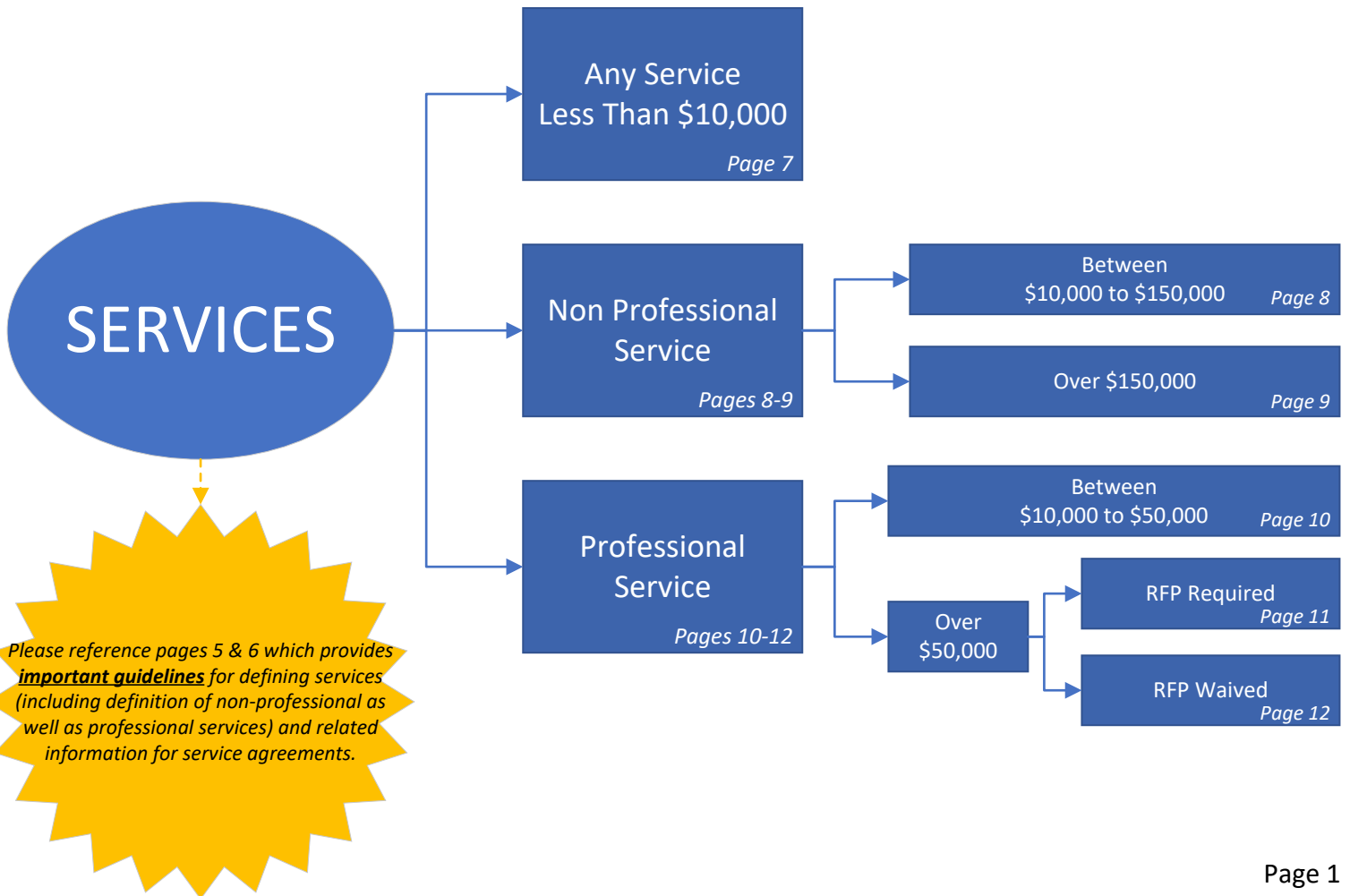
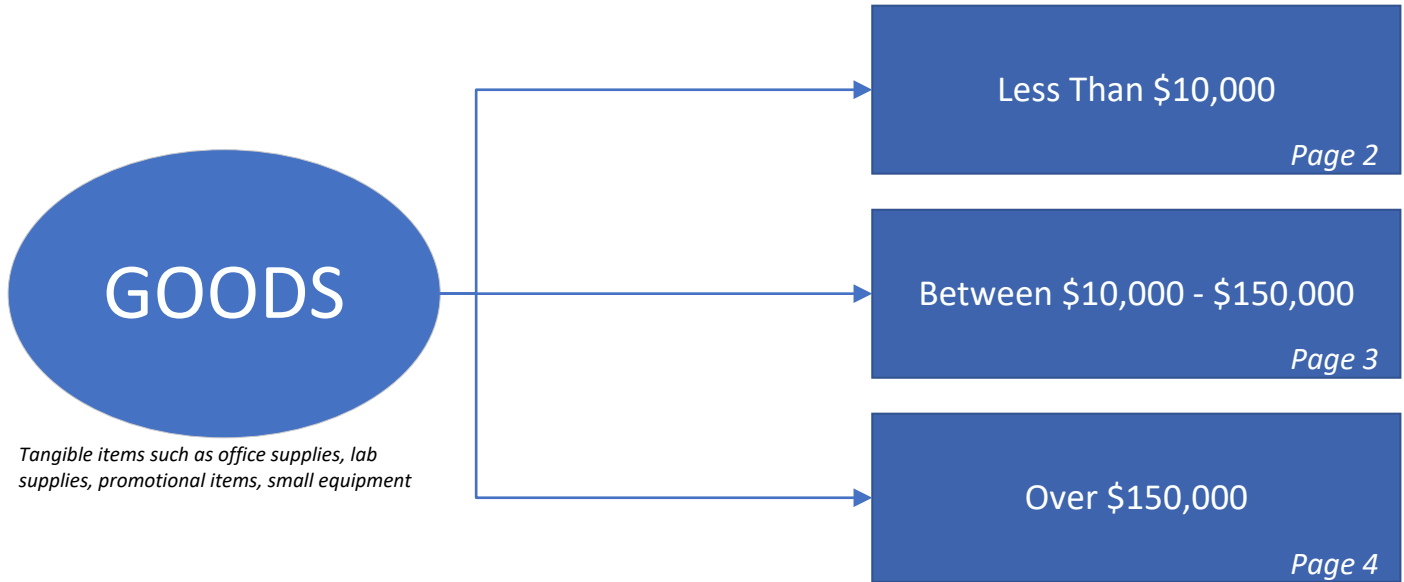


OVERVIEW OF PURCHASING FLOW CHARTS

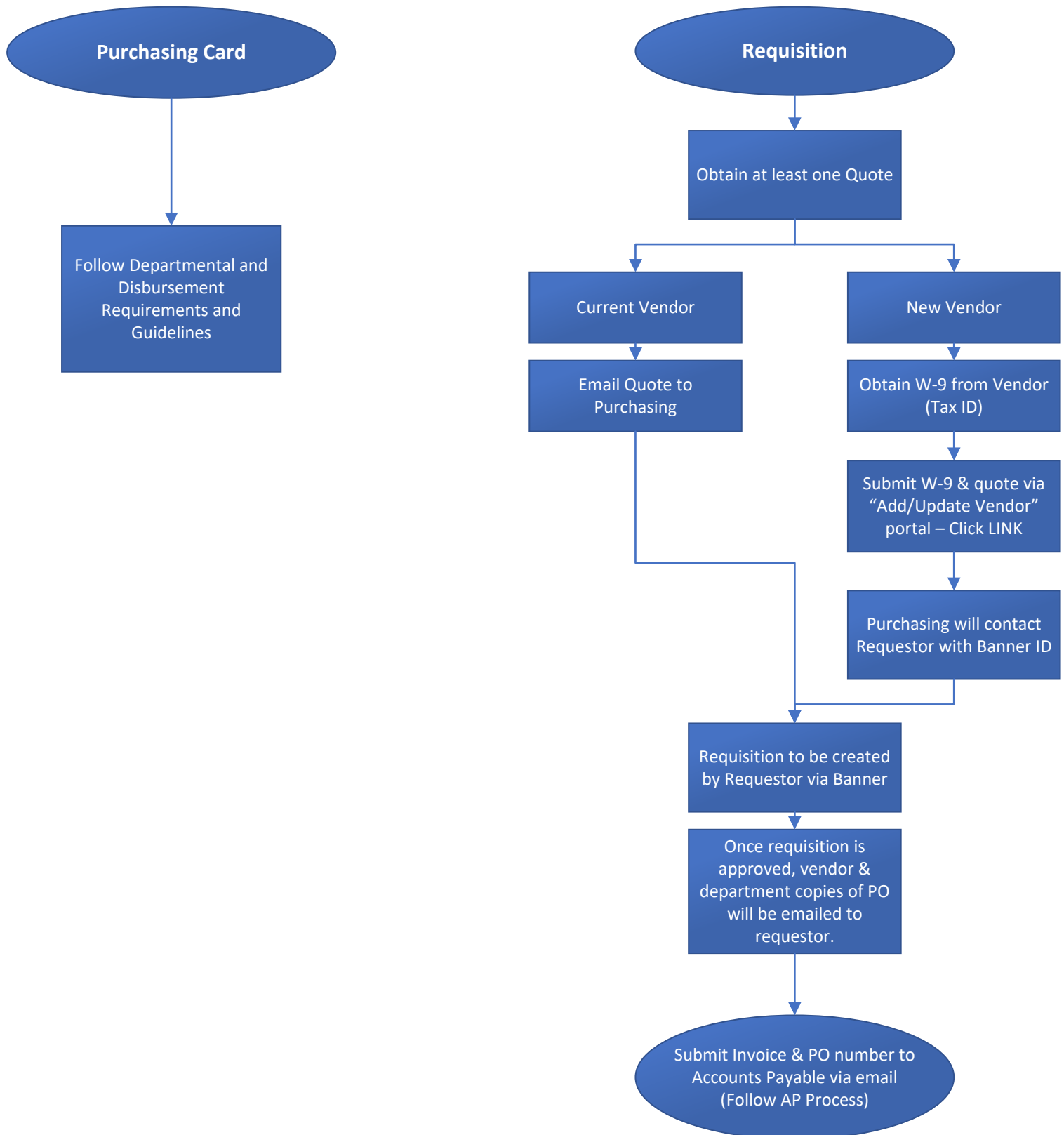
This document provides step-by-step instructions when purchasing goods or services for the University. This first page gives an overview to identify which chart/page to follow based on the type of product being purchased and the corresponding total purchase amount of the contract or transaction.



PURCHASES FOR GOODS: Less Than \$10,000

(Tangible items such as office supplies, lab supplies, promotional items, small equipment)

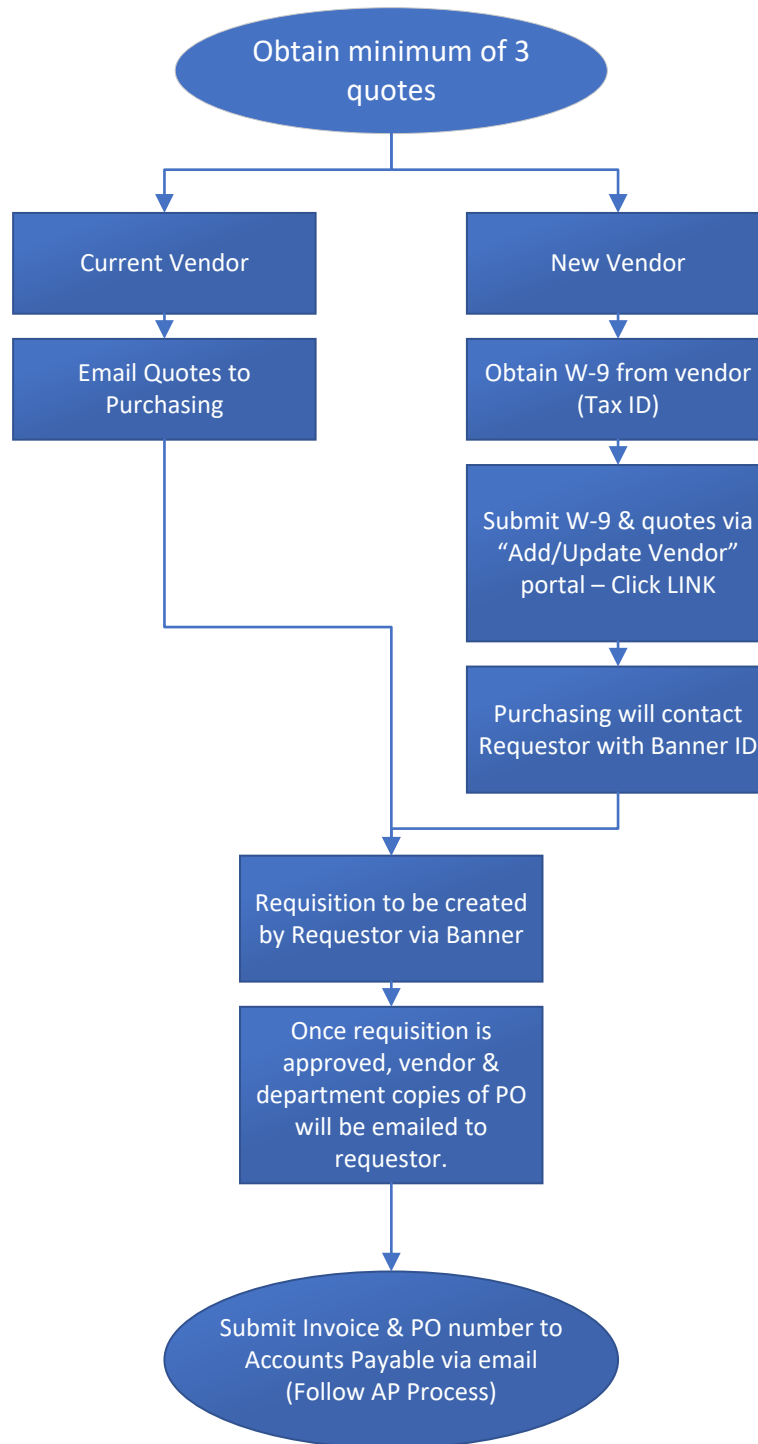
Note: FSU participates in various Group Purchasing Organizations (GPO) to leverage scale with other public entities to take advantage of lower prices. Contact Purchasing for potential consortium vendors to exercise these options.



PURCHASES FOR GOODS: Between \$10,000 - \$150,000

(Tangible items such as office supplies, lab supplies, promotional items, equipment)

Note: FSU participates in various Group Purchasing Organizations (GPO) to leverage scale with other public entities to take advantage of lower prices. Contact Purchasing for potential consortium vendors to exercise these options.

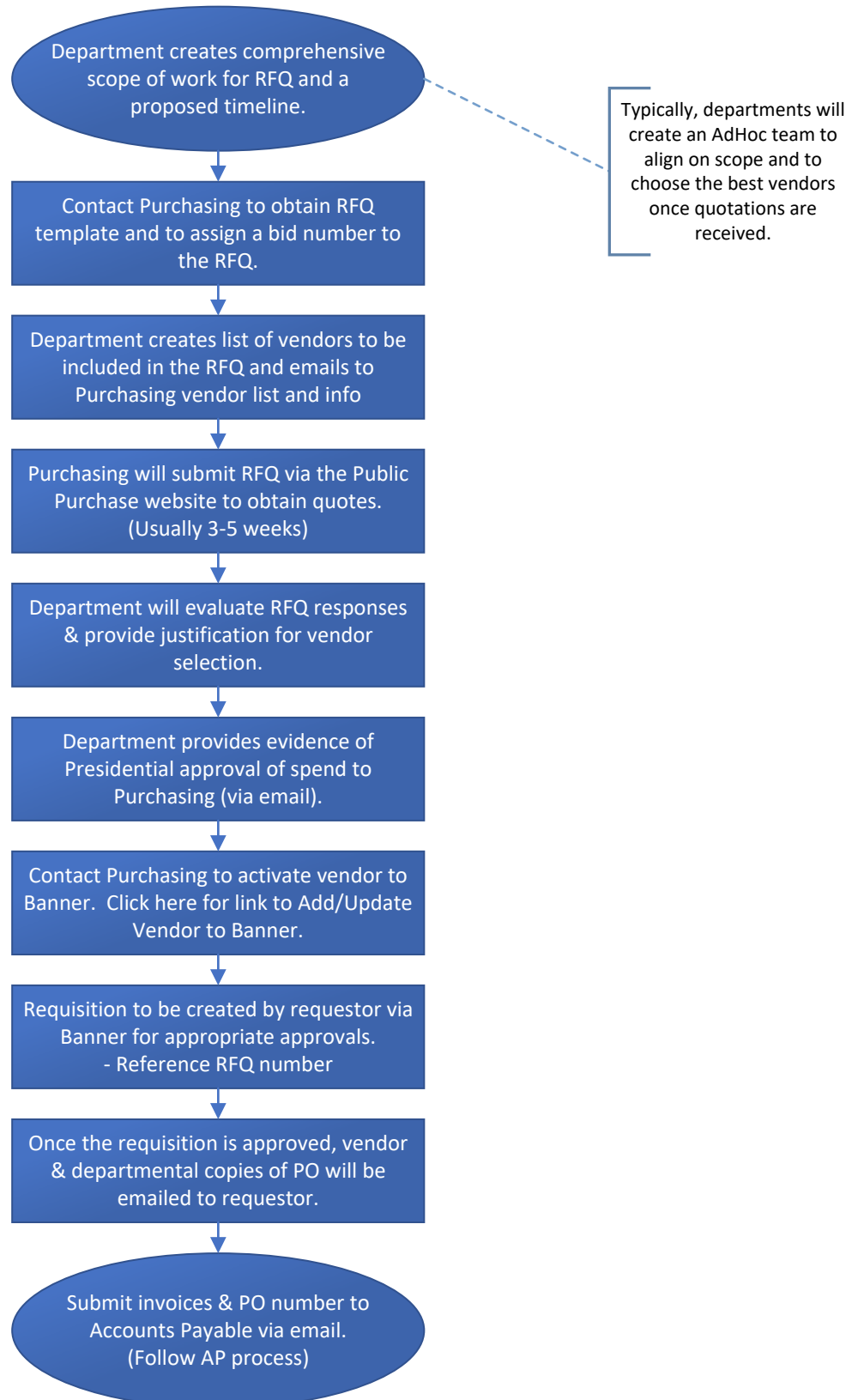


If three quotes are not possible, a Sole Source Approval Request can be submitted for consideration based on circumstances. This is to be utilized in exceptional cases. Please use the form for Sole Source Approval (click here for link – also found on the Purchasing website) to provide justification. Please feel free to contact Purchasing prior to completing the Sole Source Approval form to answer any questions or discuss options. Once completed & signed, submit via email to your Purchasing representative for approval by the Purchasing Officer.

PURCHASES FOR GOODS: Over \$150,000

(Tangible items such as office supplies, lab supplies, promotional items, equipment)

Purchases of Goods over \$150,000 require University Presidential approval and solicitation of bids through the Request For Quote (RFQ) process conducted with the Purchasing Department.



SERVICE AGREEMENT GUIDELINES

NON-PROFESSIONAL AND PROFESSIONAL

To help distinguish between Goods from Services, Services have characteristics including:

- 1) Intangibility – something that cannot be felt/tried before paying for it
- 2) Variability – the quality of the service varies greatly depending on who provides
- 3) Perishability – it cannot be stored for later sale/use
- 4) Inseparability – services are produced and consumed at the same time

It is important to understand and apply the following guidelines and requirements related to all Contractual Service Agreements regardless of dollar amount. All services rendered by the University must have a contract according to Board of Trustee Purchasing Policy.

- Define the scope of work clearly so that all involved understand the work product expected and definition of successful delivery of the work. The more clear the scope is, the more successful the search, selection process, and delivery of the service will be.
- If the “supplier/vendor” is a current student or employee, contact Human Resources or Student Employment to manage next steps. Do not use these flow charts.
- If the “supplier/vendor” is a corporation, utilize the contract steps outlined in these flow charts.
- If the “supplier/vendor” is not a student, employee, or corporation, please complete the ICDC form (Click Link) to determine the independent contractor relationship. Purchasing will review the ICDC form and guide needed next steps.
- ALL services REQUIRE a contract/agreement.
- Review, understand, and apply the proper insurance requirements for the scope of work being contracted. This information is available from the Risk Management Office (LINK) . Based on these insurance requirements, include the proper insurance certificates with the contract to Purchasing. These are required to advance the contract.
- All contracts involve certain risks to the department & University. It is in your best interest to fully understand those risks. According to Business Policy – Contract Policy 2019:13, all contracts over \$100,000 must be reviewed by Legal prior to submission for signing by the VP of Admin/Finance. Please refer to General Counsel’s suggestions and recommendations. Click here for LINK to General Counsel’s contract page.
- Determine steps required for Divisional & Board approval. Refer to Business Purchasing Policy Section X. Click here for link.
- If three quotes are not possible, a Sole Source Approval Request can be submitted for consideration based on circumstances. This is to be utilized in exceptional cases. Please use the form for Sole Source Approval (click here for link – also found on the Purchasing website) to provide justification. Please feel free to contact Purchasing prior to completing the Sole Source Approval form to answer any questions or discuss options. Once completed & signed, submit via email to your Purchasing representative for approval by the Purchasing Officer.

DEFINITIONS & GUIDELINES OF WHAT CONSTITUTES A PROFESSIONAL SERVICE

According to Board Policy, there is a difference between Professional and Non-Professional Services. They each require a different level of approvals, which are noted in these flow charts. Professional service contracts over \$50,000 require Board approval. Non-Professional Services over \$150,000 require Presidential approval. This page provides some characteristics to help distinguish between Professional Services versus Non-Professional Services to help guide which process to follow.

Some of the Attributes of a Professional Service

- Unique & Specific Scope of Work
- Infrequent Function
- Advisory and/or Consulting Role
- Involved Interaction – Significant University Involvement and Interaction with the Vendor
- End Result/End-Product tends to be Complex
- Subjective Nature of Results

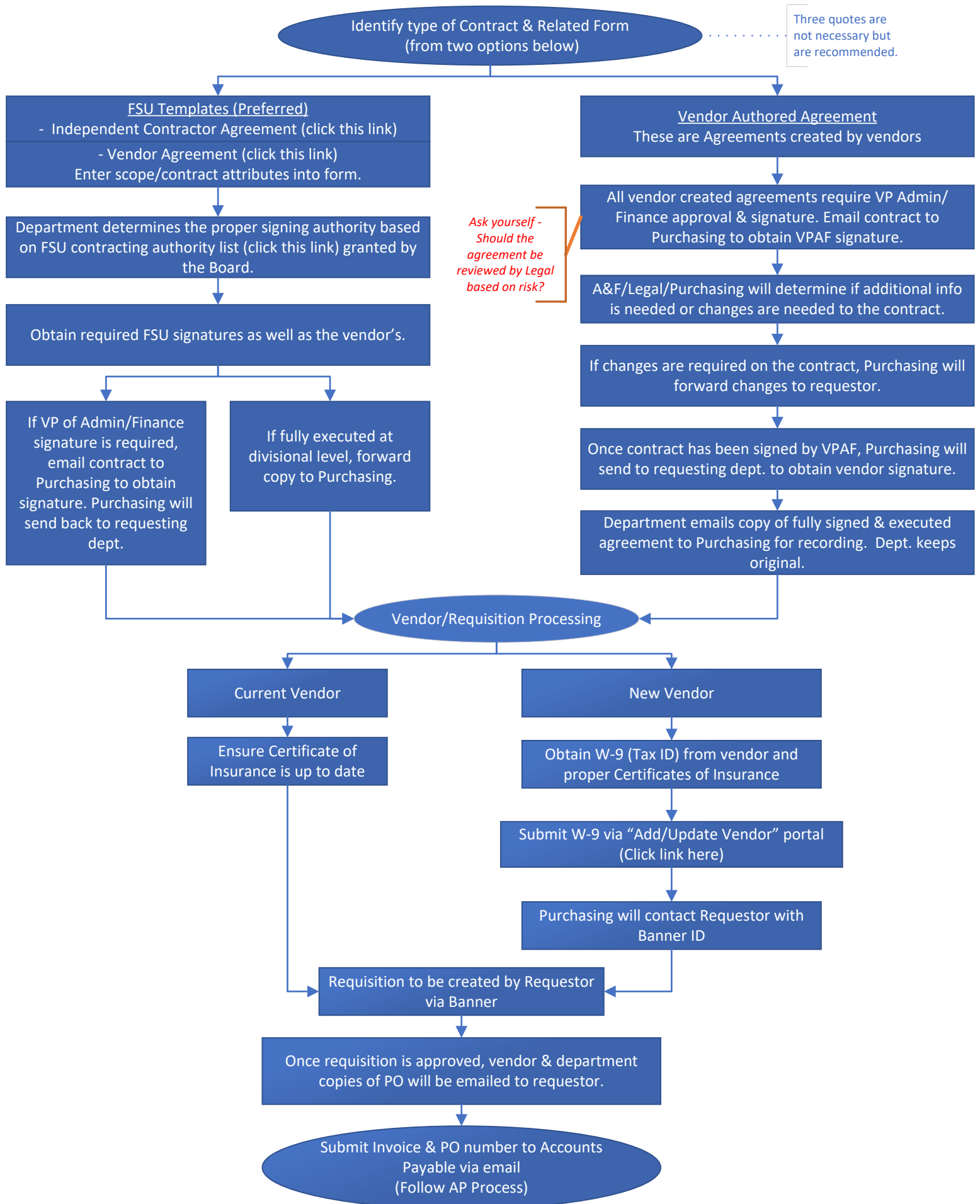
Examples of Non-Professional Services

- Skilled Trade Services
- Laundering Services
- Catering
- Custodial
- Musicians & Performers
- Software Maintenance/Support
- Software Subscriptions
- Software Licenses

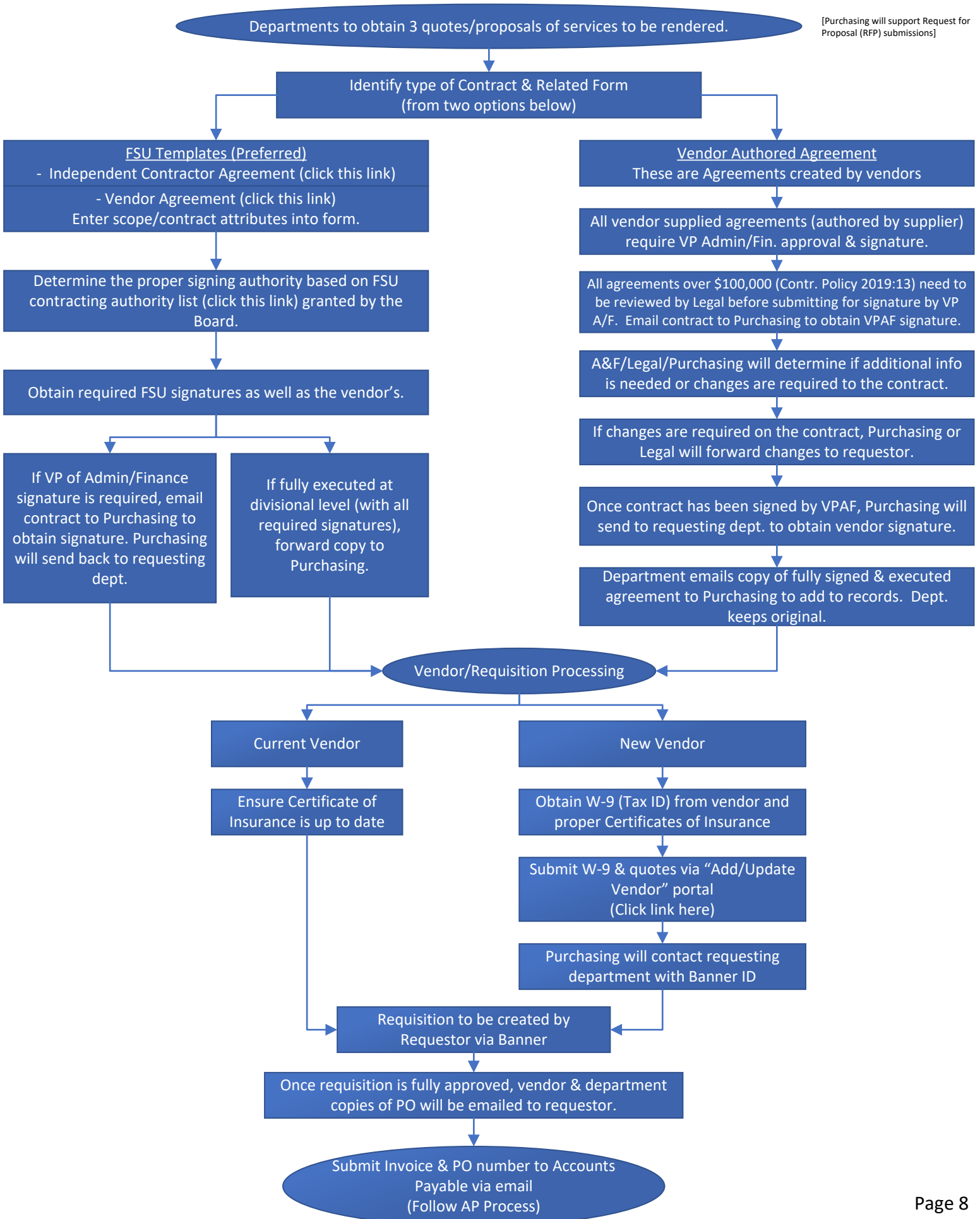
Examples of Professional Services

- Consultants/Advisors
- Marketing
- Banking
- Medical
- Software Development
- Grant Consultants/Writers
- Accounting
- Actuarial Activities
- Legal
- Professional Engineering
- Design Services
- Management Services
- Speakers
- Training/Workshop Coordinators

PURCHASES FOR ANY SERVICE: Less Than \$10,000

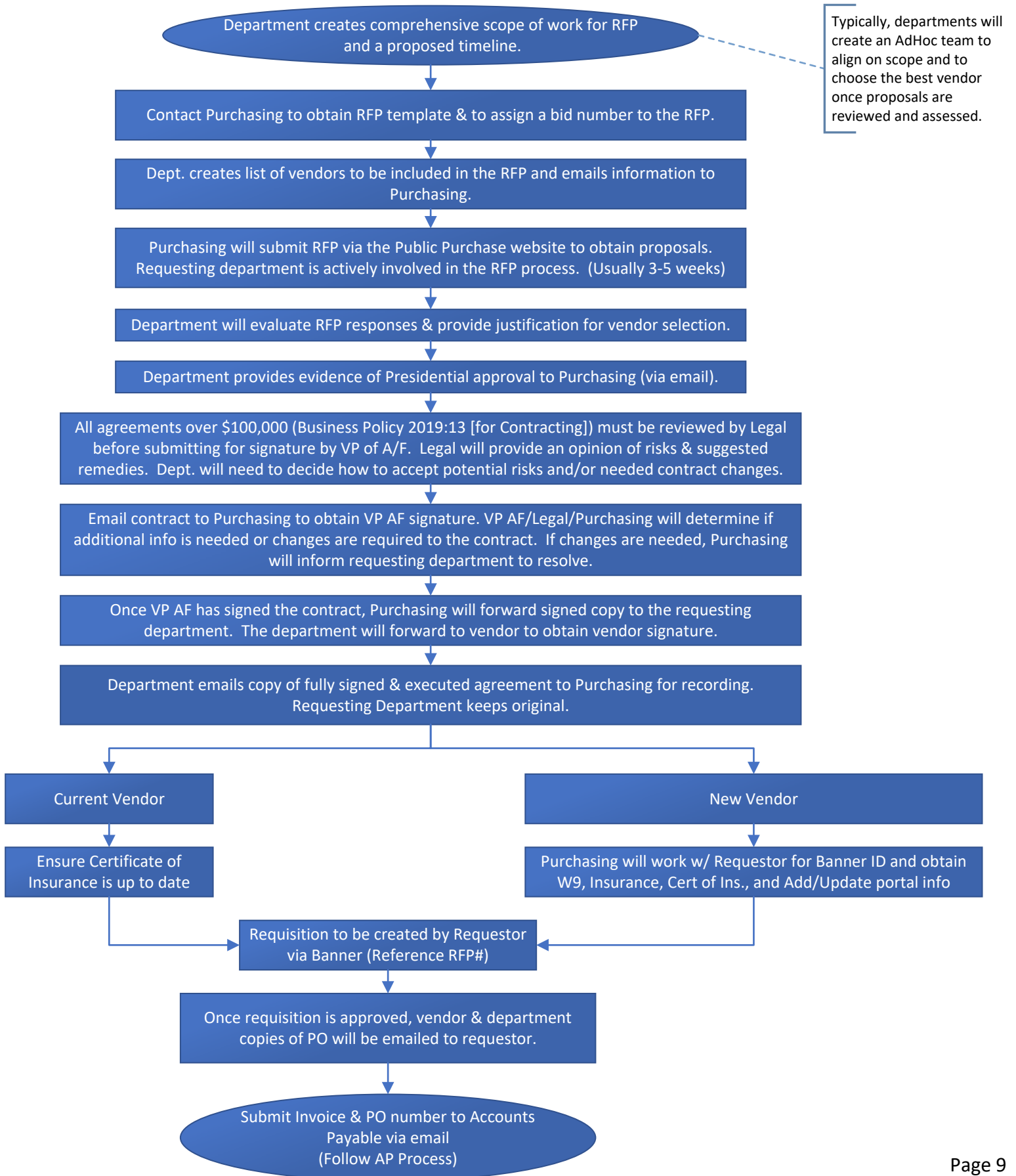


PURCHASES FOR NON-PROFESSIONAL CONTRACTUAL SERVICES: \$10,000 - \$150,000

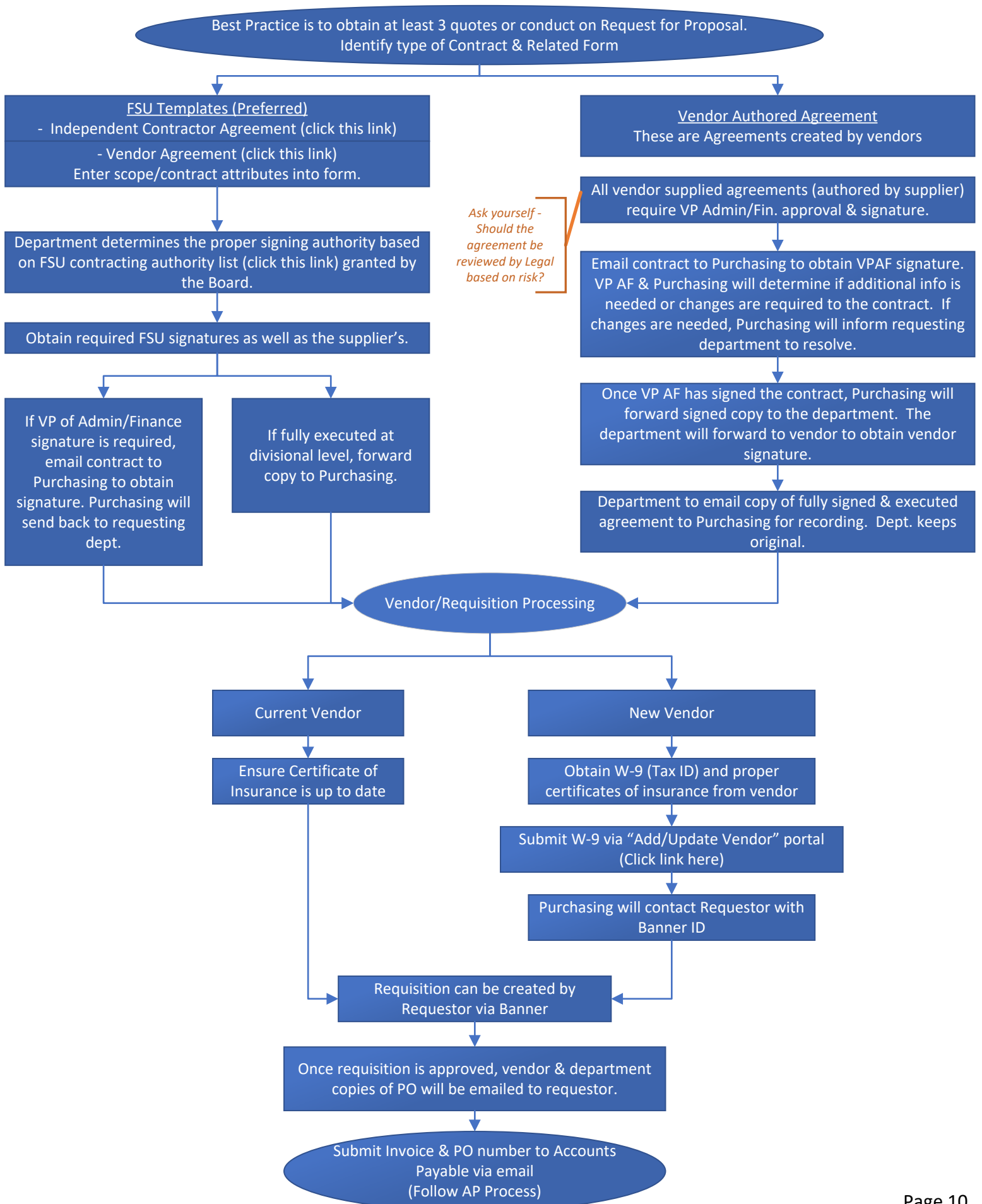


PURCHASES FOR NON-PROFESSIONAL CONTRACTUAL SERVICES: Over \$150,000

Purchases of Non-Professional Services over \$150,000 require Presidential approval & solicitation of bids through the Request For Proposal (RFP) process conducted through the Purchasing Department.



PURCHASES FOR PROFESSIONAL SERVICES: Less Than \$50,000



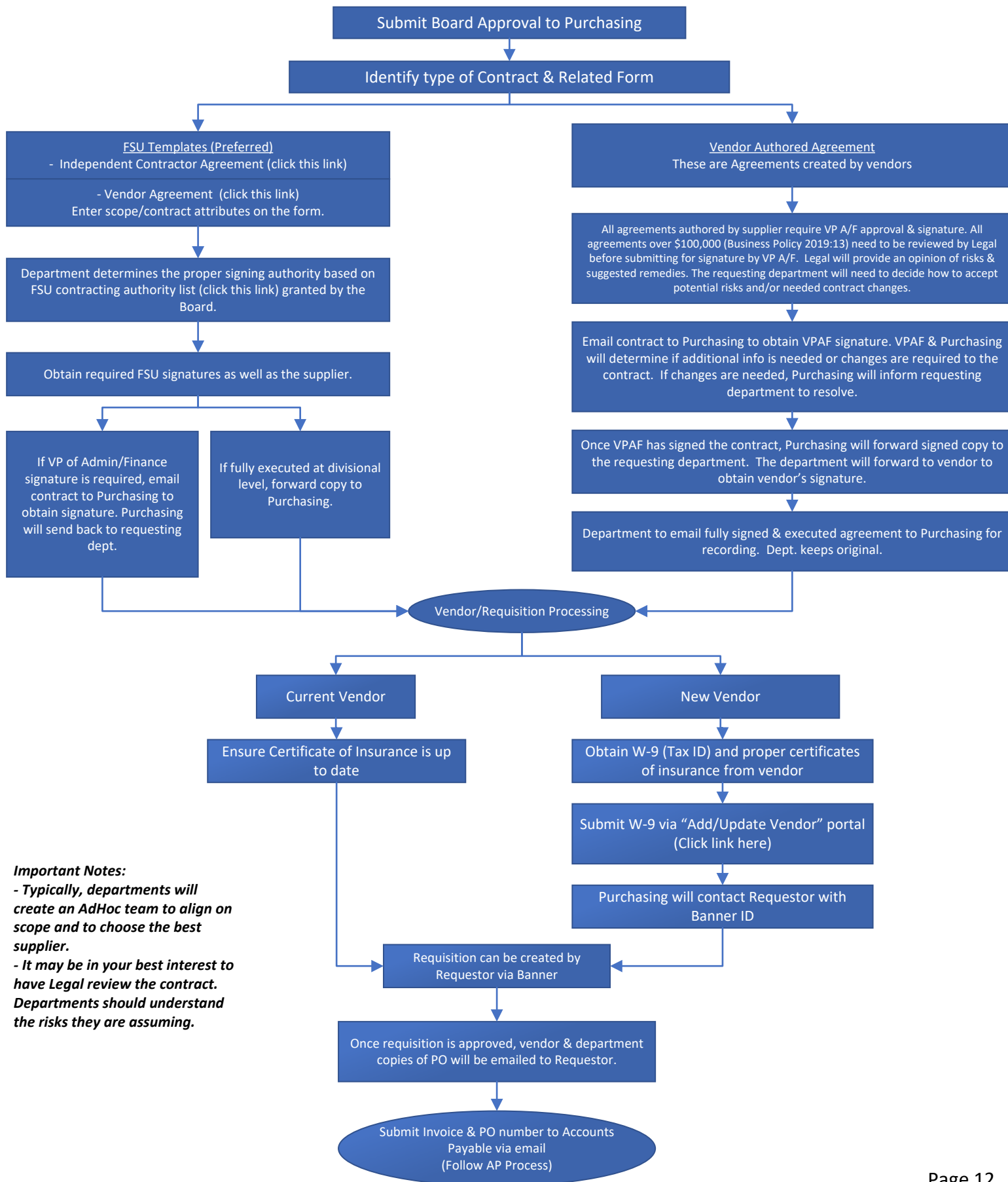
PURCHASES FOR PROFESSIONAL SERVICES: Greater than \$50,000 (RFP Required)

All Professional Services greater than \$50,000 requires Board of Trustee approval. This flow chart shows the steps when the RFP process is required – which is usually the case.



PURCHASES FOR PROFESSIONAL SERVICES: Greater than \$50,000 (RFP Waived)

All Professional Services greater than \$50,000 require Board of Trustee approval. This flow chart shows the steps **IF** the RFP process is **WAIVED** by the Board of Trustees and the VP Admin & Finance. This is **RARE** and should only be used in very unique situations.



Important Notes:
 - Typically, departments will create an AdHoc team to align on scope and to choose the best supplier.
 - It may be in your best interest to have Legal review the contract. Departments should understand the risks they are assuming.