

# QUICK REFERENCE GUIDE FOR COMPETITION CONTRACT REQUIREMENTS



**The School District of Osceola County, Florida**  
**Purchasing Department**  
**817 Bill Beck Blvd.**  
**Kissimmee, Florida 34744**

Updated 9-22-11

## 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, 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.

<b>A.</b>	<b>Cost is Less Than \$1,000:</b>	<b>School Bd Rule 7.70</b>
*Utilize Purchasing Card (\$999.00 or less) for Fund 100 Purchases Only, Travel Card (higher limits available) or PO		
<b>B.</b>	<b>Cost is \$1,000 or More and Does Not Exceed \$3,000:</b>	<b>School Bd Rule 7.70</b>
*Utilize existing Continuing Services Contract, Term Contract, Service Agreement, State Contract or awarded solicitation		
*Obtain 1 Detailed Written Quote if there are no contracts available		
<b>C.</b>	<b>Cost is Greater than \$3,000 and Less than \$50,000:</b>	<b>School Bd Rule 7.70</b>
*Utilize existing Continuing Services Contract, Term Contract, Service Agreement, State Contract or awarded solicitation		
*Obtain 3 Detailed Written Quotes (\$3,000 - \$49,999) if there are no contracts available		
<b>D.</b>	<b>Cost is \$50,000 or Greater:</b>	<b>School Bd Rule 7.70</b>
*Utilize existing Continuing Services Contract, Term Contract, Service Agreement, State Contract or awarded solicitation		
*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. PROFESSIONAL SERVICES - Facilities/Maintenance Division

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

<b>A.</b>	<b>Cost for Study is &lt; \$200,000 or Total Project Construction Cost &lt; \$2,000,000:</b>	<b>F.S. 287.055</b>
*Obtain 1 Detailed Written Proposal from a Firm on the Continuing Services Contract List (School Board Approved List)		
*Prepare Task Assignment for the appropriate administrator's review and approval		
*Facilities/Maintenance will submit Task Assignment to School Board for approval if cost is \$50,000 or greater		
*Facilities/Maintenance will issue Purchase Order to Vendor after Receipt of Fully Executed Task Assignment		
<b>B.</b>	<b>Cost for Study is &gt; \$200,000 or Total Project Construction Cost is \$2,000,000 or Greater:</b>	<b>F.S. 287.055</b>
*Purchasing will issue a Formal/Sealed RFQ for the Professional Services		
*Submit Award Recommendation & Final Negotiated Contract to the School Board for approval (2-step process)		
*Issue Purchase Order to Vendor after Receipt of Fully Executed Contract		

## III. CONSTRUCTION MANAGEMENT SERVICES - Facilities/Maintenance Division

### (Competitive Consultants Negotiation Act/CCNA)

<b>A.</b>	<b>Cost is Less than \$50,000:</b>	<b>F.S. 287.055</b>
*Obtain 1 Detailed Written Proposal from a Firm on the Continuing Services Contract List (School Board Approved List)		
*Prepare Guaranteed Maximum Price (GMP) Amendment to Contract for appropriate Administrator approval		
*Issue Purchase Order to Vendor after Receipt of Fully Executed GMP Amendment		
<b>B.</b>	<b>Cost is \$50,000 or more and is Less Than \$2,000,000:</b>	<b>F.S. 287.055</b>
*Obtain 1 Detailed Written Proposal from a Firm on the Continuing Services Contract List (School Board Approved List)		
*Prepare Guaranteed Maximum Price (GMP) Amendment to Contract for appropriate Administrator approval		
*Submit GMP Amendment to School Board for approval		
*Issue Purchase Order to Vendor after Receipt of Fully Executed GMP Amendment		
<b>C.</b>	<b>Total Project Construction Cost is \$ 2,000,000 or Greater:</b>	<b>F.S. 287.055</b>
*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 (2-step process)		
*Issue Purchase Order to Vendor after Receipt of Fully Executed Contract		
<b>D.</b>	<b>Advertisement requirements</b>	<b>F.S. 255.0525(2)</b>
*RFQ Must be Advertised for 30 Days		
*If Project Construction Cost is less than \$500,000, RFQ Must be Advertised for 21 Days		