

New Posting Requirements (added pursuant to new Procurement Code, dated October 1, 2013)

- Sec. 3.01(C) Seven-Day Posting of Standardization Requests** – Notice of a JAA Request for Specification Standardization must be conspicuously posted on a designated website or in a conspicuous place readily accessible by the public for no less than **seven calendar days** prior to JAA’s Awards Committee’s review of the same.
- Sec. 3.08(B) Seven-Day Posting for Piggy-Backing Requests** – Before a JAA request to utilize a competitively procured governmental or cooperative purchasing agreement may be considered for award, notice of the request must be conspicuously posted for no less than **seven calendar days** on a designated website and on the notice board in the first floor lobby of JAA’s Administration Building, located at 14201 Pecan Park Road, Jacksonville, Florida 32218.
- Sec. 3.09(D) Seven-Day Posting of Sole Source and Proprietary Purchase Requests** – Unless standardized pursuant to § 3.01(C) of JAA’s Procurement Code, before a JAA request for a proprietary or sole-source purchase may be considered for award, notice of the request must be conspicuously posted for no less than **seven calendar days** on a designated website and on the notice board in the first floor lobby of JAA’s Administration Building, located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The description of the proprietary or sole-source being posted must include a request that prospective vendors provide information regarding their ability to supply the goods and/or services described. Posting under this section is not required for informal purchases in a dollar amount that is less than or equal to Category “C,” as defined in § 2.02(O) of JAA’s Procurement Code.
- Sec. 3.11(E) Five-Day Posting for Category “D” Informal Solicitation Requests** – Solicitations under this category, as described in § 2.02(O) of JAA’s Procurement Code, are required to be conspicuously posted for no less than **five calendar days** on a designated website and on the notice board in the first floor lobby of JAA’s Administration Building, located at 14201 Pecan Park Road, Jacksonville, Florida 32218 (*Category “D” is currently defined as greater than or equal to \$10,000 and less than \$25,000*).
- Sec. 3.11(F) 10-Day Posting for Category “E” Informal Solicitation Requests** – Solicitations under this category, as described in § 2.02(O) of JAA’s Procurement Code, are required to be conspicuously posted for no less than **10 calendar days** on a designated website and on the notice board in the first floor lobby of JAA’s Administration Building, located at 14201 Pecan Park Road, Jacksonville, Florida 32218 (*Category “E” is currently defined as greater than or equal to \$25,000 and less than \$50,000*).

* *The above posting requirements are only those added as part of JAA’s new Procurement Code and do not include advertising requirements for formal solicitations as described in §§ 2.02(N) and (Y) of the code.*