

SUBJECT: Award of Minor Projects to Continuing Service Contractors Selected through a Qualifications Basis	Effective Date: 12/20/17	Policy Number: FSP 2015 FPC0008	
	Supersedes: FSP 2013 FPC0006	Page 1	Of 5
	Responsible Authority: Associate Vice President for Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all Facilities and Safety employees responsible for requesting projects and services among Continuing Services companies selected through a qualification process for the University of Central Florida (UCF).

DEFINITIONS:

GCQuotes: an email mailbox used by UCF to request and receive bids, quotes, and related correspondence in order to ensure fair competition among companies (Note: please follow FS 2014 FS0011 for use of GCQuotes.)

GCQuotes Manager: a Facilities and Safety employee assigned by the Associate Vice President to process GCQuotes

GCQuotes Assistant: a Facilities and Safety employee assigned by the Associate Vice President to assist and verify submittals

GCQuotes Bid Form: a form developed by the Project Manager to be completed by quoting Continuing Services companies which specifically lists pricing, by division (to include all items in the division), for items being priced, and which acts as a checklist to ensure that all costs are included

Quality Management & Improvement (QMI): processes and personnel put in place to measure and assure quality of products and services, as well as ensure products and services meet expectations, and comply with statutes, rules, regulations, and policies

Request for Information (RFI): a written request to clarify a specific issue of the scope of work
Statement of Work (SOW): a document developed by the Project Manager that captures and defines the work activities, deliverables, and timeline a company must execute in performance of specified work for UCF

Scoping: a review and comparison of quotes or bids by two or more UCF employees to ensure that prices given are for the same scope of work

GENERAL PROVISIONS:

Facilities and Safety employees will not influence the award of projects to companies with which they have a potential conflict of interest. Employees having a conflict of interest, either actual or perceived, will disclose the conflict formally in writing.

GCQuotes is to be used solely for the purpose of establishing a price for funded projects and will not be used for obtaining estimates. When GCQuotes is used, previously obtained quotes or bids will be disqualified.

Purchase Orders (POs) will not be issued until after the project is awarded.

To avoid expiration, award decisions will be made within 30 days of quotes or bids, unless UCF requests and receives approval, in writing, a bid extension from each company that provided a quote or bid.

GCQuotes is not intended to govern emergency purchases. Instead, emergency purchases will follow the requirements of the UCF Purchasing Procedure Manual.

POLICY STATEMENT:

While state statute does not require bidding among Continuing Service contractors, UCF will award minor projects in such a way as to ensure the best value for the lowest costs to UCF. All projects will be reviewed by the Project Manager and the department director to select the most appropriate award method. In order to ensure lowest costs, projects will be awarded at the lowest possible level, as follows:

1. In-house completion
2. Completion by a single trade
3. Completion by more than one trade, with oversight by UCF
4. Completion by a licensed General Contractor (GC)
5. Completion by a Construction Manager (CM)
6. Completion by a Design Builder (DB)

At least once every six months, the department will provide a report to the Quality Management & Improvement (QMI) Director identifying the Companies to whom projects were awarded, the dollar values of the purchase orders of these projects, and the method of award. The department will document in writing past justification for using a delivery method that results in higher costs for UCF, and for criteria-based awards, for yearly review by the QMI Director. The QMI Director will identify any oddities related to delivery methods used and procedure compliance, as well as inconsistencies in awards to the AVP. Oddities may result in vendors not being used on future projects and/or disciplinary action for UCF employees.

PROCEDURE:

A. For projects less than \$35,000 which will not be completed in-house, the following procedure will be followed:

1. The Project Manager will prepare a SOW.
2. The Project Manager will rotate projects among continuing service vendors. If no Continuing Service Contractors exist for a particular project, the Project Manager will follow Purchasing's "Bid and Quote Limits." If quotes are requested, ensure that they are sent to the Requestor and to GCQuotes. NOTE: Quotes obtained but not sent to GCQuotes will be disqualified.
3. A database will be created and maintained by the department to track and monitor the total dollar value of work rotated to all Continuing Service vendors. A report of this database will be made available to QMI upon request.

NOTE: Change Orders will be documented by the Project Manager and will be submitted to QMI upon request, but at least annually, for independent review and analysis. Numerous change orders, or change orders that result in exceeding the \$10,000 rotation value limit, may result in vendors not being used for future projects, the requirement to use GCQuotes for all projects, or other corrective measures.

B. For projects \$35,000 or greater which will be awarded to trades or General Contractors when there is a defined Statement of Work, the following procedure will be followed:

1. The Project Manager will prepare a SOW.
2. The Project Manager will use GCQuotes to request quotes or bids in accordance with the current GCQuotes Policy/Procedure, or, if pre-priced by contract terms, use rotation among vendors.
3. A database will be created and maintained by GCQuotes to track quotes received, projects awarded, and cost saved by using the GCQuotes process.

NOTE: exceptions to the above procedure must be justified in writing and can only be approved by the Director of Facilities Planning and Construction AND the Associate Vice President of Administration and Finance (Facilities and Safety), with input from QMI. Exception justifications will use and cite the criteria outlined in C.a. below.

C. For projects \$35,000 or greater which will be awarded to Construction Managers or Design Builders because there is no defined Statement of Work and design, the following procedure will be followed:


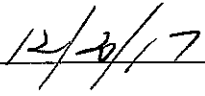
1. The Project Manager will complete a Project Charter (Project Management Plan) which documents the proposed delivery method, estimated project cost, and estimated project schedule.
2. Within the Project Charter, the Project Manager will make a recommendation for award of the project based on the following criteria. Factors considered may include:

- i. Type of project: sitework/roadwork/traffic signals, classroom/office renovations, research/wet lab, computer lab, new construction, etc.;
 - ii. Location of project: contractor's current or recent work in the same building or successful past experience with faculty/staff on another project in same building (familiarity with MEP systems, locations, and limitations);
 - iii. Client group;
 - iv. Contractor's expertise and specialized experience on similar projects;
 - v. Contractor's workload and due dates, as they relate to their ability to meet time requirements, when expediting the project is necessary;
 - vi. Fair share of work;
 - vii. Contractor's demonstrated past performance in terms of quality, time, and budget.
3. The Project Charter will be reviewed and approved (signed and dated) or disapproved by the department associate director, GCQuotes Manager, and the department director.
 4. The department director will send the justification request to the AVP for approval or disapproval.
 5. Upon AVP approval, the department director will notify the associate director and the Project Manager of the approval.
 6. Rejected requests will need to be resubmitted with additional backup, or use the GCQuotes process.

NOTE: If the Project Manager or the client representative has reason to believe that the price provided is too high, the Project Manager will, in the order listed:

- i. Request price clarification and detailed price break-outs amounts;
- ii. Meet with the contractor to try to resolve the issue(s);
- iii. Request detailed estimates from other pre-qualified firms;
- iv. Move on to the other pre-qualified contractor(s).

Revision Log

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	 12/2/17

Version	Description of Changes	Date
0	Original approved policy	8/2015
1	Added QMI department name	7/2016
2	Raised Threshold to \$35K	10/16
3	Added "Minor" to title; various other edits by Bill and Lee	12/2017