



## **PURCHASING PROCEDURES**

### **Procedures Regarding Purchases of Goods and Services**

1. Purpose – To set forth the procedure to be followed in the procurement of all goods and services. This procedure applies to all divisions, departments, programs, and funds unless otherwise noted.
2. New Vendor
  1. To request a new vendor, complete a New Vendor Form. Request a W-9 and Insurance Certificate from the vendor. The form is located on the purchasing webpage.
3. Agreements
  1. The Personal Service Form is to be used for student's stipend.
  2. The Personal Service Agreement is to be used when an individual will provide goods or services that does not have or own a business.
  3. The Professional Service Agreement is to be used when you are contracting for Professional Services (Architect, Engineer, Legal or Consultant...etc).
  4. Agreement for Services is used when contracting with a business that does not have terms and conditions.
4. Procedure Regarding Purchases of Goods and Services.
  1. The requesting department will create a requisition for goods and or services. The requisition will follow the approval workflow which includes the Department Head, Purchasing, the Grant Department when funded by a grant, and the Information Technology Department when the purchase is computer related.
  2. A quote, estimate or an invoice must be attached to the requisition as back up information. Quotes or estimates may be submitted on the Personal Service Agreement from an individual that does not have or own a business.
  3. All Approvers have the authority to review requisitions to ensure the correct services, goods and vendor is selected.
  4. All Approvers have the authority to reject requisitions for goods and services being requisitioned. Notes must be added to rejected requisitions.



5. The Director of Purchasing and the Purchasing Agent shall examine each requisition for quotes, estimates and ensure the correct vendor, goods and services are selected and shall have the authority to revise or reject a request.
  6. If the requisition is approved, a Purchase Order (PO) will be created and sent to the vendor.
  7. Requisitions using Operating Funds will be closed at the end of the Fiscal Year.
  8. Requisitions using Grants and Capital funds may roll from one fiscal year to the next fiscal year.
  9. Notify the vendor not to start any work until they receive a PO.
  10. Notify the vendor to send all invoices to [ap@lincoln.edu](mailto:ap@lincoln.edu)
5. Exemptions from Competitive bidding.
1. The University may utilize Cooperative Purchasing Agreement in lieu of soliciting public Bids or Request for Proposal that is publically bid by any public agency to include State's, Counties, Local Municipalities, Colleges or Universities or any agency that solicits Bids and RFPs for a Government Agency.
  2. The following items are exempt from the competitive bidding process: library materials, such as books periodicals, subscriptions, publications; lease and rental of buildings and legal services;
6. The President or Vice President of Finance and Administration shall approve waivers and exceptions to the requirement for bids. Emergency situations shall be deemed a valid basis for waivers or exceptions to the requirement for bid. Exceptions and waivers may be based on the following:
1. Emergencies are situations when not addressed immediately, may reasonably cause disruption to the normal course of business, create an unsafe environment, or increase cost substantially if delayed. When an emergency arises, and the need cannot be met through normal procurement methods, the emergency purchase shall be made by whatever means reasonably necessary to mitigate the damage or risk.
  2. As soon as possible following the emergency, the person responsible for the emergency purchase shall provide written documentation to the Purchasing Department stating the basis of the emergency purchase and for the selection of the particular contractor or provider. Normal purchasing procedures shall be followed as soon as the emergency is over.



**7. Requesting a Quote for Construction, Building Maintenance and Facility Services.**

1. Purchases in the amount of \$500 to less than \$5,000 requires two priced quotes.
2. Contact the Purchasing Department to assist in sourcing vendors for quotes.
3. To minimize change orders and allow the vendors to understand the scope of work, a site visit must be held prior to requesting quotes for construction, building maintenance and facility services.
4. Vendors must attend the site visit to quote on a project. If a vendor did not attend the site visit their quote will not be accepted.
5. Vendors must sign an attendance log during the site visit.
6. During the site visit, we will provide the scope of work, the quote due date and answer questions. All vendors must be present when questions are answered. If we cannot answer a question during the site visit, an email will be sent to all vendors that attended the site visit.
7. When creating the requisition, attach the site visit attendance log and the quotes.
8. Vendors are not allowed to provide a quote if they assisted Lincoln University with writing the grant, scope of work, specs.

**8. Requesting a Quote for Goods.**

1. Purchases in the amount of \$500 to less than \$5,000 requires two priced quotes.
2. Request for quotes must be in writing to ensure all vendors are quoting on the same scope of work.
3. Contact the Purchasing Department to assist in sourcing vendors for quotes
4. The request for a quote must be sent to vendors via email. All vendors must receive the same information.
5. Information to the vendors should include the following information:
  1. Item number if known
  2. Description of the item
  3. Quantity needed
  4. Cost of the item
  5. Due date
6. Attach the quotes to the requisition.



## **9. Blanket Purchase Orders**

1. A Blanket Purchase Order (BPO) should be created when a department will make several payments within a Fiscal Year. Examples.....utility bills, rent, reoccurring services, insurance)
2. The BPO should be created to make payments for the current Fiscal Year only.

## **10. Splitting or Stringing Purchases**

1. The practice of "splitting" or "stringing" of purchases (for example, issuing multiple purchase orders, purchase requisitions, etc.), with the intent to circumvent this Purchasing Policy is strictly prohibited. Any person found to intentionally split or string purchases will be subject to disciplinary action up to and including termination.

## **11. Confirming Orders**

1. Confirming Orders are requests for the University to pay for goods or services that have already been provided, that does not have a prior PO in place. Because Confirming Orders forego the requirements of the Purchasing Policy, including competitive bidding, they are only permitted in the event of an emergency (as described above) or with prior approval from the Department Head (email approval is accepted). The email must be attached to the request.

## **12. Sole Source and RFP Exception**

1. Goods or services may qualify for a sole source exception to competitive bidding requirements if the requester establishes that the goods or services can only be provided by one supplier. A Sole Source Justification form must contain the rationale for the request, and is subject to review and approval by the Director of Purchasing. Examples of valid criteria to establish a sole source include, but are not limited to, the following:
  1. A specific good or service is required for compatibility with existing systems or research needs and is only available from one supplier;
  2. Servicing of existing equipment is provided only by one supplier (e.g., the manufacturer of the equipment or a designated third party), or servicing by a supplier other than the manufacturer or designated third party may compromise the integrity of the equipment or void warranties on the equipment;
  3. The funding source (e.g., a grantor) specifies purchasing goods or services from a certain supplier;
  4. A service provider has unique expertise or specialized knowledge;



### 13. Bids

1. All communication in reference to the bid must be through the Purchasing Department.
2. Vendors are not allowed to provide a bid if they assisted Lincoln University with writing the Grant for the bid, scope of work, specs or quote.
3. Bids must be submitted electronically to the Purchasing Director via Bids/RFP email address. Late bids shall be returned to the bidder unopened. If a bid is delayed through the fault or error of the University employee, the bid shall be opened when received by Purchasing and evaluated with all other bids received. The Purchasing Agent shall not accept the bids of any disqualified bidder. The Purchasing Agent may waive minor irregularities in a bid. A minor irregularity shall be defined for these purposes as one which does not give the bidder in whose proposal it is contained an advantage or benefit not enjoyed by other bidders. A minor irregularity which may be waived or cured is any condition attached to the bid which does not change the terms of the purchase or unfairly prejudice other bidders. The Purchasing Agent shall have the authority to reject all bids, reject parts of all bids, or reject specific bids for any one (1) or more supplies or contractual services included in the proposed contract, when it is in the best interest of the University.
4. Bids will be awarded to the lowest responsible bidder, unless in the opinion of the Director of Purchasing that the interest of the University shall be better served by awarding the contract to another bidder. If a contract is awarded to other than the low bidder, the Director of Purchasing and the requesting department shall document for the record the reason for granting the contract to the person or company other than the lowest bidder. If two (2) or more responsible bidders bid the same amount and such amount shall be the lowest bid, the Purchasing Agent shall award the contract to one (1) of the tie responsible bidders by flipping a coin in the presence of two (2) witnesses who shall sign a statement to be kept on file in the Purchasing Section attesting to the outcome of the coin toss.
5. No bidder shall be permitted to make a modification to its original Bid after the Bid due date.
6. Multiple source contracting. The University may award a contract to two or more bidders if the Director of Purchasing and the requesting Department makes a determination that such an award is in the best interest of the University.
7. When a Bid is awarded to multiple vendors, the requesting department must send an email requesting a quote from the awarded vendors for the required services.
  - The quote must detail the work to be completed and the date the quotes are due.
  - A response is required from all vendors and must be attached to the purchase requisition.



8. When only one bid is received such bid may be considered and accepted if the specifications were clear, the price is reasonable; and the bid is otherwise in accordance with the invitation for bids. The University has the right to rebid if only one bid is received.

#### 14. Request for Proposal (RFP)

1. All communication in reference to the RFP must go through the Purchasing Department.
2. Vendors are not allowed to provide a proposal if they assisted Lincoln University with writing the Grant for the bid, scope of work, specs or quote.
3. Proposals must be submitted electronically to the Purchasing Director via Bids/RFP email address. Late proposals shall be returned to the bidder unopened. If a proposal is delayed through the fault or error of the University employee, the proposal shall be opened when received by Purchasing and evaluated with all other proposals received. A tabulation of all proposals received shall be completed by three evaluator's with one evaluator from the Purchasing Department. The Purchasing Agent shall not accept the proposal of any disqualified bidder. The Purchasing Agent shall have the authority to reject all bids, reject parts of all bids, or reject specific bids for any one (1) or more supplies or contractual services included in the proposed contract, when it is in the best interest of the University.
4. No proposer shall be permitted to make a modification to its original proposal after the RFP due date.
5. Evaluation of proposals. The Director of Purchasing and the requesting department shall establish written evaluation criteria for evaluation of the proposals. These criteria shall be adopted and included as part of the request for proposal. Below is an example of the following criteria that may be utilized in ranking the proposals under consideration:
  1. Experience and reputation;
  2. Expertise (for the particular project under consideration).
  3. Capacity to meet requirements (size, financial condition, etc.);
  4. Price
6. Proposals will be evaluated by at least three evaluators in which one evaluator is from the Purchasing Department. Facilities RFP will be evaluated by the Purchasing Agent, the Facilities Department and the End-user. All non-facility related RFP will be evaluated by the Purchasing Agent and the End-user. If two or more evaluators are from the same department, their scores will be combined to one evaluation.
7. Once the ranking is established The Director of Purchasing will notify the end-user and make a recommendation of the award.
8. If the University requires oral presentations from proposers for clarity. The evaluating committee must attend the oral presentation and complete an oral presentation evaluation.



9. The Director of Purchasing and the requesting department shall have a right to negotiate with individual proposers after the ranking of the proposal. The Director of Purchasing shall establish a committee, procedures and schedules for conducting negotiations. Disclosure of one proposer's price to another and any information derived from competing proposals is prohibited.
  10. If negotiations are conducted, the Director of Purchasing shall issue a written request for best and final offers. The request shall set forth the date, time and place for the submission of best and final offers. The request for best and final offers shall inform proposers that, if they do not submit notice of withdrawal or their best and final offer, their immediate previous offer will be construed as their best and final offer. Best and final offers shall be requested only once unless a written determination that it is advantageous to the University to conduct further negotiations.
  11. Multiple source contracting. The University may award a contract to two or more proposers if the Director of Purchasing and the requesting Department makes a determination that such an award is in the best interest of the University.
  12. When an RFP is awarded to multiple vendors, the requesting department must send an email requesting a quote from the awarded vendors for the required services.
    - The quote must detail the work to be completed and the date the quotes are due.
    - A response is required from all vendors and must be attached to the purchase requisition.
  13. When only one proposal is received such proposal may be considered and accepted if the specifications were clear, the price is reasonable; and the bid is otherwise in accordance with the RFP. The University has the right to rebid if only one proposal is received.
- 15. Sale of Surplus property.**
1. All sales of University property which has become obsolete and unusable, shall be auctioned off by an online auction vendor. Surplus property may be donated to nonprofit organizations or other political subdivisions upon the discretion of the President. Property shall not be classified as surplus except by the Director of Purchasing and Associate Vice President of Facilities and Program Management. For more information on Surplus Property please see the Surplus Property Disposal Policy.
- 16. Public Health Emergency**
1. The President or VP of Finance and Administration may waive any or all requirements listed above if the purchase is in response to a pandemic or a public health emergency.