



Quick Reference Guide for Competition Requirements & Signature Authority



Competition Requirements

Commodities or contractual services must be procured from an awarded or approved solicitation or agreement if one is available. Any deviation must be justified and documented by the principal or departmental director as to the reason for the exception, and pre-approved by the Director of Procurement and Distribution Services. A purchasing card transaction, or a purchase order (PO) must be issued before ANY commodities or services are requested from the vendor. Contact Procurement for Piggybacks & Sole Sources, as additional approval requirements apply. Vendors who provide a service are required to provide insurance, contact Procurement for insurance requirements. Staff are encouraged to seek quotes from a certified Minority or Women-Owned Business Enterprise (M/WBE) vendor. Procurement will be available to assist with identifying available M/WBE's.

A. Less than \$5,000

If not available from existing contract, procurements less than \$5,000 do not require multiple quotes.

B. \$5,000 or more, less than \$15,000

If not available from existing contract, quotes shall be requested from two (2) or more sources for procurements \$5,000 or more, but less than \$15,000.

C. \$15,000 or more, less than \$50,000

If not available from existing contract, quotes shall be requested from three (3) or more sources for procurements \$15,000 or more, but less than \$50,000.

D. \$50,000 or more

If not available from existing contract, formal competitive solicitation is required. Contact Procurement to begin this process.

Signature Authority

All agreements shall be reviewed and approved by the Director of Procurement and Distribution Services or designee, and/or the School Board Attorney, to ensure legality, compliance with Board policy, and to ensure the Board's interests are protected before the authorized signatory may execute the agreement.

A. Less than \$5,000

Agreements with a value less than \$5,000 shall be approved by a Department Director or Principal.

B. \$5,000 or more, less than \$25,000

Agreements with a value of \$5,000 or more, but less than \$25,000 shall be approved by an Assistant Superintendent or Cabinet Member.

C. \$25,000 or more, less than \$50,000

Agreements with a value of \$25,000 or more, but less than \$50,000 shall be approved by the Superintendent or designee.

D. \$50,000 or more

Agreements with a value of \$50,000 or more shall be submitted to the Board for approval and signed by the Board Chairman.

E. Amendments

Amendments follow the same approval and signature authority as the original agreement, unless the amendment places the total value of the agreement into a different authority level.

Procurement & Distribution Services contact information is listed on the back of this page.

Procurement & Distribution Services

Contact Information

[Department Website](#)

Procurement & Distribution Services

2700 Judge Fran Jamieson Way, Pod 8, Room 802
Viera, FL 32940

321-633-1000

Sean Hynes, CPPO, NIGP-CPP, CPPB, Director	Hynes.Sean@brevardschools.org	x11645
Nehmat Doughan, Administrative Assistant	Doughan.Nehamat@brevardschools.org	x11645

Procurement

2700 Judge Fran Jamieson Way, Pod 8, Room 802
Viera, FL 32940

Purchase@brevardschools.org

321-633-1000

Dawn Richer, CPPB, Procurement Manager	Richer.dawn@brevardschools.org	x11637
Wil Henzmann, CPPB, Senior Procurement Agent	Henzmann.william@brevardschools.org	x11623
Heidi Dotson, CPPB, Senior Procurement Agent	Dotson.heidi@brevardschools.org	x11107
Michelle Cherry, Senior Procurement Agent	Cherry.cynthia@brevardschools.org	x11630
Laurie Chase, Procurement Agent II	Chase.Laurie@brevardschools.org	x11635
Meagan McConville, Procurement Agent II	Mcconville.meagan@brevardschools.org	x11106
Triana Casteel, Procurement Agent II	Casteel.triana@brevardschools.org	x11627
Jessica Waldron, Procurement Agent II	Waldron.jessica@brevardschools.org	x11571
Latalia Weaver, Procurement Agent II	Weaver.latalia@brevardschools.org	x11671
Krissy Bowen, Procurement Clerk	Bowen.kristina@brevardschools.org	x11470

Distribution Services

2095 West King Street
Cocoa, FL 32926

321-633-3680

Sandy Kimple, Distribution Services Manager	Kimple.sandy@brevardschools.org	x14100
Tony McNair, Assistant Supervisor - Driver I	McNair.anthony@brevardschools.org	x14110
Jeff Williams, Warehouse Coordinator - Driver I	Williams.jeffrey@brevardschools.org	x14171

Courier (Mon., Weds., Fri.) DCR & Supply Delivery (Mon.-Fri.)

Andrew Dear, Driver/Courier I (North Courier & DCR)	Billy	Gene Collins, Driver/Courier II
Carlos Zumba, Driver/Courier I (South Courier & DCR)		(DCR) Luis Ruiz, Driver/Courier II
Takeisha Weaver, Driver/Courier I (Beach Courier & DCR)		Stephen Lomazzo, Driver/Courier I
Robert Magras, Driver/Courier II (Central Courier & DCR)		(DCR) Vacant, Driver/Courier I/II

ESF Mail Center

2700 Judge Fran Jamieson Way, Pod 7, Room 708
Viera, FL 32940

321-633-1000

Gene Lugo, Shipping & Receiving Clerk	Lugo.eugene@brevardschools.org	x11793
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