

Procurement Procedures

PURPOSE

To provide detailed guidelines and instructions to insure compliance with the University's Procurement Policy 0320. The procedures include the following process requirements: requisition, contract for service, bid, blanket order and no-bid, sole source and sole acceptable source/brand.

GENERAL GUIDELINES

- 1.) Procurement plays a significant role in the University's overall reduction of costs, increase in buying power, compliance with requirements, and proper recording of budget expenses.
- 2.) Anticipate departmental requirements in advance preferably on an annual basis so that sufficient lead-time is allowed for order processing and for bid processing when required.
- 3.) When using a new vendor, be sure to obtain a W-9 form in advance and forward to the Procurement office (form available myWestfield/Documents/Administration and Finance/Procurement).
- 4.) Purchase Orders are required, in advance, for any purchase over **\$200**. If less than **\$200**, a Purchase Order is needed only if required by vendor or if payment will be funded by a State appropriated account (MMARS). When MMARS funds are to be charged, the Commonwealth Standard Terms and Conditions form must be signed by the vendor.
- 5.) Purchase order numbers generally will be available within 24 to 48 hours providing the requisition has been entered on-line and approved by appropriate administrator; availability of funds is confirmed; and all required documentation submitted (e.g. quotations, contracts or no bid sole source justifications).
- 6.) Purchases must be made for amounts within approved budget limits.
- 7.) Most purchases are (and should be) made on a line item specific purchase orders. The use of blanket/standing orders is restricted and separate rules apply. Refer to Blanket Order Process Requirements on page 5 of the Procurement Procedures.
- 8.) For any change of \$1,000 or more, a signed Change Order Request form is required, balances of accounts to be charged must be verified in advance of requesting any changes to ensure there is sufficient funding.
- 9.) Orders for computer hardware and software, audio video equipment and supplies must be pre-approved by Information Technology. All requisitions are electronically sent to I.T. before being forwarded to Procurement.
- 10.) All design and printed material for external use must be pre-approved by Marketing. All requisitions related to design and printing are electronically sent to Marketing before being forwarded to Procurement.

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- 11.) Public Safety and Facilities & Operations must be contacted prior to purchasing any security equipment.
- 12.) The Associate Vice President of Finance must sign any purchase or Contract for Service requiring payments beyond current fiscal year.
- 13.) Requests to purchase items, which appear to be inappropriate or unreasonable, will be referred back to the Department Head, appropriate Vice President, or Associate Vice President of Finance.
- 14.) Gift cards or certificates cannot be purchased with **any** University funds (including foundation, agency, and grant funds). This is to ensure compliance with directives from the state comptroller's office and our auditors.
- 15.) The recipient of the goods/services shall ensure packing slip annotates any discrepancy or damages to prevent additional charges.
- 16.) Goods shall be shipped to and received by the University Receiving Department.
- 17.) Promptly process invoices for payment.

REQUISITION PROCESS REQUIREMENTS

- 1.) Provide a complete description of what is being purchased not just an item or model number. Include the event and date for on or off campus services.
- 2.) The account to be charged must be appropriate to the items being ordered. Reference the Banner Account Codes listed on myWestfield/Documents/Administration and Finance or contact Procurement.
- 3.) Ensure the MHEC, State or approved GSA contract number appears in the document text.
- 4.) Combine small requests for similar goods.
- 5.) All on-line requisitions must have on-line approval before Procurement can process into Purchase Order. Any manual Requests to Purchase must have the Department Head and Vice President signatures.
- 6.) The requisitioner and/or the appropriate faculty or staff administrator shall ensure there is sufficient funding in the Banner account(s).
- 7.) Provide written quotations, contracts or no bid sole source justifications to Procurement when applicable.

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- 8.) The requesting department is required to fax any P.O. Procurement will only email or mail hard copy P.O.'s.

CONTRACT FOR SERVICE PROCESS REQUIREMENTS

- 1.) All Banner Account Codes that are followed by an asterisk (*) require a Contract for Services, unless the service is under **\$5000**. (available on myWestfield/Documents/Administration & Finance) *Exception can be made for account 7418, contact Procurement Office.*
- 2.) A completed, signed original Contract for Services form is required prior to Purchase Order approval.
- 3.) Vendor Certificates of Liability are required prior to Purchase Order approval when contractors will be performing services on campus.
- 4.) The Contract for Services form is located on myWestfield/Documents/Administration and Finance/Procurement.

BID PROCESS REQUIREMENTS

- 1.) Bids are not necessary when a MHEC, State or pre-approved consortium contract is available for the product or service. However, Procurement shall solicit bids whenever practical in order to maximize a change in market dynamics where there is a potential for cost improvement.
- 2.) Procurement must conduct a public bid for any order exceeding \$25,000 when no MHEC, State or pre-approved consortium contract is in effect. Three vendor quotes are required when you use these contracts. Any exception must be pre-approved by the Procurement Director and accompanied with written justification.
- 3.) To the extent possible, Procurement will pool campus-wide requirements when preparing Request for Responses (RFR). Doing so will ensure best economic value while minimizing burden on administrative resources.
- 4.) Departments should forward the specifications to Procurement and allow at least 3 to 4 weeks for a bid.

BID PREPARATION:

Bid specifications shall be written to encourage open competition and to ensure the quality and features needed by the user department. The term "no substitutes" will most always be avoided. Provisions may be made for the testing and analysis of samples.

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The Department shall provide the following information:

- 1.) A detailed description of the item sought including sizes, colors, dimensions, etc. (if applicable) including the manufacturer's name and model numbers of what are considered acceptable examples.
- 2.) The quantity desired and estimated cost (if known).
- 3.) If goods or services are needed by a particular date or time period, this requirement must be specified.
- 4.) The name, address, phone and fax number of 3 or more vendors or request Procurement to research vendor options.

Procurement will use the specifications to prepare and send out invitations to bid to at least 3 vendors and, when applicable, advertise and post the bid on a public bid board so that vendors who were not originally solicited may still have an opportunity to bid.

- 1.) Generally, the bid opening date will be 14 to 21 days after the invitations for bids are sent out.
- 2.) It is the vendor's responsibility to submit their bid response on time. Bids received after the specified date and time cannot be considered.
- 3.) If a department wishes to modify the bid specifications, Procurement must be notified so that an addendum can be sent out or a re-bid conducted.
- 4.) The bid shall be awarded to the lowest responsive and responsible bidder that meets the specifications and provides the best overall value to the University.
- 5.) The University typically requests pricing free of delivery charges. However, if freight is listed as an extra, it must be considered when evaluating which vendor is low bidder.
- 6.) If the lowest bid is for an alternate product, the requesting department must evaluate/test the alternate and provide a recommendation to Procurement. Generally, the department only has to indicate on the Bid Memorandum form that it accepts the low bid and return the form to Procurement ASAP.
- 7.) If the Department does not want the low bid accepted, it must provide to Procurement a written justification for that action. Procurement must review the justification and approve prior to bid award.
- 9.) The bid award may be split among low bidders provided if doing so will yield significant value to the University.

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BLANKET ORDER PROCESS REQUIREMENTS

- 1.) The Blanket Order is a means of setting aside a sum of money for a specific vendor that a department may use on a recurring basis for emergencies or low dollar volume consumable supplies, for a specific period. Blanket orders are also known as Open Orders.
- 2.) A blanket order is useful when planning to buy small dollar items from the same vendor throughout the year.
- 3.) A blanket order is an annual purchase order that is not line item specific and must be obtained in advance of making any purchases.
- 4.) The Blanket Order is not a means for avoiding the use of line item specific orders or for paying invoices when purchase orders have not been obtained in advance of the purchase.
- 5.) Most University accounts are set up on a fiscal year basis, from July 1 through June 30th. Blanket orders may be issued against these accounts and will expire on June 30th of the current fiscal year.
- 6.) Grant and contract accounts that extend beyond June 30th also have the blanket orders expire on June 30th. A new requisition must be entered for the new fiscal year..
- 7.) Limits on Blanket Orders, per vendor per fiscal year are as follows:
 - a.) Blanket orders may be issued against MHEC, State or pre-approved consortium contracts for items covered by those contracts (providing the unit price is less than \$100), up to a limit of \$20,000 with pre-approval of the Procurement Office.
 - b.) Blanket orders for an approximate quantity of a specific need that is not covered by a MHEC, State, approved GSA or WSU contract may be established up to \$5,000 (provided each unit cost is less than \$100).
- 8.) Blanket Orders may not be dovetailed among various accounts or various vendors within a single department to avoid dollar limitations.
- 9.) Blanket Orders may be decreased or cancelled by notifying Procurement.

NO BID, SOLE SOURCE FOR GOODS & SERVICES PROCESS REQUIREMENTS

In accordance with University policy 0320, which has been mandated by the State and Federal auditors, any no bid, sole source, or sole acceptable source/brand product, that has not been competitively bid by an authorized agency (the Commonwealth, MHEC, or other consortiums that has been pre-approved by University Procurement) must be accompanied by (1) written quotation from the vendor and (2) a written explanation/justification from the requester.

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Sole Source means that the product/service is unique and that the vendor is the only known source (worldwide) from whom the product/service can be purchased. Justifications for Sole Source shall include the following:

(1) a statement to the effect that the requester has thoroughly researched the purchase, and to the best of the requester's knowledge and belief, the vendor for the product/service is the only one in the world from whom the product/service can be purchased; (2) a detailed explanation of what the product/service is, its purpose, and what it is about the product/service that makes it unique. If unique technical features or accuracy are the basis for sole source, the justification must so include.

Sole Acceptable Source/Brand means that similar types of products/services may exist, but that the vendor/brand, for reasons of expertise, and/or standardization, quality, compatibility with existing equipment, specifications, or availability, is the only source/brand that is acceptable to the requester or the University.

Justifications for Sole Acceptable Source/Brand shall include the following:

(1) a statement to the effect that the requester has thoroughly researched the purchase and that the vendor/brand is the only acceptable vendor/brand to fit the particular need; (2) a detailed explanation of the particular need; (3) a list of the other vendors/brands considered; (4) why the vendor/brand was selected over other vendors/brands, including a detailed comparison of features, if applicable; (5) what the requester has done by way of cost comparison to determine that the charge is not out of line with the current market pricing for the product/service.

Please write and sign your explanation/justification on the Justification Form, attach all other written documentation, as indicated, and submit to the Procurement Department.