

**FORT HAYS STATE UNIVERSITY
PURCHASING PILOT PROGRAM
SUPER PURCHASER'S
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.

The following processes for purchases and university procedures to attain goods and services remain unchanged:

1. 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.
2. All printing requests are processed through Printing Services.
3. All current FHSU established contracts are in effect until renegotiated or expired, i.e., Elevator Maintenance Service Contract, On-call Electricians and Plumber contracts, etc.
4. 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 at <http://www.fhsu.edu/purchasing/state-contracts>.

To help us gather information pertaining to savings, we ask that you compare your purchase price of an item from a non-contract vendor with the State contract vendor's price. Record the savings in an email or Excel spreadsheet or hand record on a sheet of paper and forward to Phil Toepfer by campus mail or Lotus Notes email (ptoepper@fhsu.edu). Bulk purchases or repeated orders can be reported on a quarterly basis.

Include the following Information:

1. Non-State contract vendor information: vendor name, description and number of item(s) purchased, and total quoted price to include shipping and handling.
2. State contract vendor information: vendor name, contract number (if known), and total price.

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. Forward savings information to Phil Toepfer (ptoefer@fhsu.edu).

A. Purchasers will be responsible for the following:

1. Order ALL office supplies through the Central Purchasing site: <https://bigcat.fhsu.edu/cp> (This replaces the previous 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 and are purchased directly with the vendor. Forward any savings information to Phil Toepfer (ptoefer@fhsu.edu). No further documentation is necessary.
 - b. For purchases from \$1,000 to \$4,999.99, if 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. Purchasers will place the order with the vendor. Forward any savings information to Phil Toepfer (ptoefer@fhsu.edu).
3. When ordering products, the purchaser will use their delivery address, which is the 911 emergency address. Each purchaser needs to provide a delivery address to the vendor at the time of ordering. The delivery addresses are available at <http://www.fhsu.edu/purchasing/addresses>. List the purchaser's 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. At the time of delivery a signature may be required for packages received.

- 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.

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

1. Please see Central Purchasing policies: <http://www.fhsu.edu/purchasing/State-Central-Purchasing>.
2. Purchasers will place their office supply order on the Central Purchasing site: <https://bigcat.fhsu.edu/cp>. (This replaces the current Warehouse site.)
3. Other functions that will be maintained by Central Purchasing staff include:
 - assist in ordering furniture and other miscellaneous supplies.
 - delivery of large items.
 - management of large truck traffic on campus.
 - central delivery of items with incomplete addresses.
 - outgoing freight.
 - pick up used toner cartridges.

II. Informal Bid Process-Purchases \$5,000 to \$24,999.99

Purchases from \$5,000 to \$24,999.99, including shipping and handling, will be processed using an informal bid process. This is the total purchase transaction amount. Splitting orders is not allowed. The Purchasing Office will assist with the informal bid process.

- A. The purchaser should obtain three bids via fax, email or phone. If the item is on state contract, include a state contract vendor as one of the bidders. The purchaser must submit the Lotus Notes Informal Bid Form, including a detailed description/ specifications of the purchase. Send a copy of the printed quotes received from the vendors to the Purchasing Office. The posting requirement will be waived if the Purchasing Office determines the Informal Bid Process is complete.
- B. 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 vendor information on the Lotus Notes Workflow Informal Bid Form will not be posted. If a vendor provided the purchaser with a quote prior to the bid, the vendor 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 purchaser for review. The purchaser 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 purchaser by email of the awarded vendor. The Purchasing Office will assist the purchaser with placing the order to the vendor using the purchaser's delivery address.
- C. If the awarded vendor accepts the BPC, the BPC Bank ID and cardholder information on the Informal Bid Form will automatically increase the BPC limit as necessary. The Lotus Notes Workflow BPC Request form is not needed. The Lotus Notes Workflow BPC Purchase Order form will be completed and the Purchasing Office will fax the order to the awarded vendor, referencing the quote and the purchaser's delivery address. The vendor will contact the Purchasing Office 48 hours prior to shipment. The Informal Bid Form will be approved by FHSU Purchasing, notifying BPC Requests (Accounts Payable) to increase the BPC limit. Approval of this form will be notification that the order has been shipped and billed.
- D. If the awarded vendor does not accept a VISA credit card, the Informal Bid Form will be approved. The purchaser will submit an IFAS PR with WAREHOUSE in the Ship To tab and the quote number in the Print After Notes. After approval of the PR by the budget authority, the Purchasing Office will fax the order to the awarded vendor. Once the order is received, the IFAS Receiving Copy is completed by the purchaser.
- E. The invoice/receipt is sent to Accounts Payable.
- F. The Informal Bid Process can be waived for purchases such as sole source with approval of the Purchasing Office. Refer to <http://www.fhsu.edu/purchasing/State-Prior-Auth>, See Section IV. below.

III. Formal Bid Process- Purchases \$25,000 or more

Purchases of \$25,000 or more, including shipping and handling, will be bid using a formal bid process determined by the Purchasing Office. This is the total purchase transaction amount. Splitting orders is not allowed. The Purchasing Office will assist with the formal bid process.

- A. Purchasers will submit an IFAS Bid PR and send an email to purchasing@fhsu.edu, attaching the detailed bid specifications in a Word document or an Excel spreadsheet. Mixed case letters are preferred. Please provide a list of suggested vendors, including a State contract vendor, if applicable.
- B. The bid will be posted publicly 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 vendors. If a vendor provided the purchaser with a quote prior to the bid, the vendor must submit their final bid to the FHSU Purchasing Office by the bid closing date.
- C. After the bid closes, the Purchasing Office will send the bid responses and an Excel spreadsheet of the results to the purchaser for review.
- D. The purchaser will respond indicating whether they accept the low bid or provide a justification for not accepting the low bid. Once the awarded vendor is determined, the Purchasing Office will update the IFAS PR with the awarded vendor, specified product and pricing information. The budget authority will approve the PR for a second time, and the Purchasing Office will fax the order to the vendor.
- E. The order will be delivered to the purchaser's delivery address.
- F. When the order is received, an IFAS Receiving Copy must be processed by the purchaser and the invoice sent to Accounts Payable.
- G. The Formal Bid Process can be waived for purchases such as sole source with approval of the Purchasing Office. Refer to <http://www.fhsu.edu/purchasing/State-Prior-Auth>, See Section IV. below.

IV. Prior Authorization

- A. Sole Source purchases of \$5,000 and over for goods/commodities, including shipping and handling, and Professional/Consultant services must be approved by FHSU Purchasing.
- B. Definition of Sole Source is provided on the Lotus Notes Prior Authorization form.
- C. If a purchaser feels the transaction meets the criteria for sole source, a Lotus Notes Workflow Prior Authorization Form will be completed and submitted to FHSU Purchasing. The Purchasing Office can assist with this form.
- D. If the vendor accepts the BPC and requires a purchase order, the BPC Bank ID and cardholder information on the Prior Authorization form will automatically increase the BPC limit as necessary. The Lotus Notes Workflow BPC Request form is not needed. The Lotus Notes Workflow BPC Purchase Order form will be completed, and the Purchasing Office will fax the order to the vendor. The vendor will contact the Purchasing Office 48 hours prior to shipment. The Prior Authorization form will be approved by FHSU Purchasing, notifying BPC Requests (Accounts Payable) to increase the BPC limit. Approval of this form will be notification that the order has been shipped and billed.
- E. If the vendor does not accept a VISA credit card, the Prior Authorization form will be approved. The purchaser will submit a PR with "KH" in Req Code Box 8 and WAREHOUSE or NOSHIP in the Ship To tab. Reference "Sole Source" in the Print After Notes. After approval of the PR, the Purchasing Office will fax the order to the vendor, if applicable.
- D. Print a copy of the Prior Authorization form, staple it to the invoice/receipt and send it to Accounts Payable.

Purchasing Information

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

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!
Report Savings to Phil Toepfer**

\$0 – \$999.99

Office Supplies – Central Purchasing (<https://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)