

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY  
ANNUAL SINGLE/SOLE SOURCE CERTIFICATION  
2023-2024**

**Requisition Number:** Various

In accordance with the authority granted under Florida Agricultural and Mechanical University BOT Regulation 6.005, the following documentation is submitted in support of a request to purchase the commodities, equipment, and services listed below that are only available from a sole source.

**Vendor:** Various transactions for Fiscal Year 2023-2024

**Account Number:** Various Costs: Undetermined at this time

**Item(s):** various items fall into one of the respective categories below:

**Justification:**

Because of the specialization of the supplies, equipment, and services needed by the University, the items that fall into the categories are determined to be the sole source. Each request for sole source procurement must contain a statement indicating the sole source category pertaining to the requested procurement. A copy of this certification will be posted on the Office of Procurement Services website for review during the fiscal year. After the fiscal year, this document will be maintained for future audit purposes.

**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 used.

**Category 2** - The acquisition of copyrighted and single-source instructional materials, tapes, publications, manuscripts, films, and personal literary 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 condition to attain the research or instructional objective.

**Category 4** - Acquisition of proprietary accessories and supplies, including expendable items for existing equipment and systems where no other manufacturer's product can be used; and 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., FAMU owned, rented or leased equipment (copiers, computers, special office machines, etc.)

**Category 5** - The acquisition of technical instruments and supplies for medical instruction, medical research, and health care wherein sole source selection is determined by the expert opinion of the user directly responsible for the establishment of the objective served by the acquisition.

**Category 6** - The acquisition of services involving officiating during sports events or activities pursuant to educational accreditation.

**Category 7** - The acquisition of membership in authorized organizations.

**Category 8** - The acquisition of used equipment and supplies.

**Category 9** - The acquisition of services and commodities paid with fees collected from participants.

**Category 10** - The acquisition of food services from a University contractor who provides cafeteria and catering services for the University community. This category includes the acquisitions from the managed bookstore under a multi-year contract with the University.

**Category 11** - The acquisition of services from business, healthcare facilities, industry, or other trades to provide firsthand on the job experience to University students/faculty based on their specialized profession and facilities.

**Category 12** – The acquisition of maintenance agreements and supplies for equipment from authorized manufacturers’ dealers to maintain the warranty and services on equipment.

**Category 13** – The acquisition of software, software licenses, and software agreements from manufacturers and authorized dealers.

**Category 14** – The acquisition of medication and drugs from manufacturers and authorized dealers to be used in the University’s Student Clinic, research, and other authorized facilities.

**Category 15** – The acquisition of supplies, equipment, or services specifically identified and approved in the grant award.

**Category 16** – The acquisition of Contractual Services that are not available from any other source.

**Category 17** – Financial consulting services.

The requestor must reference the category number in the PeopleSoft header comments. By doing so they are certifying that the above is true and correct to the best of their knowledge.

I, the undersigned designee of Florida A&M University’s Purchasing Department, as delegated in FAMU Regulation 6.001, or a designee delegated the authority as described in FAMU Regulations 6.004 and 6.005, hereby concur with the above justification and recommend the procurement of the above item(s) on a sole source basis.

*Mattie Hood*

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Mattie Hood, Director  
Office of Procurement Services  
Date: 7/28/2023

I, the undersigned designee, acting for and on behalf of the University President, pursuant to the delegation of authority in FAMU Regulations 1.017, 1.021, 6.001, and 6.005 and Presidential delegation of Authority Memorandum to the Vice President, Finance and Administration, hereby approve [ x ], disapprove [ ] the procurement of the above item(s) on a sole source basis/receipt of one bid.

*W. Rebecca Brown*

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Rebecca Brown, CFO &  
Vice-President Finance & Administration  
Date: 7/31/2023

Posted From: 8.1.23 12:00 pm To 8.4.23 12:00 pm  
Date Time Date Time

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), F.S., SHALL CONSTITUTE A WAIVER OF PROCEDURES UNDER CHAPTER 120. F.S.

Revised 07/2017