

# Basic Procurement

## Methods of Procurement

Campus departments may make purchases with a PCard or by submitting a Requisition Form to the Procurement Office.

All PCard purchases must comply with the PCard Policies and Procedures Manual.

## Authorization to Make a Purchase

Purchases that are not PCard eligible must be processed through the Procurement Office on a Requisition Form and must be reviewed and authorized by the CFO and/or the CPO. Purchases made prior to review and authorization may make the person committing the purchase personally liable.

## Authorized Signature on Requisitions, Vendor Agreements and Contracts

Contracts/Agreements for goods or services which require a signature must be submitted to the Procurement Office for review and signature prior to the purchase being made.

Unauthorized individuals signing contracts may be personally liable for the total amount of the contract as well as any damages or liability arising from the contract.

## Requisition / Purchase Order Process

An official purchase order authorizes a supplier to provide materials and services to the University and to invoice the University for such items. The purchase order is a legal document. All purchases not made with the PCard should be submitted to the Procurement Office on a Requisition Form (for goods) or WV48 Agreement (for services).

Purchase orders result from requisitions created and approved by campus departments. The originating department must include on each requisition funding information, the quantity, units of measure, item description, estimated cost, delivery address, and suggested supplier. Requisitions that do not involve bid requests or questions are typically converted to purchase orders within two (2) business days or less after passing budget checking. As a norm, these purchase orders will be emailed unless an email address was not provided. In that case, the Purchase Order will be returned to the requesting department and the requesting department must forward the Purchase Order to the vendor.

## **Sole Source Purchases**

A sole source purchase is when an item or service is only available from one source. If a product is available from multiple distributors, it is not considered to be a sole source.

A Sole Source Request Form must be submitted to Procurement for CFO approval. The sole source justification form must include a statement from requesting department stating what is unique about this product or service. (Why can no other company/item meet the department's need. Please list specifics.)

A Requisition form and a quotation from the sole source supplier is also required.

## **Bid Process**

A requisition containing a description of the items and item technical specifications/requirements is typically the starting point for the bid/RFQ process. If the specifications are lengthy, the requisition may contain a general description of the item(s) to be bid and the detailed specification information can be sent as an attachment.

Specifications, in general, should be broad enough to foster competition in bidding and still meet the needs of the department. A brand, catalog number, or model number may be called out for each item but will typically be followed by the words "or approved equal" in the bid request documents. Companies submitting bids may bid on brands and models other than those listed but should in that case, also furnish descriptive literature that will allow the requesting department to evaluate the items to determine whether or not the University can approve them as equal.

A list of potential bidders is prepared by the Procurement Office with suggestions from the requesting department. Bid requests are then prepared and transmitted to each of those potential bidders on the list. Bid due dates are established when the bid request is prepared and that information is included in the bid request documents. Bid requests are sent to potential bidders and a bid response is typically due within 10 to 14 working days, but the nature and complexity of such bids may necessitate up to 20 working days or more. After bid requests are issued, and prior to due date, any inquiries received by the requesting departments from potential bidders should immediately be referred to the Procurement Office.

At the bid due date and time, Procurement staff open the bids received, check the calculations shown by the bidders, review the bids for obvious potential problems, tabulate the bids in ascending order, and email the bids along with the tabulation sheet to the requesting department. A bid award will be made to the bidder submitting the lowest price meeting specifications. Requesting departments indicate their recommendations for bid awards on the bid summary sheet that accompanies the bids and send that sheet back to the Procurement Office. In situations in which the requesting department recommends an award be made to a bidder that has not submitted the lowest bid, the department must provide detailed reasons on the bid summary sheet or attachment indicating why the lower bid(s) does not meet the specifications of the bid request document. The department's recommendations will

be reviewed and if in agreement, the requisition is converted into a purchase order to award the bid. If there is no immediate agreement and/or it is judged that the proposed award could be successfully challenged in a formal protest, the requesting department will be contacted for clarification or further information.

Requesting departments should contact the Procurement Office if problems are encountered with orders resulting from bids such as late delivery or proposed substitutions of brands and models.

### **Request for Proposal Process**

Requests for proposals, unlike bid requests, are used when there are various factors, in addition to cost, that will be evaluated when awarding a contract. With bid requests, the needed specifications are typically known and we are looking for a supplier who can meet those specifications at the lowest cost. With requests for proposals, we are typically looking for suppliers to propose various configurations of equipment or programs to meet our basic requirements. The initiation and processing of requests for proposals is similar to that of bid requests with the exception of the evaluation.

During the preparation of the request for proposal the evaluation criteria is established as a result of discussions with a representative of the requesting department. An evaluation committee will be formed from various campus departments with interest in or knowledge of the proposal. A point system is established and each member of the committee will independently review and evaluate the proposal. Once the evaluations have been completed, the Procurement Office and representatives from the requesting department will review the points awarded. The respondent with the most points and meeting mandatory requirements will be awarded the contract.

### **Bids/Proposals Posting**

In addition to advertising in local newspapers, bid requests and requests for proposals are available from Procurement Office and are posted on the bulletin board located in the Procurement Office, Room 305 Hardway Building. Bids requests will also be available for download from the **Bidding Opportunities** page.

### **Professional Services**

Professional services require an agreement/contract – typically a WV-48 Agreement Form. However, contact the Procurement Office for assistance and additional information.

### **Purchases from Minority/Woman Owned Businesses**

Purchases from minority and/or woman-owned businesses are encouraged.