

POLICY 450.01: PROCUREMENT INTRODUCTION AND DEFINITIONS

ORGANIZATION

Aviation Authority Policy and Procedures Series 450 is organized as follows:

- 450.01 Procurement Introduction and Definitions
- 450.02 Competitive Procurements
- 450.03 Non-Competitive Procurements
- 450.04 Approval Authorizations and Documentation
- 450.041 Contract Documentation and Contract Changes
- 450.05 Disposal of Surplus Property, Scrap and Trash
- 450.08 Procurement/Bid at Public Auction
- 450.09 Warehousing and Material Control
- 450.10 Procurement Card
- 450.11 Property Control

OBJECTIVE

Aviation Authority Policy Section 450 establishes policies and procedures for the purchase, storage, distribution and disposal of Goods and Services required by the Aviation Authority to meet the following goals:

- i. Maintain at all times and under all conditions a continuous supply of Goods and Services necessary for the operation of the airports operated by the Aviation Authority;
- ii. Encourage and promote fair and equal opportunity for all persons doing, or seeking to do, business with the Aviation Authority;
- iii. Safeguard the quality and integrity of the Aviation Authority's procurement process;
- iv. Ensure compliance with laws and regulations pertaining to the procurement of Goods and Services;
- v. Manage procurement and inventories of purchased Goods to meet the use requirements of Aviation Authority departments at the most advantageous cost to the Aviation Authority;
- vi. Incorporate environmental considerations into procurement practices;
- vii. Timely administration of procurement contracts and contract amendments; and
- viii. Properly dispose of all material and equipment declared to be surplus or obsolete.

POLICY

The Aviation Authority's Procurement Introduction and Definitions are included herein, in Policy 450.01.

DEFINITIONS

The following definitions apply to Aviation Authority Policy Section 450:

AAR: Authority's Authorized Representative.

Addendum (to Solicitation): A change, clarification, or correction to the Solicitation Documents, prior to the Solicitation due date.

Agreement: An understanding, in writing, between two competent parties, under which one party agrees to certain performances defined in the agreement and the second party agrees to compensation for the performance rendered in accordance with the conditions of the agreement. Used synonymously with Contract.

Amendment: An agreed upon addition to, deletion from, correction or modification of a Contract or Agreement.

Annual Agreement or Annual Contract: An agreement or contract, for a specified duration, between a supplier and the Aviation Authority or other governmental agency, to furnish Goods or Services usually of an indefinite quantity and delivery schedule, for repetitive purchases at unit prices provided for under the terms of the Contract.

Appeal: A specific written objection by an Offeror to a solicitation or Notice of Intent as to or regarding an award or recommended award, with the intention of receiving a remedial result.

Approval Authority: Approval Authority is the final authority, which approves the commitment to purchase goods and / or services or authorizes a method of procurement.

Aviation Authority: Greater Orlando Aviation Authority (GOAA) and, as the context warrants, those persons or bodies authorized to act on its behalf, including but not limited to the Aviation Authority Board, Committees, and Staff.

Award: The acceptance of a bid or proposal; the presentation of a purchase agreement or a contract to the Offeror.

BAFO – Best and Final Offer: The final proposal submitted after negotiations are completed that contains the vendor's most favorable terms, including price, for Goods and Services to be delivered.

Best Value Procurement: A procurement method in which the Authority reserves the right to select the most advantageous offer by evaluating and comparing factors in addition to cost. The best value might not be the lowest cost. Generally achieved through the Request for Proposal process. Evaluation factors may include, but are not limited to, technical design, technical approach, length of delivery schedules, quality of proposed personnel, past performance, and management plan.

Bidder: An Offeror responding to an Invitation for Bid (IFB).

Bid: A response to an Invitation for Bid (IFB).

Blanket Purchase Agreement: Internal control mechanism within the ERP System to track Blanket Releases.

Blanket Release: A type of Purchase Order issued by the using department against an approved Blanket Purchase Agreement for certain goods and services. The Blanket Release may be used internally to pay invoices against an approved contract; or may be sent to the supplier to initiate the order of goods or services.

Business Entity: Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or other private incorporated or unincorporated legal entity.

Categories (for thresholds): Threshold Categories referenced throughout the 450 Policy Series refer to the category amounts established in State of Florida Statute 287.017.

Commodity Code: A set of alpha-numeric numbers assigned to clarify goods and services in similar categories for the purpose of tracking purchase details.

Competitive Procurement or Competitive Award: Any procurement made using the formal competitive solicitation process or an informal request for quote(s).

Confirming Purchase Order: A Purchase Order issued as confirmation of an order previously placed with a vendor.

Conflict of Interest: Conflict or Conflict of Interest means a situation in which regard for private interest tends to lead to disregard of a public duty or interest (per Florida Statute 112.312).

Consultant: Business Entity performing any narrow discipline wherein a known practitioner has, through education and experience, developed expert advisory and performance skills as a vocation; any

service performed primarily by vocational personnel which requires the analysis or certification of a professional before the services are acceptable to the user of the service or any other advisory, study or programming activity. For the purposes of the 450 Policy Series, the term Consultant does not include those Consultants defined and prescribed under Florida Statute 287.055 (CCNA).

Contract: Used synonymously with Agreement.

Contract Extension: An Amendment to a Contract that includes an increase in the term of a Contract, for which no options to renew the Contract beyond the current expiration date exist.

Contractor: Party contracted with the Aviation Authority to furnish Goods and/or Services for an agreed upon price.

Contract Renewal: Exercise of an approved, existing option to extend the term of a Contract. Options to renew a Contract are often in annual increments.

Cooperative Procurement: A group of public entity purchasers organized for the purpose of creating contracts or pricing agreements in order to take advantage of group or quantity buying discounts or special pricing from which members of the group can benefit. This includes, but is not limited to, national co-operatives and other entities' contracts, where quotes can be obtained from authorized resellers in order to obtain the best price for the requested goods and/or services.

Days: Calendar days, unless otherwise specified.

Emergency Procurement: The acquisition of goods and services made with or without competition based on the determination of the User Department's Vice President. Such acquisition is necessary to remedy or lessen the harmful effects of any actual or threatened occurrence, which may interfere with the conduct of normal business operations, or remedy conditions, which may pose an imminent or existing threat to the health, safety or welfare of persons or property, or poses a threat of substantial financial loss, within Aviation Authority operations.

Emergency Situation: A condition, malfunction, or occurrence in which the immediate procurement of an item (i.e. Good, Services, or Professional Service) is essential to comply with regulatory requirements, or prevent injury to the life, health, or safety of passengers, employees, contractors or the public; or to the operations of Aviation Authority airports.

Employee: A person employed by the Aviation Authority, who is drawing a salary or wages directly from the Aviation Authority. Throughout the 450 Policy Series multiple Employee titles are referenced. In each instance, the reference is applicable to the holder of the title and his/her designee.

Exempt Purchase: Any purchase of commodities or contractual services exempted by law or rule from the requirements for competitive solicitation, including, but not limited to, purchases from a single source; purchases upon receipt of less than two responsive bids, proposals, or replies; purchases made by an agency after receiving approval from the department, from a contract procured, pursuant to s. 287.057(1), or by another agency; and purchases made without advertisement in the manner required under s. 287.042(3)(b).

Formal Solicitation: A formal solicitation process utilized for soliciting Bids, Proposals or Statement of Qualifications in which the responses are sealed (electronically or physically) until a specific due date and time.

Goods: Any supply, material, equipment, product, article, or commodity that is furnished to or used by an Aviation Authority department in the accomplishment of its responsibilities.

Informal Solicitation: An informal solicitation process utilized for soliciting quotes in which the responses are not sealed; neither electronically nor physically.

Invitation for Bids (IFB): A formal solicitation process for soliciting competitive bids for goods or services in which the responses are sealed (electronically or physically) until a specific due date and time. The IFB process is utilized when requirements are clearly defined, and price is the determining factor for award.

Invitation to Negotiate (ITN): A formal solicitation process utilized for soliciting competitive Proposals in which negotiation of price and other factors is to commence after receipt of Proposals and prior to recommendation of award. This process may be used when the scope of work is complex or difficult to define, if strict comparison of Goods and Services required may be difficult because components are likely to vary among Offerors or in any situation when it is in the Aviation Authority's best interest to negotiate prior to recommendation of award to obtain the Services or Goods that best meet the Aviation Authority's needs, price and other factors being considered.

Invoice: Document that itemizes charges for the purchase of goods and services which have been confirmed to be received. It is the

document by which the Vendor informs the Aviation Authority of its obligations.

Late Submittal (Bid, Proposal, or Response): Any response submitted in answer to a Solicitation, either informal or formal, received at the specified location after the time or date such solicitation was due, as stated in the Solicitation Documents. For electronic submittals: the official clock is hosted in the e-procurement platform. For physical submittals: should the e-procurement system be unavailable, the official clock for responses is located at the reception of the Aviation Authority's Purchasing Office.

License: A legal instrument granting permission to do a particular thing, exercise a certain privilege, carry on a particular business, or pursue a certain occupation.

Market Research: Refers to the process of collecting and analyzing information about capabilities within the market for a good or service to satisfy the Aviation Authority's needs. The results of market research are used to determine the most suitable approach to acquiring, distributing, and supporting goods and/or services or to identify possible suppliers.

Minor Irregularity: A variation from the solicitation that does not affect the price or other material term of the contract or does not give a vendor an advantage or benefit not enjoyed by other vendors or does not adversely impact the interest of the Aviation Authority.

Minority and Women Owned Business Enterprise (MWBE): Minority and Women Business Enterprise as defined in Operational Procedure 1200.02, Minority and Women Business Enterprise (MWBE) Program.

Negotiation: A procedure that includes the receipt of proposals and permits discussion and bargaining between two or more parties seeking to reach a mutually satisfactory agreement among all.

Non-Competitive Procurement: Any procurement made without using the competitive solicitation process. This occurs when competition is not available, is not practicable, or when it is determined to be in the best interest of the Aviation Authority.

Notice: A public announcement made by the Aviation Authority concerning a solicitation or other information of general public interest.

OEM Part: Part manufactured or authorized by the Original Equipment Manufacturer (OEM).

Online Reverse Auction: A purchasing method wherein Bidders enter prices for items electronically, and their prices are displayed for other Bidders to see with all Bidders given the opportunity to continually bid a lower price until the time period of the bid expires.

Offeror: Respondent to a solicitation.

Performance Bond: An instrument executed, subsequent to award, by the awarded Offeror that protects the Aviation Authority from loss due to the Offeror's inability to complete the contract as agreed.

Piggyback: A form of intergovernmental cooperative purchasing method in which an entity extends the pricing and other terms of a contract entered into with another entity. Generally, an entity will competitively award a solicitation that will include language allowing other entities to utilize the contract, which may be to their advantage in terms of pricing, thereby gaining economies of scale that they normally would not receive if they competed on their own.

Procurement: The organized acquisition of goods and services on behalf of the Aviation Authority.

Procurement Agent: One who acquires goods and services on behalf of the Aviation Authority.

Procurement-Card or P-Card: A bankcard issued to Employees to purchase goods or services in accordance with established procedures.

Procurement Committee: The objective of the Procurement Committee is to evaluate, recommend, and award agreements that exceed the dollar value established in Operational Policy 450.04 Approval Authorizations and Documentation.

Procurement Intake Form (PIF): An internal document used to initiate the procurement of Goods and Services by the User Department.

Product Evaluation: Evaluation of a product to help determine its usefulness in meeting the Aviation Authority requirement or specification.

Professional Services: Services rendered by an independent contracting individual or firm having expertise in a particular industry or subject matter due to specialized education, training, licensure or skill, and consisting primarily of advice reports, conclusions, recommendations or other outputs resulting from the time and effort of the service provider, as opposed to the acquisition of specific commodities, or of services not requiring any specialized education,

licensing, training or skill (e.g. janitorial services). Professional Services include but are not limited to evaluations, consultations, management systems, management consulting, IT consulting services and other related IT services, compiling statistical data, support of planning and operating airport activities, appraisal services, and research and development studies or reports. Professional Services defined within the Consultants Competitive Negotiation Act, Florida Statutes 287.055 are excluded from this definition and are governed by the Construction Policies.

Project: A project is a series of tasks that need to be completed in order to reach a specific outcome.

Proposer: An Offeror Responding to a Request for Proposal (RFP), Statement of Qualifications (SOQ), Invitation to Negotiate (ITN), or Request for Information (RFI).

Public Private Partnership (P3): An arrangement, whereby government and private enterprise pool their skills and resources to meet a particular objective, as per Florida Statute 255.065.

Purchase Order (PO): A written document to a vendor formalizing all terms and conditions of a proposed transaction, such as description of items, delivery schedule, and payment terms.

Request for Information (RFI): This formal solicitation is only used to gather information from Offerors who provide certain goods or services.

Request for Proposals (RFP): A formal solicitation process utilized for soliciting Proposals for Goods, Services, or Professional Services, including those attached or incorporated by reference. These include a scope of work and all contractual terms and conditions applicable to the procurement. This method is used when factors in addition to price are considered for award.

Request for Quotations (RFQ): An informal solicitation process for the purchase of goods or one-time services in which the responses can be submitted electronically, via email, or physically delivered, unsealed, by a specific due date and time.

Requirements Contract: Used synonymously with Annual Agreement.

Requesting Department: The Department paying for the Goods or Services. Usually the same as the Using Department.

Requisition: An internal request by which the Using Department sends details of goods and services required to the Purchasing Department.

Responsible Offeror, Bidder or Proposer: A business entity that has submitted a Quotation, Bid, Proposal or response, which has the capability, as determined by the Aviation Authority, in all respects, to perform fully the solicitation requirements with the integrity and reliability that give reasonable assurance of good faith and performance.

Responsive Offeror, Bidder or Proposer: A business entity that has submitted a Quotation, Bid, Proposal, or response that conforms to all material aspects of the solicitation, as determined by the Authority.

Revision (to a PO): A recorded change of a PO after its issuance.

Scope of Work (SOW): Any description of the physical or functional characteristics, or of the nature of Goods, Services, or Professional Services. Specifications or Scope of Work may include any function and other criteria that will be required to perform the work and a description of any requirement for inspection, testing, or delivery.

Services: Any performance of effort or labor, for which the Aviation Authority has contracted other than Professional Services as prescribed under CCNA (Florida Statute 287.057) or services classified as construction and governed by construction policies. A small example of Services include, but are not limited to, janitorial, landscaping, and operation of the parking facilities.

Shortlisting: Part of a competitive procurement process in which the Aviation Authority determines, based on criteria developed for a specified Good, Service, or Professional Service of which the interested Offerors are the best qualified to be eligible for further consideration in the purchasing process.

Solicitation Documents: An Invitation for Bids, Request for Proposals, Request for Qualifications, Request for Quotations, or an Invitation to Negotiate including all of the associated forms and documents of each solicitation, or any other types of documents used by the Aviation Authority to procure Goods, Services, or Professional Services.

Solicitation Opening (Formal Bid / Proposal Opening): A publicly noticed meeting where sealed physical responses to a formal solicitation are opened and recorded. In case of electronic responses, the responses are stored in the e- procurement platform's locked virtual vault; this vault is automatically opened at the time of the solicitation deadline.

Specifications: Used synonymously with Scope of Work.

Standardization: Identifying one product or manufacturer as the source for Goods or Services among others in a competitive marketplace, which, for justifiable reasons, is found to be most advantageous for the purpose of maintenance efficiency, spare parts consolidation, interchangeability in order to capitalize on purchasing or economies of scale for a given purchasing need of the Aviation Authority. Standardization may be awarded for multiple years. Examples of Standardization include, but are not limited to, information technology equipment, vehicles, copiers, firefighting equipment, and airfield electric equipment.

Statement of Qualifications (SOQ): A formal solicitation process in which the Offeror demonstrates its qualification to perform the Scope of Work. Pricing is not considered with a Statement of Qualifications.

Supplier: A business entity supplying or in the business of supplying Goods, Services, or Professional Services.

Surety: An organization who, for a consideration, promises in writing to make good the debt or default of another organization. The Surety must be satisfactory to the Aviation Authority and licensed to do business in Florida.

Term Contract: Used synonymously with Annual Agreement.

Vendor: An actual or potential Supplier.

Veteran Business Enterprise (VBE): Veteran Business Enterprise as defined in Operational Policy 1200.04, Veteran Business Enterprise (VBE).

Workflow: An internal web-based routing system for documentation review and approvals.

APPLICABILITY

The provisions of Policy Section 450 shall apply to every purchase of Goods, Services, and Professional Services made by the Aviation Authority and the departments which are under the control of the Aviation Authority, irrespective of their funding source, including state and federal assistance funds, except as otherwise specified by law or as stated below:

- i. Procurement of Contracts related to Construction, which are governed by Organizational Policy 130.01, Construction Contracts and Changes, unless otherwise specified;
- ii. Procurement of items or services for resale or to generate revenue, other than those covered by Operational Procedure 450.05, Disposal of Surplus Property, Scrap, and Trash;
- iii. Travel Expenses governed by Operational Policy 430.02, Authorized Travel Expense and Subsistence;
- iv. Concessions/Lease Management governed by Operational Policy 130.071 Lease Management

VIOLATIONS

A violation of any Procurement Policy may be grounds for disciplinary action. Notices regarding Procurement Policy violations will be issued by the Vice President of Procurement Services and will be sent, at a minimum to the Employee and to his/her Vice President for corrective action.

E-PROCUREMENT PLATFORM/VENDOR DATABASE

The Aviation Authority utilizes a third-party website provider to post its solicitations, notices, and all related documents (such as addenda, tabulations, etc.), which are governed under Policy Series 450.

The e-procurement platform's vendor database is managed by the third-party website provider. In order to receive notices of solicitations, vendors must register and maintain their own data on the platform. The Aviation Authority is not responsible for the electronic transmission of notices. Vendors are encouraged to visit the website to view posted solicitations and notices.

For solicitations where electronic responses are requested: The official time clock for solicitations is hosted in the e-procurement platform. Offerors bear the responsibility to ensure their solicitation response is received by the e-procurement platform before the deadline.

DOCUMENTATION

For record keeping purposes, documents may be stored in electronic format only.

REFERENCE

Policy 130.01, Construction Contracts and Changes
Policy 130.071, Lease Management
Policy 430.02, Authorized Travel Expense and Subsistence
450.05, Disposal of Surplus Property, Scrap, and Trash
Policy 1200.04, Veteran Business Enterprise (VBE)

APPROVAL AND UPDATE HISTORY

LAST APPROVAL

Aviation Authority Board: December 13, 2023
Chief Executive Officer: April 6, 2023

SUPERSEDES

All Previous