

**FORT HAYS STATE UNIVERSITY
PURCHASING PILOT PROGRAM
EFFECTIVE JULY 1, 2007**



FHSU is part of a three-year Purchasing Pilot Program designed to allow the university more autonomy in purchasing certain goods/commodities and services with state funds. The goal of the program is to purchase the desired quality of goods and services at the lowest possible price thus saving the university and the State money. The university is required to report all savings and any additional costs incurred as a result of the pilot program to the Kansas Board of Regents' office on a quarterly basis.

Listed below are guidelines to follow beginning July 1, 2007, when FHSU becomes exempt from certain purchasing regulations imposed by the State of Kansas.

1. The following processes for purchases and university procedures to attain goods and services remain unchanged:
 - a. All computers, printers, parts, and software are processed through a Lotus Notes CTC Request Form. This includes sole source boxed software, software maintenance and software licensing.
 - b. All printing requests are processed through Printing Services.
 - c. All FHSU designs on promotional items require approval by University Relations before the order is placed.
 - d. All current FHSU established contracts are in effect until renegotiated or expired, i.e., Chartwells, Barnes and Noble, Pepsi.
 - e. State Use items such as toner cartridges, binders, and other selected office supplies must be purchased from designated state use vendors. These items and all other office supplies are still purchased through Central Purchasing, formerly the Warehouse. (Refer to <http://www.fhsu.edu/purchasing/state-use>).
 - f. Professional and consultant service contracts remain the same. Contracts over \$25,000 shall be bid by the Division of Purchases unless determined to be a sole source. (Refer to <http://www.fhsu.edu/purchasing/prior-authorization/>).
 - g. The university retains the ability to use State contracts for any and all purchases and should use such contracts if it provides the desired quality of goods at the lowest possible price. Please see a complete list of State contracts at <http://www.fhsu.edu/purchasing/state-contracts>.
 - h. Travel transactions, including registration, lodging, airfare, etc. follow previously established guidelines. Motor Pool/Enterprise comparison form is now called FHSU Vehicle Rental Comparison. It will be completed for private vehicle mileage reimbursement purposes only. The traveler is not required to use Enterprise as a rental company. (Refer to http://www.fhsu.edu/bus_off/vehicle-comparison/).
 - i. Subscriptions, memberships, and other non-commodity items follow previously established guidelines.
 - j. The BPC will be used for purchases. An IFAS PR will be submitted if the vendor does not accept credit cards.
2. As the university gathers experience working with the Purchasing Pilot Program, adjustments may be made to the processes and additional contract information made available. (Refer to <http://www.fhsu.edu/purchasing/purchasing-guidelines/>).
3. The Purchasing Pilot Program does not include capital improvement, renovation, new construction, or any other project that currently requires review by the Department of Facilities Management, a department within the Department of Administration. This also includes major IT projects requiring review by the Kansas Information Technology Office (KITO).
4. When vendors contact FHSU staff about their products, please remember that state employees must comply with the latest ethics directive of the Governor's Office by not accepting gifts, meals, etc.

To enhance the university's ability to document and report savings to the Kansas Board of Regents as required by Statute, the following guidelines have been established:

I. Purchases \$0 - \$4,999.99

All purchases under \$5,000, including shipping and handling, must be researched for best quality at the lowest price. This is the total purchase transaction for an item or any given project (i.e., furniture for a room, promotional items needed for the semester, etc.). Orders shall not be split to avoid the \$5,000 and over competitive bid process. Order splitting is a violation of state law and university purchasing policies.

A. The Warehouse operation is now referred to as Central Purchasing.

Please see Central Purchasing policies:

<http://www.fhsu.edu/purchasing/State-Central-Purchasing>

B. The department will be responsible for the following:

1. Order ALL office supplies through the Central Purchasing site:

<https://bigcat.fhsu.edu/cp>

(This replaces the current Warehouse site.)

2. Purchases other than office supplies from \$0 to \$4,999.99:

a. Purchases from \$0 to \$999.99 should be for the best quality at the lowest price with no documentation required.

b. Purchases from \$1,000 to \$4,999.99 do not require further documentation unless the purchase price is higher than a state contract price. A Lotus Notes Workflow Price Justification Form must be filled out justifying the higher than state contract purchase price. Best quality at the lowest price still applies.

3. When ordering products, use the office delivery address, which is the 911 emergency address. Departments can locate their office delivery address at the following site: <http://www.fhsu.edu/purchasing/addresses>. This should be the main department office address, not a faculty member's office. List their name in parenthesis after the department name.

If you leave your delivery address location unoccupied, please put a note on the door for packages to be delivered to a neighboring office, since a signature may be required.

a. The BPC will be used for purchases. An IFAS PR will be submitted if the vendor does not accept credit cards. The Lotus Notes Workflow BPC Request form can be used to raise your BPC limits, if necessary.

b. The invoice/receipt is sent to Accounts Payable.

4. The department's first-class mailing address for FHSU printed envelopes and stationery, and the address for FHSU incoming United States Postal Service mail should remain 600 Park Street.

II. Informal Bid Process

The Informal Bid Process includes purchases of \$5,000 to \$24,999.99, including shipping and handling.

Please see the template for the Informal Bid Process:

<http://www.fhsu.edu/purchasing/State-Informal-Bid>.

The Informal Bid Process can be waived for purchases such as sole source with approval of the Purchasing Office.

Please see the template for the Prior Authorization Process:

<http://www.fhsu.edu/purchasing/prior-authorization/>.

III. Formal Bid Process

The Formal Bid Process of purchases of \$25,000 or more, including shipping and handling.

Please see the template for the Formal Bid Process:

<http://www.fhsu.edu/purchasing/State-Formal-Bid>

The Formal Bid Process can be waived for purchases such as sole source with approval of the Purchasing Office.

Please see the template for the Prior Authorization Process:

<http://www.fhsu.edu/purchasing/prior-authorization/>

Purchasing Information

Purchasing Pilot Program Site: <http://www.fhsu.edu/purchasing/purchasing-guidelines/>

FHSU Central Purchasing:

Wayne Gerstner and Shawn Hammerschmidt

785-628-4230

785-628-4239

FHSU Purchasing Office:

Kathy Herrman, Sandi Stricker, and Betty Wolf

785-628-4250

785-628-4463

***All of your efforts in making the Purchasing Pilot Program
a success are greatly appreciated.***

Thank you!



FHSU
Purchasing Pilot Program
Best Quality at the Lowest Price!

\$0 – \$999.99

Office Supplies – Central Purchasing (<http://bigcat.fhsu.edu/cp>)
Other Purchases – No Documentation Required

\$1,000 – \$4,999.99

LN Price Justification Form
(Purchases Higher than State Contract Price)

\$5,000 – \$24,999.99

Informal Bid Process
LN Informal Bid Form

\$25,000.00 and over

Formal Bid Process

(Include State Contract Vendors in
Informal and Formal Bids, if applicable)

\$5,000 and over

Prior Authorization (Sole Source)
LN Prior Authorization

Questions, FHSU Purchasing Office (4250 and 4463)