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:

<table>
<thead>
<tr>
<th>THRESHOLDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $999.99</td>
</tr>
<tr>
<td>Dept. Director</td>
</tr>
</tbody>
</table>

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 | Competitive Sealed Solicitations: Invitation to Bid Request for Proposal |

Min. of 3 written Quotes | Min. of 3 written Quotes | Competitive Sealed Solicitations: Invitation to Bid Request for Proposal |

Min. of 3 written Quotes | Competitive Sealed Solicitations: Invitation to Bid Request for Proposal |

Competitive Sealed Solicitations: Invitation to Bid Request for Proposal |

Competitive Sealed Solicitations: Invitation to Bid Request for Proposal |

Competitive Sealed Solicitations: Invitation to Bid Request for Proposal |

Purchases must not be split to avoid meeting threshold