



# NORTHWEST FLORIDA STATE COLLEGE

## Memo

To: Board of Trustees  
From: Mel Ponder, President  
Date: February 18, 2025  
Re: Standing Information Items

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The College provides monthly reports related to grants, legal claims, and purchasing. The relevant reports for each department are included with this memorandum. If in any month a report requires action by the Board, the College will remove that report to the action items section of the agenda.

1. **Grants Development:** The College's current grants development listing is attached for your information.
2. **Legal Claims:** A report of current legal claims is attached for your information.
3. **Purchases over \$65,000 Not Requiring Board Approval:** Enclosed is the list of purchases of goods or services from the current reporting period that exceed \$65,000 but do not require Board of Trustees' approval under State Board of Education Rule 6A-14.7034. This spreadsheet reports purchases that were made under a competitive solicitation exemption. For each purchase the spreadsheet lists at least the department, source of funds, goods and/or services purchased, and exemption from competitive solicitation requirement.
4. **Purchases over \$325,000:** There are no purchases over \$325,000 to report this month. Purchases over \$325,000 must be reviewed and approved by the Board of Trustees under State Board of Education Rule 6A-14.7034(1). The enclosed spreadsheet provides this reporting period's proposed purchases over \$325,000 for your review; if there are no reportable purchases, no spreadsheet will be included. This spreadsheet includes only those purchases that are exempt from competitive solicitation requirements; purchases under a competitive solicitation are addressed in a separate agenda item. For each proposed purchase the spreadsheet lists at least the department, source of funds, goods and/or services purchased, and need. If approved, the applicable contract and/or purchase order will be executed and issued.
5. **Change Orders over \$325,000:** There are no change orders over \$325,000 to report this month. When the College proposes issuing a project update that is equal to or more than \$325,000, the College must first present the proposed change to the Board of Trustees. For each Board meeting, the College will provide the list of project updates (also referred to as change orders), if any, from the current reporting period that that are equal to or more than the Category Five threshold of \$325,000 as specified in section 287.017, Florida Statutes. Under Board Policy FG 6.00, any project updates equal to or exceeding the Category Five threshold as specified in section 287.017, F.S, shall be submitted to the Board for approval prior to the College issuing any such project update.