



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: 06/13/2023

INITIATING DEPARTMENT: OFFICE OF THE CONTROLLER

CONTACT PERSON: CRYSTAL HERRERA, JACOB ZADE

EXTENSION: 7-4320 FAX: 7-3600 EMAIL: YPINASZA@FIU.EDU

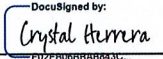
NUMBER OF ITEMS: ANNUAL CERTIFICATION MEMORANDUM

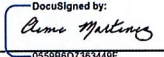
DATE NEEDED: 06/30/2023

DOCUMENT DESCRIPTION: SOLE SOURCE/ EXCEPTIONAL PURCHASES – ANNUAL CERTIFICATION FOR THE PERIOD OF JULY 1, 2023 THROUGH JUNE 30, 2024 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:  DATE: 6/13/2023

APPROVED BY VICE PRESIDENT:  DATE: 6/21/2023

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:  DATE: 6/22/23

This form should be duplicated for further use.

June 13, 2023

MEMORANDUM

TO: Aime Martinez, Interim CFO & Senior Vice President
Finance & Administration

FROM: Crystal Herrera, Interim Director of Procurement 
Office of the Controller

SUBJECT: REQUEST FOR THE PRESIDENT'S SIGNATURE

Who: Sole Source/Exceptional Purchases -Annual Certification for the Period of July 1, 2023 through June 30, 2024

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 2023-2024 by the University President.

When: The Categories listed for annual certification will take effect starting July 1, 2023 and continue until June 30, 2024. Following Categories were added / revised: N/A

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 (FY2023/2024) 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.

CH:yz
M-4493

MEMORANDUM

TO: Dr. Kenneth Jessell
University President

FROM: Crystal Herrera,
Interim Director of Procurement
Office of the Controller

DATE: June 13, 2023

Subject: **Sole Source/Exceptional Purchases – Annual Certification for the Period of
July 1, 2023, through June 30, 2024**

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 (FY2023/2024) for the sole source and/or non-competitive commodities and 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 FIU.*

CATEGORY 5: *The acquisition of computer hardware or software that is available only from a single source or that is necessary to perform with existing software and hardware. This includes software licenses, web-based solutions, internet database subscriptions, hardware upgrades and associated maintenance agreements.*

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

OFFICE OF THE CONTROLLER

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CATEGORY 7: *Memberships that are essential to the duties and responsibilities of the University, and any supporting services that are available from such memberships.*

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, including catering and AV rental at the hotel and residential space rental.*

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

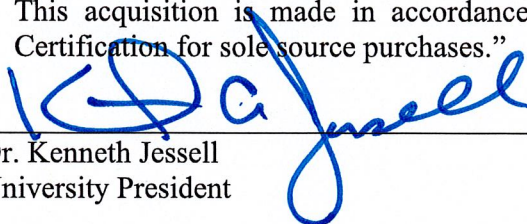
1. The Director will provide advisory assistance as required for uniform interpretation and use of this annual sole source certification for FIU.
2. The Director has authority and fiduciary duty to compete any request submitted under the listed categories if in his/her sole discretion deems competition to be feasible and in the best interest of the university.
3. 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. Kenneth Jessell
University President

 6-23-2023

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