

DOE Purchasing and Bidding Requirements

Chapter 10

10.00 **Florida Statutes (F.S.)** Part I, Chapter 287, 413.036 and Florida Administrative Code (FAC) Chapter 60A-1 govern purchasing by agencies of the State of Florida. DOE Methods of Procurement must be followed in purchasing occupational tools, equipment and supplies for those individuals served by DVR.

1. Purchasing Category Threshold Amount – the procurement category threshold amounts established in Section 287.017, F.S., which distinguish dollar amounts at which various purchasing rules are implemented.

- a. Category One: \$20,000
- b. Category Two: \$35,000
- c. Category Three: \$65,000
- d. Category Four: \$195,000
- e. Category Five: \$325,000

10.01 Purchases less than \$35,000

- 1. Purchases with value below \$2,500 shall be carried out using good purchasing practices informal solicitations that may include, but are not limited to, written quotations or written records of verbal quotations.[Reference F.A.C. 60A-1.002(2)]
- 2. Purchases of value \$2,501 and \$15,000 require a minimum of two (2) written quotes or written records of two (2) telephone quotations on the DOE/DVR PUR-14.
- 3. Purchases of \$15,001 but less than \$35,000 requires three written quotes or informal bids to be open upon receipt. [Reference F.A.C. 60A-1.002(3)]
- 4. If verbal quotations are received, the name and address of each respondent and the amount quoted shall be part of the written documentation.
- 5. At least one quote should be requested from a certified minority vendor (CMBE), if available. If no certified minority vendor quote is included, documentation must be provided explaining why. Minority vendor quotes should be identified with minority type or code.

10.02 Purchases of \$35,000 (Category 2) or more

- 1. Purchases that exceed \$35,000 must be made through formal competitive sealed bids (Invitation to Bid (ITB); Request for Proposal (RFP); Invitation to Negotiate (ITN)) to ensure fair and open competition, except as otherwise provided by law. [Reference F.S. 287.57(3)].

10.03 Exceptions to formal bid requirements

1. Purchases of prescriptive assistive devices for the purpose of medical, developmental, or vocational rehabilitation of individuals are exempt for solicitation requirements and must be procured pursuant to an established fee schedule or by any other method that ensures the best price for the state, taking into consideration the needs of the individual. Prescriptive assistive devices include, but are not limited to, prosthetics, orthotics and wheelchairs. [Reference Chapter 14, Section 14.08(3) & (4)]
2. Purchases of less than \$35,000.
3. Purchases made from a state contract or a contract previously established by DOE.
4. Purchases made from a state or local government agency or the federal government.
5. Purchases from a single source.
6. Contractual services provided to individuals with disabilities by non-profit organizations.

10.04 **Non-competitive "Single Source" Purchasing**

1. Single source purchasing may be used if the product or service is available from only one source. The justification should explain why the service is provided by only one source and should include:
 - a. Description and use (in layman's term).
 - b. List unique features that this item or service has that other comparable items or services lack, and why these unique features are needed. Show as clearly and concisely as possible why only this item cannot be bid to the various dealers.
 - c. Explain if the product or service is being purchased directly from the manufacturer. If not, explain why the item cannot be bid to the various dealers.
 - d. Documentation of efforts made to identify other sources of supply.
 - e. Explain the necessity for compatibility with existing equipment or instrumentation, if applicable.
 - f. Provide proof of copyright or patent.
 - g. Price cannot be used as a justification for a single source.
 - h. Documented price analysis proving the agreed price is fair, reasonable and is not more than the competitive market rate. This may be accomplished by researching the current market price for the commodity or service.
2. The requester will furnish, along with a Single Source justification, a current written quotation from the vendor.
3. When DOE believes that commodities or contractual services is available only from a single source and total cost exceeds \$35,000 (Category 2), DOE shall electronically post a description of the commodities or contractual services sought for a period of at least ten (10) business days. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or contractual services described. [Reference F.A.C. 60A-1.045(1 & 2)]

4. If the price of a "single source" commodity or service exceeds \$195,000 (Category 4), DOE shall obtain approval of the purchase from the Department of Management Services (DMS), State Purchasing Office. [Reference F.A.C. 60A-1.045 (4)]

Stevens Amendment

The Florida Department of Education, Division of Vocational Rehabilitation (VR) is an equal opportunity employer. It is against the law for VR as a recipient of Federal financial assistance to discriminate against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief. The application process used by VR to determine eligibility for services, any subsequent services and the entire VR process are subject to these non-discrimination requirements. Auxiliary aids and services are available upon request to individuals with disabilities. VR program receives 78.7 percent of its funding through a grant from the U.S. Department of Education. For the 2021 Federal fiscal year, the total amount of grant funds awarded were \$176,836,896. The remaining 21.3 percent of the costs (\$47,860,557) were funded by Florida State Appropriations. Revised October 2021.