

INFORMATION ONLY

PROCEDURE TITLE:	PROCUREMENT SERVICES AND SELECTION OF VENDORS
PROCEDURE NO.:	4.00:1
RELATED POLICY:	4.00REV
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RESPONSIBLE ADMINISTRATOR(S):	VPFA/ DIRECTOR, CONTRACTS SERVICES
EFFECTIVE DATE:	06/26/2020
NEXT REVIEW DATE:	06/2022
APPROVED BY:	PRESIDENT

1.0 PROCUREMENT SERVICES

1.1 The Procurement Services has been given the following primary responsibilities:

- 1.1.1 Oversee the purchase of all equipment, supplies, materials, and services required by university departments.
- 1.1.2 Manage the procurement function in compliance with applicable law, university policies and procedures, and related contracts.
- 1.1.3 Establish all purchasing rules and procedures, including those related to the Purchasing Card program.
- 1.1.4 Apply principles of value analysis to the purchase transaction to obtain the best quality and quantity for the price and delivery within the desired time frame.
- 1.1.5 Test and evaluate various commodities to insure proper balance of quality for the price.
- 1.1.6 Establish standards for equipment and materials of common use throughout the University.
- 1.1.7 Develop term contracts on behalf of all university departments (i.e., office supply contract, photocopier contract).
- 1.1.8 Contract for goods and services, in accordance with Policy 5.27.
- 1.1.9 Participate in the development of inter-university contracts and state of Ohio term contracts.
- 1.1.10 Oversee vendor relations.
- 1.1.11 Archive all purchasing related documents.

1.2 University departments may purchase supplies or services from external vendors, using one of the following methods, except as noted by Board action:

1.2.1 A Requisition/Purchase Order is the preferred method for making purchases from external vendors. If the Requisition/Purchase Order method is selected, the BearTrax requisition must be completed prior to the purchase being made.

1.2.2 Purchasing Cards may be used in cases where the requisition process is not feasible or appropriate.

1.2.3 Blanket Purchase Orders should be used when recurring charges are anticipated (e.g. contracts, monthly payments etc.).

2.0 SELECTION OF VENDORS

2.1 Vendor Relations. Shawnee State University recognizes the importance of having strong, mutual relationships with the vendors with whom it does business. The University seeks to maintain and improve these relationships by treating vendors in a fair and equitable manner. Individuals authorized to place orders on behalf of their departments shall not allow relationships with these vendors or their employees to influence the award of an order.

2.2 Selection of Vendors. The selection of a vendor is the responsibility of Procurement Services. However, the vendor suggested by the requisitioning party will be given consideration when in the best interest of the University and when the purchase does not require competitive bidding.

2.3 "Buy America," "Buy Ohio". The university shall give preference in its purchasing activities to products that are produced or mined in Ohio and to bidders that qualify as having a significant Ohio economic presence in accordance with Ohio Revised Code §125.11(B). This requirement may be waived when compliance would result in the university paying an excessive price for the product or acquiring a disproportionately inferior product." Existing state law gives preference to products that are produced or mined in the United States and in Ohio.

3.0 GRANTS PROCUREMENT

3.1 When purchasing goods or services with grant funds, the purchase is subject to the Federal Uniform Guidance (UG) (2 CFR 200) and University purchasing procedures. It is important to note that the UG only applies to federal grants (financial assistance) and not federal contracts. All evidence (e.g. bid waivers, quotes, etc.) of the following processes will be maintained in the grant file for audit purposes.

3.2 Non-federal entities are prohibited from contracting with or making sub-awards under covered transactions with parties that are suspended or debarred or whose principals

are suspended or debarred. (*OMB Circular A-110, Appendix A, Contract Provisions*) “Covered transactions” include those procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000 or meet certain other specified criteria. The Project Director must verify that the entity is not suspended or debarred or otherwise excluded. This verification may be accomplished by checking the *System for Award Management (SAM)*, Formerly the Excluded Parties List System, collecting a certification from the entity, or adding a clause or condition to the covered transaction with that entity.

3.3 All grant expenditures with a cost exceeding \$10,000 requires supporting documentation demonstrating that at least two price quotes were obtained for cost comparison. This documentation can be in the form of formal vendor quotes or screenshots of online vendor pricing.

3.4 The UG allows for “piggybacking” off of existing contracts that were competitively bid. You should ask the supplier you are working with whether they have public contracts, such as those with a government (federal, state, county, city, etc.) or a co-operative entity (IUC, E&I, U.S. Communities, NJPA, NASPO Valuepoint etc.).

3.5 Grants Procurement Threshold Table

Amount	Procurement Type	Description
\$0 - \$10,000	Micro-purchases	<ul style="list-style-type: none"> - No competitive quotes required if the price is considered reasonable - Distribute purchases equitably among qualified suppliers as practical
10,001 - \$150,000	Small purchases	<ul style="list-style-type: none"> - Price quotations must be obtained from at least two qualified sources - Quotes can be obtained directly from suppliers or through screenshots of online prices
\$150,001+	Sealed bids	<ul style="list-style-type: none"> - Publicly advertised and solicited from adequate suppliers - Lowest responsive and responsible bidder wins - Contract is a firm fixed price
\$150,001+	Competitive proposals	<ul style="list-style-type: none"> - Publicly advertised and solicited from adequate suppliers - Most advantageous bid (price and other factors considered) wins - Contract can be either a fixed price or cost-reimbursement type

Any	Non-competitive proposals (sole source)	<ul style="list-style-type: none"> - Good/service is only available from a single source; or - Only one source can provide good/service in the time frame required; or - After solicitation of a number of sources, competition is determined inadequate. - Written pre-approval from the Federal awarding agency is required
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History

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Reviewed: 10/14/16 with no revision