

UNIVERSITY OF SOUTH FLORIDA
Purchasing Services

July 1, 2017

MEMORANDUM TO: Purchasing Staff
FROM: George Cotter, Interim Director *GLC*
SUBJECT: USF Annual Certification

Pursuant to delegation of authority received by the State University System in accordance with USF Regulation USF4.02040(3)(s) implementing the delegation, authorization is granted for an annual certification for acquisition of single source items in accordance with the USF Regulation USF4.02040(2)(b), Sole Source Procurement. This authorization is granted for the following categories and conditions of use effective July 1, 2016 through June 30, 2017.

CATEGORY - USF 1 THROUGH 6

1. The acquisition of copyrighted computer software including licenses, implementation, programming and training when price competition is not possible and the purchase is made from the vendor holding the copyrights or sole franchise distributor, or contracted provider.
2. The acquisition of copyrighted and single source instruction materials, tapes, publications, manuscripts and films when price competition is not possible and purchase is made from vendor holding copyrights or the sole or 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 sole source 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.

CONDITION OF USE

1. The Director or Associate Director will provide advisory assistance as required for uniform interpretation and use of this annual single source certification for the University of South Florida.
2. Each purchase order issued within the privilege of the annual certification will contain the appropriation statement as follows:

"This acquisition is made in accordance with the conditions detailed in Annual Certification No. USF 1-6, approved by the Director of Purchasing Services for non-competitive single source purchases effective through June 30, 2017."
3. For each purchase order issued under USF 1-6, the corresponding requisition shall contain a justification detailing the single source selection.
4. Each purchase order issued under the privilege of this annual certification must bear the approval of the Director or his/her delegate prior to the commitment of the purchase.

In addition to the above requirement, each purchase order issued under USF 1-6 shall be supported with a certified statement from the user stating the conditions around the single source selection and a certification signed by the respective purchasing agent verifying the conditions to be valid and within the scope and meaning of the single source and non-competitive acquisitions under this section. The certification from the user and the purchasing agent will accompany a copy of the purchase order to the file.

This annual certification will apply to the acquisition method only and does not nullify or negate the clearance requirements by other regulatory bodies.