



**QUICK REFERENCE GUIDE FOR COMPETITION REQUIREMENTS  
FOR DISTRICT AND INTERNAL ACCOUNTS  
School Board of Brevard County, Florida  
Office of Purchasing Services**

**I. COMMODITIES OR MISCELLANEOUS CONTRACTUAL SERVICES**

When the district's annual requirement for a commodity or service is \$50,000 or more, schools/departments must use an existing solicitation or term contract issued by the Purchasing Department, unless it is a state contract, piggyback\*, sole source\*, single source\*, or solicitations waived procurement. A purchasing card transaction, or a purchase order (PO) must be issued before ANY goods or services are requested from the vendor as detailed below.

**A. Purchasing Card (up to \$999.99):**

**P-Card Manual**

Utilize Purchasing Card (\$999.99 or less)

**B. Small purchase (up to \$4,999.99):**

**Purchasing Procedures**

Purchases under \$4,999.99 are bought on the open market with or without competition. Staff is encouraged to seek such purchases from a **certified** M/WBE vendor. Purchasing will be available to assist and help in identifying available M/WBE's.

**C. Informal quotes (\$5,000.00 to \$14,999.99):**

**Purchasing Procedures**

Purchases from \$5,000.00 to \$14,999.00 are procured with the attempt to get two (2) quotes from selected vendors. Staff is encouraged to seek such purchases from a certified M/WBE vendor. Purchasing will be available to assist and help in identifying available M/WBE's.

**D. Request for Quotation (\$15,000.00 to \$49,999.99):**

**Purchasing Procedures**

Purchases from \$15,000.00 to \$49,999.99 are procured via a Request for Quotation (RFQ) to a minimum of three (3) vendors. (Staff is encouraged to seek at least one written quote from a **certified** M/WBE). Purchasing will be available to assist and help in identifying available M/WBE's.

**E. Invitation to Bid (over \$50,000.00):**

**Purchasing Procedures**

Board approval to award is required. All purchases exceeding \$50,000.00 require a formal sealed bid process through Purchasing and Warehouse Services. Sealed bids are solicited through the issuance of an Invitation to Bid (ITB). **Certified** M/WBE's listed on the State of Florida, My Florida Marketplace vendor portal; Brevard County:

<https://osd.dms.myflorida.com/directories>, who provide the requested commodities or services, will be notified of bid opportunities.

**F. Request for Proposals and Invitation to Negotiate:**

**Purchasing Procedures**

Board approval to award is required. All proposals exceeding \$50,000.00 require a formal sealed bid process through Purchasing and Warehouse Services. Sealed proposals are solicited through the issuance of a Request for Proposal (RFP) and Invitation to Negotiate (ITN). **Certified** M/WBE's listed on the State of Florida, My Florida Marketplace vendor portal, Brevard County: <https://osd.dms.myflorida.com/directories>, who provide the requested commodities or services, will be notified of bid opportunities.

**G. Request for Qualification:**

**Purchasing Procedures**

Board approval to award is required. All purchases exceeding \$50,000 for services to establish a pool of vendors, requires a formal sealed qualification process through Purchasing and Warehouse Services. Sealed qualifications are solicited through the issuance of a Request for Qualification (RFQ). **Certified** M/WBE's listed on the State of Florida, My Florida Marketplace vendor portal, Brevard County: <https://osd.dms.myflorida.com/directories>, who provide the requested commodities or services, will be notified of bid opportunities.

Purchasing will issue a Formal/Sealed Solicitation if there are no contracts available  
Purchasing will submit award recommendation to the School Board for approval  
Purchasing or User Department will submit final contract to School Board for approval

## II. CONSULTANT AGREEMENTS

The Superintendent, deputy, associate, assistant, and area superintendents are authorized to enter into agreements with consultants to provide training and advisory services. Agreements must be signed by the consultant and approving authority prior to the performance of services. The following additional approval signatures must be obtained prior to any services being performed.

### A. Consultant Agreements up to \$49.99 per hour (\$399.99 per day): Purchasing Procedures

Must be approved by Senior Staff and Director of Purchasing & Warehouse Services

### B. Consultant agreements in excess of \$50.00 per hour (\$400 per day) up to \$100 per hour (\$800.00 per day), which total less than \$25,000.00: Board Policy 6540

Must be approved by the Superintendent or designee

### C. Consultant agreements in excess of \$100.00 per hour (\$800 per day), which total \$25,000.00 or more: Board Policy 6540

Must be approved by the Board

## III. PROFESSIONAL SERVICES

Architectural, Engineering, Landscape Architectural, Surveying & Mapping Services  
(Competitive Consultants Negotiation Act/CCNA)

### A. Cost for Study is < \$200,000 or Total Project Construction Cost is < \$2,000,000: F.S. 287.055

Contact the Office of Facilities Services

Written Proposal from a Firm on the Continuing Services Contract List (School Board Approved List)

School Board for approval required if cost is \$50,000 or greater

### B. Cost for Study is > \$200,000 or Total Project Construction Cost is \$2,000,000 or Greater: F.S. 287.055

Purchasing will issue a Formal/Sealed RFQ for the Professional Services

Submit Award Recommendation & Final Negotiated Contract to the School Board for approval

Issue Purchase Order to Vendor after Receipt of Fully Executed Contract

## IIII. CONSTRUCTION MANAGEMENT SERVICES

(Competitive Consultants Negotiation Act/CCNA)

### A. Cost is Less Than \$2,000,000: F.S. 287.055

Contact the Office of Facilities Services

Written Proposal from a Firm on the Continuing Services Contract List (School Board Approved List)

School Board for approval required if cost is \$50,000 or greater

### B. Total Project Construction Cost is \$ 2,000,000 or Greater: F.S. 287.055

Purchasing will issue a Formal/Sealed RFQ for the Construction Management Services

Submit Award Recommendation and Final Negotiated Contract to the School Board for Approval

Issue Purchase Order to Vendor after Receipt of Fully Executed Contract

### C. Advertisement requirements: F.S. 255.0525(2)

RFQ Must be Advertised for 30 Days

If Project Construction Cost is less than \$500,000, RFQ Must be Advertised for 21 I

**\*Contact Purchasing Services for Piggybacks, Sole Source, and Single Source as additional approval requirements may apply.**