



October 15, 2023

MEMORANDUM TO: Procurement Services Staff
 FROM: George Cotter, Director Procurement Services
 SUBJECT: FY 23-24 USF Annual Certification List

DS

Pursuant to the delegation of authority provided by the Florida Board of Governors serving as the governing body for the State University System of Florida as described in USF Regulation USF4.02000(IV)(A)(4), this Annual Certification List serves as a waiver of the competitive solicitation requirement for the commodities and contractual services listed below in Categories 1-8 contingent upon the Conditions of Use provided herein effective October 15, 2023 through June 30, 2024.

CATEGORIES 1-6

1. The acquisition of copyrighted computer software and software licenses when price competition is not possible, and the purchase is made from the vendor holding the copyrights or sole franchise distributor.
2. The acquisition of copyrighted and single source instruction materials, tapes, publications, manuscripts, films and related materials when price competition is not possible, and purchase is made from vendor holding copyrights or the sole franchise distributor.
3. The acquisition of live animals, animal feed, and environmental supplies/equipment 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 condition, to attain the research or instructional objective.
4. The acquisition of maintenance service and/or repair or replacement parts for existing equipment and systems when no other vendor's services or parts can be utilized.
5. The acquisition of technical instruments and supplies for medical instruction, medical research, and patient care wherein the selection is determined by the expert opinion of the user directly responsible for the establishment of the objective served by the acquisition. The file of each such purchase will be adequately documented to support the determination.
6. The acquisition of a membership in a professional organization or consortium.
7. The acquisition of services provided by foreign vendors for services taking place outside of the United States.
8. The acquisition of student recruitment services.

CONDITIONS OF USE

1. The Director, Associate Director or Assistant Director will provide advisory assistance as required for uniform interpretation and use of the Annual Certification List.
2. Each purchase order issued pursuant to the Annual Certification List will contain the following appropriation statement:
"This acquisition is made in accordance with the conditions detailed in USF Annual Certification List, approved by the Director of Purchasing Services effective through June 30, 2024."
3. For each purchase order issued pursuant to the Annual Certification List, the corresponding requisition must contain a written statement from the user stating the conditions by which the commodities and/or contractual services qualify under one of the Categories 1-8 to be verified by the respective purchasing agent as to the conditions being valid and within the scope and meaning of the Annual Certification List. The certification from the user as verified by the purchasing agent will be attached to the purchase order.
4. Each purchase order issued pursuant to the Annual Certification List must bear the approval of the Director or his/her delegate prior to the commitment of the purchase.

This Annual Certification List serves as a waiver of the competitive solicitation requirement only and does not nullify or negate the clearance requirements by other regulatory bodies.

PROCUREMENT SERVICES

University of South Florida | 4202 E Fowler Avenue, SVC1073 | Tampa, FL 33620-4301
 813-974-2481 | usf.edu/business-finance/purchasing