

Purchasing Process

Florida SouthWestern State College promotes free and open competition and also believes in equal opportunity practices which conform to both the spirit and letter of all laws against discrimination and is committed to nondiscrimination because of race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. Potential suppliers shall have similar policies. As such, the following purchasing methods are used by the College to acquire products, services and equipment:

- Informal Quotes (Up to \$15,000) – College departments, at their discretion, can solicit verbal or written quotes from vendors of their choice. Competitive quotes are not required but strongly encouraged. Vendors should take particular care when quoting prices to assure accuracy. Quotes should be provided by the requested time and date.
- Written Quotes (\$15,000.00 to \$64,999.99) College departments will solicit written quotes from at least three vendors of their choice. The lowest competitive quote meeting specifications shall be chosen unless the College department can document why the lowest competitive quote does not meet specifications. Written quotes should be provided by the requested time and date and vendors should take particular care when quoting prices to assure accuracy.
- Formal Solicitations (\$65,000.00 and over) College departments must contact Procurement Services to initiate a formal solicitation for a needed product or service unless the product or service can be obtained timely and economically via another contract source, is exempt according to Florida State Board of Education Administrative Rule 6A-14.0734(2) or can be categorized as a single/sole source product or service.

FSW Procurement Services is committed to providing certified women-owned, service-disabled veterans and minority-owned (CMB) business enterprises the opportunity to conduct business with the College. Procurement Services promotes CMB business enterprises to its internal departments and participates in community outreach events.

For more information on becoming certified with the State of Florida, visit the Office of Supplier Diversity <http://osd.dms.state.fl.us>

Non-Binding Nature of this Publication

This publication is designed solely to provide general summary information to those wishing to do business with Florida SouthWestern State College. As such, it is not binding in either a legal or regulatory sense.

The procurement activity of the College is performed in accordance with applicable law, State Board of Education Rules, the College Operating Procedures and other applicable rules and regulations which govern. The information in this publication is intended to summarize various areas of purchasing.

Mission Statement

Procurement Services supports the College mission and goals through dedicated teamwork using cost effective and efficient procurement that ensure accountability and maximize total value and compliance, while providing quality responsive and supportive service to the College community.

Florida SouthWestern State College serves approximately 22,000 students annually. “The mission of Florida SouthWestern State College is to inspire learning; prepare a diverse population for creative and responsible participation in a global society; and serve as a leader for intellectual, economic, and cultural awareness in the community”.

FLORIDA SOUTHWESTERN STATE COLLEGE

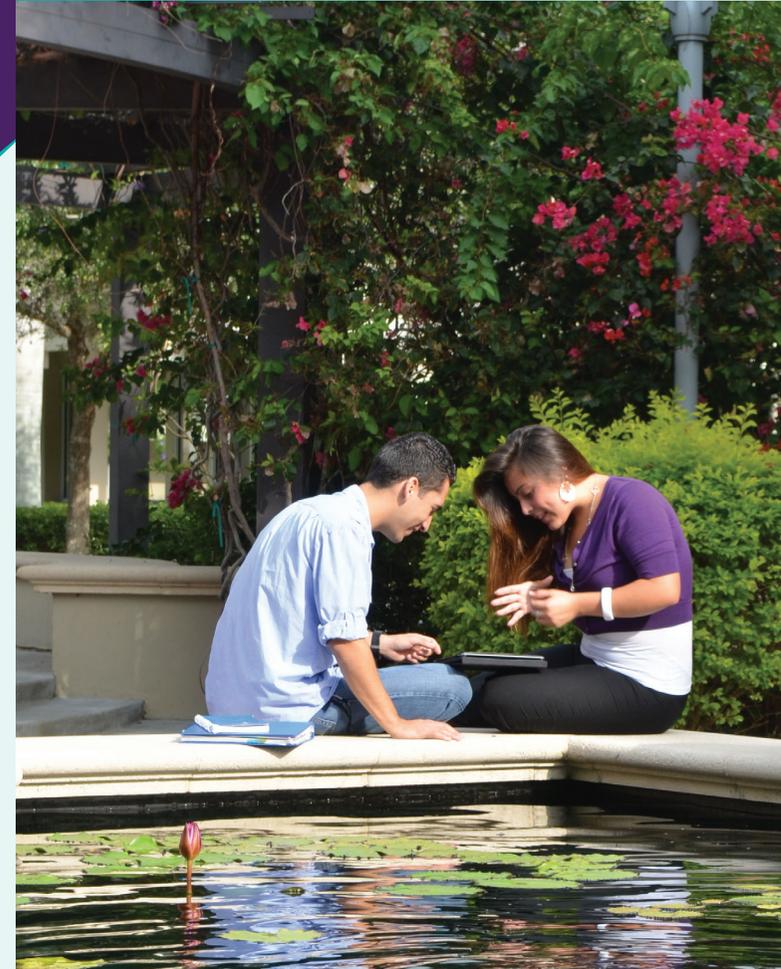
8099 College Parkway
Fort Myers, Florida 33919

PROCUREMENT SERVICES
<http://www.FSW.edu/procurement>

Lisa Tudor, CPPB
Director, Procurement Services

Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access, or equal opportunity should be addressed to Title IX Coordinator/Equity Officer, 8099 College Parkway, Fort Myers, Florida 33919, equity@fsw.edu, 239.489.9051 or to the Assistant Secretary for Civil Rights, United States Department of Education.

Doing business with us



FLORIDA SOUTHWESTERN STATE COLLEGE

A V E N D O R ' S G U I D E



Florida SouthWestern State College welcomes the opportunity to do business with interested suppliers.

Florida SouthWestern State College strives to make the most economical acquisition of quality materials and services that will assure efficient operation of the College. To that end, it is essential that interested business persons become familiar with the College's purchasing policies and procedures.

This brochure will serve as a general business guide. Specific questions and concerns not addressed here should be directed to the Director of Procurement Services.

Florida SouthWestern State College has centralized purchasing at the Lee County Campus located in Fort Myers, Florida that serves three campuses in Lee, Charlotte and Collier Counties and one Center located in LaBelle, Florida that services Hendry-Glades Counties.

Professional Affiliations

- NIGP** National Institute of Governmental Purchasing, Inc.
- GCAGPO** Gulf Coast Association of Governmental Purchasing Officers, Inc.
- COPP** Council of Purchasing Professionals, Florida College System
- FAPPO** Florida Association of Public Purchasing Officers
- NAEP** National Association of Educational Procurement
- E&I** Educational and Institutional Cooperative Service, Inc.

Certifications

The following purchasing certification designation is held by Florida SouthWestern State College purchasing staff:

- CPPB** Certified Professional Public Buyer
Universal Public Purchasing Certification Council

Code of Ethics

Florida SouthWestern State College Procurement Services, as a member of the National Association of Educational Procurement (NAEP), has adopted their Code of Ethics to strengthen ethical awareness and provide guidelines to the College's procurement services staff and requesting departments:

- Give first consideration to the objectives and policies of my institution.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline personal gifts or gratuities.
- Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and

mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.

- Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
- Foster fair, ethical and legal trade practices.
- Counsel and cooperate with NAEP Members and promote a spirit of unity and a keen interest in professional growth among them.

Vendor Application

In order to conduct business with Florida SouthWestern State College, all businesses must complete and submit a Vendor Application. A Vendor Application can be downloaded at the following website:

<http://www.FSW.edu/procurement>.

Applicants can submit supplemental data with their applications, such as brochures, catalogs and other information describing their company and product lines. Thereafter, Applicants are encouraged to submit updated information voluntarily, such as changes in address, contact information, minority status and additions to product lines.

Normally, the Vendor Application is utilized to notify College departments of potential suppliers that can be utilized in obtaining price quotes on products and/or services. In addition, the Vendor Application is used in notifying vendors of formal solicitations. Formal solicitations are also advertised in local publications as required by law.

Authorization

Vendors are cautioned against making a delivery or performing a service for the College without having an authorized purchase order. If vendors supply items to College personnel without proper authorization, the vendor must assume the responsibility for collection of the payment of these goods or services from the individual with whom the transaction was made.

Payment

The Accounts Payable Department is responsible for the payment of invoices. Any questions concerning an invoice should be directed to the appropriate Accounts Payable representative. Representative information can be obtained by contacting the Office of Financial Services (239) 489-9321.

Purchase Order Terms and Conditions

Visit the following website to view Purchase Order Terms and Conditions: <http://www.FSW.edu/procurement>

Sales Calls

The College strives to offer the highest level of service to all suppliers and customers and welcomes sales calls to the Procurement Office. For this reason, we ask that suppliers refrain from making COLD sales calls to our offices. In order to be productive and timely with your visit, an appointment is required. Please contact the Director of Procurement Services to make an appointment @ LTudor@FSW.edu or 239-489-9350. During the meeting, the Director of Procurement Services will assess if there is an immediate need for your company's services; and/or direct you to the department that may have need of them; review College procedures/policies and provide information on how to do business with the College.

