



**MEMORANDUM**

TO: Dr. Tanner McKnight  
Vice President and Chief Financial Officer, Administration & Finance

FROM: Mercedes B. Gazaway  
Director, Procurement

DATE: May 18, 2026

RE: Florida Poly Annual Certification List  
May 18, 2026 - June 30, 2026

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Your approval is requested for an Annual Certification List (“ACL”) for the acquisition of sole source and non-competitive commodities and contractual services that are purchased on a regular or continuing basis pursuant to Florida Polytechnic University Regulation FPU 8.001 and Board of Governors Regulation 18.001(6)(d)(17).

In accordance with the authority delegated to the University by the Florida Board of Governors, this ACL serves as a waiver of the competitive solicitation requirement for the categories of commodities and contractual services identified below, subject to Procurement’s review and approval of each acquisition in accordance with the Conditions of Use.

The University’s previous ACL expired on December 31, 2025. Following an operational review and alignment with State University System (SUS) standards, Procurement is implementing a transition from a calendar-year to a fiscal-year certification cycle beginning July 01, 2026.

Accordingly, this interim ACL covers the period from May 18, 2026, through June 30, 2026, ensuring continuity of operations and compliance with governing regulations.

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

**CATEGORY 1:** *The acquisition of computer hardware or software that is available only from a single source or that is necessary to perform with existing software and hardware. This includes software licenses, web-based solutions, internet database subscriptions, hardware upgrades and associated maintenance agreements.*

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

**CATEGORY 3:** *The acquisition of instruments, supplies, or equipment used for research or instruction whereby, in the expert opinion of the user directly responsible for the acquisition, defines it as a sole source selection.*



**CATEGORY 4:** *The acquisition of used equipment and supplies.*

**CATEGORY 5:** *The acquisition of repair and maintenance services, parts, proprietary accessories, and/or supplies available from only a single source for existing equipment and systems when no other manufacturer's parts can be utilized, or no other authorized service provider is available.*

**CATEGORY 6:** *Continuation of services by a specific supplier which exceeds the competitive solicitation threshold as long as the Procurement Department is in the process of conducting a competitive solicitation for those services.*

**CATEGORY 7:** *The acquisition of professional or financial consulting services where the personality and character of the provider play an integral part in the delivery of product and/or services, and the success of the project.*

**CATEGORY 8:** *The acquisition of services directly related to compliance with federal, state, and local rules or regulations that call for specialized knowledge and expertise. These requirements often involve complex regulations, legal interpretations, and time-sensitive deliverables.*

**CATEGORY 9:** *The acquisition of lobbying services and governmental relations consultants.*

**CATEGORY 10:** *The acquisition of student recruitment services.*

**CATEGORY 11:** *The acquisition of services provided by foreign suppliers for services taking place outside of the US.*

**CATEGORY 12:** *The rental of hotel rooms/hotel space and residential space, including catering and AV rental at the hotel and residential space rental.*

**CATEGORY 13:** *The acquisition of renovations, modifications, maintenance, or repair services for leased office or laboratory space, which is 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 14:** *The acquisition of memberships, and any supporting services available from such membership, in professional organizations or consortia that are essential to the duties and responsibilities of the University.*

**CATEGORY 15:** *Insurance or insurance-related coverage for university employees, students, other related persons, and/or programs.*



**Condition of Use**

1. The Director of Procurement or designee will provide guidance to ensure consistent interpretation and appropriate use of the ACL.
2. Each requisition utilizing the ACL must include sufficient documentation to validate the exemption and confirm alignment with the applicable category. Required documentation includes:
  - a. Identification of the applicable ACL category.
  - b. A brief written justification explaining the qualification for the exemption
  - c. Specific reasoning supporting the request
  - d. Supporting documentation (e.g., scope of work, quote, proposal)

*If supporting documentation clearly demonstrates eligibility, the written justification may be concise.*

3. All supporting documentation must be retained within the applicable Workday requisition and purchase order record.
4. Each requisition and purchase order must include the following statement in the Internal Memo field:

Procurement Method: Exception under BOG Regulation 18.001(6)(d)(17) – Purchases from an Annual Certification List developed by each University.

This acquisition is made in accordance with the conditions detailed in the Florida Polytechnic University Annual Certification List.

The ACL waives only the competitive solicitation requirement. It does not eliminate or replace any other required approvals, compliance obligations, or regulatory requirements.

**Recommended By:**

  
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 Mercedes B. Gazaway  
 Director, Procurement

05.15.2026  
 \_\_\_\_\_  
 Date

**Approved By:**

  
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 Dr. Tanner McKnight  
 Vice President and CFO, Administration & Finance

5/18/26  
 \_\_\_\_\_  
 Date