



UNIVERSITY OF CENTRAL FLORIDA

MEMORANDUM

TO: Bert Francis
Acting Vice President and Chief Financial Officer for Administration and Finance

FROM: Joel Levenson
Assistant Vice President for Tax, Payables and Procurement

DATE: 07/01/2025

SUBJECT: **Sole Source Purchases – Annual Certification for the Period
July 1, 2025 through June 30, 2026**

Your approval is requested for an annual certification in accordance with Administration and Finance Regulation UCF-7.130(1)(f) for the acquisition of sole source and non-competitive items that are purchased on a regular or continuing basis. The Assistant Vice President for Tax, Payables and Procurement or designee has the authority and fiduciary duty to compete any request submitted under the below listed categories if he/she in his/her sole discretion deems competition to be feasible and in the best interest of the university.

The following existing categories and conditions are hereby submitted for your review and approval:

CATEGORY 1 – *The acquisition of repair or replacement parts available from only a single source for existing equipment and systems when no other manufacturer's parts can be utilized.*

CATEGORY 2 – *The acquisition of copyrighted and single source instructional materials, tapes, publications, manuscripts, films and personal library collections.*

CATEGORY 3 – *The acquisition of live animals and animal feed for instructional and research efforts wherein the selection must be determined by the expert opinion of the buyer, in consideration of genetic background, quality, body weight and special diet conditions to attain the research or instructional objectives.*

CATEGORY 4 – *The acquisition of proprietary accessories, equipment and/or supplies, including expendable items, from a single source for existing equipment and systems where no other manufacturer's product(s) can be used.*

CATEGORY 5 – *The acquisition of proprietary services available only from a single source for existing equipment and systems where no other manufacturer's services can be used, e.g. UCF owned, rented or leased equipment (copiers, computers, special office machines, etc.)*



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CATEGORY 6 – *The acquisition of renovations, modifications, maintenance or repair services for leased office or laboratory space which are specifically provided for in the lease agreement and/or are required to be accomplished by the owner/landlord and subsequently reimbursed by the university.*

CATEGORY 7 – *The acquisition of computer software that is available only from a single source or that is necessary to perform with existing software or hardware. This includes software licenses, subscriptions or maintenance.*

CATEGORY 8 – *Memberships that are essential to the duties and responsibilities of the university.*

CATEGORY 9 – *Acquisitions essential to university student safety, welfare, and education available from a single source, or deemed impractical to compete in the best interest of students that are paid by student fees specifically budgeted for that purpose. This includes student activities, technology fee and student equipment fee purchases.*

CATEGORY 10 – *The acquisition of financial consulting services.*

CATEGORY 11 – *The acquisition of used equipment and supplies when competition is not practical or feasible.*

CATEGORY 12 – *The acquisition of technical instruments, supplies and/or services for medical instruction, medical research, and health care whereby, the selection must be determined by the expert opinion of the user directly responsible for the establishment of the objective served by the acquisition.*

CATEGORY 13 – *The rental of hotel rooms/hotel space and residential space, including catering and AV rental at the hotel and residential space rental.*

CATEGORY 14 – *The acquisition of services provided by foreign suppliers for services taking place outside of the US.*

CATEGORY 15 – *The acquisition of student recruitment services.*

CATEGORY 16 – *The acquisition of services directly related to compliance with federal, state, or local requirements that call for specialized knowledge and expertise. These requirements often involve complex regulations, legal interpretations, and time-sensitive deliverables.*

Approved:

A handwritten signature in purple ink, appearing to read "Bert Francis", is written over a horizontal line.

Bert Francis

Acting Vice President and Chief Financial Officer, Administration and Finance