



Office of the President  
FLORIDA INTERNATIONAL UNIVERSITY

# 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: 06/15/17

INITIATING DEPARTMENT: PROCUREMENT SERVICES, 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: 06/23/17

DOCUMENT DESCRIPTION: SOLE SOURCE / EXCEPTIONAL PURCHASES - ANNUAL CERTIFICATION FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018 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: 6/15/17

APPROVED BY VICE PRESIDENT: [Signature] DATE: 6/20/17

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: 7/6/17

This form should be duplicated for further use.

RECEIVED  
OFFICE OF THE PRESIDENT  
2017 JUN 16 AM 5:51

June 15, 2017

**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**

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**Who:** Sole Source/Exceptional Purchases -Annual Certification for the Period of  
July 1, 2017 through June 30, 2018

**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 FY17/18 by the University President. Changes from the FY16/17 annual certification list is highlighted in yellow based on requests received.

**When:** The Categories listed for annual certification will take effect starting July 1, 2017 and continue until June 30, 2018.

**Where:** University-Wide

**Why:** 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 (FY17/18) 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-3925

**MEMORANDUM**

TO: Dr. Mark B. Rosenberg  
University President

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

DATE: June 15, 2017

Subject: **Sole Source/Exceptional Purchases – Annual Certification for the Period of July 1, 2017 through June 30, 2018**

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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 (FY2017/2018) 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 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 as 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 and 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:

"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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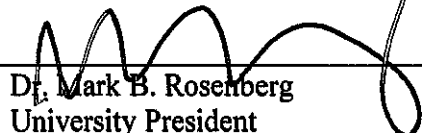
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