



PROCUREMENT PROCEDURE MANUAL

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<https://www.nwmissouri.edu/services/purchasing/index.htm>

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INTRODUCTION

1. Purpose

The purpose of this Procurement Procedure Manual is to serve as a guide for departments to meet requirements and to standardize procedures to ensure consistent and sound public procurement practices. Nothing stated in this Procurement Procedure Manual should be construed to confer authority for any purpose or reason contrary to any state law, rule, regulation, executive order, or appropriation.

2. Delegation of Authority and Governing Authority

Northwest has divided procurements into two categories – commodities and construction. Commodities are broadly defined as supplies, equipment, and services including rental and lease. Construction includes the design, construction, renovation, and repair of any property owned or used by Northwest Missouri State University.

Northwest Missouri State University's purchasing power is authorized through the Board of Regents and state statutes, regulations, and executive orders. The Board of Regents have delegated authority to individual employees of Northwest Missouri State University through the Delegation of Authority. The University is expected to comply with these directives or be subject to loss of purchasing authority.

As a state institution, all contracts involving design, construction, renovation, demolition and repair of any property owned or used by Northwest Missouri State University shall be procured, executed, and administered in strict compliance with the statutes and laws of the State of Missouri including, but not limited to, applicable sections of chapters 8 and 290 of the Missouri Revised Statutes, as well as any applicable sections of the Code of State Regulations.

Whenever any department shall purchase or contract for any supplies, materials, equipment or contractual services contrary to the rules and regulation made thereunder, such order or contract shall be void and of no effect. The head of such department shall be personally liable for the costs of such order or contract and, if already paid for out of state funds, the amount thereof may be recovered in an appropriate action instituted therefore.

Departments are responsible for complying with these Procurement Procedures, as well as the **University Expense Procedure**. Any employee assigned responsibility to conduct procurement activities must be furnished with a copy of this Procurement Procedure Manual by their department.

3. Contract Review and Approval

Departments are responsible for the review and approval of all contracts resulting from a procurement. Departments are cautioned that the definition of "contract" is broad, and individual employees are responsible for determining that they have official delegation of authority prior to signing any contract. All signatures must be in accordance with the **Contract Policy (Delegation of Authority)** and authorized by the Board of Regents, as applicable.

4. Ethical and Professional Conduct

Those with procurement responsibility and decision-making authority should be aware of the following ethical and professional conduct considerations.

All employees must adhere to Northwest's conflict of interest policy.

Procurement personnel, evaluators, and any other persons involved in procurement decisions are prohibited from accepting for personal benefit gifts, meals, trips, or any other thing of significant value or of a monetary advantage from a vendor.

Purchasing supports the Code of Ethics of the National Institute of Governmental Purchasing (NIGP) and the Missouri Association of Public Purchasing (MAPP).

NIGP Code of Ethics: <https://www.nigp.org/home/about-nigp/code-of-ethics>

5. Training and Orientation

Contact Purchasing to schedule training on Ellucian Banner, general procurement procedures, or your department's specific needs. Videos and instructions are also available on myNorthwest.

COMMODITY PROCUREMENT PROCEDURES

Determining Appropriate Procurement Method

The department must first determine if the purchase falls under one of the categories below. Purchasing is available to assist with the determination.

1. Federal, State or Grant Funded

Departments are responsible for fully understanding the funding source for their procurement and notifying the Purchasing department. Purchases made with federal, state or grant funds often have additional requirements, including requirements that are more restrictive than Northwest's procurement procedures.

If required by federal regulations, Northwest will perform an independent cost estimate prior to bidding services/supplies. The analysis shall consist of Northwest personnel analyzing previous contract pricing, current industry trends, inflation and other factors to determine an estimated price for the new procurement.

Northwest Missouri State University will follow all Northwest procurement procedures regarding contracting with small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms in addition to any applicable federal regulations when procuring contracts with federal funds. When possible, for federal funds procurements, Northwest should ensure such firms are considered as set forth in 2 CFR 200.321.

2. Central Stores Supplies

Central Stores is a source of custodial supplies and copy paper available at cost to departments. Departments will use the [Copy Paper Request Form](#) to order copy paper for HP multi-function devices. Departments will contact Mail & Printing Services to acquire paper for all other uses.

3. Existing Northwest Contracts

Departments will use a purchase requisition to purchase items from the vendor unless the Director of Purchasing has approved another method of ordering/payment.

Purchasing follows **University Contract Guidelines** to establish and support university contracts. Contracts are established by the Purchasing Department through RFQ, RFP, or IFB processes.

A current university contract list and a guide for purchasing items through the Imprinted Promotional Items contract are available in myNorthwest.

4. Existing State or Cooperative Contracts and Other Governmental Entity Contracts

Departments will use a purchase requisition to purchase items from the vendor unless the Director of Purchasing has approved another method of ordering/payment. Departments will contact the Purchasing Department to establish accounts with contract pricing for popular vendors (Office Depot, Staples, W.W. Grainger, B&H Photo, etc.).

Contracts of other public entities and buying cooperatives, including GSA, may be utilized without further solicitation when such contracts were competitively bid and awarded in accordance with that entity's procurement policies and are determined by the Purchasing Department to be in the best interest of Northwest.

Northwest may purchase from other state entities allowed by statute or administrative regulations, when applicable and desirable, such as Missouri Vocational Enterprises, State of Missouri Printing, State of Missouri Surplus Property, Midwestern Higher Education Compact, etc.

5. Single Feasible Source (SFS)

Departments will use a purchase requisition to purchase items from the vendor unless the Director of Purchasing has approved another method of ordering/payment. Departments must provide a completed SFS Justification and vendor documentation. SFS Justification Form is available in myNorthwest.

Purchasing follows **SFS Guidelines** to establish and support SFS procurements.

A single feasible source exists when: (1) Supplies are proprietary and only available from the manufacturer or a single distributor; or (2) Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed; or (3) Supplies are available at a discount from a single distributor for a limited period of time.

Immediately upon discovering that other feasible sources exist, the Director of Purchasing shall rescind the waiver and proceed to procure the supplies through competitive processes as described herein.

Where the purchase is \$250,000 or over, Purchasing shall advertise as required for bids over \$250,000. The requirement for advertising may be waived, if not feasible, due to the supplies being available at a discount for a limited period of time.

6. Emergency

Departments will use a purchase requisition to purchase items from the vendor unless the Director of Purchasing has approved another method of ordering/payment.

The Director of Purchasing may waive the requirement of competitive bids or proposals when the President of Northwest Missouri State University has determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary for repairs to state property in order to protect against further loss of, or damage to, state property, to prevent or minimize serious disruption in state services or to ensure the integrity of state records. Emergency procurements shall be made with as much competition as is practicable under the circumstances. The President's determination must be documented in writing.

A situation shall not warrant an emergency procurement unless the resolution of the condition receives priority over routine operations of Northwest. Lack of planning does not constitute an emergency condition.

The emergency procurement should be made with as much informal competition as practicable under the circumstances. Only the products/services necessary to alleviate the immediate emergency circumstances may be purchased under emergency authority. The Department should proceed in accordance with standard procedures to acquire needed products/services to address long-term needs resulting from the emergency condition.

7. Non-biddable Purchases

Items that are impractical or impossible to competitively bid may be purchased with a purchasing card or Direct Pay Voucher (DPV). Departments are responsible for validating with Purchasing that their purchase is non-biddable.

Such purchases may include:

- Published books, maps, periodicals, newspapers, technical pamphlets, online library cataloging and other services, and bibliographic library services through consortiums
- Guest speakers, performing artists
- Works of art, historical artifacts
- Memberships, dues, registration, subscriptions
- Travel (lodging, meals, airfare, etc.)
- Non-biddable utilities
- Broadcast, electronic, print, or other media advertising

8. Recent Bid Completed

Less than one year has lapsed since the last competitive solicitation, and the commodity can be obtained at the same price from the awarded vendor. Departments will use a purchase requisition to purchase items from the vendor unless the Director of Purchasing has approved another method of ordering/payment.

9. Purchases with Special Circumstances

Such purchases require consultation with Purchasing and other departments to determine the appropriate method of procurement.

- Purchases, leases and other transactions where University receives rights to occupy or use real property
- Purchases of legal services and goods and services directly related to the provision of legal services
- Trade-ins of University property
- Multiyear contracts
- Copiers (Mail & Printing Services)
- Printers & computer equipment (Information Technology)
- Vehicles (VP Finance & Administration)
- Purchases \$10,000 & above – Capital Expenditure Request (CER) must be completed. (Capital Programs)
- Insurance (Finance)
- Signage & printed materials (University Marketing & Communication)
- Furniture, whiteboards & task boards/bulletin boards (must follow University standards & coordinate assembly/installation prior to ordering)

Standard Procurement Methods

Purchases that do not fall in categories 1-9 above are procured using standard procurement methods.

Departments must consider the aggregate value of the anticipated purchases (including purchase orders and purchasing card purchases) over a fiscal year or twelve-month period for a given product/service. It is the responsibility of departments to monitor spending with individual vendors to ensure that annual expenditures do not exceed bid thresholds.

1. Purchases up to \$9,999.99/year

Departments have been delegated the authority to purchase a product/service valued at \$9,999.99 or less (over a fiscal year or twelve-month period) without soliciting competitive bids. However, departments are still encouraged to check for available discounts and make reasonable comparisons of pricing, quality, and terms when making such purchases. **Departments are expected to use established university and state/cooperative contracts when available.** Departments should contact the Purchasing Department for available contracts for their specific purchase. Northwest is tax exempt and departments are responsible for ensuring that sales tax is not charged. Departments are prohibited from splitting a purchase by issuing two or more orders to the same vendor or to multiple vendors in order to circumvent the competitive bidding process.

Tax exemption information is available here: <https://www.nwmissouri.edu/services/controller/tax-exemption.htm>.

Departments may process the order by one of the following methods. Purchase requisitions are used for purchases of items over \$5,000 that require property control tagging.

- Purchase Requisitions
- Direct Pay Vouchers
- University purchasing cards (within the established card limit)

2. Purchases \$10,000 - \$249,999

Purchasing solicits competitive bids for purchases that meet or exceed \$10,000/year. Purchasing must, when possible, obtain a minimum of three competitive bids. The act of only identifying vendors for documentation purposes without actually providing those vendors the opportunity to compete by soliciting prices and bid information does not constitute a solicitation of competitive bids. A "no bid" response from a vendor may be counted towards the requirement for three competitive bids provided that all "no bid" vendors could have reasonably been expected to submit a bid. Purchasing may establish a Northwest contract for a set period of time (with or without optional renewals). Typical contracts are one year with four optional one-year renewals.

Departments will use a purchase requisition to purchase items from the vendor unless the Director of Purchasing has approved another method of ordering/payment.

Purchasing may use the procurement methods below:

Non-written solicitation method - If the Department is making a one-time purchase of a well-defined product, a non-written solicitation method (such as telephone bids, store visit, website, or e-mail) is recommended. The contract shall be let to the lowest and best bidder.

Request for Quotation (RFQ) solicitation method - If the Department is making an on-going purchase of commodities, this method is used. Purchasing follows **Request for Quotation Guidelines** and uses the current RFQ document. The RFQ is an informal request for prices that includes specifications that are detailed and do

not provide flexibility or creativity on the part of the vendors. Bids submitted in response to an RFQ may be written, electronically submitted, or verbally submitted to the buyer and should be delivered to the purchasing department by the target date and time stated in the RFQ. Awards shall be made to the vendor whose bid (1) complies with all mandatory specifications and requirements of the RFQ and (2) is the lowest and best bid, considering price, responsibility of the vendor, and all other evaluation criteria specified in the RFQ. At the option of the buyer, an award may be made immediately upon the expiration of the target date/time or the buyer may continue soliciting and receiving bids for a reasonable time thereafter.

Request for Proposal (RFP) solicitation method - A RFP is used if competitive negotiation is desired. Purchasing follows **Request for Proposal Guidelines** and uses the current RFP document. The RFP is used by Purchasing for complex requirements that preclude the use of specific specifications or requirements. An RFP will contain functional specifications for which the vendor must respond with a sealed proposal. A formal proposal opening date and time will be specified. Subjective evaluation criteria may be for selection. Negotiations may be conducted with those vendors who submit potentially acceptable proposals. Director of Purchasing shall have the right to reject any or all proposals and advertise for new proposals or purchase the required supplies on the open market if they can be so purchased at a better price. Proposals received in response to an RFP shall not be available for public review until after a contract is awarded or all proposals are rejected.

3. Purchases \$250,000 and over

Purchasing solicits formal competitive bids for purchases that exceed \$250,000/year. Solicitations over \$250,000 shall be advertised in an electronic format or in a newspaper most likely to reach prospective bidders and in the purchasing office. Formal bids/proposals must be received by Purchasing in a sealed format by the time set for the opening of bids/proposals.

Departments will use a purchase requisition to purchase items from the vendor unless the Director of Purchasing has approved another method of ordering/payment.

Purchasing may use the procurement methods below:

Invitation for Bid (IFB) solicitation method - The IFB solicitation method is used when competitive negotiation is not required. Purchasing follows **Invitation for Bid Guidelines** and uses the current IFB document. The IFB is a formal request for sealed bids. IFB specifications are detailed, specific, and provide for very limited flexibility on the part of the vendors. Bids submitted in response to an IFB must be written, sealed, and delivered to the procurement office by the date and time specified in the IFB. The name of the vendor, price, and other information may be read at a public bid opening. Bids are available for public review immediately after opening. Awards shall be made to the vendor whose bid (1) complies with mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the vendor, and all other evaluation criteria specified in the IFB. Director of Purchasing shall have the right to reject any or all bids and advertise for new bids or purchase the required supplies on the open market if they can be so purchased at a better price. When bids received are unreasonable or unacceptable as to terms and conditions, noncompetitive, or the low bid exceeds available funds and it is determined in writing by the Director of Purchasing that time or other circumstances will not permit the delay required to resolicit competitive bids, a contract may be negotiated, provided that each responsible bidder who submitted such bid under the original solicitation is notified of the determination and is given a reasonable opportunity to modify their bid and submit a best and final bid. In cases where the bids received are noncompetitive or the low bid exceeds available funds, the negotiated price shall be lower than the lowest rejected bid of any responsible bidder under the original solicitation.

Request for Proposal (RFP) solicitation method – See RFP information in the Purchases \$10,000 - \$249,999 section above.

CONSTRUCTION PROCUREMENT PROCEDURES

All construction is managed by Capital Programs and/or Facility Services.

Method of Ordering/Payment

Purchase requisitions must be used regardless of the dollar amount

Project Definition

Construction procurement procedures are dependent upon the dollar amount of the project.

As per Section 290.230 RSMo, A public body shall not divide a project into multiple contracts for the purpose of lowering the total project cost below the threshold. The total project cost shall be based upon the entire project and not individual projects within a larger project. The total project cost shall include all materials, equipment and supplies purchased for the construction project and installed by a contractor.

Generally, each Capital Expenditure Request (CER) is one project. Occasionally, CERs are created based on a set amount of funding and may contain multiple projects.

Methods of Solicitation

Invitation for Bid (IFB) under \$75,000 – This process is used for construction purchases that exceed \$10,000/project but under \$75,000/project. Prevailing wage law does not apply to projects under \$75,000.

Invitation for Bid (IFB) over \$75,000 – This process is used for construction purchases that exceed \$75,000/project. Prevailing wage law applies. Solicitations over \$100,000 shall be advertised in newspapers per state statutes, on the Purchasing website, and in the purchasing office.

Invitation for Bid (IFB) for Service Contract – Purchasing uses this process to establish various standing contracts for as-needed construction and maintenance services. Service contracts shall be advertised the same as a purchase over \$100,000.

Selection Process for Architects & Engineers – This process is completed in accordance with applicable state statutes & **Northwest Architect & Engineer Selection Guidelines**.

Exceptions for Competitive Solicitation

Projects Under \$10,000 – Projects under \$10,000 do not require competitive solicitation. Contractors must comply with all requirements for projects under \$10,000.

Use of Cooperative contracts – Pre-existing contracts of other public entities and buying cooperatives may be utilized without further solicitation when such contracts can fulfill university requirements and satisfy university procurement procedures.

Use of University contracts – Contracts established by Northwest through an IFB process.

Single Feasible Source (SFS) – See requirements in Commodity section.

Emergency – See requirements in Commodity section.

ADDITIONAL PROCUREMENT PROCEDURES

Fiscal Year End Deadlines

Departments are responsible for ensuring that purchases comply with purchasing and accounting deadlines published yearly.

Suspension and Debarment

The Director of Purchasing may suspend or debar a vendor in accordance with the **Suspension & Debarment Procedures**. The vendor shall be sent a formal notice of suspension or debarment outlining the reasons for, the specific conditions of and the effective period of the suspension.

Suspended and debarred vendors will be removed from all solicitation notification lists and any bids/proposals submitted by the vendor will not be considered.

Open Records Requests

If requested, Purchasing must provide access to its public procurement records in accordance with sections 610.021 and 610.023, RSMo and may charge the requester in accordance with section 610.026, RSMo (<http://revisor.mo.gov/main/OneChapter.aspx?chapter=610>).

Missouri Vocational Enterprises (MVE)

Northwest is required to purchase from MVE, per 217.575 and 217.580 RSMo. A link to the MVE catalog is available in myNorthwest. In order to purchase elsewhere, justification (e.g. cost, delivery time, etc.) should be provided to the Purchasing Department.

SURPLUS PROCEDURES

Items Available to Departments

Central Receiving maintains a small inventory of used supplies and furniture that may be reused on campus. Available items may include desks, file cabinets, task chairs, file folders, office décor, interdepartmental envelopes, boxes, etc. Items available for re-use on campus may be viewed at Central Receiving. Individuals must check in and out with the Surplus Property Supervisor. Deliveries are coordinated with Central Receiving. Information Technology items cannot be removed from surplus without approval of IT.

Items No Longer Needed by Departments

Northwest owned items cannot be donated, sold, traded-in, disposed of or transferred to another entity without approval from Purchasing. If equipment or supplies need to be removed from a department, complete the Surplus Item Disposal Form and email the form to nwmdc@nwmissouri.edu with photos of the surplus items. The form is accessible by logging on to myNorthwest and clicking Employment Resources on the left menu. Departments should allow up to four weeks for items to be picked up. Employees are asked to avoid moving surplus property out of their areas to maintain safe and orderly common spaces. Departments are responsible for emptying all file cabinets or desks, removing all trash and attaching any power cords/accessories prior to items being picked up by Central Receiving. Items such as artwork, classroom furniture, valuable items, IT equipment, donated items, items purchased with grant funds and potential historical/archival items require approval before sale or disposal. Lost and found items are handled by the department maintaining the lost and found repository but may be transferred to surplus at the request of the department.

Purchasing will determine if items should be temporarily stored at Central Receiving for potential reuse on campus, recycled, disposed of, or sold. Northwest sells items directly to other state entities as well as to the public through GovDeals. Current public auctions may be viewed at www.govdeals.com/northwestsurplus. Other methods of disposal/sale may be approved by the Director of Purchasing when in the best interest of Northwest.

CENTRAL RECEIVING PROCEDURES

Services Provided

Central Receiving handles receipt of all items coming to Northwest including UPS, FedEx and USPS packages as well as sending out all shipments/packages.

Receiving

All items purchased on a purchase requisition (PR) must be received through Central Receiving, unless other arrangements are made with Central Receiving. If supplies are picked up or delivered directly to a department, the department is responsible for notifying Central Receiving. Departments should not receive items directly unless coordinated in advance with Central Receiving. If a department needs a delivery while campus is closed, prior arrangements must be made with Central Receiving. In those instances when approval is received for a department to accept items, those individuals must carefully inspect the delivery and note any damages or discrepancies before receiving. If the delivery is noticeably damaged, it should be refused. Northwest may be at risk if damaged items are received or if items for another entity are received by Northwest.

Shipping

If supplies need to be returned to a vendor, the department is responsible for making arrangements with Central Receiving. If the items were ordered on a purchase order, the department must contact the Purchasing Buyer to coordinate the return. Central Receiving will make arrangements with the appropriate shipping company to pick up the supplies. The cost of shipping will be taken out of the department FOAP, unless a vendor is issuing a call tag.

To have items shipped from Northwest, departments must complete a Shipping Form available at myNorthwest.

Student Packages

See <https://www.nwmissouri.edu/reslife/Services/studentpackages.htm>.

MAIL & PRINTING SERVICES PROCEDURES

Services Provided

Mail & Printing Services provides campus mail services, printing/copying services, other USPS Services (excluding money orders and registered mail), and the campus multi-function device fleet. Printing/copying services are available to students, employees, and the public. A completed [Print Request Form](#) must be submitted with each order. Current printing charges are available here:

<https://www.nwmissouri.edu/services/purchasing/pdf/MailCopyPricing.pdf>.

Incoming mail will be delivered to each residence hall and department. At that time, Mail & Printing Services will collect outgoing mail. Any other outgoing mail should be deposited at Mail & Printing Services no later than 3:00 p.m., Monday through Friday in order to go out the same day. Outgoing mail must have the sender's return address, destination address and postage request form. No personal mail may be sent at University expense. Intra-campus mail should be put in yellow campus mail envelopes. Contact Mail & Printing Services for bulk mailing regulations and guidelines.

Further information on available services is located on the Purchasing website here:
<https://www.nwmissouri.edu/services/purchasing/mailcopy/index.htm>.