



**MARSHALL UNIVERSITY  
PROCUREMENT SERVICES**

**Compliance & Basics Training**



# OVERVIEW

Marshall University Procurement Services maintains a central purchasing office that assists faculty and staff with acquiring goods and services. One person will be assigned to your department to give you the best possible service.

## PURPOSE:

Our primary goal is to buy what you need as quickly and efficiently as we can at the best price from a responsible vendor. Additionally, our office is the liaison between the University and supplier community.

# SIGNATURE AUTHORITY

*Contractual signature authority shall be held solely by the President, Chief Legal Counsel, Chief Financial Officer, and Chief Procurement Officer*

- The University's procurement officers and CPO delegated designees are the only individuals authorized to sign agreements or contracts for Marshall University.
- The State of West Virginia only accepts purchasing documents signed by procurement officers.

# WV FOIA (Freedom of Information Act)

W.Va Code 29B-1-3(4)

- Public records are available to every person for inspection or copying when a request has been made and when they are not specifically exempted from disclosure.
- The following are examples of documents that may be requested in a FOIA request:
  - Purchase Orders
  - Bid Documents
  - Bids Submitted
  - Bid Evaluations
  - Emails
  - Contracts and Agreements





# PROCUREMENT PROCESS OVERVIEW

- Determination of Need
- Supplier Registration
- Contract Availability
- Types of Purchases
- Bid Thresholds and Bidding Requirements
- Required Documentation
- Non-Compliant and Specialty Purchases
- Requisition or Encumbrance Submission



# DETERMINATION OF NEED

- Marshall University has adopted a “**Save to Serve**” culture to eliminate waste and inefficiencies.
- Needs vs Wants



# **SUPPLIER REGISTRATION**

To issue a PO or contract to a supplier, they must be registered in Marketplace, Banner and, wvOASIS. If a supplier is new or their registration needs to be changed, we need a signed W-9 form to make these updates.

Additionally, all Marketplace suppliers are required to add a supplier email address to their profile during registration.

# CONTRACT AVAILABILITY

When purchasing from a contract, you do not need to solicit bids. Below are the contract options available:

## University Contracts

- Procurement Services bids and maintains open-end contracts for commonly purchased services and goods.
- These contracts help streamline the purchasing process and help save money.

## Statewide Contracts

- The State of West Virginia Purchasing Office bids statewide contracts. They are available to Marshall University but are not mandatory.

## Cooperative Agreements

- Cooperative Agreements are bid by outside organizations and available for multiple state agencies, non-profits, and companies.



# TYPES OF PURCHASES

**Single Use Purchase:** The purchase order will be issued for a set amount. Once the service or good is provided, the invoice will be paid, and the PO will be closed.

**Blanket Order:** The purchase order is issued for an estimated amount and will be used multiple times. Blanket orders are typically used for services and require an agreement or contract with set pricing to cover the term of the PO.

**Direct Award:** When a purchase is over \$25,000 and is only available from one source, or when circumstances necessitate a specific vendor, an order can be placed without competitive bids with an approved Direct Award Approval Form.

**Emergency Purchase:** These purchases can be made where there is a threat to public health, welfare, or safety (IE: floods, epidemics, equipment failure, etc.).

- An email must be sent to the Director of Procurement/CPO for approval. The letter must include a detailed description of the emergency and what is needed to resolve the emergency
- Approval of the emergency must be provided with the requisition documents.

# BID THRESHOLDS

If the purchase is not exempt from bidding, you will need to determine the bidding requirements for your purchase.

Amount of Item	Bid Requirements
Goods/Services less than \$25,000	Bidding is not required.
Goods/Services between \$25,000 and \$50,000	3 quotes required, winning vendor must sign quote
Goods/Services over \$50,000	Written specifications and formal public bid
Construction: \$50,000 - \$150,000	3 quotes required, winning vendor must sign quote
Construction: over \$150,000	Written specifications and formal public bid
Architectural/Engineering Services: less than \$625,000	3 quotes required, winning vendor must sign quote
Architectural/Engineering Services: over \$625,000	Written specifications and Expression of Interest
Any purchase over \$1,000,000	Requires Board of Governors' approval



# BIDDING REQUIREMENTS

- **Three Quotes:** Purchases requiring three quotes must be in writing and may be obtained via email.
- **Public Bids/Advertising**
  - **RFQ (Request for Quote):** Awarded to the lowest bidder meeting all requirements; most common.
  - **RFP (Request for Proposal):** Awarded to the highest-scoring bidder; includes separate Technical and Cost proposals.
  - **EOI (Expression of Interest):** Used only for Architectural/Engineering services; awarded to the highest-scoring technical proposal.
  - **Direct Award:** Direct Awards are advertised to confirm no other vendor can meet the justification requirements.
- **Department Responsibilities:**
  - Departments draft bid specifications and pricing requirements.
  - Procurement Services assists with all compliance related documentation.
  - After review and approval, Procurement posts bids on the Euna Procurement portal (formerly Bonfire) and the Procurement Services website.
- **Evaluation & Award:**
  - Evaluation groups review submissions and award based on bid type.
- **Blackout Period:**
  - Begins once a bid is posted; only Procurement may communicate with bidders.
  - All questions must be submitted in writing to Procurement, who will forward them to the department if clarification is needed.
  - Any direct discussion with bidders during blackout will result in the bid being cancelled.
- **No Bids Received:**
  - Procurement and the department must contact potential bidders to understand why they did not bid.
  - Requirements should be revised to encourage participation.
  - Lack of bids does **not** justify a Direct Award.

# PURCHASING DOCUMENTS

- **W-9:** Signed form verifying vendor registration and current information.
- **Quote:** Required for all POs; vendor signature needed if over \$25,000.
- **BOG-48:** Required for professional services provided by a company when a supplier does not have their own contract or quote.
- **BOG-48HR:** For individual-provided professional services without supplier quote/contract.
- **Hospitality Form:** Required for hospitality purchases, with attendee list.
- **Non-Compliant Purchase Memo:** For purchases outside the Purchasing Policy.
- **Vendor Terms & Conditions:** Copy of all linked or referenced vendor terms.
- **IT Approval:** Required for all software and some hardware purchases.
- **Emergency Approval:** Written CPO approval required for emergency purchases.
- **Direct Award Form:** Required for sole or single source purchases.
- **MU Terms & Conditions / WV-96:** Depending on the purchase type, Procurement will contact the vendor to sign our T&C's or WV-96.
- **Certificate of Liability Insurance:** Required when labor is performed on-site.
- **Contractor's License:** Required when construction labor is performed on-site.
- **wvOASIS Compliance Check:** Vendor must be registered with the State of WV; Procurement attaches verification to PO.
- **Contracts:** Copy of contract included with PO when applicable.

# NON-COMPLIANT PURCHASES

- All non-compliant purchases require a Non-Compliant Purchases Memorandum to be sent to Procurement Services. The memo must be signed by the person responsible for the purchase, the department director, the CPO, and the CFO.
- **Common Non-compliant Purchases:**
  - After the fact: Any time a good or service is provided before the PO is completed, the purchase is considered after the fact.
  - Stringing: Splitting purchases to try to avoid meeting the bid thresholds. Bid thresholds are based on annual spend with a vendor or on a specific good/service.

# SPECIALTY PURCHASES

*(additional approvals required)*

Item	Notify/Approving Department
Advertising/Marketing/Promotional Items	University Communications
Any document with terms and conditions	Procurement Services
Construction/Renovation/Architectural	Facilities and Planning, Procurement Services, Physical Plant
Computers/Software/IT related items	Information Technology Department & Procurement Services
Contracts/Agreements	Procurement Services
Copiers/Fax Machines/Printing Services	Procurement Services
Donated Equipment	Marshall University Foundation
Emergency Items	Procurement Services
Federally Regulated Substances	Procurement Services & Environmental Health & Safety
Hospitality & Food Service	If not using Sodexo, Senior VP of Operations
Installation Furniture/Equipment	Coordinate with Physical Plant
Leased Equipment or other instruments over \$1 million	MU Board of Governors & Procurement Services
Marshall Employee providing services to University	Human Resources
Multi-year Financial Obligations	Budget Office and Procurement Services
Speakers/Honorarium	Human Resources via BOG48HR
Yearly Property Rentals	Senior VP of Operations

# ENCUMBRANCE vs. REQUISITION

## Encumbrance (Banner Entry):

Limited use transactions (ex: Internal Department to Department payment for services, one day only speaking engagements, memberships or association dues, etc.)

## Requisition (Marketplace Entry):

Covers broad range of transactions (any purchase with terms and conditions, Bids/Public Offerings, Construction, and Renovations projects, on-site labor, etc.)



# PROCUREMENT WEBSITE

**Procurement Services:**

**[www.marshall.edu/procurement-services](http://www.marshall.edu/procurement-services)**

- **Information available on website:**
  - Staff Responsibilities
  - Policies and Procedures
  - Training Documents
  - Contracts
  - Forms
  - Bid and Proposal Opportunities

# The Future of Marshall University Purchasing



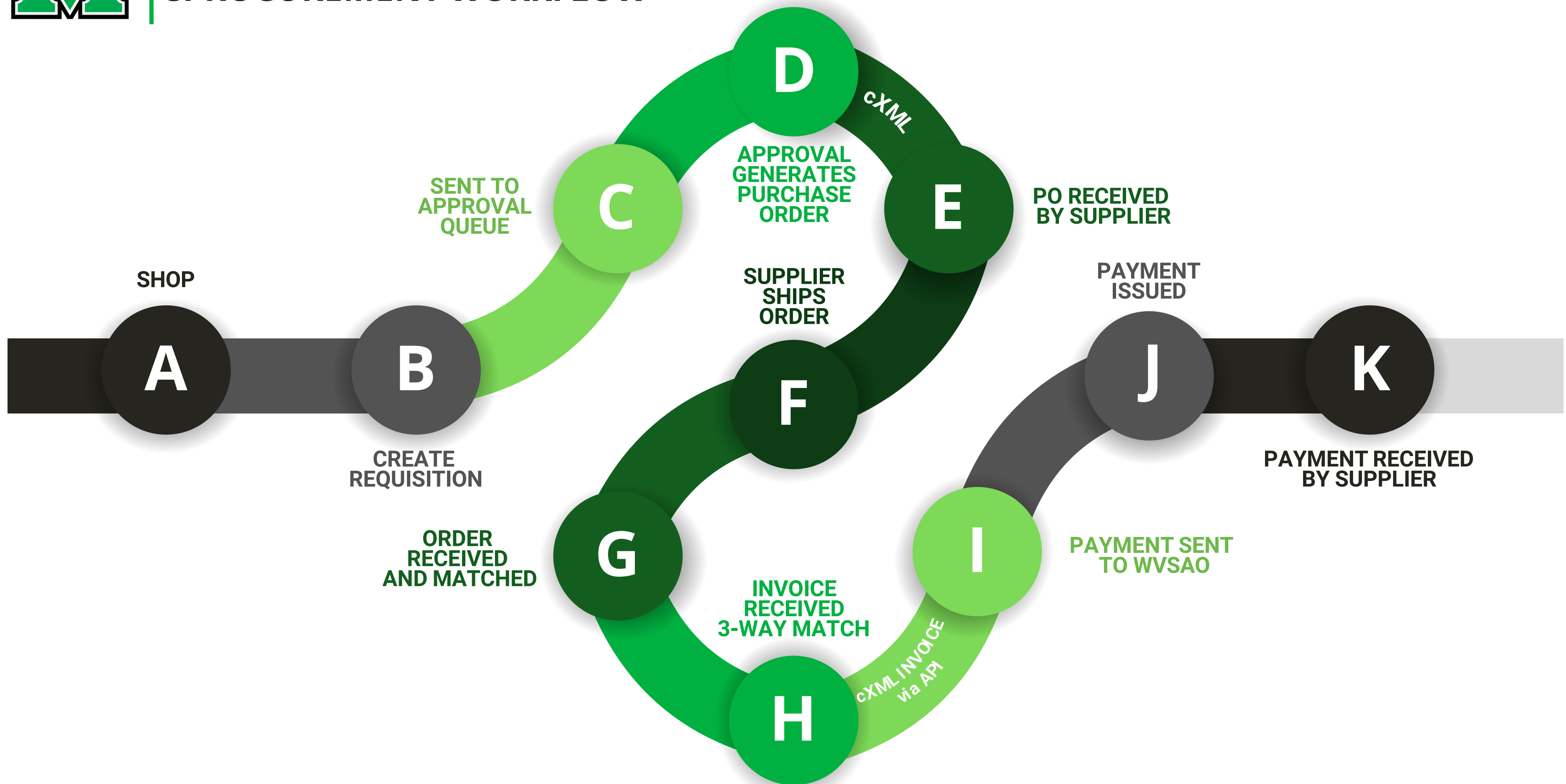
Brought to you by  **unimarket**

New eProcurement solution to streamline purchases

- e-Procurement System
- Key Performance Indicators
- Standard Operating Procedures
- Adoption of Best Practices
- Transparency and Accountability
- Supported by C-Suite



# MARSHALL MARKETPLACE ePROCUREMENT WORKFLOW





# **MARSHALL UNIVERSITY PROCUREMENT SERVICES**

## **QUESTIONS**