

# FLORIDA INTERNATIONAL UNIVERSITY

## OFFICIAL UNIVERSITY POLICY

*University Community (faculty, staff and students)*

<b>SUBJECT (R*)</b>	<b>EFFECTIVE DATE (R)</b>	<b>POLICY NUMBER</b>
SPONSORED RESEARCH PURCHASING EXEMPTION	May 31, 2004	
<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R)</b>	<b>RESPONSIBLE UNIVERSITY OFFICER (R)</b>	
Office of Sponsored Research Administration Florida International University	George E. Walker Vice President for Research and Dean of the University Graduate School	

**POLICY STATEMENT (R)**

All purchases on a sponsored project must be made in accordance with the policies and procedures of the University. However, upon certification that it is necessary for the efficient or expeditious prosecution of a research project, a purchase on that project for material, supplies, equipment, or services for research purposes may be exempted from the general purchasing requirements. Both OSRA Pre-Award and the FIU Purchasing Department must approve of such bid exemption.

**RELATED INFORMATION (O)**

Florida Statutes Section 1004.22(7)  
Florida Administrative Code 6C8-7.030(5)(F)  
Florida International University Purchasing Manual

<b>CONTACTS (R)</b>		
<b>Administrative Office's Address</b>	<b>Telephone Number</b>	<b>Fax Number</b>
Joseph Barabino Associate Vice President Office of Sponsored Research Administration University Park, MARC 430 11200 S.W. Eighth Street Miami, Florida 33199	(305) 348-2494	(305) 348-4117

**HISTORY (R)**

Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION

**DEFINITION (R)**

“PO” is the Florida International University purchase order.

### PROCEDURES (O)

The normal procedures for purchasing goods or services in excess of \$50,000 where the vendor is not a U.S. government entity or university is pursuant to competitive solicitation (bidding) which is processed through the FIU Purchasing Department. The PI should review the Purchasing Manual or contact the Purchasing Department for guidance on bid requirements.

The sponsored research purchasing exemption, which should be used sparingly, exempts the purchase of certain items from the usual bid process.

If a PI requires the purchase of material, supplies, equipment, or services for research purposes that normally would require competitive bid, but project deadlines or other circumstances exist that preclude competitive bidding, the PI must complete the Sponsored Research Bid Exemption form, detailing why the purchase cannot be made through the competitive bid process. The PI must send the completed and signed form to OSRA for review by the OSRA Pre-Award Director. The PI should be as detailed as possible in the explanation for why a competitive bid is not feasible. If OSRA Pre-Award approves the bid exemption, the OSRA, Pre-Award Director will execute the Sponsored Research Exemption Approval Form.

The following forms must then be sent to Purchasing for issuance of a PO for purchases of more than \$50,000 to an entity other than a governmental agency or university:

1. Sponsored Research Exemption Form signed by the PI;
2. Sponsored Research Exemption Approval Form signed by the OSRA Pre-Award Director; and
3. Requisition for the purchase which must be prepared by the PI through the on-line Panthersoft system (the sponsored research bid exemption forms should be attached to the on-line requisition).

Upon receipt and approval of these documents, the Purchasing Department will issue a Purchase Order authorizing payment to the vendor according to the PO terms. If, however, the Purchasing Department has any issue with the use of the sponsored research exemption, Purchasing Department personnel shall contact OSRA personnel prior to issuing the PO to discuss whether the sponsored research exemption is appropriate.

OSRA will maintain a copy of the sponsored research exemption supporting documentation.

### FORMS/ONLINE PROCESSES (O)

Bid Exemption Certification Form

<http://osra.fiu.edu/downloads/bidexemption.doc>

**\*R = Required**

**\*O = Optional**