**MISSION:**
The Mission of the Purchasing Department is to obtain quality goods and services economically and efficiently and in compliance with Mercy’s procurement regulations.

**GENERAL OR NON-GRANT FUNDED PURCHASING GUIDELINES:**
- Any commodity or service under $5,000 will require one price quote
- Any commodity or service from $5,001 to $10,000 will require two price quotes
- Any commodity or service from $10,001 to $20,000 will require three price quotes
- Any commodity or service over $20,000 will require a formal RFP process
- Blanket Purchase Orders under $5,000 can be obtained for small items or multiple items with one vendor (i.e. painting supplies, toner)

**GRANT FUNDED PURCHASING GUIDELINES:**
- Any commodity or service under $3,000 will require one price quote
- Any commodity or service from $3,001 to $10,000 will require two price quotes
- Any commodity or service from $10,001 to $20,000 will require three price quotes
- Any commodity or service over $20,000 will require a formal RFP process
- Blanket Purchase Orders under $3,000 can be obtained for small items or multiple items with one vendor (i.e. painting supplies, toner)

When requesting a commodity or service, departments can provide a vendor of their choice and the Purchasing Department has the option to modify the vendor requested (or supply one if a vendor isn’t specified) in order to procure similar items at a competitive price.

**PURCHASE REQUISITIONS:**
All purchase of commodities or services, whether a single purchase or an expected repetitive cost to be accumulated over the fiscal year, must be initiated by a Purchase Requisition in advance of the total expenditure. All purchase requisitions must have back-up documentation in order for the requisition to be processed into a Purchase Order. Back-up documentation
should be a proposal/estimate on a vendor’s letterhead or a vendor’s e-mail address. Back-up documentation for a Blanket PO should be an e-mail from the department requesting a blanket PO in the amount not to exceed $5,000 and explain what it’s for.

Requisitions will be processed through the use of the campus-wide Banner Self Service system. There is at least one person in every department trained in the Banner Self Service system. When there is a new employee, training should be given by the department personnel already trained in the system. If additional information is needed, please contact the Purchasing Department.

Budget owners have the ability to approve requisitions up to the dollar limit established by their departmental VP. As standard operating procedure, any requisition over $50,000 will have to be approved by the department Vice President, any requisition over $100,000 will have to be approved by the Chief Operating Officer and any requisition over $100,000,000 will have to be approved by the President of Mercy College. Only the budget owner (who is responsible for the budget) can make decisions regarding granting access to Banner Self Service for their staff. The approval levels are a guide and may be increased or decreased at the departmental VP and President’s discretion. All changes must be communicated to the Purchasing Department in writing (e-mail is acceptable). There are no exceptions to this, as it is part of our annual audit procedures.

CONFIRMING ORDERS:
A confirming order is where an individual, not designated with the authority for purchasing, orders commodities and services on behalf of the College without obtaining in advance a Purchase Order in accordance with Mercy procurement guidelines. In essence, commodities and services are being ordered first and then requisitions are created after commodities and services are received and/or the College has been invoiced. The use of “confirming orders” can only occur in cases of true emergencies affecting the health and safety of persons and property and, then, only if someone in Purchasing could not be reached to process the transaction through the normal procurement process. A written justification after the fact for such emergencies would also be required.

SINGLE SOURCE VENDOR:
A Single Source vendor is where there is more than one vendor that can supply a commodity or service but the preference is for one particular vendor. You must be able to justify and document the selection of the vendor and establish the reasonableness of price. Justification should be written documentation detailing the unique nature of the requirement, how it was
decided only one vendor could meet the need and how it was determined the cost was reasonable.

SOLE SOURCE VENDOR:
A Sole Source vendor is where there is only one vendor who can supply a commodity or service. You must be able to justify and document the selection of the vendor and establish the reasonableness of price. Justification should be written documentation detailing the unique nature of the requirement and how it was determined the cost was reasonable.

CONTRACTS:
There is a standard Contract for Commodities or Services and one for Construction that is approved. If a vendor submits their own contract, it must be approved by Legal. Please note that only certain people can sign a contract. All contracts must go through an approval process before a contract is duly signed.

OFFICE SUPPLIES:
An RFP was prepared for office supplies and Proftech LLC is our current supplier. Requests for office supplies should be processed through the Proftech On-line Ordering System.

FURNITURE:
All furniture requests should be sent to Purchasing provided proper funding is obtained. Purchasing will then contact a vendor to arrange a site visit, if needed. Once a price quote is obtained, it will be submitted to the requested department for processing.

VENDOR FORMS:
All purchases are exempt from Sales Tax. Tax Exempt forms can be obtained through the Purchasing or Accounts Payable Departments.

All new vendors must fill out a W-9 form per IRS regulations. This form can be obtained from the Purchasing Department.
SINGLE SOURCE/SOLE SOURCE/EMERGENCY RATIONALE FORM

REQUESTOR: ___________________________ DATE: __________________

DEPARTMENT: _____________________________________________________

DEPARTMENT HEAD: ________________________________________________

VENDOR NAME: ____________________________________________________

PLEASE SELECT ONE:
_____ A Single Source vendor is when there is more than one vendor that can supply a commodity or service but the preference is for one particular vendor. You must be able to justify and document the selection of vendor and establish the reasonableness of price.

_____ A Sole Source is when there is only one vendor who can supply a commodity or service. You must be able to justify and document the selection of vendor and establish the reasonableness of price.

_____ An Emergency Situation – Please explain: ____________________________________________________
 ____________________________________________________
 ____________________________________________________

EXPLANATION OF RATIONALE:
Describe the Unique Nature of the Requirement: ________________________________________________

___________________________________________________________________________________

How it was Decided Only One Vendor Could Meet the Need: ______________________________________

___________________________________________________________________________________

How it was Determined the Cost was Reasonable: _____________________________________________

___________________________________________________________________________________

Signature of Department Head: ____________________________________________________________
VENDOR CONTRACT POLICY

The following policy is intended to establish a framework for all contractual commitments that are entered into by Mercy College for the procurement of goods and professional or technical services over $20,000, for which a formal RFP process should be followed.

Procedures for Contracts:

1. Contact the Purchasing Department of your need for a Request for Proposal (RFP) for specific goods or services.
2. Provide Purchasing with the Scope, any technical requirements and installation/contract term date(s) for the RFP.
3. Provide Purchasing with a list of vendors you would like included in the RFP process.
4. Confirm with the Director of Budgets that there are funds available to accommodate this purchase.
5. Purchasing will prepare a standard RFP template for the project. The template has been review and approved by General Counsel.
6. The RFP will contain the following details at a minimum:
   - Submission Date – the deadline for the submission of the RFP
   - On-Site Visit Date – date if it is required for vendor to visit the site
   - Scope – a description of the project overview including specific objectives that must be accomplished
   - Term – date for delivery/installation of the goods or dates for the term of a service contract
   - Proposal Bid Form – form in which the costs are noted
7. When bids are received on the appropriate bid due date, bids are opened in the Purchasing Department by the Director of Purchasing and Assistant Director of Purchasing. A member of the requesting department can also be present.
8. Bids are entered on to a spreadsheet which is forwarded to the requestor noting who submitted the lowest bid. The Bid Tab Form is also completed and signed by both the Director and Assistant Director of Purchasing and maintained in the project file.
9. Once the requesting department advises which vendor they would like to award the project to, the Director of Purchasing contacts their references to be sure the vendor can meet all our requirements.
10. If the references support our decision, the Director of Purchasing prepares the standard contract template. This template has also been reviewed and approved by General Counsel.
11. When the signed contract and Certificate of Insurance is received from the vendor, the Director of Purchasing prepares the necessary paperwork for the approval process and e-mails the entire package to the Chief of Staff, Chief Financial Officer, Chief Operating Officer and Chief Compliance Officer. The General Counsel is copied on the e-mail, as they have already approved the template.

12. Once approval from everyone is received, the Chief Operating Officer or the Chief of Staff will sign the contract if it is under $100,000. If the contract amount is over $100,000, then the President of Mercy College will sign the contract.

13. When the contract is signed by Mercy College, a copy is sent to the vendor and a copy is kept in the Purchasing’s files.