

PROCUREMENT PROCEDURES

The Procurement Services department is to establish and administer purchasing practices and procedures, institute necessary reports, arrange and approve term contracts, consolidate purchases of like or common items, and generally obtain savings for goods and services for the campus community. The University of San Diego is subject to and complies with all applicable laws and regulations governing purchasing practices.

Procurement Services has the final responsibility for obtaining prices and conditions of the sale for all purchases and contemplated purchases by the University of San Diego.

I. Procurement General Guidelines:

Procurement Services has compiled a listing of commonly procured goods and services by the campus community that can be found [on our website](#). General procurement guidelines, differentiated by goods versus services, are as follows:

- a. Goods and other tangible items follow the below guidelines for procurement:

Dollar Threshold	Method to Pay
Under \$5,000	Use Purchasing Card or T&E Card. Save all receipts and submit Purchasing Log or Employee Expense Report directly to Accounts Payable. If vendor cannot accept a credit card payment, submit invoice(s), once goods are received, to Procurement to initiate payment process.
Over \$5,000 - \$49,999.99	Requires a Purchase Requisition (PR) in Oracle. Initiate PR following instructions found on Procurement website. If new supplier, requires supplier application and W-9 . Submit invoices, once goods are received, to Procurement to initiate payment process.
Over \$50,000	Requires 3 competitive bids; contact Procurement to initiate bid process and/or utilize preferred vendors. Requires a Purchase Requisition (PR) in Oracle. Initiate PR following instructions found on Procurement website. If new supplier, requires supplier application and W-9 . Submit invoices, once goods are received, to Procurement to initiate payment process.

- Computers, Laptops, iPads and other technology hardware
 - All computer hardware must be ordered through ITS or be given ITS approval, per Purchasing Policy 2.10.2. Please email crp@sandiego.edu for more information or visit the [ITS webpage](#) for detailed information.
- Copiers, Printers, Fax Machines, Multi-Function Printers (MFP's)
 - All printers/copiers must be ordered through ITS or been given ITS approval, per Purchasing Policy 2.10.2. Please email prp@sandiego.edu for more information or visit the [ITS webpage](#) for detailed information on the printer replacement program.
- Furniture
 - The Office of University Design attempts to maintain consistency of its Spanish Renaissance architectural statement in the exterior and interior public areas of its buildings. As such, furniture guidelines have been developed by the Office of Design to conform to university

standards. All furniture purchases must be managed through Procurement Services to maintain these guidelines and standards.

b. Services and all other non-tangible items follow the below guidelines for procurement:

Dollar Threshold	Method to Pay
Under \$5,000	Requires contract or other written agreement; a USD issued PO can replace contract or other written agreement. No independent contractor evaluation form needed. If new supplier, requires supplier application and W-9. Submit invoices or payment request form , once services are rendered, to Procurement to initiate payment process.
Over \$5,000 - \$49,999.99	Requires contract or other written agreement; a USD issued PO can replace contract or other written agreement. Independent contractor evaluation form needed. Requires a Purchase Requisition (PR) in Oracle. Initiate PR following instructions found on Procurement website. If new supplier, requires supplier application and W-9. Submit invoices or payment request form , once services are rendered, to Procurement to initiate payment process.
Over \$50,000	Requires 3 competitive bids; contact Procurement to initiate bid process and/or utilize preferred vendors. Requires contract or other written agreement. Independent contractor evaluation form needed. Requires a Purchase Requisition (PR) in Oracle. Initiate PR following instructions found on Procurement website. If new supplier, requires supplier application and W-9. Submit invoices or payment request form , once services are rendered, to Procurement to initiate payment process.

c. Exceptions to the Use of Purchase Requisitions

In those unusual circumstances in which use of a purchase order is not feasible in the purchasing of goods or services, a separately negotiated contract properly authorized must be used. In such cases, Procurement should be contacted to assist in making the decision whether a purchase order or separate contract should be used before any commitment is made to a vendor

II. Bid Information

a. Competitive Bid Procedures

Procurement procedures are to secure competitive bids on goods or services whenever possible. Bids may be solicited verbally or in writing, depending upon the dollar amount of the transactions.

Requisitions having a value in excess of **\$50,000** require a competitive bid. A minimum of three written bids will be solicited from suppliers.

Exceptions to the bidding process are made in those situations where no apparent benefit would result to the University. Such exceptions include:

- Sole source – no other supplier supplies the products or service

- Single authorized distributor
- Duplication of investment
- Executive Directives (e.g.: Human Resources employment listing, services administered through HR)
- Small orders placed with suppliers who have a record of competitive pricing, substantiated by periodic quotations, and a history of good service.

b. Bid Types

University of San Diego uses several formats for soliciting bids. They include:

- Request for Quotation (RFQ) – used to request pricing for goods or services that are clearly defined.
- Request for Proposal (RFP) – used to request pricing for goods or services when all elements are not clearly defined. This format allows bidders to provide a customized response. Bid may include pricing, alternative solutions, implementation plans and installation time lines.
- Request for Information (RFI) – used to determine the viability of a concept. No pricing is submitted and no award is made.

c. Bid Evaluation and Award

Awards for goods and services are made to the supplier providing the lowest responsible and responsive quotation. University of San Diego reserves the right to reject any or all quotations, or portions thereof, and is not bound to accept the lowest cost if it is not in the best interest of the university. In making an award, factors such as, but not limited to, the supplier's service capability, integrity, facilities, equipment, reputation and past performance will be considered.

III. Purchase Order Procedures

a. Changes or Cancellations to a Purchase Order

If you wish to modify or cancel a purchase order once it has been issued, you must notify Procurement in writing.

b. Confirming/Verbal Purchase Orders

On occasion, it is advantageous for the originating department to place an order directly to the supplier via the telephone. Procurement must authorize such orders in advance. A purchase order shall be issued to confirm an order placed by telephone. The following procedure is to be used:

At the time of order, inform the supplier the invoice must indicate the purchase order number and should be mailed directly to Procurement.

- The ordering department must submit an electronic purchase requisition to Procurement
- Indicate the word “Confirming” within the Note to Buyer field of the Source Details tab on the electronic purchase requisition

c. Supplier Orders Timeline

All approved purchase requisitions will be processed within three working days. If a special circumstances or handling requirements preclude processing within five working days, the originating department will be notified. Completed purchase orders will be mailed or faxed to the supplier by Procurement.

d. Receiving

Upon receipt of merchandise, please be aware of the following:

- It is the responsibility of the ordering department to immediately inspect the contents for damage as well as order completeness and accuracy
- In the event of damage or order discrepancies on purchase orders, it is the responsibility of Procurement to notify the supplier for resolution. Be aware that most suppliers operate under policies stating returns will not be accepted usually after thirty days
- Sign and date the department receiver copy of the purchase order and forward it to Procurement
- Supplier payment will be made only after the signed department receiver copy is received by Procurement

IV. Supplier Payment

a. The following procedure should be followed when payment to a supplier is required:

- The face of the invoice must reflect an authorizing signer for the project and the date signed
- The face of the invoice must reflect the purchase order number or the appropriate POETS coding string if no purchase order number indicated
- Submit the invoice to Procurement for processing
- For payments to independent contractors, an officially approved contract must be on file with Procurement. It is required that the contract be submitted prior to the processing of invoices. If reimbursements are part of the contract, it is expected that independent contractors will follow USD Expense Reimbursement Procedures (see Section V. B.) See Human Resources Independent Contractor policy for further detail
<http://www.sandiego.edu/legal/policies/community/financial/contractors.pdf>

Suppliers must be made aware that invoices to be submitted directly to Procurement should indicate the purchase order number and/or the department incurring the charge.

b. Supplier Deposits and Advance Payments

Purchase requisition procedures outlined in **Section I** of this policy apply to transactions requiring deposits. When a supplier deposit or advance is required, a purchase requisition should be submitted at least seven working days before the deposit or advance is due.

V. ENVIRONMENTALLY PREFERABLE PURCHASING (EPP) PROCEDURAL GUIDELINES

Recognizing our impact as a major purchaser of goods and services, University of San Diego gives preference to environmentally friendly products whose quality, function, and cost are equal or superior to more traditional products. This procedure will:

- Conserve natural resources
- Minimize pollution
- Reduce the use of water and energy
- Eliminate or reduce environmental health hazards to workers and our community
- Support strong recycling markets
- Reduce materials that are land filled
- Increase the use and availability of environmentally preferable products
- Increase the use and procurement of Green Seal preferable products
- Reward suppliers who reduce environmental impacts in their production and distribution systems or services
- Reduce the purchasing of cleaning or disinfecting products containing carcinogens, mutagens or teratogens.
- Reduce the purchasing of paper products and janitorial products that are bleached or contain bleach or chlorine
- Procure only energy star equipment and appliances

a. Supplier Performance Reporting

For the purpose of setting goals and evaluating the performance of the University's green purchasing program, suppliers will be requested to report the environmental attributes in their products.

Procurement responsibilities:

- Collaborate with suppliers to design and implement a data collection system for tracking the environmental attributes of products being used by the University.
- Identify opportunities to educate users about the impacts of their product choices.
- Make available to University employees environmentally preferred products and services.

Procurement activities may include:

- Purchase products which are long lasting and durable, reusable or refillable.

- Institute practices that reduce waste, resulting in the purchase of fewer products.
- Consideration shall be given in short term vs. long term costs in comparing product alternatives. To include: extended warranties, operation, supplies, maintenance and disposal costs.
- Request of reusable packing material and the reduction of unnecessary packaging.
- Reuse pallets and packaging materials.
- Procure energy efficient products.

b. Recycled Content Products

Procurement assists Facilities Management and Information Technology Services with a recycling program that recognizes that recycled content products are essential for an environmentally sound production system.

Procurement activities may include:

- Products for which the United States Environmental Protection Agency has established minimum recycled content standard guidelines.
- Copiers and printers that can be used with recycled content products.
- Request utilization of recycled content, FSC certified paper products.
- Recycled electronic product program
- Recycled content transportation products to include signs, cones, parking stops and parking signs.