 or More, but Less Than \$50,000:

Shall be signed by the Superintendent, Deputy Superintendent, or Assistant Superintendent

C. Contracts \$50,000 or More, but Less Than \$100,000:

Shall be signed by the Superintendent

D. Contracts \$100,000 or More:

Must be approved by the School Board and signed by the Board Chairman and Superintendent

E. Contract Amendments 10% of Original Board Approved Contract or \$25,000, Whichever Is Less:

Shall be signed by the Superintendent. Greater amounts must be approved by the School Board

****Contact Purchasing when you anticipate the need for purchases not covered by School Board approved district-wide agreements so that we can help ensure a successful project.**

All Awarded Vendors Must Provide Certificate of Insurance that Meets District Requirements and is Approved by the Coordinator of Risk Management

All Awarded Vendor Employees and Subcontractors Must Be Background Checked and Fingerprinted Before They are Allowed on School District Property.

III. PROFESSIONAL SERVICES BOARD POLICY 6330

Architectural, Engineering, Landscape Architectural, Surveying & Mapping Services
(Florida Statute 287.055: Competitive Consultants Negotiation Act/CCNA)

Any Changes to a District Facility Must be Routed to the Facilities Planning Department for Approval and Permitting (If

A. Cost for Planning Project > \$35,000 and < \$500,00 or Total Project Construction Cost is < \$4,000,000:

Contact the Facilities Department
Written Proposal from a Firm on the Continuing Services Contract List (Board Approved List)
School Board approval required if \$100,000+
Issue Purchase Order to Vendor after Receipt of Fully Executed Contract

B. Cost for Planning Project is > \$500,000 or Total Project Construction Cost is > \$4,000,000:

Contact the Facilities Department
Purchasing will issue a Formal Sealed Request for Statements of Qualifications (RFQ) for the Services
Submit Award Recommendation & Final Negotiated Contract to the School Board for approval
Issue Purchase Order to Vendor after Receipt of Fully Executed Contract

C. Change Orders**BOARD POLICY 6345**

<\$50,000 - Shall be signed by the Superintendent or Assistant Superintendent, Operations;
<\$100,000 - Shall be signed by the Superintendent; \$100,000+ - Must be approved by the School Board

IV. CONSTRUCTION MANAGEMENT and DESIGN BUILD SERVICES BOARD POLICY 6330

(Florida Statute 287.055: Competitive Consultants Negotiation Act/CCNA)

A. Total Project Cost < \$4,000,000:

Contact the Facilities Department
Written Proposal from a Firm on the Continuing Services Contract List (Board Approved List)
School Board approval required if cost is \$100,000+
Issue Purchase Order to Vendor after Receipt of Fully Executed Contract

B. Total Project Cost > \$4,000,000:

Contact the Facilities Department
Purchasing will issue a Formal Sealed Request for Statements of Qualifications (RFQ) for the Services
Submit Award Recommendation & Final Negotiated Contract to the School Board for approval
Issue Purchase Order to Vendor after Receipt of Fully Executed Contract

C. Change Orders**BOARD POLICY 6345**

<\$50,000 - Shall be signed by the Superintendent or Assistant Superintendent, Operations;
<\$100,000 - Shall be signed by the Superintendent; \$100,000+ - Must be approved by the School Board

D. Advertisement Requirements**F.S. 255.0525(2)/SREF 4.2**

RFQ must be advertised for 30 days (3 Sunday Legal Ads)
If Project Construction Cost is less than \$500,000, RFQ Must be Advertised for 21 Days

V. CONSTRUCTION CONTRACTING BIDS BOARD POLICY 6322**A. Total Project Cost is < \$100,000 or Electrical Cost is < \$75,000:**

Contact the Facilities Department
\$0.00 - \$25,000: 1 Written Quote; \$25,00.01 - Less than \$100,000: 3 Written Quotes; Less than \$75,000 for Electrical Projects: 3 Written Quotes
Award and approval by Superintendent or appropriate District Administrator
Issue Purchase Order to Vendor after Receipt of Fully Executed Contract

B. Total Project Cost is \$100,000 or Greater or Electrical Cost is \$75,000 or More:

Contact the Facilities Department
Purchasing will issue a Formal Sealed Solicitation
Submit Award Recommendation & Final Negotiated Contract to the School Board for approval
Issue Purchase Order to Vendor after Receipt of Fully Executed Contract

C. Change Orders

<\$50,000 - Shall be signed by the Superintendent or Assistant Superintendent, Operations;
<\$100,000 - Shall be signed by the Superintendent; \$100,000+ - Must be approved by the School Board

VI. FEDERAL REQUIREMENTS IN ADDITION TO ABOVE: Procurement Standards 2 C.F.R. §200.318 – §200.326**A. Cost is \$250,000 or greater - Cost and Price Analysis required. See Federal Procedures & Checklists**