

FORT HAYS STATE UNIVERSITY

STATE ACCOUNT

INFORMAL BID PROCESS

Definition of Informal Bid: If an item or service has a total price of \$5,000 to \$24,999.99, plus shipping and handling, including items on state contract, an informal bid process must be completed by the department.

Exceptions: Membership Dues, Subscriptions and Speakers/Entertainers.

1. The department will obtain a minimum of three bids and complete the Workday Online Workflow, Purchasing, **Informal Bid Form**.
2. Supplier purchase order/payment.
 - a. If Supplier accepts payment by credit card without fees, complete:
 - 1) Workday Online Workflow, Purchasing, **P-Card Purchase Order Form**. Purchasing will send the purchase order to the supplier.
 - 2) **Reminder:** Do not complete a Workday Requisition.
 - 3) When goods are received or services provided, contact the Purchasing Office to approve the Workday Online Workflow **Informal Bid Form** to open the PCard to the authorized amount. When the **Informal Bid Form** is approved, an email notification goes to the submitter; and the department can contact the Supplier to make payment.
 - 4) **Verify Procurement Card Transactions** when you receive the invoice.
 - b. If the Supplier accepts payment by check or ACH:
 - 1) Create a Workday **Requisition**.
 - a) Select **"Informal Bid"** as the **Requisition Type**.
 - b) Enter **"Request Goods"** or **"Request Services"** as the **Non-Catalog Request Type**. If multiple payments will be made, enter as **"Request Services"**.
 - 2) Purchasing will send the purchase order to the supplier.
 - 3) When goods are received or services provided, contact the Purchasing Office to approve the Workday Online Workflow **Informal Bid Form**. When the **Informal Bid Form** is approved, an email notification goes to the submitter; and the department can process the payment.
 - 4) Use **Supplier Invoice Workbench** in Workday for payment of each invoice.

Policies:

- Orders shall not be split to avoid \$5,000 to \$24,999.99. Order splitting is a violation of state law and university purchasing policies.
- The department should obtain three bids via fax, email or phone. If the item is on state contract, include a state contract supplier as one of the bidders. The printed quotes received from the suppliers will be attached to the Workday Online Workflow **Informal Bid Form**.
- If the Purchasing Office determines the bid needs to be posted, the specifications will be used to publicly post a bid on the FHSU Purchasing website, <http://www.fhsu.edu/purchasing/bids/> for a minimum of three (3) business days. The supplier information on the Workday Online Workflow Purchasing **Informal Bid Form** will not be posted. If a supplier provided the department with a quote prior to the bid, the supplier must submit their final bid to the FHSU Purchasing Office by the bid closing date. The Purchasing Office will scan and attach the bid responses and an Excel spreadsheet of the results to the **Informal Bid Form** and forward them to the department for review.

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- The department will respond to the email indicating whether they accept the low bid or provide a justification for not accepting the low bid. The Purchasing Office will notify the department by email of the awarded supplier. The Purchasing Office will assist the department with placing the order to the supplier using the department's delivery address.

Refer to [FLOWCHARTS: Procurement to Payment](#), Informal Bid, or [Purchasing Procedures and Workday Requisitions](#), for further details.

Contact the Purchasing Office at 4250 or 4463 with questions.