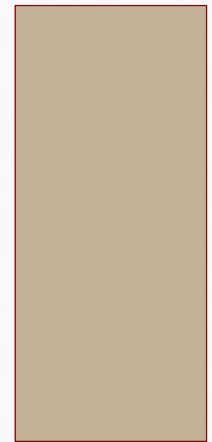


SIUE PURCHASING REVIEW



FREQUENTLY USED LINKS

Frequently Used Links

- [Purchasing Home Page](http://www.siu.edu/purchasing) (www.siu.edu/purchasing)
- [AIS E-Forms Page](https://www.siu.edu/its/ais/eforms) (<https://www.siu.edu/its/ais/eforms>)
- [Special Searches](https://oit.siu.edu/ais/special-searches) (<https://oit.siu.edu/ais/special-searches>)
 - To search for vendors by TIN, name, or doing business as (dba) name
- [AIS SIU Purchasing Inquiry](https://ais-prod.siu.edu) (<https://ais-prod.siu.edu>)
 - Directions for looking up a purchase order in AIS

DOLLAR THRESHOLDS

When do I need a [purchase requisition](#)?

- Purchases less than or equal to \$5,000.00 can be paid using APID (Accounts Payable Invoice Distribution) form
 - The following exceptions must use the requisition process no matter the dollar amount.
 - Buses /Radio Active Materials / Ethyl Alcohol / Live Animals
 - Purchases involving installation/labor so that prevailing wage can be enforced (Furniture)
- Purchases greater than \$5,000.00 must be paid using a purchase requisition
 - PO must be issued prior to order placement or work done.
 - [No confirming orders](#) in accordance with SIU Board of Trustees policies and the Illinois Procurement Code.

PURCHASE REQUISITION

- **NEW RULE (effective 2/15/19):** If purchase is \$20,000 or more (if not using a Grant account, "76---"), 3 quotes must be obtained, with one being from a firm that is owned by a minority, female, or person with disability. If purchase is \$10,000 or more when using a Federal grant account "76---", 3 quotes must be obtained, with one being from firm that is owned by a minority, female, or person with disability.

If purchase between \$5,000.00 and \$19,999.99 submit:

- Purchase Requisition
- Quote from vendor – not required, but encouraged.

PURCHASE REQUISITION USING A GRANT ACCOUNT 76XXX

Three purchasing thresholds—What you need to know.

Under \$10,000 (Micro-purchase)

What SIU must document: Price reasonableness and decision for selecting vendor.

What we need from Principal Investigators (PIs): Continue to email your Grants and Contracts Associate prior to initiating a purchase and explain the need for the purchase and provide a sentence or two explaining why you're selecting the vendor.

Reasons for selecting a vendor:

- Item is only available from one source.
- Emergency or scheduling requirement.
- Expected processing time.
- Need for research or programmatic compatibility.
- Personal knowledge of the item being purchased.

PURCHASE REQUISITION USING A GRANT ACCOUNT 76XXX

\$10,001 - \$99,999 (Small Purchase)

- What SIU must document: Price or rate quotes from an adequate number of vendors and the decision for selecting vendor.
- Requirements: Purchase requisition with at least three vendor quotes attached, and complete and attach the Grant Compliance Transaction Summary Sheet ([Grants Transaction Summary Sheet \(.pdf\)](#)) to the purchase requisition. There may be exceptions for obtaining quotes – such as sole source, grant specified, etc.
- Quote examples:
 - Catalog pricing.
 - Screenprint of vendor pricing from internet.
 - Written quote signed by the vendor.
 - Verbal discussion – use Vendor Log to document date/time of quote, vendor name and contact, quote amount and period for which quote is valid.
 - Non-Federal Grant Account

PURCHASE REQUISITION USING A GRANT ACCOUNT 76XXX

\$100,000 and Up (Large Purchase)

- Standard competitive bid process
- (including Board of Trustees approval for purchases of \$1,000,000 or more)
- What SIU must document: Proposals were solicited from an adequate number of vendors (ensuring free and open competition), the vendor selection process utilized, and the final cost and price analysis. Rationale for sole source or emergency purchases when appropriate.
- Requirements: Purchase requisition with specifications for goods or services and letter of justification; completion of any sole source or emergency purchase justifications (when/if needed).
- Tips:
- Clearly justify vendor and professional services in your proposal and budget.
- Notify the OSPA right away if you believe there may be a conflict of interest between yourself and the vendor.
- Provide sufficient lead time for purchases, including consultants (they are considered vendors by the federal regulations).
- Approve vendor payments as quickly as possible when goods or services are received to your satisfaction.
- Notify your OSPA Grants Assignee and Procurement Services right away of any issues with your vendor, and do not approve payment.

PURCHASE REQUISITION

If purchase between **\$20,000.00** and [legal bid limit](#), submit the following:

- Purchase Requisition
- Three signed quotes **OR** a sole source memo to the Director of Purchases detailing why there is only one vendor available for this purchase. Obtaining a letter from the vendor stating why they are the only source for the purchase is encouraged and will expedite the sole source.
 - If submitting multiple quotes, you need to obtain at least one price quotation from a firm that is owned by a minority, female or person with disability. Please access the Purchasing website <http://www.siue.edu/purchasing> or contact Tara Raburn x3259, tarabur@siue.edu to assist you in locating diverse vendors. If no vendor is found, please indicate this on your purchase requisition.

Example of Sole Source Memo:

Memorandum

Date: 3/14/18

To: Michele Albert

From: Gina Grace

Re: Sole Source Justification

Cengage Learning is the publisher of the textbooks and is the only entity that is able to fill the large number of textbooks required by Textbook Services. The publisher is the owner of the rights to the textbooks. The requirements for the textbooks are set by the faculty.

THIRD PARTY SERVICE PROVIDER

- Links/Forms:
 - <https://www.sive.edu/its/forms/index.shtml>: Risk Assessment Form SPRA and SOC Review Checklist
 - <https://www.sive.edu/purchasing/staff/forms.shtml>: Purchase Requisition
 - <https://www.sive.edu/purchasing/staff/howto.shtml>: SOC Report Review Checklist FAQ's and Vendor vs. Service Provider

THIRD PARTY SERVICE PROVIDER

- Third Party Service Provider Risk Assessment forms are required to be completed annually
- Identified third-party service providers are required to submit a SOC report annually
- SOC report must be reviewed and approved by ITS/Jeff Laughlin
- Purchase order will not be issued without receipt and approval of SOC document

- External auditing and internal auditing have requested and identified vendors that meet the requirements as being a third-party service provider
- What is the definition between vendor vs service provider – see highlighted portion
- Purchase requisition – radio boxes and link
- Risk Assessment completed annually
- SOC Report submitted and reviewed annually
- SOC Checklist

LEGAL BID LIMITS

Purchasing sends an announcement of the legal bid limits for each fiscal year and the information may be found on Purchasing's website.

Current Fiscal Year

- https://www.siue.edu/purchasing/staff/bid_limits.shtml

PURCHASE REQUISITION

If purchase equal or greater than [legal bid limit](#), please submit:

- Purchase Requisition
 - Include budgeted amount and description of product or service
 - Type BID in the recommended supplier information
- Letter of Justification – should include information about what is being bought, why it is needed for justification to purchase and budget purpose name and number.
- [State Required RFP or IFB](#) templates must be used **OR** [Sole Source Justification Form](#).
 - The RFP (Request for Proposal) consists of pricing and service component evaluations – not solely based on price

SOLE SOURCE PURCHASES

- Definition: Purchase exceeding the bid limit, where a single source capable of providing the technical expertise or proprietary goods required.
- The [Sole Source Justification Form](#) is updated each fiscal year. Please check for the most up to date version of the form.
- Questions? Contact Gina Grace, x3522, ggrace@sive.edu.

ADDITIONAL REQUIREMENTS

- **Approval from the VCA Office:** The department should obtain signature from SIUE VCA for purchases between \$100,000 and \$499,999.
- **Approval From the President's Office:** Purchasing will obtain for purchases between \$500,000.00 and \$999,999.99.
- **Memorandum of Agreement (MOA):** For purchases in the amount of \$250,000.00 or more in a fiscal year (including change orders), Purchasing will obtain a Memorandum of Agreement (MOA) signed and approved in writing by the Chief Executive Officer, Chief Legal Counsel and Chief Fiscal Officer. Purchase order cannot be released until MOA is signed and returned to purchasing.
- **Approval from the Board of Trustees (BOT):** Purchasing will obtain for purchases equal or greater than \$1,000,000.00.
 - This requires a recommendation to be made to the Board 30 days prior to their meeting date – so any bid has to be opened and recommendation from the department received by purchasing
 - The BOT meet approximately 5 times a year, see [calendar](#).

AUTHORITY TO SIGN CONTRACTS

Authority to sign documents is limited by the Board of Trustees. The authority to execute documents on behalf of the University is reserved by the Board Statutes to the President and Chancellors or their designee(s) (Directors of Purchases). Signing contracts outside the scope of this delegation authority may result in personal liability.

All contracts must have Legal Counsel review and approval before the Director of Purchases can sign. Please forward all contracts and method of payment (P-Card, APID, Purchase Requisition) to the Director of Purchases and it will forward on to the University's Legal Counsel, for review and approval. Once Legal Counsel has approved the contract, the Director of Purchases will sign on behalf of the University and return to requesting department.

Please contact the Purchasing Office, x3265 with any questions.

STATE ACCOUNT CUT OFF DATES

This note applies only to "state accounts"—i.e., Budget Purposes numbered 72XXXX. In order to help you with end-of-year purchases, the Purchasing Department sets deadlines so required steps can be completed and approvals obtained in time. Those steps depend on the dollar amount of the purchase, resulting in three cut-off dates.

Please follow your Vice Chancellor's spending guidelines.

THE THREE-TIERED CUT-OFF FOR PURCHASE REQUISITIONS:

1. Purchases **EXCEEDING \$1,000,000** require Board of Trustees approval after receipt of bids. There is a tight deadline with several requirements and approvals to obtain, please call Purchasing **immediately** to discuss your plans. The requisition must be received in Purchasing by **Friday, February 21, 2020** to complete the formal bid process in time for Board approval. The bid process includes obtaining additional approvals, advertising the bids for 15 days, analyzing the bids received, and review by the Illinois Procurement Policy Board (PPB). (The PPB review can, though rarely does, take 15 days. So even receipt of the requisition by February 12 does not guarantee that the purchase will occur this fiscal year. The sooner, the better.)
2. For other purchases **EXCEEDING the legal bid limit, \$100,000**, but not exceeding \$999,999, please send the requisition to Purchasing by Monday, **April 6, 2020**. This will allow for the formal bid process, described above.

STATE ACCOUNT CUT OFF DATES

3. Requisitions for **LESS THAN the bid limit** will be accepted until Friday, **May 1, 2020.**
 - a) The May 1st cut-off applies to service order requests to Morris University Center (e.g., Room Rental, Bookstore, Food Service), Facilities Management, and other units.
 - b) Purchase requisitions and service order requests will not be accepted after May 1st. Exceptions will be rare.
 - c) Please understand that this means that Fiscal Officers will have no authority to place non-P-Card orders after May 1st.
 - d) The closeout restriction INCLUDES the Income Fund portion of your Budget Purpose (Account).
 - e) These deadlines do NOT pertain to P-Card purchases. P-Card purchases will be charged to FY20 up to June 30, 2020.

HOW TO COMPLETE A PURCHASE REQUISITION

- A [Purchase Requisition](#) needs all required signatures
 - Office of Research and Projects if using a grant account
 - Fiscal Officer signature
 - Vice Chancellor when necessary
 - Always required when over the [legal bid limit](#)
 - Purchases \$20,000 or above, construction, or requires a contract.
 - Provost Approval
 - Always required when over the [legal bid limit](#)
 - Purchases \$25,000 or above, construction, or requires a contract.
 - Vice Chancellor for Administration
 - All Purchase requisitions \$100,000 to \$499,999
 - All Security Cameras
 - All Financing

ADDITIONAL FORMS

- **SIUE Independent Contractor Analysis Form:** Required when paying against a Social Security Number for a contractual service on APID or requisition for any dollar amount.
 - Requires signature from vendor, fiscal officer, and Human Resources
- **Independent Contractor/Consultant Service Agreement and Contract Certification:** Required when paying for Professional and Artistic services (law, accounting, medicine, dentistry, clinical psych., custom-produced art) or anyone providing a service such as speaking, consulting, etc.in the amount of \$5,000.00 or above.
- **New/Change Supplier Form: Required for all new vendors.**
- **Completed, signed W-9** for Vendor
- **Grants Transaction Summary Sheet** for purchases \$10,000 or more using a grant account.
- **Third Party Service Provider Risk Assessment Form SPRA (link to the form in on the Purchase Requisition).**
- **Department is responsible for getting all appropriate signatures on these forms.**

FURNITURE PURCHASES

- Prior to the purchase of new furniture, where any single item exceeds \$500.00, departments must check with the State of Illinois Surplus Property Warehouse (Kent Guthrie; Kent.Guthrie@illinois.gov) to see if any surplus furniture can be utilized. This is an Illinois state law.
- The [New Furniture Purchase form](#) must then be completed signed and notarized and filed with CMS' surplus property, faxed or emailed copy acceptable, and submitted with the purchase requisition.
- [IPHEC contracts](#) for furniture are listed on Purchasing website.
- Questions? Contact Gina Grace, x3522, ggrace@sive.edu.

PROCEDURE FOR CLOSING PURCHASE ORDERS

- Once all payments have been issued and the Purchase Order is no longer needed, it is the responsibility of the department to notify Purchasing to close the Purchase Order.
 - The purchase order dollar amount may need to be reduced to match the amount paid before it can be closed.
 - An email confirmation may be sent to the buyer in place of [Purchase Order Revision Request Form](#) to close the PO.

INSURANCE

- If vendor is coming on campus for **any** reason, they must have a current certificate of insurance on file with the Purchasing department.
- To find out if a vendor has current insurance on file, see [website](#).
- Purchase orders will be placed “on hold” until a Certificate of Insurance has been received and approved. **No payment can be issued until the hold is released.**
- Questions? Contact Barb Kane, x2859, bkane@siue.edu.

PCARD INFORMATION

- Orders delivered to the University must be delivered directly to cardholder at individual office location. **No items should be delivered to a home address.** Packages must have adequate identification to reach cardholder, including their Building and Room number.
- Questions? Contact
Starla Nixon, x3257, snixon@sive.edu or
Teresa Shipton, x 3384, tshipto@sive.edu

MISCELLANEOUS

- **USED ITEMS:** For any item being purchased that is used or refurbished, a letter of justification to the Director of Purchasing is needed explaining why the department wants to buy this item and why purchasing this item is beneficial. A letter from the vendor will be beneficial explaining the refurbished piece of equipment, warranty/guarantee information, and the comparison from used to new.
- **TRADE-INS:** Purchases involving trade-ins require the completion of the [Inventory/Equipment Change of Status Form](#) to be submitted with the purchase requisition. Purchasing will forward this form to Property Control and must be approved by Property Control before PO can be issued.
- There are several [IPHEC and Prime vendors contracts](#). These contracts should offer the best pricing. Be sure to check out the IPHEC website, www.iphec.org/vendors (go to Opportunities tab and look at Vendors and Awards sections).
- All formal bids are now posted on the [Illinois Public Higher Education Procurement Bulletin](#).

MISCELLANEOUS

- As a reminder, all computer equipment and software **must be approved** by Information Technology Services (ITS) before being purchased, whether by Pcard, Purchase Order, or APID. Software must be approved by ITS Security Review and Export Control. ITS Approvals are required with Pcard payment and Requisitions.
- Avoid stringing and splitting of orders.
- Vendors must be an [Approved Licensee](#) before using the SIUE name or logo contact Marketing & Communications with questions.
- [Moving Expenses](#) are handled by Accounts Payable, x2585.
- For any purchase that deals with remodeling, renovation or alteration of University space and/or an architect, engineer, or land surveyor, the requesting department must consult with Facilities Management (x3711)

MISCELLANEOUS

- **VWR vs. Fisher Scientific**

- Sigma Aldrich Sole Source #IPHEC2012
- Fisher Scientific, HappiLabs, Neta Scientific RFP #IPHEC1809
- VWR RFP #IPHEC1801 Fisher Scientific – Contact Info
 - Jeff Eissman – jeff.eissman@thermofisher.com
 - 800-766-7000
- VWR International, Inc. – Contact Info
 - Andrew Baum – Andrew_baum@vwr.com
 - 800-932-5000

MISCELLANEOUS

- **VWR VS. FISHER SCIENTIFIC** (Cont'd)
 - If you are spending \$20,000 or more, get multiple quotes.
 - If Fisher has better price than VWR, please let us know in Purchasing.
- **PAINT**
 - Sherwin Williams Company and PPG Architectural Finishes Cooperative #184ALC.

OFFICE DEPOT

- Office Depot is our preferred vendor for office supplies
- Contract Prices are on www.business.officedepot.com
- For purchases from the [retail site](#) or the store, the customer ID for tax exempt status, is #000590010359
- Questions? Contact Purchasing, x3255.

PEPSI

- The University has a contract with Pepsi Beverages Company effective until June 30, 2021.
- The University's contract with Pepsi is an exclusive contract which means that most beverages sold, dispensed, or otherwise provided to SIUE and the public on campus must be Pepsi products. This contract applies to all beverages purchased with University funds, whether they are purchased for resale, for refreshments at meeting and social event, or any other purpose.
- This includes soda, bottled water, flavored drinks, sports drinks, bottled tea, energy drinks, and juices.
- Visit Pepsi [website](#) for brand information

CENTRAL RECEIVING/ SURPLUS PROPERTY

- Central Receiving

- Inbound shipments
- Outbound shipments – The University has a contract with UPS.
 - Fill out the [Outbound Shipment/Material Return form](#)
 - Fax to 2830
 - Central Receiving will pick up the item and ship it from the Loading Dock.
 - Central Receiving is also responsible for determining that all items received are in accordance with the quantities and specifications ordered (purchase orders only).
- Delivery of merchandise received to the ordering department.

- Surplus Property

- If you are in need of office equipment for your campus office, you can contact surplus property to see what is available.
- Questions? Or to schedule a visit:

Contact Scott Ettling, Loading Dock #2, x3378,
settlin@sive.edu

BEP SPEND REQUIREMENTS

- The State of Illinois requires SIUE to spend 20% of our overall budget with **certified** diverse businesses which includes businesses owned by women, minorities, and disabled persons.
- Businesses **MUST** be certified by the State of Illinois Central Management Services in order to count toward our goal. Self-proclaiming the business is minority- or woman-owned is not sufficient. In addition, national certifications are not recognized by the state.

BEP SPEND REQUIREMENTS

- Please reach out to Tara Raburn, x3159, tarabur@siue.edu with all questions relating to BEP and if:
 - You currently work with a vendor with a diverse owner that is not yet certified by CMS or if you are unsure if they are.
 - You are searching for vendors to complete a project big or small and need recommendations on certified businesses.

DEPARTMENT DIRECTORY

- Shelly Albert, Director, x3265, malbert@siue.edu
- Gina Grace, Procurement Officer Specialist, x3522, ggrace@siue.edu
- Barb Kane, Procurement Officer, x2859, bkane@siue.edu
- Starla Nixon, PCard Administrator, Procurement Officer Specialist, x3257, snixon@siue.edu
- Teresa Shipton, Procurement Officer Specialist, x3384, tshipto@siue.edu
- Aimi Hartlieb, Procurement Officer Specialist, x2834, aihartl@siue.edu
- Janet Lewis, Procurement Officer, x3912, janlewi@siue.edu
- Tara Raburn, Business Enterprise Program Administrative Associate, x3259, tarabur@siue.edu
- Pam Cunningham, Office Administrator, x3187, phartze@siue.edu
- Aaron Edward, Office Support Specialist, x3255, aaredwa@siue.edu

DEPARTMENT DIRECTORY

- Scott Ettlign, Distribution Services Supervisor, x3378, settlin@siue.edu
- Steve Reinhardt, Storekeeper II, x3256, sreinha@siue.edu
- Chris McClelland, Storekeeper II, x3256, cmcclel@siue.edu
- Mark McCracken, Route Driver, x3918, mmccrac@siue.edu

THANK YOU FOR PARTICIPATING

Questions about this
training?

Call 618-650-3255

Campus Box 1012