



NORTHWEST FLORIDA STATE COLLEGE

Memo

To: Board of Trustees

From: Dr. Devin Stephenson, President

Date: September 20, 2022

Re: BS 5.00 Expenditures and BS 16.00 Purchasing Goods and Services

The College proposes revising and combining Board Policies BS 5.00 Expenditures and BS 16.00 Purchasing Goods and Services for clarity and currency with Florida Statutes and State Board of Education Rules. First, BS 5.00 and BS 16.00 both state that the President is authorized to approve the purchase of goods (used interchangeably with “commodities”) and services and set out similar authorization for such purchases. Combining these policies would remove the opportunity for confusion between the two. Furthermore, both policies set the boundaries for the size of purchases the President may approve, but both are out of date or confusing based on current statute and rule. The attached BS 5.00 is updated to include all useful language from BS 16.00 and is also updated to reflect the authority provided to the President by Florida Statutes, State Board of Education Rule, and prior Board Policy:

- The threshold for Category Three under § 287.017, F.S., is set at \$65,000. The President (or designee, which are the Chief Financial Officer or Purchasing Director) may approve all purchases up to \$65,000 without the requirement of a competitive solicitation.
- The College must make purchases of more than \$65,000 through competitive solicitation, unless the purchase is exempt from that requirement (e.g., information technology goods and services, educational materials, or purchases made through state contracts or purchasing cooperatives). The Board approves the College to issue competitive solicitations. The President may approve purchases and awards of more than \$65,000 but not exceeding \$325,000.
- The threshold for Category Five under § 287.017, F.S., is set at \$325,000. The Board must approve purchases and awards more than \$325,000.
- For reference, the statutory categories are Category One: \$20,000; Category Two: \$35,000; Category Three: \$65,000; Category Four: \$195,000; and Category Five: \$325,000.

The language of proposed BS 5.00 uses the statutory category thresholds rather than specific amounts so that as the statutory limits are amended overtime the policy will change with those amendments. For instance, the current version of BS 16.00 lists \$250,000 as a purchasing threshold, which was the prior Category Five amount before it was increased to \$325,000, but the policy has not been updated to reflect that change. The proposed revisions would promote efficiency and clarity for our Purchasing Department and all College staff responsible for upholding the purchasing standards.

RECOMMENDATION:

The Board of Trustees authorizes the College to advertise the revisions to BS 5.00 and BS 16.00, as presented.