

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	02-0016				
Name of Policy:	Procurement Policy				
Date of Last Revision:	April 2024	Initial Date of Approval:		Initial Effective Date:	
Policy Owner	Financial Services				
Policy/Chapter Sections	Procurements \$50,000 and Greater (Not including Construction) Construction Procurements \$75,000 and greater Procurements \$10,000 - \$49,999 Single Feasible Sources (SFS) Purchases				
Date of Next Review:	April 2027				

## 1.0 PURPOSE

The purpose of this policy is to provide guidance to University Employees regarding the Procurement Policy below in order to comply with the standards set forth by the University.

## 2.0 SCOPE

This policy applies to all University administration, faculty, staff, and students, and all such parties are expected to abide by the procedural guidelines outlined herein.

## 3.0 POLICY

### **Procurements \$50,000 and greater (Not including Construction)**

All non-construction purchases \$50,000 and greater require a formal procurement method and are coordinated through Financial Services. Formal competitive solicitation methods include Invitation for Bid (IFB), Request for Qualifications (RFQ), or Requests for Proposal (RFP). Formal Procurements require formation of an evaluation team and documentation of the selection process with a pre-determined scoring methodology. Financial Services will administer this process including all pre and post award communication with vendors. Please contact Financial Services to initiate a formal procurement. The requesting department will need to supply the following information to initiate a formal procurement:

- Description of Product or Service with Rationale
- Scope of Work/Specification
- Digital Accessibility Requirements/Expectations
- Expected Approximate Dollar Amount of Purchase
- Pricing – Definition of how the product or service should be priced.
- Term of the Resulting Contract – Initial time period, plus number and length of renewals
- Evaluation Criteria – The percentage that should be assigned to cost (50% or above), operating approach/method of performance, or experience/reliability.
- Vendors – should suggest at least three, if possible, with full contact information, including email and physical addresses.
- Name for an Evaluation Committee Where Applicable – Size of the group is dependent on the scope of the RFP and could range from two or three up to twelve people.

- Funding Source – Designate the operating budget by name and number, and/or provide grant name/source where applicable.

### **Construction Procurements \$75,000 and greater**

All construction projects \$75,000 and greater require a formal procurement method and are coordinated through Financial Services. Formal competitive solicitation methods include Invitation for Bid (IFB), Request for Qualifications (RFQ), or Requests for Proposal (RFP). Formal Procurements require formation of an evaluation team and documentation of the selection process with a pre-determined scoring methodology. Financial Services will administer this process including all pre and post award communication with vendors. Please contact Financial Services to initiate a formal procurement. The requesting department will need to supply the following information to initiate a formal procurement:

- Description of Project
- Scope of Work/Specifications
- Site Drawings/Blueprints
- Digital Accessibility Requirements/Expectations
- Expected Approximate Dollar Amount of Project
- Pricing – Definition of how the product or service should be priced.
- Term of the Resulting Contract – Initial time period, plus number and length of renewals
- Evaluation Criteria – The percentage that should be assigned to cost (50% or above), operating approach/method of performance, or experience/reliability.
- Vendors – should suggest at least three, if possible, with full contact information, including email and physical addresses.
- Name for an Evaluation Committee Where Applicable – Size of the group is dependent on the scope of the RFP and could range from two or three up to twelve people.
- Funding Source – Designate the operating budget by name and index number, and/or provide grant name/source where applicable.

### **Procurements \$10,000 - \$49,999**

All purchases and projects between \$10,000 and \$49,999 must have at least three informal price quotes. Documentation of informal quotes must be submitted to Financial Services to substantiate that the purchase was competitively bid. While competitive price quotes are not mandatory for purchases and projects less than \$10,000, purchasers are encouraged to do so in order to obtain the best value for the department and the University.

Examples of ways to obtain informal price quotes:

- Price quote by phone
- Vendor email
- Vendor price list
- Vendor catalog
- Vendor advertisement
- Vendor website
- Other reasonable means that can be documented

### **Single Feasible Sources (SFS) Purchases**

Single Feasible Source (SFS) purchases must be justified in writing by Financial Services for purchases or projects over \$10,000. Single Feasible Source purchases exist when:

- Supplies are proprietary and only available from the manufacturer or a single distributor; or

- Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed; or
- Supplies are available at a discount from a single distributor for a limited period of time.

The following are examples that are impractical or impossible to compete, and thus shall not require a written single feasible source justification:

- Services of visiting speakers, professors and performing artists.
- Works of art and historical items for museum and public display.
- Published books, maps, periodicals, newspapers, and technical pamphlets, on-line library cataloging and other services, and bibliographic library services through consortiums.
- Regulated utility services.
- Trial use or testing specific items for suitability.
- Print, electronic, broadcast and/or other media advertising.
- Support services only available from the actual manufacturer or service provider for existing systems.
- Fees for intercollegiate Athletics, e.g., conference membership dues, game guarantees, et cetera.
- Student and employee travel, such as trips/tours/meetings/conferences and all related expenses, travel agency, air and ground transportation, lodging, meals, fees, et cetera.
- Grant subawards, and when the grantor has provided written approval to utilize a designated grant consultant and/or evaluator.
- Sponsored research.

#### **4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

#### **5.0 RELATED DOCUMENTS**

None