



Board of Trustees
UNIVERSITY of WEST FLORIDA

Finance, Facilities, and Operations Committee Meeting
Thursday, August 17, 2023
Zoom Webinar

[Zoom Webinar](#) | Passcode: 427158

Agenda

- | | |
|---|------------------|
| I. Call to Order | Bob Sires, Chair |
| II. Roll Call | Anna Lochas |
| III. Greeting | Bob Sires, Chair |
| IV. Public Comment | Anna Lochas |
| V. Approval of Minutes | Bob Sires, Chair |
| a. June 15, 2023 - Committee Meeting Minutes | |
| VI. New Business | Bob Sires, Chair |
| a. Action Items | |
| i. FFO-1 : Conditionally Approve Updated UWF Regulation 6.0054, Competitive Solicitation Requirements | |
| b. Information Items | |
| i. INFO-1 : Update on University Efficiencies | |
| VI. Other Committee Business | Bob Sires, Chair |
| VII. Adjournment | Bob Sires, Chair |



Board of Trustees
Finance, Facilities and Operations Committee Meeting
via Zoom
June 15, 2023
DRAFT MINUTES

The public was provided with information to join this virtual public meeting on the UWF Board of Trustees Website

CALL TO ORDER/ROLL CALL

The meeting of the UWF BOT Finance, Facilities, and Operations Committee was called to order at 9:00 a.m. by Chair Bob Sires.

Trustees Bob Sires, Jill Singer, and Paul Hsu were in attendance.

Other trustees in attendance: Suzanne Lewis, Alonzie Scott, Sherry Schneider, Stephanie White, Ariauna Range, and Dick Baker.

CHAIR'S GREETING

Chair Sires welcomed everyone and thanked them for their attendance. He stated that the committee has (3) action items and (3) information items to discuss.

PUBLIC COMMENT

None.

ACTION ITEMS

- I. **Approval of FY20224/25-2028/29 Capital Improvement Plan** presented by Vice President for Finance and Administration, Ms. Betsy Bowers and Assistant Vice President for Facilities Management, Mr. Chris Martin.

Following the presentation, Chair Sires asked for a motion to approve the **Approval of FY20224/25-2028/29 Capital Improvement Plan.**

Motion by: Trustee Paul Hsu
Seconded by: Trustee Jill Singer
Motion passed unanimously

- II. Approval of Updated FY 2022-23 University Carryforward Spending Plan as of March 31, 2023, and Updated FY 2022-23 University Fixed Capital Outlay Budget as of March 31, 2023** presented by Associate Vice President of Finance and Controller, Mr. Jeffrey Djerlek.

Following the presentation, Chair Sires asked for a motion to approve the **Approval of Updated FY 2022-23 University Carryforward Spending Plan as of March 31, 2023, and Updated FY 2022-23 University Fixed Capital Outlay Budget as of March 31, 2023.**

Motion by: Trustee Jill Singer
Seconded by: Trustee Paul Hsu
Motion passed unanimously

- III. Approval of Updated UWF Regulation 4.009, Delinquent Accounts** presented by Associate Vice President of Finance and Controller, Mr. Jeffrey Djerlek.

Following the presentation, Chair Sires asked for a motion to approve the **Approval of Updated UWF Regulation 4.009, Delinquent Accounts.**

Motion by: Trustee Jill Singer
Seconded by: Trustee Paul Hsu
Motion passed unanimously

INFORMATION ITEMS

- I. Director of Government Relations, Ms. Rachel Witbracht provided an Overview of the 2023 Legislative Session.**
- II. Associate Vice President of Finance and Controller, Mr. Jeffrey Djerlek provided an Update on the FY 2022/23 Operating Budget Summary - Third Quarter.**
- III. Vice President for Finance and Administration, Ms. Betsy Bowers provided an Update on the Contracts that are 5+ years or \$1M+ single purchases.**

ADJOURNMENT

With no further discussion the Finance, Facilities and Operations Committee meeting was adjourned at 9:38 a.m.

UWF Board of Trustees Meeting
Finance, Facilities, and Operations Committee
August 17, 2023

Issue: Update to UWF Regulation 6.0054 Competitive Solicitation

Proposed Action: **Conditionally approve** the updated UWF Regulation 6.0054, Competitive Solicitation Requirements, to be reflective of the BOG Regulation 18.001, Purchasing Regulations update increasing the competitive solicitation threshold from \$75,000 to \$150,000 and to review this regulation every three years using the Consumer Price Index for All Urban Consumers (CPI-U).

Background Information:

At the request of the SUS Council for Administrative and Financial Affairs, the Board of Governors has proposed revisions to BOG Regulation 18.001 Procurement Regulations. The proposed revisions increase the competitive solicitation threshold for BOTs from \$75,000 to \$150,000. Also, new language will require a review of this regulation every three years using the Consumer Price Index for All Urban Consumers (CPI-U). The escalation in general costs due to inflation, as well as supply chain shortage issues, created the need to adjust the competitive solicitation threshold upward for the state universities.

UWF Procurement and Contracts has drafted updates to the UWF Regulation following the guidance from the BOG Regulation 18.001, Procurement. Key revisions made are as follow.

- Increased the competitive solicitation threshold from \$75,000 to \$150,000.
- Required to review this regulation every three years starting January 2027 using the CPI-U to determine if an adjustment to the threshold is warranted.
- Added topic headers to the sections and rearranged some paragraphs for better flow.

Notice of the proposed changes was published on July 20, 2023.

Because the revisions to BOG Regulation 18.001 are still pending, approval of the revisions to the UWF regulation are contingent upon final approval by BOG of the revisions to Regulation 18.001. It is anticipated that the BOG will consider approval of their revised regulation at their August 30 meeting. If the BOG approves the proposed revisions at their August meeting, then the BOT will be able to give final approval to the revisions to UWF Regulation 6.0054 at its September meeting.

Recommendation: **Conditionally approve** the updated UWF Regulation 6.0054, Competitive Solicitation Requirements, to be reflective of the BOG Regulation 18.001, Purchasing Regulations update increasing the competitive solicitation threshold from \$75,000 to \$150,000 and to review this regulation every three years using the Consumer Price Index for All Urban Consumers (CPI-U).

Implementation Plan: The BOG regulation is still going through the approval process and the approval by our BOT to revising UWF Reg. 6.0054 is contingent upon final BOG approval of their amendments.

Fiscal Implications: Fiscal oversight of the UWF Board of Trustees

Supporting documents:

Proposed UWF Regulation 6.0054 Competitive Solicitation Requirements-clean

UWF Regulation 6.0054 Competitive Solicitation Requirements -redline

Board of Governors Regulation, 18.001 Procurement

Prepared by: Christine Miller, Director, Procurement and Contracts, 850-474-2628, cmiller6@uwf.edu

Presenter: Betsy Bowers, Vice President, Finance and Administration, (850) 474-2208,
bbowers@uwf.edu



Number: UWF/REG-6.0054
Title: Competitive Solicitation Requirements
Responsible
Department: Procurement and Contracts

I. General Statement:

Florida law and Board of Governors (“BOG”) regulations require state universities to engage in competitive solicitation for obtaining goods and services under certain circumstances. This University of West Florida (“University”) regulation provides additional requirements for competitive solicitations.

II. Competitive Solicitation Requirements

A. Threshold

All contracts for the purchase of commodities or contractual services greater than \$150,000 shall be awarded pursuant to a competitive solicitation unless otherwise authorized herein. Beginning in January 2024, the competitive solicitation threshold will be reviewed by the BOG every three years using the Consumer Price Index for All Urban Consumers (CPI-U) to determine if an adjustment should be recommended to the threshold.

1. When only one response is received to a competitive solicitation for commodities or contractual services exceeding the threshold amount defined in section (A) above, the University may review the solicitation response and circumstances surrounding the solicitation to determine if a second call for a competitive solicitation is in the best interest of the University. If it is determined that a second call would not be in the best interest of the University, the University will proceed with the acquisition.
2. The purchase of commodities and contractual services shall not be divided with the intent to avoid the requirement of a competitive solicitation.

B. Receipt of Responses

Competitive solicitation responses shall be delivered as directed in the competitive solicitation to the Procurement and Contracts Office (unless otherwise directed) at or prior to the date and time specified in the competitive solicitation. Responses that are not delivered to the specified location by the deadline shall not be considered.

C. Preference for Florida-Based Vendors

When multiple responses are received to a competitive solicitation pursuant to section II.A., above, for personal property or printing, the University shall provide a preference to responses from vendors with a principal place of business in Florida as set forth in BOG Reg. 18.001(3), Procurement Regulation. Printing is not subject to Chapter 283, Fla. Stat.

D. Advertisement – Public Notice

The notice of intent to award shall be electronically posted to the public by the Procurement and Contracts Office in accordance with BOG Reg. 18.002(3), Notice and Protest Procedures for Protests Related to a University's Contract Procurement Process.

E. Confidentiality

Responses to competitive solicitations shall remain confidential until such time as the University has provided a notice of intent to award or until 30 days after opening the bid, proposal, or reply, whichever is earlier, in accordance with Section 119.071(1)(b), Fla. Stat.

F. Extension Errors

As a general rule, in the case of extension (mathematical) errors in a bid response or proposal, the unit price will prevail. However, the University reserves the right to disqualify bid responses for lack of clarity.

G. Modifications to a Bid or Proposal Response

A bidder or respondent may amend its bid or proposal, including revocation, in writing up until the due date and time of responses.

H. Withdrawal of a Bid or Proposal Response

A bidder or respondent may revoke its bid or proposal in writing up until the due date and time of responses.

I. Withdrawal of a Solicitation by Bidders After Opening

Should a bidder withdraw its bid after the bid opening, the University reserves the right to collect on the vendor or contractor's bid bond.

J. Rejection or Cancellation

The University has the authority to reject or cancel any or all competitive solicitations when determined to be in the best interest of the University.

K. Protest Procedures

Protests arising from all University contract procurement processes for the purchase of goods and services, leases, and construction-related competitive solicitations shall be handled in accordance with BOG Reg, 18.002, Procurement Regulation.

Effective Date: [date]

Authority: § 1010.04(4), Fla. Stat.
§ 1001.706, Fla. Stat.
§ 287.057, Fla. Stat.
BOG Regulation 14.008, Competitive Selection and Negotiation
BOG Regulation 18.001, Procurement Regulation
BOG Regulation 18.002, Notice and Protest Procedures for Protest Related to a University's Contract Procurement Process

History: Adopted as Rule 6C6-6.0054 July 2003; Converted to UWF/REG 6.0054 July 2005; Amended January 2007, December 2008, March 2010, December 2010, June 2014, March 2015, and [date]

Last review: [date]



Number: UWF/REG-6.0054
Title: Competitive Solicitation Requirements
Responsible
Department: Procurement and Contracts

I. General Statement:

Florida law and Board of Governors (“BOG”) regulations require state universities to engage in competitive solicitation for obtaining goods and services under certain circumstances. This University of West Florida (“University”) regulation provides additional requirements for competitive solicitations.

II. Competitive Solicitation Requirements

A. Threshold

All contracts for the purchase of commodities or contractual services ~~exceeding not greater than~~ \$75,000~~150,000~~ shall be awarded pursuant to a competitive solicitation, unless otherwise authorized herein. Beginning in January 2024, the competitive solicitation threshold will be reviewed by the BOG every three years using the Consumer Price Index for All Urban Consumers (CPI-U) to determine if an adjustment should be recommended to the threshold.

~~1.~~—When only one response is received to a competitive solicitation for commodities or contractual services exceeding the threshold amount defined in section (A) above, the University ~~will~~may review the solicitation response and circumstances surrounding the solicitation to determine if a second call for a competitive solicitation is in the best interest of the University. If it is determined that a second call would not be in the best interest of the University, the University will proceed with the acquisition.

1.

2. The purchase of commodities and contractual services shall not be divided with the intent to avoid the requirement of a competitive solicitation.

~~B.~~Receipt of Responses

B.

Competitive solicitation responses shall be delivered as directed in the competitive solicitation to the Procurement and Contracts Office (unless otherwise directed) at or prior to the date and time specified in the competitive solicitation. Responses that are not delivered to the specified location by the deadline shall not be considered.

C. Preference for Florida-Based Vendors

When multiple responses are received to a competitive solicitation pursuant to section ~~II.(A).~~, above, for personal property or printing, the University shall provide a preference to responses from vendors with a principal place of business in Florida as set forth in ~~Board of Governors' Regulation~~ BOG Reg. 18.001(3), Procurement Regulation. Printing is not subject to Chapter 283, Fla. Stat.

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Responses to competitive solicitations shall remain confidential until such time as the University has provided a notice of intent to award or until 30 days after opening the bid, proposal, or reply, whichever is earlier, in accordance with ~~Chapter Section~~ 119.071(1)(b), Fla. Stat.F.S.

F. Extension Errors

As a general rule, in the case of extension (mathematical) errors in a bid response or proposal, the unit price will prevail. However, the University reserves the right to disqualify bid responses for lack of clarity.

~~D.G.~~ _____ Modifications to a bBid or pProposal rResponse

A bidder or respondent may amend its bid or proposal, including revocation, in writing up until the due date and time of responses.

~~E.H.~~ _____ Withdrawal of a bBid or pProposal rResponse

A bidder or respondent may revoke its bid or proposal in writing up until the due date and time of responses.

F.I. Withdrawal of a solicitation by b Bidders a After e Opening

Should a bidder withdraw its bid after the bid opening, the University reserves the right to collect on the vendor or contractor's bid bond.

J. Rejection or Cancellation

The University has the authority to reject or cancel any or all competitive solicitations when determined to be in the best interest of the University.

G.K. Protest p Procedures

Protests arising from all University contract procurement processes for the purchase of goods, and services, leases, and ~~for~~ construction-related competitive solicitations shall be handled in accordance with BOG Regulation, 18.002, Procurement Regulation.

Effective Date: [date]

Authority: § 1010.04(4), Fla. Stat.
§ 1001.706, Fla. Stat.
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BOG Regulation 14.008, Competitive Selection and Negotiation
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BOG Regulation 18.002, Notice and Protest Procedures for Protest Related to a University's Contract Procurement Process

History: Adopted as Rule 6C6-6.0054 July 2003; Converted to UWF/REG 6.0054 July 2005; Amended January 2007, December 2008, March 2010, December 2010, June 2014, March 2015, and [date]

Last review: [date]

**FLORIDA BOARD OF GOVERNORS
NOTICE OF PROPOSED AMENDED REGULATION**

DATE: June 22, 2023

REGULATION NUMBER AND TITLE: 18.001 Procurement

SUMMARY:

Increases the competitive solicitation threshold from \$75,000 to \$150,000. The threshold will also be reviewed every three years using the consumer price index.

FULL TEXT OF THE REGULATION IS INCLUDED WITH THIS NOTICE.

AUTHORITY TO PROPOSE REGULATION(S): Section 7(d), Art. IX, Fla. Const.; BOG Regulation Development Procedure dated March 23, 2006.

THE BOARD OF GOVERNORS' OFFICIAL INITIATING THE PROPOSED REGULATION: Tim Jones, Senior Vice Chancellor, Finance and Administration

COMMENTS REGARDING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation on which you are commenting:

General Counsel, Board of Governors, State University System, 200 W. College Avenue, Suite 216, Tallahassee, Florida 32399, (850) 245-0466 (phone), (850) 245-9685 (fax), or generalcounsel@flbog.edu.

18.001 Procurement

(1) Authority of the Institutions.

Each university Board of Trustees shall adopt regulations establishing basic criteria related to procurement, including procedures and practices to be used in acquiring commodities and contractual services, as follows:

- (a) Removing any contractor from the University's competitive vendor list that fails to fulfill any of its duties specified in a contract with the University(s) and to reinstate any such contractor when satisfied that further instances of default will not occur.
- (b) Planning and coordinating purchases in volume and negotiating and executing agreements and contracts for commodities and contractual services under which the University may make purchases.
- (c) Where practical and available, implementing the use of existing State University System (SUS) Shared Initiatives contracts; unless the Director of Procurement/Chief Procurement Officer or designee documents that such use is not in the best interest of the university.
- (d) Evaluating, approving, and utilizing contracts that are entered into after a public and open competitive solicitation by any State of Florida agency, department, Florida state college or university, the Federal Government, other states, political subdivisions, cooperatives or consortia, or any independent college or university for the procurement of commodities and contractual services, when it is determined to be cost-effective and in the best interest of the University, to make purchases under contracts let by such entities. Universities must maintain appropriate justification for the use of services contract adoption. Universities shall review existing consortia and cooperative contracts to identify potential savings and, if there is the potential for savings, enter into new consortia and cooperative contracts to achieve the savings, with the goal of achieving a five-percent savings on existing contract prices.
- (e) Awarding contracts for commodities and contractual services to multiple suppliers, if it is determined to be in the best interest of the University. Such awards may be on a university, regional or State University System-wide basis and the contracts may be for multiple years.
- (f) Rejecting or canceling any or all competitive solicitations when determined to be in the best interest of the University.
- (g) Barring any vendor from doing business with the University for demonstrated cause, including previous unsatisfactory performance.
- (h) Prohibiting University employees and University direct support organization employees participating on a procurement selection committee for commodities or services from soliciting donations from responding vendors during the selection process, except for donations or other benefits expressly stated in the procurement document.

- (i) Permitting the extension(s) of a contract, entered into as a result of a competitive solicitation, for up to twelve (12) months or until completion of the competitive solicitation and award or protest, whichever is longer.
- (j) Permitting the renewal(s) of a contract, entered into as a result of a competitive solicitation, for a period that may not exceed 5 years or twice the term of the original contract, whichever is longer. This provision is not intended to apply retroactively; existing contracts entered into prior to January 1, 2017, including any specified renewal period(s) may continue in accordance with the existing contract terms.

(2) Competitive Solicitation Threshold.

Each university Board of Trustees shall establish a competitive solicitation threshold not greater than \$~~150,000~~^{75,000} (the "Competitive Solicitation Threshold") for the purchase of commodities or contractual services. Starting in January 2024, the competitive solicitation threshold will be reviewed every three years using the Consumer Price Index for All Urban Consumers (CPI-U), to determine if an adjustment should be recommended to the threshold.

- (a) When only one response is received to the competitive solicitation for commodities or contractual services that exceed the Competitive Solicitation Threshold, the University may review the solicitation responses to determine if a second call for a competitive solicitation is in the best interest of the University. If it is determined that a second call would not serve a useful purpose, the University may proceed with the acquisition.
- (b) The purchase of commodities and contractual services shall not be divided to avoid the requirement of competitive solicitation.

(3) Preferences for Florida-Based Vendors.

- (a) Preferences for Personal Property. When a University awards a contract to purchase personal property, other than printing, by competitive solicitation pursuant to paragraph (2) of this regulation, a preference shall be provided to vendors with a principal place of business in Florida (such vendors hereinafter referred to as "Resident Vendors") as follows:
 1. If the responsible and responsive vendor that submits the lowest bid, the most advantageous proposal, or the best value reply is one whose principal place of business is outside of Florida and is in a state or political subdivision thereof that grants a preference for the same purchase to a vendor in such state or political subdivision, as applicable, then the University shall grant the same preference to the responsible and responsive Resident Vendor with the lowest bid received pursuant to an Invitation to Bid, the most advantageous proposal received pursuant to a Request for Proposals, or the best value reply received pursuant to an Invitation to Negotiate.
 2. With respect to Invitations to Bid, if the lowest responsible and responsive bid is from a vendor whose principal place of business is in a state that does not

grant a preference for the purchase to a vendor in such state, then the University shall grant a preference in the amount of five percent (5%) to the lowest responsible and responsive Resident Vendor.

3. For vendors whose principal place of business is outside of Florida, such vendors must, at the time of submitting its bid, proposal or reply, provide a written opinion from a licensed attorney in its state specifying: (a) the preferences(s) granted by the state or political subdivision, as applicable, under the laws of that state to vendors whose principal place of business is in that state or political subdivision; and (b) how the preference is calculated. The failure to submit the written opinion may be waived as non-material if all vendors responding to the solicitation have principal places of business outside of Florida.
 4. The vendor's principal place of business, as represented by the vendor in its bid or reply, may be relied upon by the University without further inquiry. If the University determines that a vendor has misrepresented its principal place of business, the vendor's bid, proposal or reply shall be rejected.
 5. For the purpose of paragraph (3)(a), "personal property" shall be defined as goods and commodities, but not real estate, intellectual property or services.
- (b) Preferences for Printing. When a University purchases printed materials by competitive solicitation pursuant to paragraph (2) of this regulation, a preference shall be provided Resident Vendors as follows:
1. If the lowest responsible and responsive bid received pursuant to an Invitation to Bid is from a vendor whose principal place of business is outside of Florida, then the University shall grant a preference to the lowest responsible and responsive Resident Vendor in the amount of five percent (5%) if the University has determined that the printing can be performed by the Resident Vendors at a level of quality comparable to that obtainable from the vendor submitting the lowest bid whose principal place of business is outside of Florida.
 2. For purposes of subparagraph 3(b)(1), the level of quality shall be determined by whether a vendor satisfies the minimum specification requirements as set forth in the Invitation to Bid.
- (c) Method of Calculating Five Percent Preference.
1. If the competitive solicitation is an Invitation to Bid, then an amount equal to five percent (5%) of the total base bid and any alternates shall be deducted from the base bid and alternates, as applicable, of the lowest responsible and responsive Resident Vendor's bid.
- (d) Determining a Vendor's Principal Place of Business. A vendor's "principal place of business" is determined as follows:
1. If the vendor is an individual or a sole proprietorship, then its "principal place of business" is in the state where the vendor's primary residence is located.

2. If the vendor is a business organization, then its “principal place of business” is in the state where the majority of the vendor’s executive officers direct the management of the vendor’s business affairs.
- (e) Federally Funded Projects. Purchases made to perform specific obligations under federally funded projects shall not be subject to this preference requirement to the extent the application of a preference is not allowed under applicable federal law or regulation.
- (4) Exceptional Purchases.

Each university is authorized to make exceptional purchases of commodities or contractual services as follows:

 - (a) Purchase of Products with Recycled Content. Each University may establish a program to encourage the purchase and use of products and materials with recycled content and postconsumer recovered material.
 - (b) Purchase of Private Attorney Services. Written approval from the Attorney General is not required for private attorney services acquired by the University.
 - (c) Purchase of Insurance. Each University shall have the authority to purchase insurance as deemed necessary and appropriate for the operation and educational mission of the University.
 - (d) Purchase of Printing. However, if a University determines that it is in the best interests of the University to purchase printed materials through a competitive solicitation process, the preference provision in paragraph (3)(b) shall apply.
 - (5) Purchases from Contractors Convicted of Public Entity Crimes.

A University shall not accept a competitive solicitation from or purchase commodities or contractual services from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida’s convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.
 - (6) Competitive Solicitation Exceptions.

The following types of purchasing actions, and commodities and contractual services purchases are not subject to the competitive solicitation process:

 - (a) Emergency Purchases. When a university president or his/her designee determines, in writing, that the delay due to the competitive solicitation process is an immediate danger to the public health or safety or the welfare of the University, including University tangible and/or intangible assets; or would otherwise cause significant injury or harm not in the best interest of the University, the University may proceed with the procurement of commodities or contractual services without a competitive solicitation.
 - (b) Sole Source Purchases. Commodities or contractual services available from a single source may be exempted from the competitive solicitation process.

- (c) Purchases from Contracts and Negotiated Annual Price Agreements established by the State of Florida, other governmental entities, other Universities in the State University System, or other independent colleges and universities are not subject to further competitive solicitation.
- (d) The following listed commodities and services are not subject to competitive solicitation:
1. Artistic services;
 2. Academic reviews;
 3. Lectures;
 4. Auditing services, including those services needed to address audit, financial, and fraud-related compliance, controls, and investigative matters, or such other related services;
 5. Legal services, including attorney, paralegal, expert witness, appraisal, arbitrator or mediator services;
 6. Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration. Prescriptive assistive devices for medical, developmental or vocational rehabilitation including, but not limited to prosthetics, orthotics, wheelchairs and other related equipment and supplies, provided they are purchased on the basis of an established fee schedule or by a method that ensures the best price, taking into consideration the needs of the client;
 7. Services provided to persons with mental or physical disabilities by not-for-profit corporations organized under the provisions of s. 501(c)(3) of the Internal Revenue Code or services governed by the provisions of the Office of Management and Budget Circular A-122;
 8. Medicaid services delivered to an eligible Medicaid recipient by a health care provider who has not previously applied for and received a Medicaid provider number from the Department of Children and Family Services. This exception will be valid for a period not to exceed 90 days after the date of delivery to the Medicaid recipient and shall not be renewed;
 9. Family placement services;
 10. Training and education services;
 11. Advertising, except for media placement services;
 12. Services or commodities provided by governmental agencies, another University in the State University System, direct support organizations of the university, political subdivisions or other independent colleges and universities;
 13. Programs, conferences, workshops, continuing education events or other university programs that are offered to the general public for which fees are collected to pay all expenses associated with the event or program;
 14. Purchases from firms or individuals that are prescribed by state or federal law, or specified by a granting agency;
 15. Regulated utilities and government franchised services;

16. Regulated public communications, except long distance telecommunication services or facilities;
17. Purchases from an Annual Certification List developed by each University;
18. Purchases for resale;
19. Accounting Services;
20. Contracts or services provided by not-for-profit support and affiliate organizations of the University, direct support organizations, health support organizations and faculty practice plans;
21. Implementation/programming/training services available from owner of copyrighted software or its contracted vendor; or
22. Purchases of materials, supplies, equipment, or services for instructional or sponsored research purposes when a director of sponsored research or designee certifies that, in a particular instance, it is necessary for the efficient or expeditious prosecution of a research project in accordance with sponsored research procedures or to attain the instructional objective.

(7) Vendors Excluded from Competition.

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, Invitations to Bid, Request for Proposals and/or Invitations to Negotiate shall be excluded from competing for such procurements.

(8) Standard of Conduct.

It shall be a breach of ethical standards for any employee of a University to accept, solicit, or agree to accept a gratuity of any kind, form or type in connection with any contract for commodities or services. It shall also be a breach of ethical standards for any potential contractor to offer an employee of a University a gratuity of any kind, form or type to influence the development of a contract or potential contract for commodities or services.

Authority: Section 7(d) Art. IX, Fla. Const.; History: New 3-27-08, Amended 3-28-13, 11-3-16, 9-16-20, xx-xx-xx

UWF Board of Trustees Meeting
Finance, Facilities, and Operations Committee
August 17, 2023

Issue: University Efficiencies

Proposed Action: Informational

Background Information:

As part of the Legislative Budget Request (LBR) process, the Board of Governors (BOG) requires each university to submit a summary of various efficiencies achieved during the most recent fiscal year. Three areas were highlighted below:

1. Improved Student Support via streamlining key processes (undergraduate admissions, graduate admissions, first-year advising, housing, financial aid, etc.).
2. Realized efficiencies totaling more than \$244k in the fiscal year 2022-23. Two key savings were \$128k saved by automation and \$76k through rehabbing two chillers.
3. Conservation of resources was achieved through the installation of the new HVAC system in the fieldhouse and across campus. Additionally, UWF upgraded lighting to LED in several buildings and parking lots.

Recommendation: None

Fiscal Implications: Overall efficiency and cost savings to the University.

Supporting Document:

BOG University Efficiencies Report for UWF

Prepared by:

Betsy Bowers, Vice President, Finance & Administration, 850-474-2210, bbowers@uwf.edu

Presenter:

Betsy Bowers, Vice President, Finance & Administration, 850-474-2210, bbowers@uwf.edu



University of West Florida Efficiencies

Please describe three monetary or non-monetary operational efficiency efforts made, currently underway, or planned at your university within the past year that seeks to enhance the quality, effectiveness, and efficiency of processes that affect the students on your campus.

The efficiency efforts may include numerous approaches such as but are not limited to, cost avoidance, cost containment, eliminating duplicative efforts, or optimizing available resources.

1. Improved Student Support

- Implemented new software, Slate, to analyze the eligibility for student admission in myriad ways. This software saved more than 1,300 hours on FTIC and transfer admissions as well as condensing state report requests via another software saving an additional 130 hours. Additionally, messaging in Slate is personalized to the student letting them know exactly what is needed to be done to complete an application file (final high school transcripts, etc.). Also, for students completing new student orientation messages are sent to the student's application email instead of their UWF email to ensure receipt.
- Gained access to the College Board (SAT) Score Report allowing UWF to audit for any missing test scores and verify data. This saved more than 32.5 hours that would have been used to communicate with the applicants.
- Programmed the ERP software to automate the exemption of courses for excess hour surcharge and hours to a degree which reduced manual data entry, automated hours to degree exemptions up front, and reduced manual review of documents from one to twelve months later; this improved data accuracy.
- Implemented two monitoring and communication protocols for Career Planning and Career Readiness in the new software, Slate and Mainstay, to ensure compliance with Section 1006.75 (3)(a)1-4 regarding career readiness. This saved many hours of manual processes.
- Financial Aid updated its website language to remove ambiguity for students giving students clear, transparent information regarding the Cost of Attendance. Additionally, a Financial Literacy webpage was created to help students better manage money and make informed decisions before taking out loans. Lastly, Financial Aid added a disbursement chart to the website that addresses common student questions with published information.
- Argie campaigns were used to enhance student retention and pass rates in key courses by encouraging students to seek help when needed and use available resources (e.g., tutoring).
- Merged three departmental registration systems into one, CampBrain, that enhanced automation, created, and streamlined various reports, templates, and processes saving at least \$3,750/year and staff time of more than 50 hours.
- Automated reports for First Year Advising, Housing, Students' Rights & Responsibilities, and Admissions to provide quicker responses to students awaiting information.

- Continued to use Google Voice for calling campaigns and other student outreach which reduced significantly long-distance costs for the university.

2. Realized Efficiencies

- **\$76,270** savings: Rehabilitated two central plant chillers to operate 20% more efficiently and provided additional redundancy of services. Replaced pneumatic constant volume HVAC controls with direct digital controls that will reduce fan energy by 25%.
- **\$128,010** savings: Automation of reports, templates, scripts, processes, merging systems, and dropping a vendor to perform transcript evaluations in-house vs. a third party.
- **\$38,100** savings and **330** hours saved: Used new software, Slate, for visualization of data and savings on mailings, analyzing eligibility for admissions to UWF, financial aid trends, and implementing procedures to ensure compliance with the new Florida Statute for Career Readiness (Section 1006.75 (3)(a)1-4)
- **\$1,480** savings and **189.8** hours saved by implementing new software, Slate, for messaging, streamlined templates for easier email creation, automated emails, and using Google Voice for calling campaigns.
- Streamlined procurement processes for requisitions, change orders, canceled purchase orders, and closing procurement tickets thereby eliminating individualized emails and leading to 798 purchase orders being processed for the year, which is an increase over the past two years.
- **260** hours saved by shifting the Banner Document Management System (BDMS) oversight to the Enrollment Affairs from the IT department. Several new BDMS routing statuses, document types, and audits have been created for efficiency.
- **32.5** hours saved by documenting the full business process for the Grandparent Waiver (eligibility, review, tracking, and communication).
- Created a floating administrative support position within the Division of Finance & Administration that provided administrative support for departments within the division that otherwise did not have sufficient funding or workload to justify a full-time clerical support position. This freed units to continue with their unit-specific activities rather than carry out duties of an administrative nature.
- UWF Board of Trustee Committee meetings are virtual meetings that reduced travel expenses and streamlined the meetings.

3. Conservation of Resources

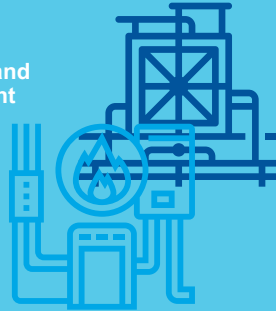
- Installation of a new HVAC system in the campus fieldhouse that will reduce energy costs by 50%.
- Upgraded to LED lighting in several buildings.



\$76,270 ANNUAL SAVINGS

FACILITIES

Rehab of 2 chillers; HVAC replacement in 1 building; and installed pneumatic constant volume controls NVAC



\$128,010 ANNUAL SAVINGS

& 330 HOURS SAVED

AUTOMATION

Automation of reports, templates, scripts, processes; merging systems; and dropping a vendor to perform transcript evaluations in-house.



\$1,480 ANNUAL SAVINGS

& 189.8 HOURS SAVED

COMMUNICATIONS AND MESSAGING

Use of Slate software for messaging, streamlined templates for easier email creation, automated emails, and using Google Voice for calling campaigns.



\$38,100 ANNUAL SAVINGS

& 2,120 HOURS SAVED

ANALYSIS

Using Slate software for visualization of data and savings on mailings; analyzing eligibility for admission to UWF, Financial Aid trends; and to implement new FL Statute for Career Readiness.



798 PROCESSED IN YEAR

PROCUREMENT

Streamlined Requisition, Change Order/Cancel/Close tickets, all of which would have been emails.



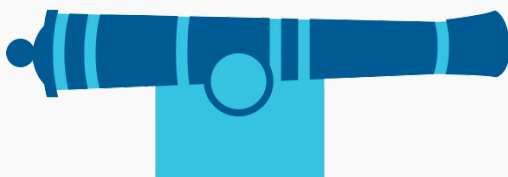
32.5 HOURS SAVED

DOCUMENTATION

Process documentation added to Confluence



UWF continues to strive for the operation of a high quality campus with Financial and Human Resource savings at the forefront.



260 HOURS SAVED

STAFF

BDMS Supervisor Shift in Undergraduate Admissions

