

Procurement Department

Mission Statement

Procurement is committed to serve the College community with the ethical and efficient procurement of goods and services at the best possible value through supplier relations, contract relations, requests for proposals and competitive bids, and product sourcing.

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PROCUREMENT METHODS & TOOLS

- ► Request for Quotes (RFQ) Departmental Responsibility to follow Quote Thresholds
- ► Invitation to Bid (ITB) Procurement Department and End Users Responsibility to work together on specifications
- ► Requests for Proposal (RFP) Procurement Department takes the lead role; End Users contribute scope
- ► Requests for Qualifications (RFQu) Procurement Department takes the lead role; End Users contribute scope
- ▶ Cooperative Contracts Previously solicited bids or proposals that have been awarded through a national cooperative; Procurement Department can assist Departments. These contracts often provide better pricing and terms because of enhanced use by multiple entities, thereby yielding the benefit of economies of scale.
- ▶ State Contracts Florida Department of Management Services (DMS) bid or adopted. These contracts often provide <u>better pricing</u> and terms because of enhanced use by multiple entities, thereby yielding the benefit of economies of scale.
- ► Other Agency Contracts Example: School District of Palm Beach County.





PURCHASING THRESHOLDS Apply to both Purchase Order Requisitions AND Supplier Contracts

DOLLAR AMOUNT:

- ▶ UP TO \$9,999.99
- ▶ \$10,000.00 TO \$34,999.99
- \$35,000.00 TO 64,999.99
- ▶ \$65,000.00 AND ABOVE [BID OR SOLICITATION REQUIRED]

REQUIRED ACTION:

- ONE QUOTE (IF TERMS & CONDITIONS ATTACHED MUST BE REVIEWED BY PROCUREMENT / VPBS).
- TWO QUOTES (IF TERMS & CONDITIONS ATTACHED MUST BE REVIEWED BY PROCUREMENT AND VPBS).
- THREE QUOTES (IF TERMS & CONDITIONS ATTACHED MUST BE REVIEWED BY PROCUREMENT AND VPBS).
- REQUEST MEETING WITH PROCUREMENT REGARDING APPROPRIATE METHODOLOGY BASED ON SUBJECT MATTER.

Concept: Requests for Quotes and Aggregate Spend

- State Statutes and Board Policy require Procurement to look at the <u>total spend</u> of Palm Beach State College with suppliers.
- ▶ Departments should understand that in many circumstances, more than one Department is buying or will be buying from the same supplier.
- RFQ Thresholds apply to total PBSC spend across all Departments.
- ► Example: Facilities Department purchased \$25,000 in electrical supplies from ABC Electrical Supplies Co. in FY2020. The Electricians Apprentice Academic Department purchased \$12,000 in electrical supplies from ABC Electrical Supplies Co. in FY2020.
- ▶ Aggregate Spend for PBSC is \$37,000 in FY2020. Three quotes would be required.

Concept: Requests for Quotes and Aggregate Spend (cont.)

- Spend Over Time is included in the concept.
- ▶ Spend Over Time must be considered in the decision-making process.
- Example: PBSC spends \$37,000 with ABC Electrical Supplies Co. for electrical supplies on average over the last three years. \$37,000 x 3 = \$111,000.
- ► The Bid Threshold is \$65,000.
- ► Electrical Supplies as a commodity should be publicly bid by the Procurement Department (or determine if another procurement tool could be utilized).
- ► The result of the exercise of bidding would result in <u>savings</u> for both departments that use the resulting pricing contract.

Data Sources for Spend Analysis

- ► Use your own data from the prior year(s). Purchase Order Requisitions and Supplier Contracts that were entered and approved by your Department
- ► Total PBSC Spend Report for FY19 and FY20
- Your estimated or projected spend for FY2021
- Did you check your budget? Workday-Sandbox: Budget vs Actual for Organization (PBSC FIN)

REQUEST FOR QUOTES (RFQ)

- ▶ Quotes are required for all products and services under the purchasing threshold of \$65,000. This includes aggregate spend over a two to five year period with the designated supplier.
- Maximum number of quotes required are three (3).
- ▶ Request for Quotes must be sent to all vendors at the same time, via a blind copy email.
- ▶ All request for quotes must have an established deadline for all vendors to return the quote.
- Request for quotes must have a detailed description, scope of work, specifications and deliverables outlined.
- Request for quotes are generally for a one-time use, however, an extended time frame can be requested. *Example*; quotes can be valid for 30, 60, 90 days or can be valid for an entire fiscal year July 1, 2020 through June 30, 2021.
- Request for quotes must specify a line list of items with the price, or it can outline a percentage off manufacturers published catalog pricing for all items.
- ▶ The quotes must be signed by the supplier agreeing to hold the price or percentage off for the specified time frame.
- ▶ **Terms and Conditions** must be reviewed when quotes are received.

REQUEST FOR QUOTATION (RFQ)

Utilize for one-time quotes for products and services.

Page 1 of 2

ISSUE DATE:	
REQUEST FOR QUOTES TITLE:	
REQUEST FOR QUOTES DUE DATE AND TIME:	
QUOTATIONS ACCEPTED VIA EMAIL / CONTACT PERSON:	
QUOTATIONS ACCEPTED VIA EMAIL / CONTACT PERSON.	
PURPOSE / SCOPE OF WORK:	

QUOTE TABULATION:

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QTY	UNIT PRICE	PRICE EXTENSION
1.	LIST LINE ITEMS FOR PRICE QUOTE	EA.			
2.		EA.			
3.		EA.			
4.		EA.			
5.		EA.			
6.		EA.			
	GRAND TOTAL:				

VALIDITY PERIOD OF THE QUOTE:

This quotation is valid for (INSERT TIMEFRAME) and the quoted prices shall remain fixed during this period.

STATEMENT OF CONDITIONS:

Please quote your best / lowest price for the services to be provided, as specified in this RFQ document. Any deviation from the specified scope of work must be identified and fully described. No additional charges for any other purpose will be allowed over and above the prices quoted in this document. Palm Beach State College reserves the right to accept or reject a quotation on each item separately, or and to waive any irregularities in a quotation. If unable to quote, please return this form so marked.

QUOTE SUBMITTAL:

Quotes shall be submitted via email to INSERT EMAIL@palmbeachstatecollege.edu. It is the exclusive responsibility of the quoter to ensure that the emailed quotation reaches Palm Beach State College before the time and date indicated herewith. Quotes received after the deadline date and hour specified herewith will not be considered.

GENERAL INFORMATION:

PRICES QUOTED: Prices must include "all" necessary labor, materials, equipment and transportation necessary for the completion of services as listed in this RFQ, and in compliance with all local, state, and federal regulations.

AWARD: The award will be based upon lowest based cost, or best value per services quoted by the responsive and responsible vendor.

REJECTION OF QUOTES: Reasons for rejection of quotes by Palm Beach State College includes, but is not limited to the following:

- 1. Failure to use the quote form furnished by Palm Beach State College Procurement Department;
- Late or incomplete quotes will not be accepted. Quotes may also be rejected for failure to conform to the rules or requirements contained in the RFQ;
- 3. Failure to sign the quote by an authorized representative;
- 4. Proof of collusion among vendors, in which case all quotes involved in the collusive action will be rejected; and
- Noncompliance with applicable laws, unauthorized additions or deletions, conditional quotes, incomplete quotes, or irregularities of any kind, which may tend to make the quote incomplete, indefinite or ambiguous as to its meaning.

(PLEASE PRINT CLEARLY)

Company Name:	
Address:	
Telephone:	
-	
Fax:	
Contact Name:	
Signature:	

Terms and Conditions

- ▶ When requesting quotes, many companies will provide a quote that has that particular company's terms and conditions attached with the pricing.
- ► These terms and conditions, and/or the quote itself, or any contract document should never be signed by anyone other than the Vice President for Finance and Administration, the College President, or the Chair of the Board of Trustees.
- ▶ Company Terms and Conditions often contradict PBSC Terms and Conditions (attached to our Purchase Orders). When possible and if necessary, ask suppliers if they will accept our Terms and Conditions.
- Extensive terms and conditions as dictated by the suppliers must be subject to Procurement and possibly Legal review and approval. SEE EXAMPLES

Entering Purchase Order Requisitions in Workday

- Use the Job Aids for step by step instructions on the various requisition methods.
- ► To track your requisitions use the 'My Requisitions' Report in Workday.
- Purchase Order Requisitions turn into Purchase Orders (Buyers).
- Once you physically receive what you ordered, are you finished?
- NO!
- You are responsible to 'Receive' the goods or services of the Purchase Order in Workday by using the 'Create Receipt' task.
- ➤ You are responsible for signing the actual supplier invoice and sending it to our Accounts Payable Department for payment (outside of Workday).
- ► Your Budget vs Actual for Organization Report will then convert that PO to an 'Actual' spend.

SUPPLIER CONTRACT (SC) BLANKET PURCHASE ORDER (BPO)

- ▶ What is a supplier contract or blank purchase order? This is an arrangement between the organization and a supplier to deliver products and services at a predetermined price on a recurring basis for a specified time period, typically for one fiscal year (example; July 1, 2020 through June 30, 2021).
- ► What are the benefits of a supplier contract or blanket purchase order?
- 1. Reduces costs and increases purchasing power; it allows the organization to group purchases that would otherwise happen over an extended period of time and receive quantity discounts. This tool also allows the organization to consolidate purchases across different departments and locations to further strengthen bargaining power with suppliers.
- 2. Improves efficiency and shortens purchasing lead time. It is meant to simplify the ordering process for products or services purchased repetitively. It also eliminates the need to renegotiate terms and prices, while reducing administrative costs.
- 3. Facilitates leaner operations by reducing stocking requirements. The terms and conditions are clearly defined, along with the quantities required and delivery time frames.

When do I use a supplier contract or blanket purchase order?

- 1. When making repetitive or pre-specified purchases from the same supplier within a fiscal year.
- 2. When ordering standardized products or services which require numerous shipments.
- 3. When a quantity discount can be achieved.
- 4. When you have a price quote, competitively bid contract, cooperative / piggyback contract with defined prices, where the products or services are outlined, or when there is a percentage off the manufacturers published price list.

► A supplier contract or blanket purchase order shall not be used;

- When the price is not known at the time of purchasing
- 2. When price is subject to change without notice.
- 3. When the quality of the product or service is questionable.

- What should be included with the supplier contract or blanket purchase order for approval in Workday?
- 1. Time period for the current fiscal year (example: July 1, 2020 through June 30, 2021).
- 2. The quote, contract, or bid must be valid for the same time frame being requested.
- 3. All documents must be attached; contract, bid, or quote.
- 4. Description and details of the item(s) covered by the supplier contract or blanket purchase order.
- ► Are there any exemptions for this process?

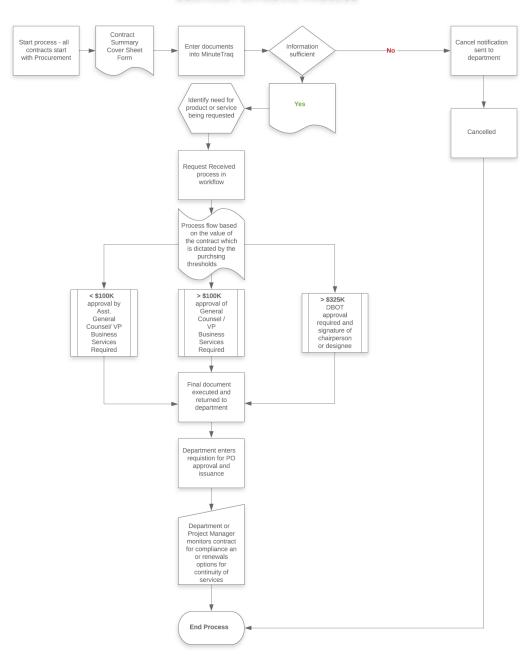
Yes, Utility Services. This would be the following; electricity bill (FPL), water and sewer bill, and gas/propane bill. (Note: This does not include individual propane tanks or drinking water.)

Workday: Supplier Contract example.

CONTRACT MANAGEMENT CYCLE



CONTRACT APPROVAL PROCESS



CONTRACT PROCEDURE

TYPE OF CONTRACTS

- ► STANDARD CONTRACT(INTERNAL) -IC: THESE ARE DEVELOPED BY THE COLLEGE, ALREADY APPROVED BY LEGAL COUNSEL, PREVIOUSLY AFFIRMED BY THE VICE PRESIDENT OF ADMINISTRATION & BUSINESS SERVICE OFFICE (VPBS) AND CONTAIN STANDARD TERMS AND CONDITIONS.
- NON-STANDARD CONTRACT (EXTERNAL)- EC: THESE CONTRACTS ARE GENERALLY DEVELOPED BY OUTSIDE ENTITIES AND NEED TO BE REVIEWED BY PROCUREMENT AND THE VICE PRESIDENT OF ADMINISTRATION & BUSINESS SERVICES (VPBS) FOR TERMS AND CONDITIONS, APPROVED BY LEGAL COUNSEL WHEN NECESSARY (BASED ON THE DOLLAR SPEND), THEN CONFIRMED BY THE VPBS BEFORE EXECUTION OF THE AGREEMENT.
- CONTRACT AMENDMENTS CA: THESE ARE CHANGES TO AN EXISTING CONTRACT. ALL AMENDMENTS MUST BE REVIEWED BY PROCUREMENT AND THE VICE PRESIDENT OF ADMINISTRATION & BUSINESS SERVICES OFFICE.

LEAD TIMES

- REVIEW TIME IS GENERALLY SEVEN (7) TO FOURTEEN (14) BUSINESS DAYS, GIVEN THE TIME IT TAKES FOR THE MUTUAL PARTIES TO SIGN / EXECUTE THE AGREEMENT.
- ▶ REVIEW TIME COULD TAKE ONE (1) TO THREE (3) MONTHS DEPENDING UPON WHETHER THE CONTRACT LANGUAGE IS SUFFICIENT "AS IS" OR IF THE LANGUAGE NEEDS TO BE RENEGOTIATED.
- REVIEW TIME IS GENERALLY FIVE (5) TO SEVEN (7) BUSINESS DAYS.

CONTRACT SUMMARY COVER SHEET				
DATE:			NEED BY DATE:	
SUPPLIER / VENDOR COMPANY NAME:				
POINT OF CONTACT NAME:				
ADDRESS, CITY, STATE, ZIP:				
EMAIL ADDRESS:				
PHONE NUMBER:				
		DURAT	ION INFORMATION:	
EFFECTIVE DATE OF CONTRACT:			CONTRACT TYPE (CIRCLE ONE):	Amendment
CONTRACT DURATION: (TERM)			PREVIOUS CONTRACT DATES: (IF AN EXTENSION APPLIES)	
		FUNDI	NG INFORMATION:	
		10.101		T AMOUNT
ANNUAL CONTRACT \$ AMOUNT:			TOTAL CONTRACT WITH ALL RENEWA	
FUNDING SOURCE / COST CENTER #:			FUNDING TYPE:	Capital
IS FUNDING SOURCE SUSTAINABLE FOR CO RENEWALS?	ONTRACT TERM WIT	H No	FUND NUMBER (Pi	ick One): Fund 7
F NO, PLEASE EXPLAIN:				
		CONTR	ACT INFORMATION:	
DEPT. CONTACT PERSON:			TELEPHONE #:	
DEPARTMENT / OFFICE:			PROGRAM NAME:	
CONTRACT TERMINATION PROVISION:	No		CONTRACT RENEWAL PROVISION:	No
Example: Thirty(30) day noti	ce required to	cancel.	Example: One(1) year with	two (2) one year renewals.
What is the procedural history?	What is it for(ackground: ervice)? What is the objectiv	e? What are you buying?
	CONT	TRACT DESCRIPT	TION / SUMMARY / JUSTIFICATION:	
Why is the contract needed?				
	cc	NTRACT APPRO	VAL: COST CENTER MANAGER	
PRINT NAME:			SIGN NAME (SIGNATURE):	
	D.	VICION VICE DES		
DIVISION VICE PRESIDENT APPROVAL				
PRINT NAME: SIGN NAME (SIGNATURE):				
			AIT REQUEST TO :	
			ACH STATE COLLEGE EMENT DEPARTMENT	
			LENORA SEVILLIAN	
DIRECTOR, PROCUREMENT				
4200 CONGRESS AVENUE, PS101				
LAKE WORTH, FLORIDA 33461-4796				
		4200 CONG LAKE WORT	GRESS AVENUE, PS101 TH, FLORIDA 33461-4796	
		4200 CONG LAKE WOR	GRESS AVENUE, PS101 TH, FLORIDA 33461-4796 561-868-4221	
		4200 CONG LAKE WORT	GRESS AVENUE, PS101 TH, FLORIDA 33461-4796 561-868-4221 1-868-3460 FAX	
		4200 CONG LAKE WOR' 56 SEVILLIL@	GRESS AVENUE, PS101 TH, FLORIDA 33451-4796 561-968-4221 1-868-3460 FAX PALMBEACHSTATE.EDU	
SOARD OF TRUSTEES (BOT) REVIEW REQUI	RED? NO	4200 CONG LAKE WOR' 56 SEVILLIL@	GRESS AVENUE, PS101 TH, FLORIDA 33461-4796 561-868-4221 1-868-3460 FAX	



PROCUREMENT DEPARTMENT

CONTRACT CLAUSE SUFFICIENCY REVIEW CHECKLIST

ate:	
ubmitter Name:	
epartment:	

COLUMN A should be completed by the faculty / staff member (department) who is responsible for the implementation of the contract. It is recommended that the individual complete as many of the items on the checklist as possible, but at a bare minimum, the individual MUST RESPOND TO ALL SHADED ITEMS. If you have questions related to the checklist, please feel free to contact Procurement for assistance when completing the form

For each item, initial the box in COLUMN A to show agreement or compliance with the statement. This acknowledges your review of the contract clauses.

COLUMN B will be completed by the Procurement Department upon initial review of the contract during intake.

		COLUMN A	COLUMN B
	REVIEW INSTRUCTIONS	Faculty / Staff Initial to	Procurement initial to
		indicate acceptability.	indicate acceptability.
1	I have read the contract, including all attachments and exhibits.		
2	All terms and conditions of the contract conform with the final negotiations / agreements of all parties.		
3	No supplementary verbal or written agreements were made outside of this contract.		
4	Before contracting for any products or services, please review the College's website for pre-approved contract templates (i.e. consulting agreements, performer agreements, etc.) which must be utilized unless there is an exceptional circumstance.		
5	All contracts submitted for review must be in Word format, or an editable PDF document.		
6	All documents incorporated by reference in the contract, including exhibits and appendices, are attached. Not pointing website links for additional documents.		
7	Those carrying out the contract can meet the terms of the contract (e.g., the work can be completed, and it can be completed according to any time limits provided in the contract.) This matches with the scope of work.		
8	<u>Obligation:</u> The contract adequately describes all that the other party must do to fulfill the contract.		
9	Appropriations / Contract Value: Commitments have been obtained from the proper administrators for all resources (budget) to be provided by the College. These commitments are specified and agreed to on the College's contract summary cover sheet which is submitted with the contract.		
10	Confidentiality Clause: All agreements / clauses which prohibit the College from releasing or disclosing information include an exception which states, "except as required by law, subpoena, or is otherwise required by a court order from of competent jurisdiction." Reference provisions outlined in the Florida Sunshine Law, Florida Statute 119.0701.		
11	<u>Dates:</u> Does the contract specify relevant timetables, such as dates for delivery or the length of the agreement?		
12	Renewal Term: Does the contract contain a renewal provision? If so, does the College have to act to renew or will the contract renew automatically? "AUTO RENEWALS AND EVERGREEN CONTRACTS ARE NOT ALLOWED AT PALM BEACH STATE COLLEGE."		

		COLUMN A	COLUMN B
	REVIEW INSTRUCTIONS	Faculty / Staff Initial to	Procurement initial to
			indicate acceptability.
	Contracting Party: The contracting party is only the District Board of Trustees of		
13	Palm Beach State College, not a particular department, program, or individual.		
	0 7 1 7 7		
14	<u>Choice of Law Clause:</u> The contract is governed under the laws of the State of Florida		
	preferable in Palm Beach County.		
15	Insurance and Risk: The appropriate amount of insurance has been attained, this is		
	dependent upon the product or service being contracted. This will be confirmed and Conflict: This contract does not conflict with any other contracts, promises or		
16	obligations of the College.		
	Termination Clause: Does the contract define the circumstances that allow other party		
17	to terminate the contract or does the contract indicate what other options will be		
	available to protect the interests of the non-breaching party?		
	Arbitration / Alternative Dispute Resolution Clause: If the contract requires		
18	mediation or arbitration, or if it requires an alternative dispute resolution		
10	method, "THIS IS NOT ACCEPTABLE FOR PALM BEACH STATE COLLEGE".		
	This is non-negotiable.		
	Hold Harmless / Indemnity Clause: If the contract includes indemnification or liability		
19	clauses, they are acceptable within the limits outlined in <i>Florida Statute</i> 768.28		
	staying within the guidelines of our Sovereign Immunity as a Public Entity.		
20	Default: Does the contract list specific circumstances, actions, or failures that will be		
	considered breaches of the agreement? Penalties / Fees: If there are any penalties or fees assessed if certain actions are		
21	taken or not taken, does the contract clearly state what has to happen for the penalty or		
21	fees to apply? Is this acceptable to the department and / or the College?		
	Data Ownership: If the contract specifies who will own the results of the project		
	(including raw data, patent rights, intellectual property rights, etc.), the faculty / staff /		
22	administration member understands the provisions and finds them acceptable. <i>Is a</i>		
	PBSC Data Rider required? If so, Legal and IT Services will advise if necessary.		
00	Payment: Provisions for payment are clearly defined. "COLLEGE DOES NOT PRE-		
23	PAY FOR PRODUCTS OR SERVICES. Normal payment terms are Net 30 days.		
	Named Parties: The full name, address, legal status (e.g., corporation, partnership,		
24	etc.) and contact person of other party are included. Names of all persons signing the		
	contract are printed or typed below or above the signatures.		
25	Signatory Authority: Person signing for the College is authorized to sign this		
25	contract. (VP, Attorney, President, DBOT Chair)		
	Signature (Column A)	Signature (Column B)	
	Name —	Name	
	IVAILIE	ivallie	
	Date	Date	
	Return completed form along with contract (including attachments and exhibits) and sign	ned contract summary co	ver sheet to:
	Procurement Department		
	4200 Congress Avenue, PS #100		
	Lake Worth, Florida 33461-4796		

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COOPERATIVE / PIGGYBACK CONTRACTS

When can we utilize cooperative / piggyback contracts?

- 1. They can be used to leverage economies of scale to obtain more favorable cost for products and services.
- 2. When the scope of work and specifications under the contracts match what your department or program requires. (We may not expand the scope or specification of the contract.)
- 3. When all the required documents related to the contract have been reviewed by your department to ensure all the terms and conditions meet the guidelines for the college.
- 4. When your department has completed the cooperative / piggyback contract utilization checklist and the contract summary cover sheet.
- 5. When all submitted documents have been reviewed by Procurement and Legal Department, and it has been approved for legal sufficiency.
- 6. If you intended purchase does not exceed District Board of Trustees (DBOT) authority of \$325K and if it does exceed this amount, an agenda item must be drafted for presentation to the board for approval before the contract may be utilized.

COOPERATIVE / PIGGYBACK WEBSITES

► NATIONAL COOPERATIVE CONTRACT SITES;

- 1. Sourcewell https://www.sourcewell-mn.gov/contract-search
- 2. OMNIA Partners https://public.omniapartners.com/contracts
- ► STATE OF FLORIDA COOPERATIVE CONTRACT SITE;
- Department of Management Services
 <u>https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements</u>
- **▶ POPULAR PIGGYBACK AGENCY SITES;**
- The School District of Palm Beach County https://www2.palmbeachschools.org/purchasing/All-In-One/
- 2. Broward County Public Schools https://www.browardschools.com/Page/32546



COOPERATIVE / PIGGY-BACK CONTRACT UTILIZATION CHECKLIST

Use this checklist to determine if an awarded contract meets the requirements to "piggyback".

Requesting Department:

Contact Person (Name and Phone Number):
Date Submitted to Procurement:

Solicitation Title:	Solicitation No:		
Name of Agency:	Contract No:		
DOES THE SOLICITATION / CONTRACT MEET THE COLLEGE AND DEPARE	ARTMENTAL REQUIREMENTS?	YES	NO
Contract Term: The contract is still active and has at least two or more years	available under the contract?		
Contract Scope: The products and services featured in the scope of work for	the contract include everything		
your department wants to purchase?			
Lead Agency: The lead agency is a public entity? This means a non-profit ag District, Port, District, or Co-op established for this purpose?			
Participating Addendum: Does the agency or vendor require a participating			
Interlocal Agreement: Do we need to sign an Interlocal Agreement (ILA), whi	ich allows the College to utilize		
the agency contracts?			
Competitive bidding: The contract was created through a formal competitive			
Cooperative Language: The original bid / solicitation and contract contain co			
Source Documents: You have access to and reviewed all source documents	?		
Original Bid / Solicitation			
Any and all addenda			
 Any and all contract amendments or modifications 			
Proof of advertisement			
Bid / Solicitation Tabulation Sheet			
 Pricing related to the product or service; (price list / manufacturers list 	, etc.,)		ı
Evaluation Score Sheets			
Vendor's complete response to the bid / RFP / RFQ.			
Agency Award Letter / Governing Body Approval Documents			
Fully executed contract			
Advertising: Was this bid / solicitation advertised in a legal newspaper or was	s it posted on a web site		
established and maintained by a public agency, purchasing cooperative or sim			
purposes of posting public notice of solicitations or government website or prov	vided an access link on the		
State's web portal to the notice?			
Award: Was the contract awarded consistent with the ITB/RFP/RFQ instructic evaluation summary and award recommendations.	ons? Review the bid tabs,		
Statutory Restrictions: Does the College have any statutory restrictions (mul	Itinle awards preferences\2		
Vendor Validity: Check the State / Federal / College debarment list. Is the ve			
Insurance / Bond / Certifications / Licensure: All necessary insurance, bond			
been verified?	,		
Spend / Budget: Will the project being considered under this cooperative con requiring District Board of Trustee (DBOT) approval?	tract exceed the threshold		
cknowledgement: I have reviewed the items on the above checklist for the	nis bid / solicitation and the contr	act;	
A. Meets all the requirements.			-
B. Does not meet the requirements.			
All required back-up documentation has been submitted for the contract file ar Legal?	nd review by Procurement and		

INVITATION TO BID PROCESS

CHARACTERISTIC	COMPETITIVE SEALED BIDDING
PROCUREMENT DOCUMENT	INVITATION TO BID
ADVERTISING REQUIREMENT	A MINIMUM OF FOURTEEN (14) DAYS PER STATUTORY GUIDELINES.
GOAL	LOWEST PRICE OR BEST VALUE.
RESPONSES EVALUATED BY	PROCUREMENT DEPARTMENT, WITH ASSISTANCE FROM THE REQUESTOR AS NEEDED.
COST EVALUATION PROCESS	COSTS FOR RESPONSIVE BIDS ARE TABULATED AND COMPARED TO EACH OTHER TO IDENTIFY THE LOWEST COST.
BEST AND FINAL OFFER (BAFO) ALLOWED?	NO.
NEGOTIATION ALLOWED?	NO.
AWARD BASIS	LOWEST RESPONSIVE AND RESPONSIBLE BIDDER OR BEST VALUE WITH A SUPPORTING STATEMENT.



GENERAL INFORMATION Date of Submittal: Requesting Department: Project Representative: Email Address: Phone Number:

FINANCIAL DATA		
PROJECT FUNDING SOURCE:	FUNDING CODE:	PROJECT CODE: (if applicable)
DOLLAR VALUE OF PRODUCT OR	AVERAGE COST PER YEAR:	AGGREGATE OVER PROJECT CONTRACT CYCLE: (this would be multiple years)
SERVICE BEING REQUESTED:		

PROGRAM BACKGROUND / INTRODUCTION		

PURPOSE / SCOPE OF WORK		

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ITEMS FOR TABULATION: (Note, an Excel Spreadsheet can be attached as a substitution to this tabulation.)

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QTY
1.	LIST LINE ITEMS FOR PRICING	EA.	
2.		EA.	
3.		EA.	
4.		EA.	
5.		EA.	
6.		EA.	

VALIDITY PERIOD OF THE INVITATION TO BID (ITB)
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This is valid for (INSERT TIMEFRAME) and the quoted prices shall remain fixed during this time frame. Example; one (1) year July 1, 2020 through June 30, 2021. With an option to renew for an additional one (1) year period.

(PLEASE PRINT CLEARLY)

<u>AUTHORIZATION</u>	
Name of Requester:	
Signature of Requester:	
Name of VP / Director / Dean / Cost Center Manager:	
(Person authorizing the project and solicitation)	
Signature of VP / Director / Dean / Cost Center Manager:	

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PBSC WEBSITE LINKS

- CONTRACT TEMPLATES; https://www.palmbeachstate.edu/vpab/contracts.aspx
- CONTRACT GUIDELINES; https://www.palmbeachstate.edu/vpab/documents/StandardGuidelines.pdf
- ► PROCUREMENT MAIN PAGE; https://www.palmbeachstate.edu/procurement/default.aspx
- ► PURCHASING PROCEDURE MANUAL; https://www.palmbeachstate.edu/procurement/procedure-manual.aspx
- AUXILIARY SERVICES; https://www.palmbeachstate.edu/auxiliary-services/default.aspx
- CENTRAL RECEIVING & MAILROOM; https://www.palmbeachstate.edu/procurement/centralreceiving.aspx

END RESULT "TEAMWORK"

QUESTIONS??? THANK YOU!

