Procurement Policies – Updated 10/1/2014

Due to some changes at Dell, orders are now being placed online by Purchasing instead of being faxed. Quotes will be available on the IT sky website (https://sky2.emporia.edu/Pages/default.aspx, all SkyApps, IT Advisor). Please note that only one quote can be processed per purchase requisition. Contact the IT Helpdesk so all items being ordered can be included on one quote.

Since Dell is no longer providing paper invoices, it is necessary to download invoices from the Dell website (see the Procurement Policies-Updated 10/1/2014 PowerPoint for instructions).

The Official Hospitality form needs to be included with purchase requisitions and/or invoices for any purchase qualifying as official hospitality. The form is not required for searches approved through Human Resources.

Furniture purchases need to be coordinated and approved by ESU’s Executive Director of Campus Master Planning, Bobbi Pearson, prior to ordering. This allows the campus to keep a consistent look and use the color palette of the campus master plan. Please send requests to Bobbi Pearson, cc’ing Barb Weaver.

Purchasing website: http://www.emporia.edu/busaff/purchasing/

The updated Procurement Policies, effective October 1, 2014, can be found on the ESU Purchasing website.

Check orders/products as they are received, not when needed, to insure proper items are received.

Reimbursements, money with orders and registrations being paid with a check need to be submitted to Accounts Payable the same as an invoice.

Registrations being paid with a credit card need to be filled out on the “Conference Registration Form” found in InfoPath and sent to Cheryl in the Controller’s Office.

Criteria for bid award shall be on the basis of lowest responsible bidder meeting the specifications, terms and conditions established in the bid document. Any award not meeting these criteria shall be supported by a written justification approved by Purchasing prior to order placement.

Specifications shall not be restrictive as to exclude any responsible bidder offering comparable supplies, materials, equipment or contractual services.

Splitting a purchase into two or more transactions to avoid any bid limit is a violation of ESU Procurement Policies.

Purchases from State and ESU contracts are exempt from bid procedures.

Informal Bid Quotation Process tab:
- Informal Bid Quotation Form
- Informal Bid Quotation Spreadsheet
- Samples of Informal Bid Quotation Form, Spreadsheet and Additional Specifications
**Informal Bid Quotation:**

Informal Bid Quotation (IBQ) forms and samples have been added to the Purchasing website under the “Informal Bid Quotation Process” tab. Additional information can be found in the “Informal Bid Guidelines” tab. When filling out the Informal Bid Quotation Form, make sure to use the correct format for the quotation number which is org number, fiscal year and sequential number, i.e., 6040-1501.

Bidders should be allowed ample time to respond to the request, preferable 3 business days.

It is required that a minimum of three vendors are notified of the Informal Bid Quotation.

Make sure to include an email address on the IBQ form for inquiries and bid submittals.

Request shipping for each line item when items can be ordered separately. Items may be awarded to multiple vendors based on low bid meeting specifications.

Include a deliver by date if applicable.

Request samples if applicable.

If specifications are too long to fit on the IBQ form, additional information can be listed in a word document and sent to the vendors when notified of the bid.

Bids responses must be received via mail or email on the IBQ form.

Late bids will not be considered.

If the item is on a State and/or ESU contract, include the contract vendor as one of the bidders notified.

IT and Marketing should be contacted accordingly prior to the bid process to insure conformance with University policies and guidelines.

Only a LRG licensed vendor approved to produce ESU products prior to bid closing will be considered for promotional items.

NEVER disclose a vendor’s quoted price to another vendor, even after the bid has been awarded. All questions should be directed to Purchasing.

If the total cost exceeds $9,999.99, the bid will need to be posted in accordance with the formal bid process.

If the Informal Bid process has taken place but an order will not be placed, documentation must still be submitted to the Purchasing Office to allow appropriate responses to vendor inquiries.

Submit the Informal Bid Quotation spreadsheet, including vendor and bid information, along with the Informal Bid Quotation results and other supporting documentation to Purchasing. Upon completion of the review process, Purchasing will notify the department when the order can be placed.