



Policy Name: Procurement & Purchasing

Policy #: FI03

Form Reference #: FI03-Exhibit A – Procurement Threshold Requirements

Effective Date: 01/29/19

Editions: 09/01/17, 01/30/18

The Coalition, under the authority of the Board of Directors, will follow Federal and State laws, regulations, rules, and guidance including:

- Section 215.422, F.S.
- Section 215.971, F.S.
- Section 287.057 and 287.058, F.S.
- Section 112.061, F.S.
- Chapter 60A, including 60A-1.002, FAC
- Chapter 69I
- Rule 69I-24, F.A.C.
- Rule 69I-40, F.A.C.
- DFS Reference Guide for State Expenditures
- DFS State Travel Manual
- CFO Memo No. 06 (2016-17) imposed by Ch. 2016-62, FL Law
- CFO Memo No. 02 (2014-15)
- 2 CFR 200 Uniform Administrative Requirements
- OEL Grant Agreement
- OEL Program Guidance

to institute proper controls relative to the procurement and purchasing for the agency, as well as, in accordance to Generally Accepted Accounting Principles

Coalition Staff and Board Members are committed to creating an atmosphere of high quality, efficient and ethical decision making to best utilize the limited funds available. Ensuring appropriate and adequate procurement and purchasing guidelines are followed for all purchasing activity of the Coalition.

The Board sets purchasing thresholds as outlined below:

THRESHOLDS					
\$ 1 - \$999.99	\$1,000 - \$9,999.99	\$10,000 - \$24,999.99	\$25,000 or Greater	\$35,000 or Greater	\$65,000 or Greater
Dept. Director	Chief Executive Officer or Chief Operating Officer	Chief Executive Officer	ELCFV Board Approval	ELCFV Board Approval	OEL/DMS approvals
Use of Credit Card, check request or Purchase order	Use of Credit Card, check request or Purchase order	Purchase order	Purchase order	Contract agreement	Contract agreement
Quotes can be verbal, email, fax or written Min. of 1 quote	Quotes can be verbal, email, fax or written Min. of 2 quotes	Min. of 3 written Quotes	Min. of 3 written Quotes	Competitive Sealed Solicitations: Invitation to Bid Request for Proposal Invitation to Negotiate	Competitive Sealed Solicitations: Invitation to Bid Request for Proposal Invitation to Negotiate

➤ Purchases must not be split to avoid meeting threshold