

**FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
PROCUREMENT & COMPETITIVE BID POLICY**

Purpose

This policy establishes The Able Trust standards for the procurement of the highest quality goods and services and ensures that they are obtained as economically as possible within federal/state requirements.

Purchasing Thresholds and Requirements

The following purchasing thresholds are established to guide the selection process for vendors/consultants based on cost of goods and services.

1. **Category 1:** \$2500 - \$10,000 – collect 3 prices for comparison; no formal quotes or bids required
2. **Category 2:** \$10,000 - \$19,999 – 3 written quotes required.
3. **Category 3:** \$20,000 and higher – competitive solicitation process required.

Exceptions to Thresholds

1. Any allocation of funds for research, advertising, or consulting shall be subject to a competitive solicitation process as per FS 413.615.
2. Purchases including any grant awards with non-profit corporations established by FS 946 are exempt from a competitive bid process.
3. Single source purchases may be made without competitive bidding when the President/CEO certifies in writing that there is only one source, and it is approved in writing by the Division Director of Vocational Rehabilitation. Single source purchases may **not** be made for research, advertising, or consulting services.

Competitive Solicitation Process

1. All purchases for Category 3 and for any level of research, advertising, or consulting services will be advertised on The Able Trust website no less than ten calendar days prior to the bid/proposal deadline.
2. In addition to website advertising, requests for bids/proposals may be shared with potential bidders/proposers through email, phone, or word of mouth.
3. Bids/proposals will be evaluated solely on requirements set forth in the Request for Proposal/Invitation to Bid. Cost is only one factor in the selection process. The Able Trust is not required to select the lowest bid.

Contracts for Goods & Services

1. A contract for goods or services may be entered into for any period deemed to be in the best interest of The Able Trust. Contracts may contain a clause for renewal or extension when that option was stated in the formal request for proposal.
2. All contracts must specify a scope of work that clearly establishes all tasks the contractor is required to perform.

Board Approved, 2.24.2022

3. All contracts must be divided into quantifiable, measurable, and verifiable units of deliverables that must be received and accepted in writing by The Able Trust before payment. Each deliverable must be directly related to the scope of work and specify a performance measure.
4. All contracts will specify the financial consequences if the contractor fails to perform in accordance with the contract.
5. All contracts will address the property rights of any intellectual property related to the contract and the specific rights of The Able Trust regarding the intellectual property.
6. Bills for fees or other compensation for services must be submitted in detail sufficient for a proper pre- and post-audit thereof.
7. Bills for any travel expenses must be submitted in accordance with The Able Trust Travel Policy.

Review of Policy

This Policy will be reviewed at least annually by the Executive Committee as warranted by internal or external events or changes. Changes to the Policy will be recommended by the Bylaws, Ethics, and Policy Committee with final approval by the Board of Directors.