



EMPLOYEES QUICK GUIDE TO MVSU PURCHASING

Contact Information

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To Be Determine
Later

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Purchasing Assistance

This is only a brief summary of the process as outlined in the purchasing rules and regulations. The Purchasing Department is here to answer your questions at any time. Please call first to avoid problems later. We will be happy to work with you in any way possible and will provide either individual or group training on request.

Introduction

- MVSU is regulated by Office of Purchasing Travel

- Only meet the needs created by emergency.
- Follow the best available practices.
- These are most likely to occur at the Universities.

Requester/End User responsibilities

- Notify Purchasing Office ASAP.
- Follow purchase process outlined in Introduction section.
- Write a description of the purchase, price, and the nature of the emergency to Purchasing Office.
- All documentation related to the purchase.
 - IHL Board or Commissioner or his designee has authority to declare an emergency.
 - IHL Board notified at the next meeting written in the agenda.
 - OPTFM or MITS will be supplied a statement documenting the conditions and circumstances of the emergency, including events leading up to the situation and the negative impact to IHL.

Sole Source Purchase

Requester/End User responsibilities

- Follow purchase process outlined in Introduction section.
- Description of the product or service.
- Explanation of why this is the only product or service that can meet the needs of IHL.
- Explanation of why the source is the only person that can provide the product or service.
- Explain why the amount to be expended is reasonable.
- Efforts to obtain best possible price.

Less than \$5,000.00

- Can purchase without advertising and must follow same guidelines as stated above.

Greater than \$5,000.00

- Follow same guidelines as stated above.
- Requires MITS or OPT approval.

Federal Regulations

Less than \$3,500

Can be purchased without bids and quotes and or advertising

Greater than \$3,500.01 to \$25,000.00

- Must have two written quotes from two different vendors

Greater than \$25,000.00

Must be advertised in a of general circulation Paper for two weeks as well as MAGIC

Less than \$5,000.00

Requester/End User responsibilities

- No bidding or quotes required but requester is encouraged to get second quote if time permits and money can be saved.
- Follow purchase process outlined in Introduction section.

\$5,000.00 to \$50,000.00

Requester/End User responsibilities

- Two written and signed (by the vendor) quotes. Emails will also be acceptable or MITS Express Products Lists (EPLs) up to stated limits.
- Follow purchase process outlined in Introduction section.

Purchase Office responsibilities

- Will assist in all aspects needed.
- Suggest using vendors on MITS EPLs.

\$50,000.00 to \$250,000.00

- Formal bidding required or MITS EPLs up to stated limits.
- MITS CP1 required if EPLs not utilized.

Requester/End User responsibilities

- Follow purchase process outlined in Introduction section.
- Documentation as requested by MITS.

Purchase Office

- Starting MITS Competitive Procurement Form.
- President or designee must sign.
- Submit into MITS workflow.
- Communicate between MITS and Requester/End User.
- Receive CP1 from MITS.
- Notify Requester/End User of approval.
- Assist in all aspects needed.
- Will follow process outlined in Introduction section.

Over \$250,000.00

- Formal bidding required.
- MITS and IHL Board approval required.
- MITS will negotiate a contract on behalf of IHL.
- Legal will assist with review.

Emergency Purchase

- Defined in MS Code 31-7.1(f)
- Circumstances constituting an emergency are; fire, flood, explosion, storm, earthquake, epidemic, riot, insurrection, defective construction, immediate preservation of order, public health, machinery involving electricity, water or natural gas.

(OPT) and MS Information Technology (MITS) Ms Institution of Higher learning (IHL) as per MS Code Section 31 Chapter 7.

- If process is not followed you may be personally responsible for payment to vendor. MS Code 31-7-57.
- These processes are in place to protect MVSU and its employees.
- All purchases require MVSU and/ or IHL if the dollar amount exceeds the amount set by the board.

• **Purchase Methods;**

1. P Card (Note Individual Card Holders authority)
2. Purchase Order
3. Contract
 - a) Contracts will forward to Accounts Payable for payment if they are required.

• **Purchase process for all Purchase Methods;**

1. End User/Requester responsibilities
 - a) Complete online/paper Requisition
 - b) Description of purchase
 - c) Quantity and pricing
 - d) Vendor information
 - e) Department and/or fund and org
 - f) Budgetary Authority signature.
 - g) Other signatures as required.
 - h) Documentation as described in the types of purchases below.
2. **Staff Accountants**
 - a) Will review Account number
 - b) Review Req. for completeness and documentation. Will send back if incomplete.
 - c) Forward to Purchasing for PO and suggest a contract if one is needed. Requester will create a Professional Service Contract if needed.
 - d) Requesters notified by checking the Banner System of approval and disapproval by logging on to the system.

Commodities

Less than \$5,000.00

Requester/End User responsibilities

1. No bidding or quotes required but requester is encouraged to get second quote if time permits and money can be saved.
2. Follow purchase process outlined in Introduction section.

\$5,000.00 to \$50,000.00

Requester/End User responsibilities

1. Two written and signed (by the vendor) quotes. Emails will also be acceptable.
2. Follow purchase process outlined in Introduction section.

Purchase Office

- Will assist in all aspects as needed.
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More than \$50,000.00

- Formal advertised bidding is required if items are not on the State of MS Competitive Contract.
- **Formal Bid Process;**
 1. Requester/End User responsibilities
 - a) Follow purchase process outlined in Introduction section.
 - b) Write specifications, bring to Purchasing for forProcessing
 2. Purchasing Office responsibilities
 - a) Assist as needed in writing specifications.
 - b) Post advertising in local newspaper.
 - c) Download bid into MAGIC.
 - d) Post bid packets in MAGIC and onMVSU Website.
 - e) Receive bid packetsand Time, Date stamp all bids received
 - f) Open bid packets at specified date and time.
 - g) Compile bid results and make a presentation of lowest and best award to Requester/End User.
 - h) Submit documentation to OPT for PI for approval.
 - i) Submit award and notifications to participating vendors.
 - j) Notify Requester/End User of approval and wait for decision of contract or PO.
 - k) Retain required bid documents on file.
 - l) Will assist in all aspects needed.

More than \$250,000.00

1. Follow same process outlined in More than \$50,000.
2. IHL Board approval required. on all Construction Project over \$1,000,000.00

Services

Less than \$25,000.00

Requester/End User responsibilities

1. No bidding or quotes are required but requester is encouraged to get second quote if time permits and money can be saved. These quotes should be retained in the department
2. Follow purchase process outlined in Introduction section.

\$25,000.00 to 250,000.00 (Internal Procedures if time allows)

1. Need two quote and complete Professional

Service Contract (PSC)

2. Send PSC and quotes to the Purchasing Department upon completion and the appropriate Signatures

Greater than \$250,000.00

Requester/End User responsibilities

1. Follow process outlined for contracts More than \$250,000
2. Follow purchase process outlined in Introduction section and listed below.
3. IHL Board approval is required.

Purchase Office responsibilities

1. Will follow Purchase Process outlined in Introduction section.
2. Assist in all aspects needed.
3. If formal bidding is decided as best value Purchasing will follow Bid Process guidelines outlined in Commodity section.
4. **If an RFP is required instead of IFB.**
 - a) Assist as needed in writing scope of work (SOW).
 - b) Post advertising in local newspaper.
 - c) Download RFP into MAGIC.
 - d) Assemble an evaluation committee to read and score proposal.
 - e) Mail proposal packets to prospecting vendors.
 - f) Receive proposals.
 - g) Review proposals for completeness. Reject any that are incomplete.
 - h) Meet with evaluation committee to score proposals.
 - i) Submit award and notifications to participating vendors.
 - j) Notify Requester/End User of approval and wait for decision of contract or PO.
 - k) Retain required bid documents on file.

Technology

- All technology purchases should be reviewed /approved by IHL Technology Department.
- Lifecycle cost of each project should be calculated. Examples of costs are; purchase price, freight, installation, training, post warranty maintenance, support, upgrade charges, on-site vendor personnel, and any other recurring usage charges.