I. PURPOSE:

The purpose of this document is to establish the policy and procedures to be followed when purchasing goods, materials, and supplies through the Purchasing Department. While some services, such as delivery and installation, may be associated with goods, materials, and supplies purchased through Purchasing, this policy is not intended to address the purchase of primarily contracted services, which are governed by MAPP 03.01.03 Contract Administration.

II. POLICY STATEMENT

It is the policy of the Texas Southern University that these procedures will apply when using all sources of funds, for the procurement of goods, materials, and supplies.

III. PROCEDURES AND DEFINITIONS

A. Acquisition of Goods, Materials, and Supplies

1. Pursuant to Texas Education Code §51.9335, an institution of higher education may acquire goods, materials, and supplies by the method that provides the best value to the institution, including:

   a. Competitive bidding.

   b. Competitive sealed proposals.

   c. Catalog purchase.

   d. Group purchasing programs.

   e. Open market contract.

2. In determining best value to an institution of higher education, the institution shall consider the following:

   a. Purchase price.
b. Reputation of the vendor and of the vendor's goods, materials, and supplies.

c. Quality of the vendor's goods, materials, and supplies.

d. Extent to which the goods, materials, and supplies meet the institution's needs.

e. Vendor's past relationship with the institution.

f. Impact on the ability of the institution to comply with laws and rules relating to historically underutilized businesses (HUBs) and to the procurement of goods, materials, and supplies from persons with disabilities.

g. Total long-term cost to the institution of acquiring the vendor's goods, materials, and supplies.

h. Any other relevant factor that a private business entity would consider in selecting a vendor.

i. Use of material in construction or repair to real property that is not proprietary to a single vendor, unless the institution provides written justification in the request for bids for use of the unique material specified.

3. Procurement of goods, materials, and supplies must comply with state and federal laws and institutional policies and procedures.

4. The Purchasing Department is delegated the final authority for determining the “best value” for the university for goods, materials, and supplies. Contracts Administration has the final authority for determining the “best value” for contracted services (MAPP 03.01.03).

5. Purchase orders are not intended to be used strictly as a payment tool; therefore, the purchase order must be created prior to the commitment or obligation. Purchase requisitions submitted after the commitment has been made and/or after the goods, materials, or supplies are received will constitute non-compliance.

B. Procurement Methods

The vendor selection process for purchase orders is summarized in the flowchart at the end of this document.
1. Master Agreements – Master Agreements allow requisitioning departments to purchase commodities without requesting competitive bids from other vendors. The “best value” process has already occurred through the RFP process or group purchasing programs; therefore, individual purchases do not require further bidding. Master Agreements should be utilized whenever possible, though they are not required. All current institutional agreements are available through the purchasing website, http://www.tsu.edu/pages/2575.asp.

2. State Use Program - Commodities and/or services that are available through the Texas Council for Purchasing from People with Disabilities (currently TIBH) must be purchased through this entity when state-appropriated funds are used unless non-utilization of TIBH can be adequately justified. See TIBH website, http://www.tibh.org/, for details. Reference: Chapter 122, Texas Human Resources Code.

3. Texas Department of Information Resources (DIR) - Automated information systems, products and services that are associated with computers (automation) or telecommunication systems may be purchased using the CISV program. This program is optional for the university and not a requirement. Specific guidelines for this program are accessible on the Texas Comptroller’s Office website, http://www.dir.state.tx.us/index.htm.

4. State of Texas Contracts - The Texas Comptroller’s Office establishes term contracts, including TXMAS (General Services Administration) contracts, for goods and services. This program is optional for the university and not a requirement. These contracts are accessible on the Texas Comptroller’s website, http://cpa.state.tx.us/procurement/.

5. Purchasing Cooperatives – Texas Southern University is a member of numerous purchasing cooperatives, which allow purchases to be made directly with the vendor as the bidding and/or negotiation process has already occurred. This program is optional for the university and not a requirement. See the Purchasing website, at http://www.tsu.edu/pages/2575.asp for further information.

6. Competitive Bidding/Proposals - If the “best value” for the commodity or service is not obtained from one of the above-listed programs, the bidding process should be followed. If competitive sealed bidding is neither practical nor advantageous to the university, the request for proposal (RFP) process may be used.

C. When to Use a Purchase Order

1. Purchases greater than $5,000 must be placed on a requisition and routed through Purchasing for approval and creation of a purchase order. Exceptions are noted below.
2. The following purchases must be placed on a requisition regardless of the dollar amount:
   a. Radioactive materials, controlled substances, x-ray machines, Class 3b and 4 lasers, and biological safety cabinets.
   b. Vehicles.
   c. Equipment lease or maintenance agreements.
   d. Other purchases required by Finance to be on a requisition to achieve one or more of the following goals:
      • Increase use of historically underutilized businesses.
      • Obtain a vendor discount for volume purchases.
      • Increase efficiency in the procurement/payment process.

3. The following purchases do not require a requisition regardless of dollar amount:
   a. Court costs, criminal, civil, and administrative hearings.
   b. Dues and membership fees.
   c. Human cadavers, skin, blood, bones, tissue.
   d. Library expenditures.
   e. Postage and postal services.
   f. Registration fees and materials.
   g. Revenue bond expenses.
   h. Training and tuition for employees (must be approved by Scholarships and Financial Aid).
   i. Utilities (purchased, regulated; not long distance).
   j. Direct payment or reimbursement of travel expenses.
k. Reimbursement of employee moving expenses. However, direct payments to moving companies require a contract or purchase order.

l. Items purchased for resale.

4. The following purchases, which require a contract at any amount, also require a requisition if the total amount will be $10,000 or more:

a. Contracted services: accreditation, construction, consultant and professional, lecturers, speakers, counselors, critiques, performances, panelists, etc.

b. Interagency agreements.

c. Renovation or construction contracted by the Facilities Department.

d. A requisition is required for contracted services totaling $10,000 or more to facilitate required state reporting.

D. Development of Specifications

1. The end user should communicate to the purchaser in the Purchasing Department the goods, materials, or supplies needed via the Banner requisition. The requisition should include the specifications of the items that the end user needs to procure.

2. A specification is a detailed description of an item that a user seeks to procure. The specification must be simple, clear, accurate, competitive, and flexible. If the specifications do not allow for competition, then the specifications are considered proprietary.

E. Proprietary (Sole Source) Specifications

1. A proprietary purchase is justified only when an equivalent product is not available. When the specification requirement limits consideration to one manufacturer, one product, or one service provider, and the amount of the purchase exceeds $5,000, a written justification must be provided.

2. The Proprietary Purchase form, which is separate from the requisition, has been developed to assist in the justification process. The requester must state:
a. The proprietary features of the item and why these features are required.

b. Why no competing product can meet the needs.

The Proprietary Purchase form is located on the Purchasing Department’s website at http://www.tsu.edu/pages/2575.asp

F. Bid Requirements

1. Bids must be obtained on all purchases in excess of $5,000.

2. Bid limits, regardless of the source of funds, are:

   a. $5,000.01 to $25,000.00 – Electronic requisitions must be sent to Purchasing for processing. When possible, Purchasing will obtain a minimum of three informal bids, with two being from certified HUBs (minority-owned and/or woman-owned businesses). Although the requesting department may submit informal quotes with their request, the Purchasing Department may choose to solicit other bids as well.

   b. $25,000.01 and Over – Electronic requisitions must be sent to Purchasing for processing. Purchasing will obtain formal bids/proposals.

3. Exceptions to above bid requirements:

   a. Texas Constitution, Article 16, Section 21, requires all printing and binding to be competitively bid; therefore, any procurement for printing or binding regardless of funds will require a minimum of two (2) bids, regardless of the dollar amount. One of the quotes must be from the TSU Printing Department. The TSU Printing Department may be chosen without competitive bidding. If so, the department should use the Printing Department Order Form to place the order, instead of a requisition through Purchasing, and pay with a SC voucher, instead of a PO voucher.

   b. Proprietary purchases adequately justified (see above requirements for proprietary purchases). Requests in excess of $25,000 require a formal bid from the proprietary vendor.

   c. Purchases made through Master Agreements, State Use Program, State of Texas Contracts, or Purchasing Cooperatives.
4. All procurements that exceed $25,000, without regard to the source of funds, may be posted on an electronic bulletin board managed by the Texas Comptroller’s Office if there is an advantage to doing so.

5. The Purchasing Department is encouraged to solicit and purchase from HUBs to the fullest extent possible.

6. This MAPP strictly prohibits the splitting of orders to circumvent the bidding process.

G. Purchases greater than $100,000

An Authorization and Information Summary Sheet for Purchase Requisitions Exceeding $100,000 (Addendum C) must be completed for purchases greater than $100,000. The Authorization and Information Summary Sheet should be routed and approved with the completed requisition as follows:

1. Dean or Director of the Unit Requesting the Order.

2. Division Vice President

3. Director of Purchasing.

4. Board of Regents (only for requisitions greater than $100,000) – The President’s signature will indicate Board approval

After the final approval is obtained, the requisition and Authorization and Information Summary Sheet should be returned to Purchasing for processing.

H. Installation and Service Agreements:

For all purchases of goods that also require installation or service where the installation or service is less than or equal to $25,000, the Purchasing Department will ask the vendor to complete a Furnishings and Equipment Agreement prior to issuance of a Purchase Order. In the event that the installation or service component of the purchase exceeds $25,000, a contract must be completed for the installation or service component following MAPP 03.01.03 – Contract Administration. The PO encumbrance will include the contract amount.

I. Emergency Purchases

1. An emergency purchase is defined by the Texas Administrative Code (Rule 113.2) as “a purchase of goods or services so badly needed that an agency will suffer financial or operational damage unless they are secured immediately.”
2. An emergency purchase requires a letter of justification signed by the college/division administrator stating:

   a. The reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency.

   b. The financial or operational damage that will occur if needs are not satisfied immediately (do not just state there will be a loss or damage).

   c. Why the needs were not or could not have been anticipated so that items could be procured through regular procurement procedures.

J. Receipt of Items Ordered

1. Requisitioning departments must inspect all shipments received against the purchase orders and report any discrepancies to the vendor. Any discrepancy, including non-compliance with specifications, shortages, overages, and any damages must be reported immediately, but no later than twenty-one (21) days after receipt of goods, materials, or supplies.

2. Substitution of items ordered with a Purchase Order is not permitted without the prior approval of Purchasing. No approval will be granted unless substituted items are of equal quality and are offered at the same or lower price.

3. Items must comply with the written specifications contained within the purchase order and/or contract. Failure to do so by the vendor will result in non-payment to the vendor.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Financial Officer

Review: Every three years, on or before July 1.

V. APPROVAL

________________________
Jim McShan
Chief Financial Officer

________________________
Dr. John Rudley
President

Date of President’s Approval: 6/24/09
Addendum A

Vendor Selection for Purchase Orders

Using state funds? 
- Yes → Use master agreement
- No → No

Master agreement? 
- Yes → Use master agreement
- No → State of Texas contract?

State of Texas contract? 
- Yes → Use state contract
- No → Purchasing cooperative?

Purchasing cooperative? 
- Yes → Use purchasing cooperative
- No → Request competitive bids or proposals

Purchasing Information Technology? 
- Yes → Include CISV in bidding process
- No → HUB offers good or service?

HUB offers good or service? 
- Yes → Include HUB in bidding process
- No → Select vendor based on best value
Addendum B

Pre-Approval Form for Requisitions

Requisition # (attach requisition paperwork) ______________________________________________

Date: ______________

Requester: ____________________________________________________________

Summary of item(s) to be purchased:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Approvals, as appropriate:

Department of Environmental Health and Risk Management

Radioactive Materials ________________________________________________ Date: __________

Controlled Substances ________________________________________________ Date: __________

X-Ray Machines ______________________________________________________ Date: __________

Class 3b and 4 Lasers ________________________________________________ Date: __________

Biological Safety Cabinets ____________________________________________ Date: __________

Vehicles____________________________________________________________ Date: __________

Once approved, this document must be forwarded to the Purchasing Department for documentation before the Purchase Order will be issued to the vendor.
Addendum C

Authorization and Information Summary Sheet for
Purchase Requisitions Exceeding $100,000

Requisition #________________________________________

Department __________________________________________

1. DESCRIPTION OF GOODS, MATERIALS, OR SUPPLIES TO BE PURCHASED:

2. ESTIMATED COST:

3. COST CENTER:

4. PROPOSED USE:

5. BENEFITS TO THE UNIVERSITY:

6. OTHER PERTINENT INFORMATION:

7. SUGGESTED BIDDERS:
Addendum C – Page 2

Authorization and Information Summary Sheet for Purchase Requisitions Exceeding $100,000

Sequential Review and Approvals

______________________________ Date ____________
Dean/Director

______________________________ Date ____________
Vice President/Senior VP for Academic Affairs and Provost

______________________________ Date ____________
Director of Purchasing

For all Athletics Department purchases that exceed $50,000 and for all other purchases that exceed $100,000, the approval of the President is required.

______________________________ Date ____________
Chief Financial Officer

If the purchase exceeds $50,000, the approval of the President is required.

______________________________ Date ____________
President

If the purchase exceeds $100,000, the approval of the Board of Regents is required, in which case the signature of the President will indicate the Board’s approval.

______________________________ Date ____________
President/Board of Regents

Attachments: Original Purchase Requisition or Contract