



PRESIDENTIAL APPROVAL FORM

To be the cover sheet to any and all contracts, Univmail messages, letters and any document(s) requiring the President's signature and/or approval

DATE: 09/06/18

INITIATING DEPARTMENT: OFFICE OF THE CONTROLLER

CONTACT PERSON: KELLY LOLL

EXTENSION: 7-1246 FAX: 7-3600 EMAIL: KELLY.LOLL@FIU.EDU

NUMBER OF ITEMS: ANNUAL CERTIFICATION MEMORANDUM

DATE NEEDED: 09/06/18

DOCUMENT DESCRIPTION: SOLE SOURCE / EXCEPTIONAL PURCHASES - ANNUAL CERTIFICATION FOR THE PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2019 MEMORANDUM FOR THE UNIVERSITY PRESIDENT'S SIGNATURE

I have reviewed and approved the attached document(s) for the President's signature and/or approval. I accept full responsibility should there be any error in the content, syntax, or form of the document. I am responsible for the editing and/or reformatting of this document if any changes are needed.

I understand that the President and/or his designee will retain the right to review any document that he/she chooses, and to request changes where deemed appropriate.

INITIATOR SIGNATURE: *Kelly Loll* DATE: 9/6/18
APPROVED BY VICE PRESIDENT: *[Signature]* DATE: 9/6/2018
APPROVED BY DEAN (WHEN APPLICABLE): _____ DATE: _____

Once this request has been approved, your office will be notified that the document(s) are ready for retrieval.

OOP USE ONLY

APPROVAL: *[Signature]* DATE: 9/10/18

This form should be duplicated for further use.

September 6, 2018

MEMORANDUM

TO: Dr. Kenneth Jessell, CFO & Senior Vice President
Finance & Administration

FROM: Kelly Loll, C.P.M., Director of Procurement Services *KL*
Office of the Controller

SUBJECT: REQUEST FOR THE PRESIDENT'S SIGNATURE

Who: Sole Source/Exceptional Purchases -Annual Certification for the Period of July 1, 2018 through June 30, 2019

What: This Memorandum is to request the review and approval of several acquisitions to be designated as a sole source and/or non-competitive commodities or services for use by Florida International University for fiscal year 2018-2019 by the University President. Rental of residential space was added as highlighted in yellow.

When: The Categories listed for annual certification will take effect starting July 1, 2018 and continue until June 30, 2019.

Where: University-Wide

Why: This is a revised Annual Sole Source Certification for FY18-19 to correct clerical errors on Categories 1 and 8 on the Annual Sole Source Certification signed in June of 2018.

In accordance with the delegation of authority received by the State University System, BOG Regulations 18.001 Purchasing Regulation Section (6)(d)(17) and FIU Regulation 2201 (3)(d), your review and approval is requested for the annual certification (FY2018/2019) for the sole source and/or non-competitive commodities or services for use by Florida International University.

How: Each individual university in the State University System (SUS) request permission to certify specific acquisitions as sole sourced and/or non-competitive commodities or services from their CFO or University President.

KL:jz
M-4120

MEMORANDUM

TO: Dr. Mark B. Rosenberg
University President

FROM: Kelly Loll, C.P.M. *KL*
Director of Procurement
Office of the Controller

DATE: September 6, 2018

Subject: **Sole Source/Exceptional Purchases – Annual Certification for the Period of July 1, 2018 through June 30, 2019**

In accordance with the delegation of authority received by the State University System, BOG Regulations 18.001 Purchasing Regulation Section (6)(d)(17) and FIU Regulation 2201 (3)(d), your review and approval is requested for the annual certification (FY2018/2019) for the sole source and/or commodities or services not subject to competitive solicitation for use by Florida International University.

The following categories and conditions are submitted for your review and approval:

CATEGORY 1: *The acquisition of repair and maintenance services, parts, proprietary accessories, and/or supplies available from only a single source for existing equipment and systems when no other manufacturer's parts can be utilized or no other authorized service provider is available.*

CATEGORY 2: *The acquisition of copyrighted and single source instructional materials, tapes, publications, periodicals, journals, manuscripts, films and personal library collections.*

CATEGORY 3: *The acquisition of live animals and animal feed for instructional and research efforts wherein the selection must be determined by the expert opinion of the buyer, in consideration of genetic background, quality, body weight and special diet conditions to attain the research or instructional objectives.*

CATEGORY 4: *The acquisition of renovations, modifications, maintenance or repair services for leased office or laboratory space which is specifically provided for in the lease agreement and/or are required to be accomplished by the owner/landlord and subsequently reimbursed by the University*

CATEGORY 5: *The acquisition of computer software that is available only from a single source or*

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that is necessary to perform with existing software or hardware. This includes software licenses, web based solutions, internet database subscriptions, upgrades and associated maintenance agreements.

CATEGORY 6: *The acquisition of lobbying services and governmental relations consultants.*

CATEGORY 7: *Memberships that are essential to the duties and responsibilities of the University.*

CATEGORY 8: *The acquisition of technical instruments, supplies and equipment, or services for medical instruction, medical research, scientific, and health care whereby, in the expert opinion of the user directly responsible for the acquisition, defines it is a sole source selection.*

CATEGORY 9: *The acquisition of used equipment and supplies.*

CATEGORY 10: *The acquisition of student recruitment services.*

CATEGORY 11: *The rental of hotel rooms / hotel space and residential space.*

CATEGORY 12: *Services provided by foreign vendors for services taking place outside of the US.*

CATEGORY 13: *Continuation of services by a specific supplier which exceeds the competitive solicitation threshold as long as Procurement Services is in the process of conducting a competitive solicitation for those services.*

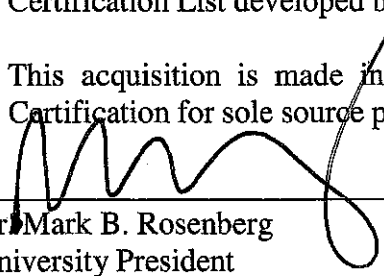
Condition of Use

1. The Director will provide advisory assistance as required for uniform interpretation and use of this annual sole source certification for Florida International University.
2. The Purchasing Director has authority and fiduciary duty to compete any request submitted under the listed categories if in his/her sole discretion deems competition to be feasible and in the best interest of the university.
3. This annual certification will apply to the acquisition method only and does not nullify or negate the clearance requirements by other regulatory bodies.
4. Each purchase order issued within the privilege of the annual certification will contain the appropriation comment as follows:

“Exception under BOG Regulation 18.001(6)(d)(17) - Purchases from an Annual Certification List developed by each University.

This acquisition is made in accordance with the conditions detailed in Annual Certification for sole source purchases.”

Approved: _____


Dr. Mark B. Rosenberg
University President

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