



## **POLICY 6.14**

**4-A** I recommend that the Board adopt the proposed revised Policy 6.14, entitled "Purchasing Department."

[Contact: Mike Burke, Sharon Swan, PX 48214.]

### **Adoption**

### **CONSENT ITEM**

1. This Policy was amended at the May 1, 2013 Special Meeting as follows for lines 279 through 282:
  - ii. The Superintendent's authorization to delegate purchasing authority as permitted in sections 4(d)(i)(B) or 4(d)(i)(D) above, shall be limited to \$100,000 per purchase for the Chief Operating Officer and limited to \$50,000 per purchase for the Director of Purchasing.
2. This Policy will become effective on July 1, 2013.

## POLICY 6.14

### PURCHASING DEPARTMENT

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2  
3 1. **Purpose**

4 The Purpose of this Purchasing Policy is to provide for a uniform and systematic  
5 method for purchasing in an efficient, cost-effective manner in accordance with and  
6 as permitted by applicable federal and state laws, Florida State Board of Education  
7 Rules, School Board Policies, and administrative rules, procedures, and guidelines  
8 that promote transparency and accountability in the expenditure of public funds and  
9 the use of public resources. The goal of this Policy is to assist School Board  
10 members and School District of Palm Beach County employees in protecting the  
11 integrity of the contract award and procurement process, inspiring public  
12 confidence in the process used to acquire commodities and contractual services,  
13 and promoting fair, open, and non-discriminatory competition in a manner that  
14 protects the School District's assets and ensures that the School District receives  
15 the maximum value and quality when expending public dollars for a public purpose.

16 2. **Applicability**

17 This Policy shall govern the purchase of commodities and contractual services for  
18 the School Board through the use of a competitive solicitation, where required by  
19 law or as determined to be in the best interest of the School District, and purchases  
20 which are specifically exempted by law from competitive solicitation, when those  
21 commodities and contractual services are purchased using School Board funds,  
22 grant proceeds, or internal account funds held by individual schools. In addition,  
23 the procedures set forth in this Policy, with the exception of Section 5 below, shall  
24 apply to purchases made pursuant to Policies 7.051 and 7.10.

25 3. **Definitions**

26 a. "Competitive solicitation" shall be defined to include purchases made through  
27 the issuance of an invitation to bid (ITB), request for proposals (RFP), or  
28 invitation to negotiate (ITN).

29 b. "Cone of Silence" shall refer to the period of time between the posting of the  
30 contents of a competitive solicitation and the posting of a Decision or Intended  
31 Decision with regard to that competitive solicitation.

32 c. "Contract procurement process" has the same meaning as "contract  
33 solicitation or award process" as used in section 120.57(3), Florida Statutes.  
34 This phrase includes procurements by ITB, RFP, ITN, approval of a single  
35 source procurement, or other solicitation documents as permitted by law.  
36

- 37 d. "Decision or Intended Decision" as used in this Policy shall have the same  
38 meaning as in Uniform Rule 28-110.002(2), Florida Administrative Code, and  
39 shall mean:
- 40 i. the notice of posting of the contents of a solicitation, including addenda;
- 41 ii. a determination that a specified procurement can be made only from a  
42 single source;
- 43 iii. rejection of a response or all responses to a solicitation; or
- 44 iv. intention to award a contract as indicated by a posted solicitation  
45 tabulation or other written notice.
- 46 e. "Environmentally Preferable Purchasing" (EPP), often referred to as "green  
47 purchasing" means commodities and services that have a lesser or reduced  
48 effect or harm health and the environment when compared with competing  
49 commodities or services that serve the same purpose. EPP may be used in  
50 the selection and acquisition of commodities and contractual services when  
51 such methods are generally used throughout the industry for procuring the  
52 particular commodity or contractual service, for evaluating the product to  
53 determine if the product meets the District's needs, for educational purposes,  
54 or when it has been determined by the Director of Purchasing that EPP will  
55 provide the District with a lower cost of ownership over the life of the School  
56 Board's use of the product or service. The goal of EPP is to procure  
57 commodities and contractual services that most effectively minimize waste  
58 and negative environmental impact by evaluating criteria such as the vendor's  
59 method of manufacturing; use of recycled content; use of less harmful and  
60 non-toxic materials and processes; use of energy and water efficient products  
61 and processes; use of fuel efficient vehicles and equipment; use of natural  
62 resource and landscaping management; use of renewable products,  
63 packaging, and delivery practices; and reduces disposal cost.
- 64 f. In proceedings involving bid protests of a Decision or Intended Decision  
65 arising out of the contract solicitation or award process, the terms "file" or  
66 "filing" shall mean received by the Director of Purchasing during normal  
67 business hours. Filing of a notice of protest or formal written protest petition is  
68 permitted via regular US mail, hand delivery, electronic mail, or facsimile  
69 transmission. A protestor who files a notice of protest or formal petition by  
70 electronic mail or facsimile transmission represents that the original physically  
71 signed document will be mailed to the Director of Purchasing immediately  
72 upon submission of the notice of protest or formal petition via facsimile or  
73 electronic mail. Any protestor who elects to file any document by electronic  
74 mail or facsimile transmission shall be responsible for any delay, disruption, or  
75 interruption of the signals and accepts the full risk that the document may not

- 76 be properly filed with the Director of Purchasing, as a result. The filing date for  
77 a document transmitted by electronic mail or facsimile shall be the date the  
78 Director of Purchasing receives the complete document. The bond, however,  
79 cannot be transmitted via electronic mail or facsimile, but must be timely filed  
80 with the Director of Purchasing as required by this Policy.
- 81 g. “Information technology” shall have the same meaning as set forth in section  
82 282.0041(14), Florida Statutes.
- 83 h. “Invitation to bid” shall be defined as a written solicitation for competitive  
84 sealed bids. The invitation to bid is used when the School Board or designee is  
85 capable of specifically defining the scope of work for which a contractual  
86 service is required and/or when the School Board or designee is capable of  
87 establishing precise specifications defining the actual commodity or group of  
88 commodities required. A written solicitation includes a solicitation that is  
89 publicly posted.
- 90 i. “Invitation to negotiate” shall be defined as a written solicitation for competitive  
91 sealed replies to select one or more vendors with which to commence  
92 negotiations for the procurement of commodities or contractual services. The  
93 invitation to negotiate is used when the School Board or designee determines  
94 that negotiations may be necessary for it to receive the best value. A written  
95 solicitation includes a solicitation that is publicly posted.
- 96 j. “Professional Services” shall be defined, for the purpose of procuring  
97 commodities and non-construction related contractual services, to include,  
98 without limitation, artistic services; academic program reviews; lectures by  
99 individuals; auditing services not subject to section 218.391, Florida Statutes;  
100 legal services, including attorney, paralegal, expert witness, court reporting,  
101 appraisal, or mediator services; and health services involving examination,  
102 diagnosis, treatment, prevention, medical consultation, or administration. The  
103 term “Professional Services,” as used in this Policy, does not include those  
104 services procured pursuant to section 287.055, Florida Statutes.
- 105 k. “Proposer” includes those vendors submitting bids, proposals, or replies to a  
106 competitive solicitation.
- 107 l. “Request for proposals” shall be defined as a written solicitation for  
108 competitive sealed proposals. The request for proposals is used when it is not  
109 practicable for the School Board or designee to specifically define the scope of  
110 work for which the commodity, group of commodities, or contractual service is  
111 required; or the purchase is complex in nature and the School Board or  
112 designee is requesting that a responsive, responsible vendor offers a solution  
113 which will be evaluated by a set criteria set forth in the solicitation document.  
114 A written solicitation includes a solicitation that is publicly posted.

115 4. **Delegation of Authority**

116 As set forth below, the School Board has delegated limited authority to the  
117 Superintendent or his/her designee, the Director of Purchasing, Department Heads  
118 or Directors, and School Principals relating to the purchase of commodities and  
119 contractual services for the School District in compliance with applicable federal  
120 and state laws, Florida State Board of Education Rules, School Board Policies, and  
121 administrative rules, procedures, and guidelines. In addition, the School Board has  
122 delegated certain authority to the Superintendent, Director of Purchasing, and the  
123 General Counsel with regard to handling matters relating to Chapter 120, Florida  
124 Statutes.

125 Any purchases not specifically delegated to the Superintendent or his/her  
126 designee, the Purchasing Director, Department Heads or Directors, or School  
127 Principals must be approved in advance by the School Board. No person, unless  
128 specifically authorized to purchase commodities or contractual services under  
129 School Board policies, may make any purchase or enter into any contract involving  
130 the use of school or School District funds. Payment for any unauthorized purchase  
131 may be the responsibility of the person placing the order.

132 a. **Department Heads or Directors**

133 i. Department Heads or Directors shall use bid-awarded vendors approved  
134 by the School Board or designee, where available unless otherwise  
135 approved by the Director of Purchasing. Department Heads or Directors  
136 are encouraged to purchase commodities or services from industry-  
137 certified School District Career and Professional Academies where  
138 available.

139 ii. Authority is delegated to the Department Head or Director of each  
140 department to purchase:

141 A. contractual services, including Professional Services, in an amount  
142 not to exceed five thousand dollars (\$5,000) per vendor per fiscal  
143 year per department, and

144 B. commodities in an amount not to exceed one thousand dollars  
145 (\$1,000) per vendor per day or for travel as authorized by Policy 6.01  
146 when utilizing the School District issued Purchasing Card ("P-Card"),  
147 with total monthly charges to the P-Card not exceeding the amount  
148 authorized by the Superintendent or designee. The Director of  
149 Purchasing may approve the issuance of multiple P-Cards to certain  
150 departments. Department Heads or Directors may delegate authority  
151 to use such additional P-Cards to specific users within their  
152 departments up to the limits set forth above.

153           iii. Department Heads or Directors may not divide the procurement of  
154 commodities or contractual services so as to avoid the delegated  
155 monetary threshold requirement.

156       b. **School Principals**

157           i. Principals shall use bid-awarded vendors approved by the School Board  
158 or designee, where available unless otherwise approved by the Director  
159 of Purchasing. Principals are encouraged to purchase commodities or  
160 services from industry-certified School District Career and Professional  
161 Academies where available.

162           ii. Authority is delegated to the Principal of each school center to purchase:

163               A. contractual services, including Professional Services, in an amount  
164 not to exceed five thousand dollars (\$5,000) per vendor per fiscal  
165 year per school;

166               B. commodities in an amount not to exceed one thousand dollars  
167 (\$1,000) per vendor per day or for travel as authorized by Policy 6.01  
168 when utilizing the School District issued P-Card, with total monthly  
169 charges to the P-Card not exceeding the amount authorized by the  
170 Superintendent or designee. The Director of Purchasing may  
171 approve the issuance of multiple P-Cards to certain Principals, and  
172 Principals may delegate authority to use such additional P-Cards to  
173 specific users within their school centers up to the limits set forth  
174 above;

175               C. additional commodities and contractual services which are to be paid  
176 from the internal funds of the school as follows:

177                   I. commodities when the total amount purchased does not exceed  
178 fifteen thousand dollars (\$15,000) per vendor per fiscal year;  
179 and

180                   II. commodities and contractual services, without limitation as to  
181 the amount, for the following:

182                       a. graduation supplies and yearbooks in accordance with  
183 Policy 6.19;

184                       b. class pictures;

185                       c. class rings;

186                       d. prom;

- 187 e. homecoming;
- 188 f. dances;
- 189 g. Project Graduation; and
- 190 h. fundraising projects and activities meeting the requirements  
191 of Policy 2.16 (i.e. marathon fundraisers, student sales of  
192 goods, etc.).

193 iii. In such cases where the School Board or designee has not approved a  
194 vendor for the commodities or contractual services needed, the Principal  
195 shall make purchases exceeding five thousand dollars (\$5,000), to the  
196 extent authority has been delegated above, using a minimum of three (3)  
197 competitive quotes, when feasible except for Professional Services,  
198 professional memberships, educational services, and copyrighted  
199 materials, as set forth in State Board of Education Rule 6A-1.012 or other  
200 applicable laws. The purchase shall be based upon lowest price quote or  
201 selection criteria developed by the Principal.

202 iv. Principals may not divide the procurement of commodities or contractual  
203 service so as to avoid the delegated monetary threshold.

204 c. **Director of Purchasing**

205 i. The School Board designates the Purchasing Department as the School  
206 District's official purchasing agent, and accordingly, authority is delegated  
207 to the Director of Purchasing to:

208 A. determine the appropriate and most cost-effective purchasing  
209 method of contract procurement, including competitive solicitations,  
210 direct negotiations, and/or methods that allow the School District to  
211 take advantage of value discounts and special pricing agreements,  
212 where appropriate;

213 B. approve the evaluation criteria for procuring commodities and  
214 contractual services, including any preference required or allowable  
215 by law or School Board policy;

216 C. oversee the competitive solicitation process in collaboration with the  
217 School District end-user to include receiving formal information  
218 through Requests for Information when needed; create the  
219 competitive solicitation document; approve the specifications, terms,  
220 and conditions, which may include using EPP methods; select  
221 members of the evaluation committee; and receive, open, tabulate,  
222 and evaluate proposals, responses, bids, and replies in accordance

- 223                   with the provisions of this Policy:
- 224                   D. receive and process any and all notices of protest and formal written  
225 protests for the purpose of determining whether the notices or written  
226 protests are timely and have a timely and properly posted bond;  
227 hold the informal resolution meeting as required by Chapter 120,  
228 Florida Statutes, dismiss any invalid bid protests as determined by  
229 the Office of General Counsel; and report any valid bid protests to  
230 the School Board at least quarterly;
- 231                   E. approve and issue purchase orders for purchases made in  
232 accordance with this Policy;
- 233                   F. track ITB, ITN, RFPs, and other Board-awarded contracts to ensure  
234 that the amount of funds encumbered by purchase orders does not  
235 exceed the budgeted funds approved by the School Board;
- 236                   G. oversee negotiations with vendors when appropriate;
- 237                   H. oversee the P-Card Program;
- 238                   I. provide purchasing oversight of the Supply and Redistribution  
239 Warehouse and Mailroom;
- 240                   J. prepare and execute Certificates of Entitlements for the purpose of  
241 tax savings as required by section 212.086(6), Florida Statutes and  
242 Rule 12A-1.094, Florida Administrative Code; and
- 243                   K. approve and issue purchase orders for Direct Material Purchases for  
244 the purpose of tax savings as allowed by section 212.086(6), Florida  
245 Statutes and Rule 12A-1.094, Florida Administrative Code.
- 246                   ii. The Director of Purchasing shall provide prior notice to the Office of the  
247 Inspector General, in writing, of any evaluation committee/team meeting  
248 where any matter relating to commodities or contractual services will be  
249 discussed.
- 250                   d. **Superintendent/Designee**
- 251                   i. Authority is delegated to the Superintendent or his/her designee (Chief  
252 Operating Officer or Director of Purchasing only) to:
- 253                   A. approve purchases for departments and schools for Professional  
254 Services in an amount in excess of five thousand dollars (\$5,000)  
255 and up to ten thousand dollars (\$10,000);



- 256 B. approve purchases for commodities and contractual services, not  
257 including Professional Services, up to two hundred fifty thousand  
258 (\$250,000) per vendor per fiscal year, except where specifically set  
259 forth herein. A monthly report of such purchases must be provided to  
260 the School Board;
- 261 C. reject any or all proposals, responses, bids, or replies to any  
262 competitive solicitation and re-compete or purchase the required  
263 commodities or contractual services in any manner authorized by  
264 this Policy; and
- 265 D. approve purchases of the following commodities and contractual  
266 services without limitation as to the amount:
- 267 I. emergency purchases as defined in this Policy;
- 268 II. regulated utilities or government-franchised services;
- 269 III. media advertisements (newspaper, radio, television, etc.);
- 270 IV. subscription services;
- 271 V. professional association fees or membership dues for  
272 educational or non-profit organizations that serve the needs of  
273 the School District;
- 274 VI. Florida Department of Law Enforcement for Level II screenings  
275 of employees and vendors;
- 276 VII. travel expenditures and reimbursements in compliance with  
277 Policy 6.01 and Chapter 112, Florida Statutes; and
- 278 VIII. postage.
- 279 ii. The Superintendent's authorization to delegate purchasing authority as  
280 permitted in sections 4(d)(i)(B) or 4(d)(i)(D) above, shall be limited to  
281 \$100,000 per purchase for the Chief Operating Officer and limited to  
282 \$50,000 per purchase for the Director of Purchasing.
- 283 iii. Authority is delegated to the Superintendent to handle matters relating to  
284 Chapter 120, Florida Statutes, Administrative Proceedings, including  
285 administrative hearings;
- 286 A. ruling on motions to extend the deadline for filing a formal written  
287 protest or other petitions for administrative hearing;

- 288 B. referring formal written protests or other petitions for administrative  
289 hearings pursuant to section 120.57(3), Florida Statutes, to the  
290 Division of Administrative Hearings;
- 291 C. entering orders determining whether a formal written protest, or other  
292 petition for administrative hearing is timely and appropriately filed or  
293 meets required pleading requirements;
- 294 D. entering final orders approving or rejecting administrative actions  
295 related to settlements, withdrawn petitions, voluntary case closures,  
296 and other undisputed procedural matters associated with the  
297 initiation or closure of administrative proceedings; and
- 298 E. executing final orders following School Board action.
- 299 e. **General Counsel**
- 300 i. Authority is delegated to the General Counsel for the following matters  
301 relating to Chapter 120, Florida Statutes, Administrative Proceedings,  
302 including administrative hearings:
- 303 A. ruling on motions to extend the deadline for filing a formal written  
304 protest or other petitions for administrative hearing;
- 305 B. conducting or otherwise arrange for the conducting of informal  
306 proceedings;
- 307 C. referring formal written protests or other petitions for administrative  
308 hearings pursuant to section 120.57(3), Florida Statutes, to the  
309 Division of Administrative Hearings;
- 310 D. entering orders determining whether a formal written protest, or other  
311 petition for administrative hearing is timely and appropriately filed or  
312 meets required pleading requirements;
- 313 E. entering final orders approving or rejecting administrative actions  
314 related to settlements, withdrawn petitions, voluntary case closures,  
315 and other undisputed procedural matters associated with the  
316 initiation or closure of administrative proceedings; and
- 317 F. executing final orders following School Board action.
- 318 5. **Purchasing Methods.** The School Board or its designee shall purchase  
319 commodities and contractual services as set forth below. Such purchases shall not  
320 exceed the applicable appropriation in the School Board budget for each fiscal year  
321 and the funds for such purchases shall not be otherwise encumbered.

- 322 a. **Competitive Solicitation.** The School Board or its authorized designee may  
323 approve contracts resulting from competitive solicitations where required by  
324 law or when in the best interest of the School District. Such contracts in excess  
325 of two hundred fifty thousand dollars (\$250,000) per vendor per fiscal year  
326 must be submitted to the School Board for approval.
- 327 i. **Request for Proposals (RFP).** Except as authorized by law or rule,  
328 proposals shall be requested from three (3) or more sources for  
329 commodities and contractual services exceeding the amount established  
330 in Rule 6A-1.012(7), Florida Administrative Code. The contract may not  
331 be divided so as to avoid this monetary threshold. In awarding to a  
332 Proposer pursuant to a Request for Proposals, the School Board or its  
333 authorized designee may award to one or more responsive, responsible  
334 Proposers in accordance with the selection criteria published in the  
335 Request for Proposals.
- 336 ii. **Invitation to Bid (ITB).** Except as authorized by law or rule, ITBs or  
337 reverse auctioning bids shall be requested from three (3) or more sources  
338 for commodities and contractual services when requisitioning any item or  
339 group of similar items exceeding the amount established in Rule 6A-  
340 1.012(7), Florida Administrative Code. The contract may not be divided so  
341 as to avoid this monetary threshold. In acceptance of responses to ITBs  
342 or bids through reverse auctioning, the School Board or its authorized  
343 designee shall accept the lowest bid from a responsive and responsible  
344 bidder meeting all specifications, terms, and conditions published in the  
345 ITB. In the alternative, the School Board or its authorized designee may  
346 award to the responsive, responsible bidder offering the lowest cost as  
347 the primary awardee and the next responsive, responsible bidder offering  
348 the next lowest cost as an alternate awardee(s) meeting all specifications,  
349 terms, and conditions. Nothing herein is meant to prevent multiple awards  
350 to the responsive and responsible bidders when such multiple awards are  
351 clearly stated in the bid solicitation documents.
- 352 iii. **Invitation to Negotiate (ITN).** When procurement for commodities and  
353 contractual services exceeding the amount established in Rule 6A-  
354 1.012(7), Florida Administrative Code, is not practicable by an ITB or an  
355 RFP, the Superintendent or his/her designee may solicit competitive  
356 sealed replies to determine the best method for achieving specific goals  
357 or solving a particular problem and select one or more vendors with which  
358 the School Board's authorized designee may negotiate a contract in order  
359 to receive the best value based upon objective factors that may include,  
360 but are not limited to, price, quality, design, and workmanship.
- 361 b. **Alternate Source Contracting.** The School Board or its designee may  
362 purchase commodities or contractual services from contracts that have been

363 awarded by another governmental agency, by a group of governmental  
364 agencies, or as a participant of a group of governmental agencies as allowed  
365 by law and when in the best interest of the School District. Such contracts in  
366 excess of two hundred fifty thousand (\$250,000) per fiscal year must be  
367 submitted to the School Board for approval.

368 i. **Department of Management Services.** As required by section  
369 1001.42(12)(j), Florida Statutes, the School Board or its authorized  
370 designee shall receive and give consideration to the prices available to it  
371 under rules of the Department of Management Services, Division of  
372 Purchasing. The School Board or its designee may use prices established  
373 by the Division of Purchasing through its state purchasing agreement  
374 price schedule under the same conditions for use imposed on state  
375 agencies.

376 ii. **Other Agency or Group of Agencies.** The School Board or its  
377 authorized designee may make purchases at or below the specified  
378 prices from contracts awarded by other city or county governmental  
379 agencies, other district school boards, community colleges, federal  
380 agencies, public or governmental agencies of any state, state university  
381 systems, or from cooperative, interlocal, or pooled bid agreements, when  
382 the Proposer will permit purchases by the School Board at the same  
383 terms, conditions, and prices (or below such prices) awarded in such  
384 contract, and such purchases are to the economic advantage of the  
385 School Board.

386 iii. **Pool Purchases.** The School Board or its authorized designee may  
387 purchase school buses, equipment, and related contractual needs and  
388 supplies through the pool-purchase provisions of section 1006.27, Florida  
389 Statutes.

390 iv. **Purchasing Consortium.** The School Board shall enter into interlocal  
391 agreements as provided in section 163.01, Florida Statutes, to establish  
392 school district consortium and maximize purchasing power for  
393 commodities and contractual services. A consortium may be nationwide,  
394 statewide, or regional as appropriate to achieve the lowest cost. The  
395 Director of Purchasing shall provide the School Board with a monthly  
396 report of any purchases made through a Purchasing Consortium.

397 c. **Direct Negotiation**

398 i. The School Board or its authorized designee may approve contracts  
399 using direct negotiations where allowed by law. The Director of  
400 Purchasing shall maintain adequate documentation commensurate with  
401 the value of the contract reflecting (a) the rationale for using direct

402 negotiation as the purchasing method and (b) the basis for determining  
403 that the resulting contract is in the best interest of the District. Contracts  
404 in excess of two hundred fifty thousand (\$250,000) per vendor per fiscal  
405 year shall be submitted to the School Board for approval, with the  
406 exception of emergency purchases which will be ratified as indicated  
407 herein, and regulated utilities or government-franchised services.

408 A. **Finding of No Acceptable Firm Proposal or Less than Two**  
409 **Responsive Proposals.** Where competitive solicitations have been  
410 requested in the manner prescribed by this Policy, and the School  
411 Board, through the Director of Purchasing, makes a specific finding  
412 in writing that:

413 I. no valid or acceptable firm proposal has been received within  
414 the prescribed time, the Director of Purchasing may enter into  
415 negotiations with suppliers of such commodities and contractual  
416 services; or

417 II. less than two responsive proposals for commodity or contractual  
418 services were received, the Director of Purchasing, may  
419 negotiate on the best terms and conditions or decide to reject all  
420 proposals. The Director of Purchasing shall document the  
421 reasons that negotiating terms and conditions with a particular  
422 Proposer is in the best interest of the School District in lieu of re-  
423 soliciting proposals.

424 ii. **Competitive Solicitation Waived or Not Required.** As provided in Rule  
425 6A-1.012, Florida Administrative Code; section 1010.04(4)(a), Florida  
426 Statutes; or other laws, in addition to the methods described above, the  
427 School Board or its authorized designee may purchase commodities and  
428 contractual services without requesting competitive proposals, bids, or  
429 replies from three or more sources, as set forth below:

430 A. **Less than the amount established in Rule 6A-1.012(7), Florida**  
431 **Administrative Code of Funds Expended.** For purchases where  
432 less than the amount established in Rule 6A-1.012(7), Florida  
433 Administrative Code of Funds will be expended, the School Board,  
434 the Superintendent or his/her designee, Department Heads or  
435 Directors, and/or School Principals may make and/or approve  
436 purchases of the commodities and contractual services in  
437 compliance with applicable federal and state laws; Florida Board of  
438 Education Rules; School Board Policies; administrative rules,  
439 procedures, and guidelines; and this Policy.

440

441 Competitive quotes shall be requested from three (3) or more  
442 sources for commodities and contractual services when  
443 requisitioning any item or group of similar items exceeding five  
444 thousand dollars (\$5,000) except as exempted by Rule 6A-1.012,  
445 Florida Administrative Code or other applicable laws.

446 B. **Information Technology.** The School Board, when acquiring,  
447 whether by purchase, lease, lease with option to purchase, rental or  
448 otherwise, information technology, as defined in section  
449 282.0041(14), Florida Statutes, may make any acquisition through  
450 the competitive solicitation process as described herein or by direct  
451 negotiation and contract with a vendor or supplier, as best fits the  
452 needs of the School District as determined by the Director of  
453 Purchasing. The Director of Purchasing shall document in writing the  
454 reasoning for concluding that direct negotiation instead of  
455 competitive solicitation is in the best interest of the School District.

456 C. **Risk Management.** The School Board may, except as otherwise  
457 required by statute, utilize the competitive solicitation process or  
458 enter into direct negotiations and contract with a vendor or supplier  
459 that best meets the needs of the School District when acquiring  
460 insurance, entering risk management programs, or contracting with  
461 third party administrators. The purchase of employee group  
462 insurance must be competitively selected in accordance with section  
463 112.08, Florida Statutes.

464 D. **Educational Services/Copyrighted Materials.** The School Board or  
465 its authorized designee may purchase educational services and any  
466 type of copyrighted materials including, without limitation, educational  
467 tests, textbooks, printed instructional materials, computer software,  
468 films, filmstrips, videotapes, dvds, disc or tape recordings, digital  
469 recordings, or similar audio-visual materials, library and reference  
470 books, and printed library cards where such materials are purchased  
471 directly from the producer or publisher, the owner of the copyright, an  
472 exclusive agent within the state, a governmental agency, or a  
473 recognized educational institution.

474 E. **PRIDE/RESPECT.** The School Board or its authorized designee may  
475 purchase commodities and contractual services from PRIDE (Prison  
476 Rehabilitative Industries and Diversified Enterprises, Inc.) or  
477 RESPECT (Florida's preferential purchasing program for individuals  
478 with disabilities), as authorized by Florida Statutes.

479 F. **Regulated Utilities.** The School Board or its authorized designee  
480 may purchase regulated utilities or government-franchise services.

- 481 G. **Grant or Law.** The School Board or its authorized designee may  
482 enter into a contract where state or federal law, a grant, or state or  
483 federal agency contract prescribes with whom the School Board  
484 must contract or if the rate of payment is established during the  
485 annual appropriation process.
- 486 H. **Professional Services.** The School Board or its authorized  
487 designee may purchase Professional Services as set forth herein.
- 488 I. **Sole Source.** When School District's Director of Purchasing believes  
489 that commodities or contractual services are available only from a  
490 single source, the Director of Purchasing shall electronically or  
491 otherwise publicly post a description of the commodities or  
492 contractual services sought for a period of at least seven (7)  
493 business days. The description must include a request that  
494 prospective vendors provide information regarding their ability to  
495 supply the commodities or contractual services described. If it is  
496 determined in writing by the Director of Purchasing, after reviewing  
497 any information received from prospective vendors, that the  
498 commodities or contractual services are available only from a single  
499 source, the Director of Purchasing shall provide notice of the  
500 Decision or Intended Decision to enter a single source contract in the  
501 manner specified in section 120.57(3), Florida Statutes, and may  
502 negotiate on the best terms and conditions with the single source  
503 vendor.
- 504 J. **Emergency Purchases.** The School Board or its designee may  
505 dispense with requirements for competitive solicitations for the  
506 emergency purchase of commodities or contractual services when  
507 the Superintendent determines in writing that an immediate danger to  
508 the public health, safety, or welfare or other substantial loss to the  
509 school district requires emergency action. After the Superintendent  
510 makes such a written determination, the Director of Purchasing may  
511 proceed with the procurement of commodities or contractual services  
512 necessitated by the immediate danger, without requesting  
513 competitive solicitations. However, such an emergency purchase  
514 shall be made by obtaining pricing information from at least two  
515 prospective vendors, which must be retained in the contract file,  
516 unless the Superintendent determines in writing that the time  
517 required to obtain pricing information will increase the immediate  
518 danger to the public health, safety, or welfare or other substantial  
519 loss to the school district. The Superintendent shall seek ratification  
520 of this purchase by the School Board at the next regularly scheduled  
521 business meeting.

522 K. **Food Service.** In compliance with Rule 5P-1.003, Florida  
523 Administrative Code and Policy 6.17, the School Board may exempt  
524 food products, except milk, from the bid requirements of Rule 6A-  
525 1.012, Florida Administrative Code. Milk may be exempt under the  
526 following conditions:

527 I. the Superintendent or designee has made a finding that no valid  
528 or acceptable firm bid has been received within the prescribed  
529 time; or

530 II. the Superintendent or designee has made a finding that an  
531 emergency situation exists and may enter into negotiations with  
532 suppliers of milk and shall have the authority to execute  
533 contracts under whatever terms and conditions as the  
534 Superintendent or designee determines to be in the best interest  
535 of the school system.

536 L. **Maintenance/Service/Warranty.** The School Board or its designee  
537 may award contracts for maintenance and/or service contracts, on  
538 various types of technical equipment, that are offered and/or supplied  
539 only by the original manufacturer or its representative, or that are  
540 required to maintain the integrity of the manufacturer's warranty, or  
541 that are part of the manufacturer's rental/lease/lease purchase  
542 agreement terms and conditions.

543 6. **Online and Electronic Procurement and Notice**

544 a. **On-line Solicitations.** The Director of Purchasing may utilize a third-party on-  
545 line system to post solicitations, including addenda; descriptions of  
546 commodities or contractual services believed to be available only from a single  
547 source; and notices of Decisions or Intended Decisions, and to receive  
548 responses, bids, and replies from Proposers.

549 b. **Purchasing Card.** The Superintendent or his/her designee may utilize  
550 procurement cards, to purchase commodities and contractual services as  
551 deemed to be in the best interest of the District and consistent with School  
552 Board Policy. Selected staff will be eligible to use a P-Card upon approval by  
553 the Superintendent or his/her designee of the prospective user's signed  
554 Purchasing Card Application (PBSD 2076) and Cardholder Acceptance  
555 Guidelines and Contract (PBSD 2077), which contain the appropriate-use  
556 standards and procedures. Pursuant to PBSD 2077, each user shall  
557 acknowledge, by signing the Application and Acceptance Guidelines and  
558 Contract, that the user must reimburse the District for any misuse of the  
559 purchasing card and that a violation of those standards and procedures will be  
560 cause for discipline up to and including termination.



561 7. **Advance Payments.** To ensure adequate protection to the School District that  
562 goods and contractual services will be provided, advanced payment for goods and  
563 contractual services is discouraged. With adequate safeguards, however, the  
564 School Board may approve advance payments for contracts requiring School  
565 Board approval; the Superintendent or his/her designee may approve advance  
566 payments for contracts requiring his/her approval; and the Director of Purchasing  
567 may approve advance payments for all other contracts, as follows:

568 a. for maintenance agreements, software license agreements, subscriptions,  
569 contracts to reserve space, and certain other commodities, when advance  
570 payment will result in a savings to the School District equal to or greater than  
571 the amount the School District would earn by investing the funds and paying in  
572 arrears, or where those items are essential to the operation of the School  
573 District and are available only if advance payment is made; or

574 b. in accordance with Policy 6.01 regarding certain employee travel expenses.

575 8. **Integrity of the Award Process**

576 a. From the time the ITB, RFP, ITN, or other competitive solicitation is posted and  
577 the time a Decision or Intended Decision is posted, potential Proposers and  
578 employees, representatives, partners, director, officers, or other individuals  
579 acting on behalf of the Proposer, shall be prohibited from lobbying any School  
580 District employee, Member of the School Board, Member of a School District  
581 Advisory Committee that may evaluate the awarded contract, or person  
582 selected to evaluate or recommend selection of the awarded Proposer.  
583 Lobbying in violation of this Policy or the School Board's Lobbying Policy  
584 during the Cone of Silence shall result in rejection/disqualification of the  
585 Proposer from award of a contract arising out of the ITB, RFP, ITN, or other  
586 competitive solicitation. Further, in order to protect the integrity of the award  
587 process, all questions regarding the ITN, RFP, ITB, or other competitive  
588 solicitation must be directed to the Purchasing Department who will respond in  
589 writing and post such response to ensure that all vendors receive the same  
590 information during the Cone of Silence.

591 b. After the Decision or Intended Decision is posted, any persons including  
592 Proposers, or those acting on behalf of the Proposers, may discuss with any  
593 Board Member the merits of any ITB, RFP, ITN, or other competitive  
594 solicitation on which School Board action may be taken. Members of the  
595 School Board shall disclose any ex-parte communications in accordance with  
596 section 286.0115, Florida Statutes. Such disclosure shall be made before or  
597 during the public meeting at which time a vote will be taken on the award of a  
598 contract.

599

- 600 c. Sealed bids, proposals, or replies received in response to a competitive  
601 solicitation are exempt from section 119.07(1), Florida Statutes and section  
602 24(a), Article I of the State Constitution until such time as the School Board or  
603 authorized designee provides notice of a Decision or Intended Decision or until  
604 thirty (30) days after opening the bids, proposals, or final replies, whichever is  
605 earlier.
- 606 d. Any portion of a meeting at which a negotiation with a Proposer is conducted  
607 pursuant to a competitive solicitation, at which a Proposer makes an oral  
608 presentation as part of a competitive solicitation, or at which a Proposer  
609 answers questions as part of a competitive solicitation is exempt from section  
610 286.011, Florida Statutes, and section 24(b), Art. I of the State Constitution.  
611 Any portion of an evaluation committee meeting at which negotiation  
612 strategies are discussed is exempt from section 286.011, Florida Statutes, and  
613 section 24(b), Art. I of the State Constitution. A complete recording shall be  
614 made of any portion of an exempt meeting. No portion of the exempt meeting  
615 may be held off the record.
- 616 9. **Protests Arising from the Contract Solicitation or Award Process.** This section  
617 implements section 120.57(3), Florida Statutes and Chapter 28-110, Florida  
618 Administrative Code.
- 619 a. **School District's Notice of Decision or Intended Decision.** Pursuant to  
620 section 120.57(3), Florida Statutes, the Director of Purchasing shall post  
621 notice of a Decision or Intended Decision concerning a solicitation or contract  
622 award arising out of the contract solicitation or award process by electronic  
623 posting. "Electronic posting" or "electronically post" means the noticing of  
624 solicitations, agency decisions or intended decisions, or other matters relating  
625 to procurement on a centralized Internet website designated for this purpose.  
626 This notice shall contain the following statement: "Failure to file a protest within  
627 the time prescribed in section 120.57(3), Florida Statutes, or failure to post a  
628 bond or other security required by law within the time allowed for filing a bond  
629 shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."
- 630 b. **Notice of Protest.** In a contract procurement process, any person who is  
631 adversely affected by the agency Decision or Intended Decision and intends to  
632 protest the Decision or Intended Decision, shall file a notice of protest in  
633 writing with the Director of Purchasing within seventy-two (72) hours after the  
634 posting of the notice of Decision or Intended Decision. With respect to a  
635 protest of the terms, conditions, and specifications contained in a solicitation,  
636 including any provisions governing the methods for ranking bids, proposals, or  
637 replies, awarding contracts, reserving rights of further negotiation, or modifying  
638 or amending any contract, the notice of protest shall be filed in writing within  
639 seventy-two (72) hours after the posting of the solicitation.

- 640 i. A notice of protest should not be filed before the seventy-two (72) hour  
641 period begins. The seventy-two (72) hour period begins upon posting of  
642 the Decision or Intended Decision.
- 643 ii. The notice of protest must be actually received by the Purchasing  
644 Department before the seventy-two (72) hour period expires. The  
645 seventy-two (72) hour period excludes Saturdays, Sundays, and holidays  
646 when the School District administrative office is closed. The seventy-two  
647 (72) hour period is not extended by service of the notice of protest by  
648 mail. Failure to timely file a notice of protest shall constitute a waiver of  
649 proceedings under this section and section 120.57(3), Florida Statutes.
- 650 iii. The notice of protest shall identify the procurement by number and title or  
651 any other language that will clearly enable the School District to identify it;  
652 and it shall state that the person intends to protest the decision.
- 653 c. **Formal Written Protest.** The protestor shall file a formal written protest within  
654 ten (10) days after the date the notice of protest is filed. Failure to timely file  
655 the formal written protest shall constitute a waiver of proceedings under this  
656 Policy and section 120.57(3), Florida Statutes. The ten (10) day period for filing  
657 the petition is not extended by service of the petition by mail.
- 658 i. The formal written protest shall be a petition that:
- 659 A. states with particularity the facts and law upon which the protest is  
660 based;
- 661 B. contains all the information specified in Rule 28-106.201(2), Florida  
662 Administrative Code and Rule 28-106.301(2), Florida Administrative  
663 Code;
- 664 C. is substantially in the form of petition set forth in Rule 28-110.004(2),  
665 Florida Administrative Code, naming "The School Board of Palm  
666 Beach County, Florida" as the Respondent; and
- 667 D. should include a request for a hearing involving disputed issues of  
668 material fact; or, if the relevant facts are not in dispute, the petition  
669 should so allege and request a hearing not involving disputed issues  
670 of material fact.
- 671 ii. Pursuant to Rule 28-110.004(1), Florida Administrative Code, if the formal  
672 written protest is filed in proper form within the seventy-two (72) hour  
673 period for filing a notice of protest, the formal written protest will also  
674 constitute the notice of protest, and all time limits applicable to a notice of  
675 protest are waived and the time limits relative to formal written protests  
676 shall apply.

- 677           iii. Posting the Bond. The party protesting the bid specification or  
678 recommended award shall be required to post a bond in a form consistent  
679 with Rule 28-110.005(2), Florida Administrative Code and timely submit  
680 that bond to the School District Purchasing Department.
- 681           iv. Bond: Commodities (Other than Lease of Space) and Contractual  
682 Services (Including Professional Services and Insurance). Any  
683 person who files an action protesting a Decision or Intended Decision  
684 pertaining to a solicitation or contract award shall post with the Director of  
685 Purchasing, at the time of filing the formal written protest, a bond secured  
686 by an acceptable surety company in Florida, payable to "The School  
687 Board of Palm Beach County, Florida" in an amount equal to one percent  
688 (1%) of the School District's estimate of the dollar value of the proposed  
689 contract.
- 690           A. The School District shall provide the estimated contract amount to  
691 the protestor within seventy-two (72) hours (excluding Saturdays,  
692 Sundays, and holidays when the School District administrative office  
693 is closed) after the filing of the notice of protest. The estimated  
694 contract amount is not subject to protest under this Policy or section  
695 120.57(3), Florida Statutes. This information may be provided as part  
696 of the Decision or Intended Decision documents. In lieu of a bond,  
697 the Director of Purchasing may accept a cashier's check, official  
698 bank check, or money order in the amount of the bond.
- 699           B. The bond shall be conditioned upon the payment of all costs and  
700 charges which may be adjudged against the protestor in the  
701 administrative hearing in which the action is brought and in any  
702 subsequent appellate court proceeding.
- 703           C. If, after completion of the administrative hearing process and any  
704 appellate court proceedings, the School Board prevails, it shall be  
705 entitled to recover all costs and charges which are included in the  
706 final order or judgment, excluding attorney's fees. Upon payment of  
707 such costs and charges by the person protesting the Decision or  
708 Intended Decision or contract award, the bond, cashier's check,  
709 official bank check, or money order shall be returned to the protestor.  
710 If, after the completion of the administrative hearing process and any  
711 appellate court proceedings, the protestor prevails, the protestor may  
712 recover from the School Board the costs and charges which are  
713 included in the final order or judgment, excluding attorney's fees.
- 714           v. Bond: Construction Purchasing. Bonds related to construction  
715 purchasing are separately governed by Policy 7.10, and protestors  
716 regarding competitive procurement related to educational facilities shall

717 be required to post a bond in the amount specified in section 255.0516,  
718 Florida Statutes, which also governs recovery of fees and costs including  
719 attorney's fees. With respect to a protest of the terms, conditions, and  
720 specifications contained in a solicitation, protestors shall post a bond in  
721 the amount of one percent (1%) of the School District's estimate of the  
722 dollar value of the proposed contract or \$5,000, whichever is greater.

723 d. **Staying the Procurement Process.** Upon timely receipt of the formal written  
724 protest petition, the solicitation or contract award process shall be stopped  
725 until the subject of the protest is resolved by final agency action, unless the  
726 Superintendent sets forth in writing particular facts and circumstances which  
727 require the continuance of the solicitation or contract award process without  
728 delay in order to avoid an immediate and serious danger to the public health,  
729 safety, or welfare.

730 e. **Informal Resolution Meeting.** The Director of Purchasing shall provide an  
731 opportunity to resolve the protest by mutual agreement between the parties  
732 within seven (7) days (excluding Saturdays, Sundays, and holidays when the  
733 School District administrative offices are closed) of receipt of the formal written  
734 protest. All affected parties shall be notified of the notice of protest.

735 i. **Hearing.** If the protest is not resolved by mutual agreement within seven  
736 (7) days (excluding Saturdays, Sundays, and holidays when the School  
737 District administrative offices are closed) after receipt of the formal written  
738 protest; and

739 A. if there is no disputed issue of material fact, an informal proceeding  
740 shall be conducted pursuant to section 120.57(2), Florida Statutes  
741 and applicable Board Policies, and may be conducted before an  
742 impartial hearing officer who is a member in good standing of The  
743 Florida Bar; or

744 B. if there is a disputed issue of material fact, in accordance with  
745 section 120.569, Florida Statutes, the protest shall be referred within  
746 fifteen (15) days after the Director of Purchasing receives the Formal  
747 Written Protest to the Division of Administrative Hearings for a formal  
748 hearing under section 120.57(1), Florida Statutes.

749 ii. **As stated in section 120.57(3)(f), Florida Statutes, the burden of proof**  
750 **shall rest with the party protesting the proposed agency action.**

751 A. **In any bid-protest proceeding contesting an intended agency action**  
752 **to reject all bids, proposals, or replies, the standard of review shall**  
753 **be whether the School Board's intended action is illegal, arbitrary,**  
754 **dishonest, or fraudulent.**

755 B. In competitive-procurement protests other than those contesting an  
756 intended agency action to reject all bids, proposals, or replies, the  
757 hearing officer or administrative law judge will conduct a de novo  
758 proceeding to determine whether the School Board's proposed  
759 action is contrary to the governing statutes, the School Board's  
760 Policies, or the solicitation documents. The standard of proof for such  
761 proceedings shall be whether the proposed agency action was  
762 clearly erroneous, contrary to competition, arbitrary, or capricious.

763 10. **Authority to Debar or Suspend**

764 a. The School Board may suspend a vendor who fails to fulfill any of its duties in  
765 a contract. The School Board may reinstate any such vendor when it is  
766 satisfied that further instances of default will not occur.

767 b. The School Board shall have the authority to debar a vendor for cause from  
768 consideration or award of future contracts or subcontracts. The debarment  
769 shall be for a period commensurate with the seriousness of the causes,  
770 generally not to exceed three (3) years. When the offense is willful or blatant,  
771 a longer term of debarment may be imposed, up to an indefinite period. This  
772 sanction shall be imposed only when it is in the best interest of the School  
773 District and for protection of the public, and not for punishment.

774 c. Good cause for Debarment or Suspension include the following:

775 i. conviction or civil judgment for commission of a fraud or a criminal  
776 offense as an incident to obtaining, attempting to obtain, performing, or  
777 making a claim upon any public entity contract or subcontract, or a  
778 contract funded in whole or in part with public funds;

779 ii. conviction or civil judgment for commission of a fraud or a criminal  
780 offense as an incident to obtaining, attempting to obtain, performing, or  
781 making a claim upon any private contractor subcontract;

782 iii. conviction or civil judgment under state or federal statutes of  
783 embezzlement, theft, forgery, bribery, collusion, racketeering, public entity  
784 crimes, dishonest services, falsification or destruction of records,  
785 receiving stolen property, or any other offense indicating a lack of  
786 business integrity or business honesty;

787 iv. conviction or civil judgment for violation of state or federal antitrust  
788 statutes arising out of the submission of offers, bids, or proposals;

789 v. violation of the School Board's Lobbying Policy;

790 vi. conviction or civil judgment for violating any federal or state immigration,

- 791 minimum wage, or any other applicable employment related law;
- 792 vii. violation of contract provisions, as set forth below, of a character which is  
793 regarded by the Director of Purchasing to be so serious as to justify  
794 debarment action:
- 795 A. failure without good cause to perform in accordance with the terms  
796 or specifications of the contract, or within the time limit provided in  
797 the contract; or
- 798 B. a record of failure to perform or of unsatisfactory performance in  
799 accordance with the terms of one or more contracts; provided that  
800 failure to perform or unsatisfactory performance caused by acts  
801 beyond the control of the awarded Proposer or vendor doing  
802 business with the School District shall not be considered to be a  
803 basis for debarment;
- 804 viii. filing a lawsuit against the School Board which a court of competent  
805 jurisdiction determines to be frivolous or in bad faith;
- 806 ix. any and all causes for Suspension or Revocation listed in State  
807 Requirements for Educational Facilities 4.1(1)(g);
- 808 x. providing anything of value, including but not limited to, a gift, loan,  
809 reward, promise of future employment, favor or service to any School  
810 District employee, Board member, or member of the evaluation committee  
811 for the purpose of influencing the award of a contract or the purchase of  
812 items from the vendor; and
- 813 xi. any other cause the Director of Purchasing determines to be so serious  
814 and compelling as to affect responsibility as a Palm Beach County  
815 Schools awarded Proposer or vendor doing business with the School  
816 District, including debarment by another governmental entity for any  
817 cause.
- 818 d. Decision. The Superintendent may make a recommendation to the School  
819 Board to debar or suspend. The School Board shall approve, reject, or modify  
820 this recommendation at a public meeting.
- 821 e. Notice of Decision. A notice of the action taken by the School Board under this  
822 Section shall be mailed or otherwise furnished immediately to the debarred or  
823 suspended person/company and any other party intervening. This notice shall  
824 include the following:
- 825 i. the reasons for the action taken; and

- 826           ii.   the length of time of the debarment.
- 827           f.   Any vendor who is debarred or suspended shall have the right to file a petition  
828           for Administrative Hearing pursuant to sections 120.569 and 120.57, Florida  
829           Statutes.

830   11.   **Beneficial Interest Form and Affidavit.**

831           Vendors wishing to do business with the School Board must execute PBSB 1997.  
832           At all times during the performance of the contract for goods or contractual  
833           services, the vendor shall ensure that the information disclosed on such form is  
834           current and correct.

835   12.   **Office of the Inspector General.**

836           All vendors providing commodities or contractual services to the School Board  
837           pursuant to this Policy must agree to provide the School District's Office of the  
838           Inspector General with information needed to conduct an audit as permitted by  
839           Policy 1.092. All written contracts evidencing a purchase made in accordance with  
840           this Policy; every bid, proposal, and solicitation for contracts with outside  
841           contractors and subcontractors; and every application for certification of eligibility  
842           for a School Board contract or program shall contain a statement that the Inspector  
843           General shall have access to all financial and performance-related records,  
844           services, property, and equipment purchased in whole or in part with School Board  
845           funds, and that the individual, corporation, partnership, or organization understands  
846           and will abide by Policy 1.092, as applicable.

847   13.   **Administrative Procedures**

848           Wherever this Policy mentions procedures to be established or implemented by the  
849           Superintendent, certain internal operational procedures and guidelines may be set  
850           forth in manuals where appropriate.

851

852   STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(2); 1001.42 (26); 1001.43(2)  
853   LAWS IMPLEMENTED: Fla. Stat. §§ 119.071(1)(b); 120.57(3); 255.0516; 255.25(3)(d);  
854   286.0113; 1001.32(2); 1001.41(1),(4),(5); 1001.42(12)(i),(j); 1001.51(11)(i); 1006.27;  
855   1010.04; 1011.06; 1011.07  
856   STATE BOARD OF EDUCATION RULE: Fla. Admin. Code Rule 6A-1.012  
857   ADMINISTRATIVE PROCEDURE ACT RULES: Fla. Admin. Code Chapter 28-110  
858   HISTORY: 3323, 9340.0, 2/18/72; 12/19/73; 4/6/83; 12/11/91; 11/21/95; 6/3/98; 9/22/99;  
859   5/17/00; 5/24/2004; \_\_/\_\_/2013



Legal Signoff:

The Legal Department has reviewed proposed Policy 6.14 and finds it legally sufficient for adoption by the Board.

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Attorney

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Date