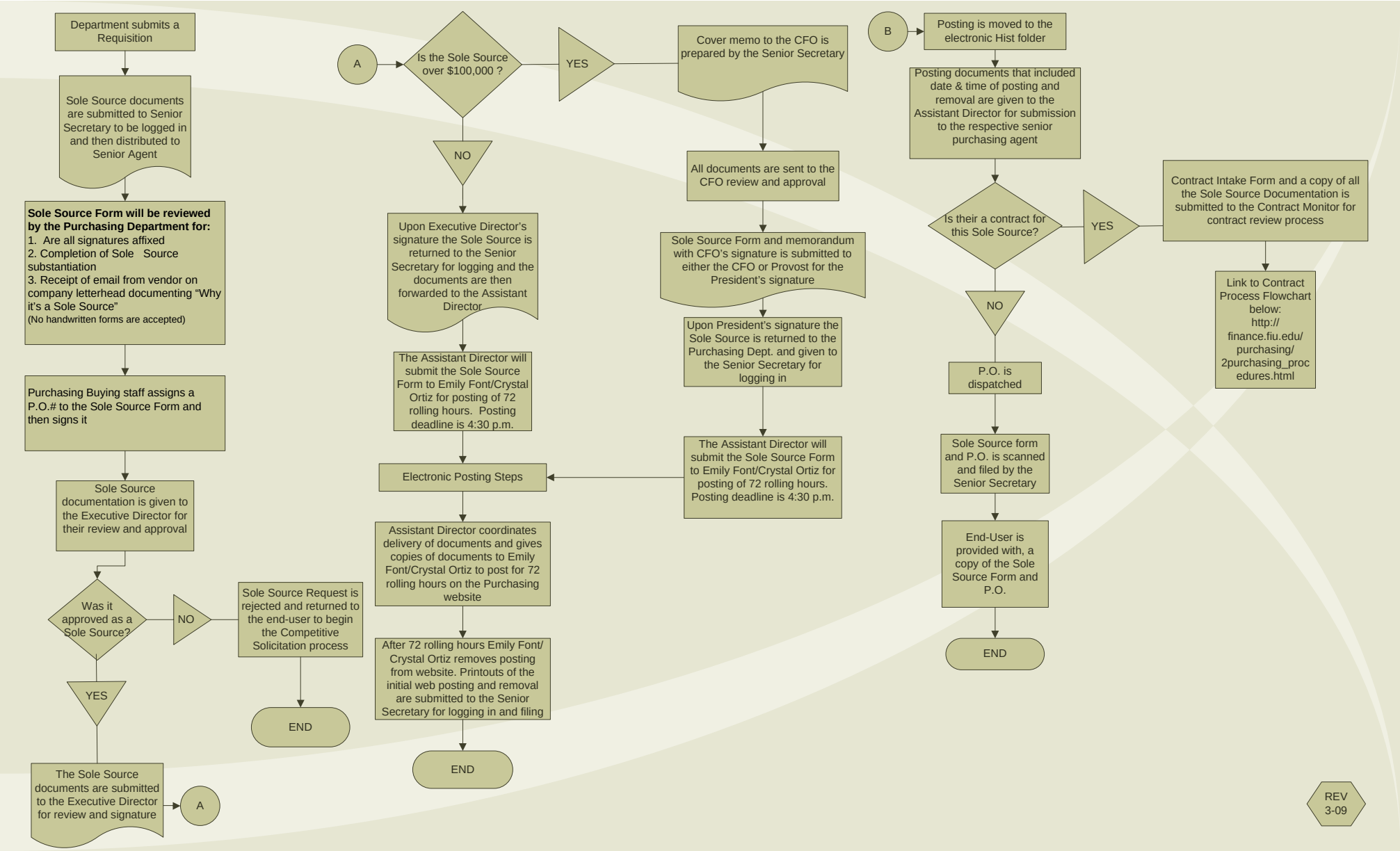
Department submits a Requisition
Sole Source documents are submitted to Senior Secretary to be logged in and then distributed to Senior Agent
Sole Source Form will be reviewed by the Purchasing Department for:
1. Are all signatures affixed
2. Completion of Sole Source substantiation
3. Receipt of email from vendor on company letterhead documenting "Why it's a Sole Source"
(No handwritten forms are accepted)
Purchasing Buying staff assigns a P.O.# to the Sole Source Form and then signs it
Sole Source documentation is given to the Executive Director for their review and approval
Was it approved as a Sole Source?
NO
Sole Source Request is rejected and returned to the end-user to begin the Competitive Solicitation process
END
YES
The Sole Source documents are submitted to the Executive Director for review and signature
A
A
Is the Sole Source over $100,000 ?
YES
Cover memo to the CFO is prepared by the Senior Secretary
All documents are sent to the CFO review and approval
Sole Source Form and memorandum with CFO's signature is submitted to either the CFO or Provost for the President's signature
Upon President's signature the Sole Source is returned to the Purchasing Dept. and given to the Senior Secretary for logging in
The Assistant Director will submit the Sole Source Form to Emily Font/Crystal Ortiz for posting of 72 rolling hours. Posting deadline is 4:30 p.m.
NO
Upon Executive Director's signature the Sole Source is returned to the Senior Secretary for logging and the documents are then forwarded to the Assistant Director
The Assistant Director will submit the Sole Source Form to Emily Font/Crystal Ortiz for posting of 72 rolling hours. Posting deadline is 4:30 p.m.
Electronic Posting Steps
Assistant Director coordinates delivery of documents and gives copies of documents to Emily Font/Crystal Ortiz to post for 72 rolling hours on the Purchasing website
After 72 rolling hours Emily Font/ Crystal Ortiz removes posting from website. Printouts of the initial web posting and removal are submitted to the Senior Secretary for logging in and filing
END
B
Posting is moved to the electronic Hist folder
Posting documents that included date & time of posting and removal are given to the Assistant Director for submission to the respective senior purchasing agent
Is their a contract for this Sole Source?
YES
Contract Intake Form and a copy of all the Sole Source Documentation is submitted to the Contract Monitor for contract review process
Link to Contract Process Flowchart below: http://finance.fiu.edu/purchasing/2purchasing_procedures.html
NO
P.O. is dispatched
Sole Source form and P.O. is scanned and filed by the Senior Secretary
End-User is provided with, a copy of the Sole Source Form and P.O.
END
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