

Procurement Regulation Changes

Effective January 24, 2019, [UCF Regulation 7.130 Administration and Finance; Procurement Services](#) has been amended. See below for a summary of the changes.

- **Section 3 (i):** The last item in this section (#23) was rescinded by the Board of Governors. The following items are now **not** exempt from competition unless exempted by other appropriate regulations: “The acquisition of commodities or contractual services that are specifically provided for in an existing contract, grant, subcontract, letter of agreement, etc.”
- **Section 6 (a):** This section was changed to allow departments to give vendors the notice to render commodities or services after a bilateral agreement/contract is fully executed and prior to issuance of a PO **as long as** all necessary procurement actions needed for the agreement/contract to be legal have taken place (i.e. appropriate competition, approved exemption, adoptable existing contract, etc.).
 - Please note that for procurements under a contract or prior verbal approval from Procurement Services, the requisition to process a purchase order must be submitted **within 30 days** of delivery of the commodities or the obligation for contractual services or licenses being incurred.
- **Section 6 (d):** This section states that renewals of a contract cannot exceed 5 years **or** twice the term of the original contract, whichever is longer. This remains true whether the contract resulted from a competitive process or other procurement method (i.e. exemptions to competition). Contracts can be automatically renewed as long as they stay within the allowed renewal limits.

For a complete understanding of these changes, please review the [full text](#) of the regulation online. Please contact Procurement Services at procurement@ucf.edu if you have any questions regarding these changes.



**Procurement
Services**