



University Procurement Policies & Procedures Manual

**Office of Finance and Business
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Glossary of Terms

APPROVER: a person within the department who reviews and approves a purchase/check request for compliance and accuracy. The Approver will be reviewing the documents and confirming that they are compliant with policies and procedures established within the University.

BLANKET ORDER: a blanket order is a purchase order made to a specific vendor that spans over one (1) fiscal year. The blanket purchase order generally establishes prices, terms, conditions and the period covered (no quantities are specified); shipments are to be made as required by the requestor. Blanket Orders cannot be used for the purchase of capital equipment.

CHANGE ORDER: changes to the original PO. Change Orders are completed when there is a change to the price, quantity, product/service description, terms and conditions, and ship to locations. Not for vendor changes.

CHECK REQUEST: a form that once completed and approved by the authorized Approver is forwarded to the Accounts Payable department to pay for goods and services.

CONTRACT: establishes a legally binding relationship with the University and vendors.

INVOICE: a bill for goods or services purchased that include pertinent information with respect to price, quantity and shipping charges. Payments are made on invoices.

KICKBACK: money, fee commission, credit, gift, gratuity, thing of value, or compensation of any kind, which is provided directly or indirectly, for the purpose of improperly obtaining or rewarding favorable treatment.

LEAD TIME: the time that lapses from placement of an order until receipt of the order, including time for order transmittal, processing, preparation and shipping.

PROCURE-TO-PAY PROCESS: the process from purchase request (PR) through payment.

PURCHASING CARD (PCARD): a corporate charge card that uses commercial credit card infrastructure for a variety of business expenses (i.e. goods and travel).

PURCHASE ORDER (PO): a legal document that the Procurement Department sends to the vendor. The Purchase Order is created from an approved Purchase Request (PR) and is used to control the purchasing of products and services. It contains the item description, quantity, cost, and vendor information.

PURCHASE REQUEST or PURCHASE REQUISITION (PR): is an internal document in which the requesting person/department is requesting permission to buy goods or services. This document identifies the vendor, provides details/quantities of goods and/or services to be purchased; includes all pricing information (unit and total costs), identifies budget(s) to be charged; and requires the signature of an Authorized Approver.

QUOTE (price quote): provided by a vendor in response to an RFQ. A quote will contain the vendor's name, contact information, pricing for the goods and/or services, lead time, and any other pertinent information. The Accounts Payables department does not make payments on a quote (they require an invoice).

REQUESTOR or REQUISITIONER: person or department that is requesting the goods and/or services.

REQUEST FOR INFORMATION (RFI): A method of soliciting information from suppliers or service providers generated by the Procurement Department and normally used to obtain general information about products, services or suppliers. It is also used when a large or complicated purchase is being considered and the

potential pool of suppliers/service providers must be pre-qualified. In this case, the RFI is a questionnaire or inquiry into the suppliers'/service providers' background and used to determine if the supplier/service provider meets the minimum standards needed to successfully bid on the project.

REQUEST FOR PROPOSAL (RFP): A competitive bid solicitation generated by the Procurement Department used when the requestor wants multiple suppliers/service providers to describe how they would address a defined project or task. Price is usually not the single determining factor in evaluating RFPs.

REQUEST FOR QUOTE (RFQ): A solicitation document that is used to obtain price quotations for a standard product or service. Vendors are typically selected based on the lowest price, however, lead time and other factors are also considered.

SINGLE SOURCE: Multiple sources of supply/services are available but, for specific reasons, the good or service should be purchased from a specified supplier/service provider.

SMALL DOLLAR PURCHASE: Any purchase of goods up to \$1,000.

SOLE SOURCE: Only one supplier is capable of providing a good or service and the University is not possible to obtain competitive bids.

SUPPLIER, SERVICE PROVIDER or VENDOR: an external organization that provides goods and/or services.

I. Organization and Code of Conduct

1.01 Policy Statement

The purchase of goods and services for Saint Peter's University will be conducted in a manner that provides, to the maximum extent possible, open and free competition and adherence to competitive procurement practices and shall be carried out based on the following general principles:

- Obtain the best value for the University.
- Comply with all applicable laws, University regulations and the policies of the University Board and the University administration.
- Be fair and ethical in all business relationships.
- Promote sustainability and supplier diversity.
- Ensure stewardship of the University's resources.

1.02 Mission

The mission of the Procurement Department at Saint Peter's University is the timely and efficient procurement of quality goods and services for the academic and administrative departments from qualified suppliers at the lowest possible price.

1.03 Objectives

To fulfill its mission, the Procurement Department: develops and maintains reliable sources of supply; obtains competitive bids; negotiates major contracts; consolidates University purchases; issues all relevant Purchase Orders (PO); and develops, monitors and enforces the University's procurement policies. It also creates and ensures standards of quality, safety and compatibility; and acts as the University's designated agent for the commitment of resources.

1.04 Who Should Read This Policy

Faculty and staff of the University community who use University funds for the purchase or lease of supplies, equipment, or services.

1.05 Conflict of Interest

The University, as a rule, does not enter into purchasing contracts with students, faculty and staff or members of their immediate families.

Transactions with outside firms must be conducted in a professional manner, at an arms-length basis, in accordance with established University procedures, and free of any conflict of interest. An actual or potential conflict of interest occurs when employees or their partners or family members have a financial or other interest in, or derive an economic benefit from, such entity. A conflict of interest would always arise whenever a person or entity seeking business or a business relationship with the University offers to compensate an employee for influencing the University's decision on such matters, whether in the form of a "commission," "significant gift" or otherwise.

1.06 Gifts and Gratuities

University policy prohibits all employees from accepting gifts of any kind in excess of \$100 in value, or kickbacks of any value, from suppliers, vendors or service providers to the University.

Non-cash gifts of less than \$100 in value are not deemed to violate this policy. Gift certificates or cash gifts of any value should be returned or donated to Saint Peter's University by forwarded to Accounts Payable.

Non-cash business entertainment, such as an invitation to dinner, to a sports event, or to a golf outing, are not prohibited by this policy.

1.07 Reporting Suspected Conflicts of Interest, Unauthorized Gifts, Gratuities and Kickbacks

In the event that an employee becomes aware of a suspected conflict of interest, unauthorized gift or a kickback, the employee should contact the Finance and Business Administration Department. Any employee in violation of the provisions of Section 1.05 and/or Section 1.06 shall be subject to disciplinary action, which may include termination.

1.08 Personal Purchases

Procurement will not arrange personal purchases for faculty, staff or students and will not allocate time for locating suppliers or securing quotes for personal purchases. Similarly, a department will not place an order for an employee or student and then have the employee/student reimburse the department. University employees will not use the Saint Peter's University name or present themselves as Saint Peter's University employees when making personal purchases or use the Saint Peter's University tax exempt forms for personal purchases.

Purchases made with personal funds for Saint Peter's University are discouraged. Reimbursement to the employee/student may be refused and in cases where the goods or services could be purchased at a lower price, reimbursement may be limited to the lesser amount. The University is tax exempt in New Jersey and several other states, therefore, sales tax paid with personal funds in New Jersey and the other tax exempt states is not reimbursable.

II. Responsibilities

The Saint Peter's University board delegates authority for the procurement of goods and services to the University President and Vice President of Finance and Business. The Vice President of Finance and Business is responsible for assuring compliance with polices for the procurement of goods and services University-wide.

The Vice President of Finance and Business designates to the Procurement Director the authority for the procurement of goods and services and implementing the procurement policy and applicable procedures. The Procurement Director, or his or her designee(s), is authorized to approve purchases; purchase orders and execute all purchasing contracts on behalf of the University.

2.1 Procurement Department Responsibilities

The Procurement Director has University-wide responsibility and authority for the following:

- i. To develop and issue necessary operational policies and procedures for procurement.
- ii. To monitor procurement operations to ensure that procedures meet minimum standards of University policies.
- iii. To develop and maintain business workflow systems as required.
- iv. To monitor the day-to-day operation of campus-wide procurement activities, and the processing of various procurement transactions.
- v. To challenge an ordering department concerning the material or service requested, in order to ensure that such requests conform to good business practices, adhere to the principles outlined in this Policy and serve the best interests of the University.
- vi. Oversee the purchase of commodities, equipment, and services as requested by campus departments and functional areas.
- vii. Establish and monitor effective internal procedures to efficiently process purchasing documents.
- viii. Coordinate with other administrative departments to provide a timely and accurate purchasing function.
- ix. Provide regular training and instruction to campus personnel who originate, process, complete or use the purchasing system.
- x. Alert the Vice President of Finance and Business to any situation that violates University policies or good business practices, or does not serve the best interests of the University.

2.2 University Department Responsibilities

All University departments and employees are required to comply fully with the policies and established procedures related to the procurement of goods and services, including the use of the SPIRIT and Colleague Procure-to-Pay process. Departments are responsible for the following when purchasing goods and services:

- i. Ensuring that individuals making purchasing decisions are knowledgeable of, and comply with, the University procurement and related policies and procedures;
- ii. Ensuring that all purchases made with University funds must be appropriate, necessary, nonduplicative, reasonable and directly related to the goals and mission of the University. Under no circumstance may University financial resources be used for personal expenditures; and

- iii. Using SPIRIT and Colleague Procure-to-Pay systems for all purchase of goods and services. This includes appointing individuals as requestors and approvers capable of fulfilling the duties and responsibilities of these roles and who are properly trained in the system.

An unauthorized purchase is defined as any purchase by a Saint Peter's University employee that violates this policy and any related policies and procedures. University employees who make an unauthorized purchase may have their purchasing responsibilities suspended or revoked, may face additional disciplinary action, and may be held personally liable for any charges incurred.

2.3 Limited Delegation of Purchasing Authority

Limited purchasing authority is delegated to the following departments, divisions or units of the University because of their unique purchasing requirements:

- Athletics Department for hotel, motel, and food/beverage for team related activities
- University libraries for books, periodicals, media and other library materials

These departments shall undertake their purchasing activities in accordance with the established procedures (and subject to the approvals of individuals in accordance with the Approval Matrix attached to this Policy as Appendix 1) approved by the Procurement Director.

III. Procure-to-Pay Procedures

3.1 Purchase Requisition (Request)

The Purchase Requisition starts the procurement process. The Purchase Requisition is used to request that the Procurement Department acquire, or approve the acquisition of, materials, parts, supplies, equipment and services.

The on-line Purchase Requisition System in SPIRIT Online allows the Requestor/End User to create a Purchase Request. For more information and detailed step by step instructions for using the on-line Purchase Requisition System, please see the On-Line SPIRIT Instructions [here](#).

The Requestor will create the Purchase Requisition in the SPIRIT Online System. Once created, all backup documents including quotes are to be emailed to the Procurement Department email address. The Subject Line must contain the Purchase Request number.

The requisitioning department should keep copies of all Purchase Requisitions and documentation submitted for future reference and/or inquiry.

Purchase Requisitions must include a complete GL string which includes the fund, cost center, object code, and location. Depending on the dollar amount of the purchase requisition, (see Approval Matrix), the purchase requisition needs to be signed by the applicable Authorized Approver(s). It is the responsibility of the department to ensure that the GL string is valid, and that there are adequate funds available for the purchase. The Purchase Requisition is the mechanism by which pre-encumbrance information is input into the Colleague system.

Departments should anticipate their requirements to allow adequate lead time for order processing and product delivery. Item descriptions should be complete and accurate (including manufacturer's product number and vendor stock number if known). Adequate lead time will allow Procurement to review the purchase requisition, compare bids, quotations, or proposals and if necessary to obtain additional bids.

Employees should not purchase goods and services using their own out-of-pocket funds.

Procuring goods and services will be conducted in a manner that provides, to the maximum extent possible, open and free competition and adherence to competitive procurement practices. The University's commitment to the competitive purchasing process is as follows:

For goods and services:

- Below \$1,000, a Purchase Order is not needed. Such purchases may be awarded without soliciting competitive price or rate quotations if the Requestor considers the price to be reasonable based on research, experience, purchase history, or other information and documents such reasoning accordingly. In the event, the vendor requires a Purchase Order, the Requestor can forward an approved Purchase Request to the Procurement Department. Otherwise, the purchase can be made on a University purchasing card (Pcard) or paid by forwarding a check request to Accounts Payables.
- \$1,000 to \$5,000 will require one (1) or more quotes and an approved SPIRIT online Purchase Request. The Purchase Request must contain a valid and adequately funded GL string. The Purchase Request, quotes, and any other pertinent backup is forwarded to the Procurement Department.
- \$5,000.01 to \$50,000 will require three (3) or more quotes and an approved online Purchase Request. The Purchase Request must contain a valid and adequately funded GL string. The Purchase Request, quotes, and any other pertinent backup is forwarded to the Procurement Department. A Request for Proposal (RFP) could be required depending on the complexity of the purchase.

- Greater than \$50,000 will require a formal RFP (defined below) process and require that the Department (or the Procurement Department, in its discretion) conduct a cost or price analysis (including for contract modifications). This entails informing the Procurement Department of the purchase intent prior to submitting the Purchase Request.

3.2 Purchase Orders

Purchase Orders can only be issued by the Procurement Department. The Purchase Order is created in Ellucian Colleague and sent electronically to the vendor, requestor, and Procurement email. The Purchase Order is used to place orders with vendors for all materials, parts, supplies, equipment, repairs or services greater than \$1,000 (or for purchases less than \$1,000, where a vendor requires a Purchase Order). In addition to being the official order of Saint Peter's University, it is the mechanism by which the pre-encumbrance information shifts to the encumbrance in the Colleague system.

The Purchase Order includes the Purchase Order number, vendor information, description of goods/services, quantity, unit of measure, unit price, line total and Purchase Order total. The Purchase Order instructs vendors to send all invoices to Accounts Payable. The Ship To and Requestor's contact information is also included in the Purchase Order.

3.3 Emergency Purchase Order

An emergency is defined as any situation which, if not corrected immediately, would result in a hazard to persons or property, could result in damage to buildings or facilities, would result in a violation of law, statute or ordinance established by governmental or regulatory authority, or in any other fashion, if not acted upon, would be seriously detrimental to the interest of the University.

Failure to anticipate a need is not considered an emergency. Emergency orders are generally used for repairs. To initiate an emergency purchase, the department should contact the Procurement Department to inform of the emergency purchase. In addition, the requestor needs to complete a Purchase Request in SPIRIT Online. The Purchase Request must state the nature of the emergency and must include all the information listed in the Purchase Request (see section 3.1).

3.4 Change Order—Modification or Cancellation of Order

Only the Procurement Department is authorized to issue a Change Order. Changes to a previously issued Purchase Order can be made only by a Change Order.

The Change Order can affect price, quantities ordered, item descriptions, terms and conditions, and ship to locations. These changes could affect the GL information in the Colleague System.

To request a Change Order, the Requestor must notify the Procurement Department in writing. When requesting a Change Order the Purchase Order Number, Vendor Name and the nature of the requested change must be provided.

When the Procurement Department generates a Change Order, a copy is emailed to the vendor, Requestor, and Procurement.

In the event, the Purchase Order needs to be cancelled/deleted, the Requestor must notify the Procurement Department in writing. Once the Purchase Order is cancelled/deleted by the Procurement Department in the Colleague System, the encumbered funds will be released from the Purchase Order and are returned to the original GL code(s).

3.5 Purchasing Card (Pcard)

The University Purchasing card is designed to be a tool for making both purchases and payments. The card may be used for purchases less than \$1,000 and for travel. Items that may be purchases on the Pcard include items such as dues, membership, subscriptions, and other small dollar goods and services. However, the card cannot be used for certain purchases. The following is a partial list of items that CANNOT be purchased with the Pcard. This list is not all-inclusive. If there are any questions about whether or not the Pcard can be used for a particular product or service, please contact the Procurement Department. Exceptions to the partial list will be handled on a case by case basis.

- Alcohol
- Animals
- Cash Advances, Money Orders
- Charitable Donations
- Chemicals
- Computer Hardware and Peripheral Equipment
- Construction, Renovation or Installation Services
- Facilities upgrades such as paint, flooring, and window treatments, etc.
- Gift Cards
- Leases/Rentals requiring a signed agreement
- Liquor Stores
- Maintenance/Service Agreements requiring a signed agreement
- Medical Services
- Motor Vehicle Violations
- Narcotics and other Drugs
- Personal Purchases
- Professional and Consulting Services
- Radioactive and Hazardous Material
- Sales Tax
- Software

In addition, to the above, all goods and/or services where the University has a University-wide contract or program in place is also prohibited. Such goods and services include, without limitation:

- Coffee and Water Services
- Copy Machines
- Furniture
- Printers, Toner Cartridges
- Office Supplies

All purchases must be made in accordance with established University policies. Use of the purchasing card for unauthorized, inappropriate or personal items may result in penalties as indicated in the University Purchasing Card Policies and Procedures Manual located [here](#).

3.6 Check Request

A check request is completed and forwarded to the Accounts Payable Department for purchases that do not have a Purchase Order. It is an official request to process and issue payment to a vendor. Check requests must be accompanied by supporting documentation (i.e. invoice).

Under certain limited circumstances, a vendor may require a deposit prior to providing goods or services being purchased under a Purchase Order. Should this need arise you must coordinate this request with the Procurement and Accounts Payable Departments to ensure that the Purchase Order is notated to reflect the total amount of the order, deposit amount and the balance due.

A Check Request should only be used by departments for purchases under \$1,000, honorariums, consultants, stipends, and awards.

Check Requests should not be used to pay for purchases over \$1,000. Purchases over \$1,000 require a Purchase Order and once the goods are received the Requestor must log into SPIRIT Online and accept the goods that have been received.

If the invoice is sent to the Requestor, the invoice should be forwarded to Accounts Payables for payment. **The invoice should only contain the PO#.** Prior to submitting the invoice to Accounts Payables, log into SPIRIT Online and accept the items that have been received only.

Check Requests may be used for the following:

- For emergency situations when the University is closed and it is not possible to obtain three bids nor generate a Purchase Order. However, appropriate documentation must be attached to the Check Request.
- For the payment of utilities (i.e. PSE&G, Direct Energy).

3.7 Purchases Paid with Petty Cash

Certain departments have petty cash funds that can only be used to meet miscellaneous, unusual or infrequent expenditures of less than \$50.00.

Petty cash funds may **not** be used for travel expenses, meeting meals, staff meeting meals, personal loans, registration fees, equipment purchases, consultant fees or any other type of consultant payments, salary advances or the cashing of personal checks. Petty cash can also not be used for gifts, cards, cakes, flowers or any other celebratory items.

Sales tax should not be paid on purchases paid with petty cash funds. A tax exempt form should be given to each vendor at the time of purchase. Tax exempt forms for New Jersey, New York, and Florida are located on the portal – <https://intranet.saintpeters.edu/purchasing/formdocument-repository/>. If tax is charged by the vendor, the tax will not be reimbursed, unless proof is provided that the vendor did not accept the tax exempt form. **The tax exempt form is used for official university business only. It is not to be used for personal purchases.**

Routine or recurring business expenditures including tolls and mileage paid by employees with their own funds must be reported on a Travel Expense Report form accompanied with a check request.

Petty cash can be replenished on Tuesdays and Thursdays between the hours of 9:00 a.m. and 11 a.m. in the Accounts Payable's Office. Petty Cash reimbursements are not processed by the Procurement Department.

For further information, contact Accounts Payable via email at checkrequestform@saintpeters.edu

3.8 Authorization to Purchase

The Procurement Department maintains and disseminates the Approval Matrix. This matrix contains the spending thresholds and the division Authorized Approvers who have signatory authority for each area.

Authorized employees are allowed to approve financial transactions within their limits. These include Purchase Request, Invoices, and Expense Reimbursements on accounts attributed to his/her cost center. An authorized approver must be a full-time employee of the University and is expected to ensure that all transactions conform to University Policy.

Purchase Requisitions may be initiated at any level, but only the division authorized approver can approve. Requisitions submitted without the appropriate division approver's signature(s) will not be converted to a PO.

3.09 Insurance

Insurance requirements governing the purchase of goods and services are submitted with the Purchase Order. This can be accessed by clicking on the "Terms and Conditions" link.

When goods and services are purchased under a written contract with a vendor, insurance requirements should be reviewed with the Finance Department.

Before the commencement of any work or services being performed for the University, evidence of appropriate insurance coverage must be submitted to the Procurement Office and to the Finance Department Controller. For further information or assistance, email the Procurement Department.

3.10 Multi-year Leases/Lease Purchase, Rentals and Other Agreements

All forms of Leases, Lease Purchases, Rentals and Other Agreements that obligate the University for more than one (1) budget year must be signed on behalf of Saint Peter's University by one of the following Officers:

- President
- Vice President for Finance

Departments should complete and submit to the Procurement Department a purchase requisition that fully describes the equipment to be leased and the proposed term (number of years). In addition, all leasing documents must be emailed to the Procurement Department.

Prior to accepting Lease Agreements submitted by the requisitioning department, the Procurement Department will analyze each one. An analysis will be made to determine the economic soundness of whether the goods should be leased or purchased and to protect the rights of the University.

IV. Vendor Selection and Quotation Procedure

4.01 Sources of Supply

A database of vendors is maintained by the Procurement Department in the Colleague System. The buying staff actively seeks new vendors, and departments are encouraged to communicate to the Procurement Department of vendors interested in doing business with Saint Peter's University.

4.02 Minority, Women, Small and Veteran Owned and Local Business Enterprises Policy

Saint Peter's University is committed to assisting minority, women, small, and veteran-owned and local business enterprises (M/W/S/V/LBE's) in their long-term growth and development, thereby enhancing the economic stability and vitality of the community it serves through its student body. This commitment is rooted in our tradition as a Jesuit University dedicated to promoting the core values of truth, love, respect, opportunity, excellence and service within the University and in our relationships with the community at large.

In line with this commitment, it is the policy of Saint Peter's University to identify and register qualified (M/W/S/V/LBE's) for the specific purpose of affording them the opportunity to work with the University.

It is the policy of the University to award competitively bid orders to these business groups when they have been pre-qualified and are the lowest bidder. Departments are encouraged to notify the Procurement Department of M/W/S/D/LBE vendors interested in doing business with Saint Peter's University.

4.03 Suggested Source/Vendor

When completing the purchase requisition, departments are strongly encouraged to list a suggested source for the procurement of needed goods or services. Depending on the value of the purchase, urgency of delivery and the nature of the item(s) being requisitioned, the Procurement Department is required to review all bids, quotations and/or proposals. In addition, where and when appropriate, the Procurement Department may solicit bids from other prequalified vendors or negotiate discounts with the suggested source.

4.04 Requests for Bids/Quotations/Proposals

Requests for bids, quotations and proposals are mandated for the purchase of all goods and services according to the guidelines listed below. However, bidding requirements may be waived when the procurement is being made via an established University contract or by utilizing a government contract, consortium, cooperative or other organization where competitively bid and/or negotiated contracts have been established. (See Section 3.01 for bidding thresholds).

Written bids, quotations or proposals can be obtained by the requisitioning department. All bids, quotations or proposals obtained must include shipping and handling charges, if applicable. All bids, quotations and/or proposals will be reviewed by the Procurement Department and additional bids may be obtained. The timeframe attempt to circumvent the dollar threshold policy is prohibited.

The Procurement Department may, at its discretion, secure competitive bids regardless of the dollar thresholds listed at any time. Furthermore, the Procurement Department may at its discretion, conduct negotiations with more than the apparent low bidder when it is deemed to be in the University's best interest to do so.

Formal RFP process, as required for purchases exceeding \$50,000 shall be publicly advertised (unless subject to Single/Sole Source Justification (described below), and include either of the following:

- (a) Sealed Bids. Bids shall be publicly solicited and a firm fixed-price contract will be awarded to a responsible bidder whose bid, conforming with all of the material terms and conditions of the request for proposals/invitation to bid, is the lowest in price.

- (i) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids.
 - (ii) Requests for proposals/invitations for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond.
 - (iii) All bids will be opened at the time and place prescribed in the invitation for bids.
 - (iv) A firm fixed price contract will be made in writing to the lowest responsive and responsible bidder. Any or all bids may be rejected if there is a sound documented reason.
- (b) Proposals (Unsealed bids).
- (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offeror. Any response to publicized requests for proposals must be considered to the maximum extent practical.
 - (ii) Requestor, with the Procurement Department, shall establish a method for conducting technical evaluations of proposals received – and develop a matrix, if appropriate to evaluate proposals.
 - (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to SPU, with price and other factors considered.

4.05 Confidentiality of Bids/Quotations/Proposals

In accordance with fair and sound business practices, all information supplied by vendors in their bids, quotations or proposals must be held in strict confidence by the person(s) evaluating the bid, quotation or proposal and may not be revealed to any other vendor or unauthorized individual.

4.06 Late Bids/Quotations/Proposals

All bids, quotations and proposals involving a formal Request for Proposals (RFP) where a submission deadline is stated, are to be date and time stamped when they are received. This is to ensure that they are received prior to the stated deadline for submission. It is the responsibility of the vendors to ensure that bids are submitted by the stated due date and time. The University reserves the right to reject late submissions.

4.07 Errors in Bids/Quotations/Proposals

Vendors are responsible for the accuracy of their quoted prices. In case of an error between a unit price and its extension, the unit price will govern. Quotations may be amended or withdrawn by the bidder up to the bid opening date and time, after which, in the event of an error, bids may not be amended but may be withdrawn prior to the acceptance of the bid. After an order has been issued, no bid may be withdrawn or amended unless the Procurement Department considers the change to be in the University's best interests.

4.08 Single/Sole Source Procurement and Justification Form

The procurement of materials, parts, supplies, equipment or services without competition, is done under exceptional and limited circumstances. See Single/Sole Source Justification Form located at [here](#).

Single/sole source procurement requires detailed documentation from the requisitioning department to justify the purchase and to ensure that the cost charged by the vendor is reasonable and customary. The Single/Sole Source Justification Form is emailed to the Procurement Department. The Purchase Request is completed in the SPIRIT System and follows the approval process.

Examples of when The Single/Sole Source Justification Form may be used are:

- When products or services can be obtained only from one (1) person or firm.
- When competition is precluded because of the existence of patent rights, copyrights, secret processes, control of raw material or other such conditions.
- When the procurement is for technical services in connection with the assembly, installation or servicing of equipment of a highly technical or specialized nature.
- When the procurement involves construction where a contractor is already at work on the site (based on an existing Purchase Order or Contract) and it would not be practical to engage another contractor. The Requestor shall nevertheless engage in a cost or price analysis of the contract, including the proposed contract modification.
- When a public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation.

4.09 Consultants

Contractual agreements with consultants are not processed through the Procurement Department. Such agreements must be reviewed and approved by the Finance Department before execution. Payments to consultants are made by submitting a Check Request Form directly to Accounts Payable.

4.10 Demonstration Equipment and Sample Material

Vendors who supply demonstration equipment or sample material to departments must provide the University with the appropriate certificate of insurance. If the department is interested in purchasing the demonstration equipment or sample material, the procure-to-pay procedures must be followed.

4.11 Eliminate Unfair Advantage

Vendors/suppliers/service providers who develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

V. Special Procurement Policies

5.01 Terms and Conditions

Terms and conditions governing the purchase of goods and services can be accessed by clicking on the [link](#) in the PO, which is sent to vendors.

When procurement is agreeable to the terms of a specific contract, a copy of the contract must be forwarded to the Procurement email contracts@saintpeters.edu and the Purchase Request is entered in the SPIRIT System. Contracts may be reviewed by the Procurement Director, Controller (Risk Management) and the Finance Department. In addition, when purchasing items on a sponsored project account, please ensure that the proposed purchase is allowable under the terms of the applicable grant agreement **and** is compliant with Saint Peter's University policies. Questions concerning allow ability may be referred to the Accounting Department.

5.02 Capital Expenditure

Saint Peter's University has established a policy governing capital expenditures. As defined, any single item, the cost of which is \$5,000 or greater is considered a capital item. To be classified as capital, the item must have a useful life of more than one (1) year. All Saint Peter's University procurement policies and procedures apply for capital expenditures.

5.03 Equipment Replacement

It is the policy of the University to ensure that every effort is made to avoid the purchase of unnecessary or duplicate equipment. Prior to submitting a purchase requisition for equipment, the Requestor should screen the department's equipment inventory to determine if the item is already available or whether the item can be shared.

5.04 Furniture, Flooring and Window Treatments

The University has developed a Standards Program¹ for the purchase of furniture, flooring and window treatments. The program developed by the University ensures that quality furniture (e.g., desks, chairs, partitions, file cabinets, etc.), flooring (e.g., carpeting, tile, roll goods, etc.), and window treatments (e.g., blinds, curtains, shades, etc.) that meet and/or exceed fire code regulations, are purchased at a cost savings. In addition, it ensures that there is uniformity and compatibility throughout the University.

5.05 Computer Equipment

The University has developed a Standards Program for the purchase of microcomputer (e.g., desktops, laptops, etc.) and peripheral equipment (e.g., printers, scanners, data storage devices, etc.). Therefore, departments planning the acquisition of microcomputer and/or peripheral equipment should contact Information Technology for assistance with computer systems and peripheral recommendations and configurations prior to submission of a purchase requisition.

All inquiries for microcomputers must first be sent to Information Technology for review and approval. Once reviewed and approved, Information Technology will then forward a quote to the requesting department who in turn will enter the Purchase Request in the SPIRIT System. Requisitions submitted to the Procurement Department without the prior review and approval of Information Technology will not be processed and will be returned to the Department.

¹A Standards Program is used to procure repetitively purchased items or products usually bought in quantity at a cost savings to fit a need. It addition, it insures product uniformity and compatibility throughout the University.

5.06 Computer Software

The University has established software-licensing agreements with multiple vendors. Please follow the same steps as in Section 5.05.

The Standard Items List can be found [here](#).

5.07 Printing and Copier Solutions

Most of the printers and copiers are leased and maintained under an agreement with one vendor, therefore, Saint Peter's University does not typically purchase printers and copiers.

For questions and concerns about printers and copiers email the Procurement Department.

5.08 Vehicles

All requests for the lease or purchase of vehicles should be discussed with your Vice President or Dean and then requested via the Capital Request process.

5.09 Major Contracts/Discounts with Vendors

The Procurement Department competitively bids, negotiates and awards major contracts/discounts with vendors for a variety of products and services (e.g., Office Supplies). By consolidating the University's purchasing power, Saint Peter's University has been able to obtain significant cost savings and efficiencies for supplies, furniture, equipment and services. Therefore, it is mandatory to purchase the goods and services with vendors that Saint Peter's University has established contracts.

5.10 Maintenance Agreements for Scientific and Other Equipment of a Highly Technical Nature

Competitive Bidding may be waived for maintenance agreements for scientific and other equipment of a highly technical nature. In conjunction with the appropriate Authorized Approver, the person with the most technical expertise will make this determination.

5.11 Animals

Only the College of Arts & Science – Biology Department has the need and procedures for purchasing animals for Saint Peter's University.

5.12 Advertising

The procurement of advertising is not processed through the Procurement Department. All University advertising (i.e., recruitment, college, journal or program-oriented) must be approved by and placed through the Office of University Communications to maintain and capitalize on the University's current advertising image and visibility.

For more information on advertising and publications procedures, contact the Office of Communications and Marketing at extension 6366.

5.13 Printing and Distribution Services

Printing and distribution services follow the procure-to-pay process. See section III.

VI. Miscellaneous Policies and Procedures

6.01 Damages, Shortages, Mistakes in Shipping or Invoices and Returns for Credit

In case of damage or shortage of a shipment, an email should be sent immediately by the Department to the vendor with a copy to the Procurement Department. Please include the following details: Purchase Order number, date, vendor and extent of damage or shortage. Claims must be filed within seven (7) days from the date of delivery. Failure to comply within this period may result in the claim being disqualified.

Mistakes in shipping or invoicing should be reported promptly by the Department in writing to the vendor with copies to the Procurement Department. Reference to the Purchase Order number should be made and departments should give sufficient details concerning the mistake or problem so that the vendor can make the necessary corrections.

When a vendor has shipped items as specified on a Purchase Order, they have legally complied with their part of the contract. The vendor is under no obligation to accept returns for credit for items delivered as specified.

Acceptance of a return by the vendor is by no means automatic, and a restocking charge may be incurred. In these instances, this charge will be assessed to the requisitioning department.

If the vendor is willing to accept items for return, the vendor will give you instructions concerning how the item is to be returned. The vendor may also assign a Return Authorization (RA) number. This number should appear on all return packaging and future correspondence to the vendor. All items for return should be repackaged in its original packaging (if available) and delivered or sent to the Mailroom with detailed return instructions.

Please be aware that not all items are returnable.

If items ordered on a Purchase Order are returned or will not be delivered, it is the Department's responsibility to forward copies of all vendor correspondence including Return Authorization Numbers (RA) to both Procurement and Accounts Payable. All refund checks must be delivered to the Accounts Receivables Department for processing. You must note the budget code to be credited when submitting refund checks.

6.02 Travel and Entertainment

Purchase Orders will not be issued for travel and entertainment expenses.

A Pre-Authorization Form will need to be completed and approved by the Authorized Approver for all travel that will include either an airplane or hotel or car rental.

6.03 Bank Accounts and Credit Card Accounts

No bank account or credit card accounts can be opened by departments without the express written consent from the Vice President of Finance & Business.

6.04 Disposal, Sale, Trade-In or Movement of Furniture, Equipment and Other University Assets

The University has established a comprehensive policy governing the acquisition, control and disposition of University furniture, equipment, and other University assets. As such, the University keeps records of those items with a unit cost of \$5,000 or more and which have a useful life of one (1) or more years.

Asset Disposal

Furniture, equipment or other assets of the University should not be sold, traded, donated or otherwise disposed without the approval of the Finance Department. Disposal of assets involves accounting, and insurance considerations that must be resolved prior to taking action.

If disposal of an asset is being considered, the following information must be obtained and communicated to the Accounting Department.

1. Description of the asset
2. The asset's original cost
3. Location of asset (campus, building, room)

An asset's original cost can be obtained from the purchase order or invoice. If a copy is not readily available, the VP/Dean should provide an estimate of the asset's original cost and the year the asset was acquired.

Purchase Requisitions involving a trade-in must include pertinent information about the item that is to be traded (i.e., complete description, manufacturer, serial number, etc.).

Disposal of computer monitors must comply with New Jersey State law, as some components may contain potential hazardous waste materials. When a monitor is no longer functional, employees should contact the IT Department to request its removal.

Stolen Assets

In the event furniture, equipment or other assets have been identified as stolen, it is the Department's responsibility to immediately contact Campus Safety at 201-761-7400 to file an incident report. The information on the report should include as detailed a description of the item(s) as possible, asset model -- number and location.

It is then the Department's responsibility to forward a copy of the completed security report to the Accounting Department, so the item(s) can be accounted for properly, and, where applicable, insurance reimbursement may be sought.

6.5 Personal Purchases

The purchase of used Saint Peter's University's-owned furniture and equipment for personal use is normally not permitted. However, occasionally, University employees are given the opportunity to purchase Saint Peter's University old equipment and/or furniture for their own personal use only after schools and departments have had the opportunity to obtain these items. Please email the Procurement Department for additional information.

6.6 Charitable Contributions/Donations/Sponsorships

Saint Peter's University does not make charitable contributions.

APPENDICES

Appendix 1	Approval Matrix
Appendix 2	Terms & Conditions
Appendix 3	Single/Sole Source Document

Contact Information

Ms. Sharmila Nigalye
Procurement Director
Saint Peter's Hall
2nd Floor
Tel: 201-761-7417
Email: snigalye@saintpeters.edu

Ms. Jennifer Baez
Accounts Payable Supervisor
Saint Peter's Hall
2nd Floor
Tel: 201-761-7422
Email: jbaez@saintpeters.edu

Mr. Brian Colvin
Controller
Saint Peter's Hall
2nd Floor
Tel: 201-761-7424
Email: bcolvin@saintpeters.edu

Procurement Email: procurement@saintpeters.edu

Accounts Payable Email: checkrequestform@saintpeters.edu