



NEW VENDOR & PROCUREMENT INFORMATION GUIDE

New Vendor Registration

<http://www.portcanaveral.com/Business>

- For information on how to register as a new CPA vendor (required before a purchase order or payment can be made to vendor)
- To find information on vendor insurance requirements
- To register for automatic bid notifications through PublicPurchase.com (for formal solicitations)
- To find links to current formal solicitations and related public meetings

Procurement Thresholds and Methods

- Up to \$1,000 & P-card purchases (restrictions apply). Initiated at the department level.
- Up to \$25,000: One informal written quote required. Initiated at the department and Purchasing level.
- \$25,000 up to \$100,000: Three informal written quotes required. Initiated at the department and Purchasing level.
- \$100,000 and more: Formal solicitation required (ITB, RFP, RFQ). Initiated and coordinated at the Purchasing level.
- Competitively bid cooperative and government contracts (including GSA) may be used in lieu of informal quotes and formal solicitations.

Florida Statutes 287 and 255 are followed for the selection of CCNA professional services, continuing contracts and construction-related services.

All formal solicitations are run through VendorLink software. Registration is required via link from the solicitation notice on the CPA website (<http://www.portcanaveral.com/Business/Current-Solicitations>).

Purchase orders are required for all purchases except for some P-card transactions.

Refer to the Purchasing Staff Responsibility List for Buyer assignments. Purchasing Buyers should be your first point of contact.