

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 108
		PAGE NO: 1 of 1
		ORIGINAL: January 2003
		LAST REVISED: May2016
TITLE: Requisition Processing Quotes and Non-contract Orders		REVISION DATE: July 2017

I. Purpose

The purpose of this guideline is to define a procedure for quotes and non-contract orders.

II. Procedure

Price verification is a very important part of the purchasing process. It is the basic responsibility of all employees involved in the procurement of goods or services to verify the reasonableness of all prices paid and in the instance of a service that a signed agreement must be in place.

Requirements for non-contract orders

- Purchases under \$2,499 – While no competition is required, campus should take the steps necessary to ensure that the prices are reasonable. Departments should be prepared to support their purchase by establishing reasonableness of price or justification of the vendor.
- Purchases \$2,500 – 49,999 – Written quotes are required. Written documentation should be maintained by the campus to support both the selection of the vendor and the reasonableness of the price. Also solicitation in the New York State Contract Reporter publication quarterly ad is required.
- Purchases \$50,000 – 124,999 - A campus must solicit a minimum of three informal quotations or proposals from responsible vendors offering such commodity/services. At the campus' option and depending upon the situation, a more formal process may be used, but is not required. Solicitation in the New York State Contract Reporter publication ad is required for a minimum of 15 business days.
- Purchases over \$125,000 - A campus must solicit a minimum of five formal sealed bids or proposals from responsible vendors. Where the solicitation of sealed bids or proposals is not practical, the campus may solicit, with the written approval of the campus president or designee, a minimum of five formal written quotations. Written documentation of such approval shall be maintained by the campus. Solicitation in the New York State Contract Reporter publication ad is required for a minimum of 15 business days. Please contact Purchasing and University Services.

III. Documentation Required for Requisition

1. On any requisitions that may require a formal bid, departments are requested to supply names and addresses of vendors they wish included on the bidder's list and forward them to University Services.
2. Departments CANNOT contract with an outside vendor. Departments can obtain quotes / bids on behalf of Fredonia to justify reasonableness of price. Quotes should be attached to a

completed requisition and sent to the Purchasing Department. New York State has developed its purchasing practices over time to insure that the best interests of the State are served. The Office of the State Comptroller expects all State agencies and political subdivisions to follow them.

3. Services should have an agreement that is reviewed and signed by the Director of Contract Services. The agreement must have a scope of work and what is expected such as a list of deliverables.
4. All software, whether it is a first time purchase or a renewal must be purchased via a requisition with the initial request made via Tracker. The agreement must be signed by the Director of Contract Services or the Director of University Services.

IV. Source

Purchasing and Contracting (Procurement), Document Number 7553, Effective Date January 15, 2016