

FORT HAYS STATE UNIVERSITY STATE ACCOUNT FORMAL BID PROCESS

Definition of Formal Bid: If an item or service has a total price of \$25,000 or greater, plus shipping and handling, including items on state contract, a formal competitive bid process must be completed by the Purchasing Office: Request for Quote (RFQ), Invitation for Bid (IFB), or Request for Proposal (RFP). See definitions on page 2.

Exceptions: Membership Dues, Subscriptions and Speakers/Entertainers.

1. The department submits bid specifications to the Purchasing Office, purchasing@fhsu.edu, attaching the detailed specifications in a Word document or an Excel spreadsheet. Mixed case letters are preferred. Please provide a list of suggested suppliers. If the item is on state contract, include a State contract supplier as one of the bidders.
2. The Purchasing Office will process a formal bid. When the awarded Supplier is determined, the Purchasing Office or the department will complete the Workday Online Workflow, Purchasing, **Bid Comparison Form**. (If the purchase is over \$40,000 and payment is by credit card, the Purchasing Office P-Card will be used.)
3. 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 **Bid Comparison Form** to open the PCard to the authorized amount. When the **Bid Comparison 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** in Workday when the invoice is received.
 - b. If the Supplier accepts payment by check or ACH:
 - 1) Create a Workday **Requisition**.
 - a) Select **"Formal 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 **Bid Comparison Form**. When the **Bid Comparison 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 the \$25,000 competitive bid process. Order splitting is a violation of state law and university purchasing policies.
- The specifications will be used to publicly post a bid on the FHSU Purchasing web site, <http://www.fhsu.edu/purchasing/bids>, for a minimum of seven (7) business days. The Purchasing Office will send the bid document to the suggested suppliers. 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.
- After the bid closes, the Purchasing Office will send the bid responses and an Excel spreadsheet of the results to the department for review.

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- The department will respond indicating whether they accept the low bid or provide a justification for not accepting the low bid. When Purchasing approves the supplier to be awarded, the department will complete the appropriate purchase order.
- The Formal Bid Process can be waived for purchases such as sole source with approval of the Purchasing Office. Refer to: <https://fhsu.edu/purchasing/purchasing-guidelines/prior-authorization>

One of the following processes will be used to seek competitive bids:

1. **Request for Quotation (RFQ).** An RFQ is generally utilized when the supplies, materials, equipment, goods, property or services are to be acquired on a one-time basis.
2. **Invitation for Bids (IFB).** An IFB is generally utilized when the supplies, materials, equipment, goods, property and services to be acquired will be provided via contract on a recurring basis over a specified period of time.
3. **Request for Proposals (RFP).** Competitive Sealed Proposals are generally utilized when multiple factors exist that make it difficult or impossible to write a specification; terms and conditions that will allow an evaluation to be made as to determine the lowest responsive bid from a responsible bidder. Evaluations shall be based on the factors set forth in the RFP in order to determine which proposal(s) best meet(s) the needs of the University. A committee of no less than three individuals shall evaluate all proposals received. These three individuals shall include a member from the requesting department, the Controller and/or the Director of Purchasing and the Vice President for Administration and Finance or his designee.

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

Contact the Purchasing Office at 4251 with questions.