



Convocation Corporation

POLICY

SUBJECT: Sixth Amended UCF Convocation Corporation Purchasing Policy and Procedures	Effective Date: June 25, 2021	Policy Number: CC01	
	Supersedes: April 1, 2019	Page 1	Of 2
	Responsible Authority: UCF Convocation Corporation Chair		

POLICY OBJECTIVE AND PURPOSE:

This policy applies to all the UCF Convocation Corporation’s (Corporation) agents, employees, and affiliates who govern all purchases made by and on behalf of the Corporation. The objective is to establish minimum guidelines to be followed by individuals and entities conducting business on behalf of the corporation. Entities or individuals may establish and follow more restrictive guidelines but not less restrictive.

PROCEDURES:

All commitments binding the corporation will be made on a competitive basis. Any exceptions will be approved at the level indicated below.

A. Approval Requirements and Reporting

All contracts and other binding instruments will comply with the provisions of the *Administration and Finance; Procurement Services UCF Regulation 7.130*. Appropriate approvals will be gained for all commitments binding the Corporation.

1. Board of Director’s designated commitments and approvals
 - a. Commitments 5 years or longer OR an aggregate value greater than \$500,000 will (1) be authorized by the Board of Directors, (2) signed by the Chair, and (3) sent to the Board of Trustees for information at its next meeting. Commitments longer than 5 years requires approval by the Board of Trustees (see Section 2c.)
 - b. Commitments 5 years or longer OR an aggregate value between \$100,001 to 500,000 will be (1) authorized and signed by the Chair, and (2) sent to the Board of Directors for information at its next meeting.
 - c. Commitments between 1 to 5 years AND an aggregate value between \$50,001 to \$100,000 will be (1) authorized and signed by the Secretary/Treasurer or the Vice-Secretary/Treasurer, and (2) sent to the Board of Directors for information at its next meeting.
 - d.

- e. Commitments less than 5 years AND an aggregate value \$50,000 or less will (1) be authorized and signed by one of the following designated by the chair: UCFAA management and operations' representatives, Associate Vice President for Facilities and Safety, Director of Housing, or Director of Retail.
 - e. Commitments less than 5 years AND an aggregate value greater than \$50,000 will be reported to the Board of Directors at its next meeting.
2. Commitments Requiring Approval of the UCF Board of Trustees
- a. The Corporation will conduct business in accordance with the University of Central Florida Board of Trustees Materiality Guidelines, UCF Debt Management Guidelines, and the Resolution of Authority to President. These guidelines specify when UCF Board of Trustees approval is required.
 - b. Purchases, acquisitions and project expenditures with an annual financial commitment, obligation, or contingent risk of \$5,000,000 or .5% of the university budget, whichever amount is smaller, will be approved by the University of Central Florida Board of Trustees.
 - c. Commitments extending more than 5 years duration or having an aggregate net value of \$5,000,000 or more and options, renewals, extensions or amendments thereto which increase the approved liability in an amount greater than or equal to ten percent (10%) of the total approved value; will be approved by the University of Central Florida Board of Trustees.
 - d. Issuance of debt by the Corporation will be approved by the University of Central Florida Board of Trustees.
3. Legal Counsel Approval
- a. All contracts will be forwarded to the General Counsel's office prior to execution by UCF and/or Corporation or performance of by either party. Attorney review is indicated to minimize legal and financial risk and ensure that the legal terms are appropriate and acceptable to the Corporation's interests per *UCF Contract Review Policy 2-102.4*.
 - b. All contracts will be submitted through CobbleStone, the university contract management system.

B. Procurement and Contract Requirements

1. Every agent of the Corporation will use due diligence in securing quality products and services at competitive costs on behalf of the corporation. For purchases of \$25,000 or greater a minimum of two written quotes will be obtained. It may be an advantage to pursue an Invitation to Negotiate (ITN), Invitation to Bid (ITB), Request for Proposal (RFP), or other purchasing instrument.
2. Quotes, bids, proposals or items submitted through other purchasing instruments may not be shared with other vendors during the purchasing process. For bids, RFP's and other formal competitive purchasing instruments, a second copy of the bid or proposal is to be sent directly to the administrative office for the Corporation.

3. In addition, policy and procedures such as those from the Information Security Offices (ISO), Vendor Risk Management (VRM), Information Technology and Resources (IT&R), Procurement and other policies and procedures that affect contracts within the university will be processed before submitting the contracts to the Office of the General Counsel for review.
4. Shared Initiatives Contracts. At the option of the Contractor/Payee/Vendor, the Corporation may use the terms of any contract resulting from a competitive award by governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities. For the full remaining term(s) of the contract, including renewals and extensions. The contract's general purpose and scope of purchase will be within the scope of the original contract adopted.
5. Non-Compete Sole Source Agreements. When competition is not possible, and the Corporation must use a specific vendor, a sole source exemption may be granted by the Chair of the Board of Directors. A sole source will be approved only if the item or service is unique to one particular vendor, it cannot be obtained from another supplier, and the purchase is in the best interest of the Corporation as indicated in the Procurement Services Procedure Manual.
6. Awards to other than low bidder. If the recommended product or service did not come from the best value, a written justification will be required to support the recommendation and forwarded on to the Board of Directors or chair.

C. Construction, Remodeling, and Renovation Project Commitments

Facilities Planning and Construction (FP&C) is authorized to maintain oversight of all university construction projects, including the procurement and selection of design and construction services through FP&C policies and procedures. The Agent of the Corporation will comply with *UCF Policy 3-114* when developing, designing, and constructing all new construction, remodeling, and renovation projects.

D. Non-Compliance

Signing contracts or authorizing vendors to proceed without appropriate authority exposes the individual to personal liability and disciplinary action.

DEFINITIONS

- Agent.** An individual or entity conducting business on behalf of the corporation
- Commitment.** Any agreement obligating the corporation for payment of products and/or services.
- Contract.** An agreement between two or more persons that creates an obligation to do or not to do a particular thing.

RELATED INFORMATION

- UCF Regulation 7.130: <https://regulations.ucf.edu/chapter7/documents/7.130%20Purchasing.pdf>
- Procurement services general procedures: <https://procurement.ucf.edu/general-procedures/>
- UCF ISO Vendor Risk Management website: <https://infosec.ucf.edu/vrm>
- Office of the General Counsel Contracts Review Process: <https://generalcounsel.ucf.edu/contracts->

[review/](#) and <https://policies.ucf.edu/documents/2-102.pdf>

- New Construction, Remodeling, and Renovation Projects UCF Policy 3-114:
<https://policies.ucf.edu/documents/3-114.pdf>

Adopted by the UCF Convocation Corporation Board of Directors on June 25, 2021.

Approval History:

- April 1, 2019
- May 23, 2012
- March 26, 2012
- July 1, 2007
- November 1, 2007