


PROCEDURE

Subject	Agents, Solicitors, Salesmen Registration & Presentations	Number: 1.11.01
Source	Vice President, Business and Administrative Services	Reference (Rule #) 6HX14-1.11
President's Approval/Date: 7-1-09		

Policy:

State College of Florida, Manatee - Sarasota seeks to maintain excellent relationships with all existing vendors and prospective vendors. Other than book publishing company salesmen who are allowed to visit with specific instructors and with bookstore representatives, all other existing vendors and prospective vendors must register with the Director of Business Services and Public Safety in building #7 room 141 Bradenton while on Campus.

Prospect vendors will be given an opportunity, via specific appointments, to showcase their company's respective products / services to the Director of Business Services and Public safety or his/her designee, the Coordinator, Procurement and possibly others from the Bradenton campus, the Venice campus or the CIT campus at Lakewood Ranch.

Process:

- Existing vendors must register with the Department of Business Services and should set specific appointments so that appropriate other College staff can be included in meetings concerning specific topics.
- Existing vendors are expected to respond to requests in a reasonable timeframe to correct problems with Campus equipment / services. Specific vendor agreements will address all conditions of default should vendors ignore such requests.
- Agents, solicitors and salesmen representing prospective vendors must also register with the Director of Business Services and Public Safety or his/her designee.
- Prospective vendors will be given ample and fair opportunities to showcase their products and services and should set an appointment with the Coordinator, Procurement.
- Once all qualification criteria are set, prospective vendors will be given approved status to receive RFP notifications as required to furnish proposals for their company's related products / services.
- Prospect vendors will be given consideration as direct respondents to inquiries for all purchase contracts under \$25,000.
- ALL vendors, agents, solicitors and salesmen MUST adhere to ALL College rules, regulations procedures, Florida Department of Education regulations, All State of Florida applicable laws and all Federal regulations concerning code of conduct, business ethics and business demeanor.