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 GRANT FUNDED PURCHASING GUIDELINES:
- Any commodity or service under $5,000 will require one price quote
- Any commodity or service from $5,001 to $20,000 will require two price quotes
- Any commodity or service from $20,001 to $50,000 will require three price quotes
- Any commodity or service over $50,000 will require a formal RFP process
- Blanket Purchase Orders under $20,000 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.

If it is a Grant contract from New York State, Mercy is required to fulfill a stated MWABE participation goal. Please consult the NYS MWBE Directory for a listing of currently certified M/WBEs. M/WBE participation includes services, materials or supplies purchased from minority- and women-owned firms certified with the NYS Division of Minority and Women Business Development.

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 an electronic Purchase Requisition in Banner in advance of the total expenditure. All purchase requisitions must have back-up documentation uploaded in Banner 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 $20,000 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 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:
Contracts are now being entered, approved and signed electronically via a new software automation process from Formstack. This automation process includes Formstack Form that enables a department to upload a contract/agreement and/or price quote(s). The website link for the Contract/Agreement Request Summary Form is as follows:
https://mercy.edu/contract_agreement_request
Once the department enters all quotes/contract in Formstack, you will not need to send anything to Purchasing. The contract is automatically sent via a workflow e-mail to the Department Vice President for approval. It is then forwarded to Purchasing for processing and further approvals.
OFFICE SUPPLIES:
An RFP was prepared for office supplies and Proftech LLC, who is a Minority Vendor, 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
$50,000, for which a formal RFP process should be followed.

Procedures for RFP/Contract:
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) and the way the pricing should be submitted for the RFP.
3. Provide Purchasing with a list of vendors you would like included in the RFP process.
4. Confirm with the Vice President of Finance/Chief Financial Officer that there are funds available to
accommodate this purchase.
5. Purchasing will prepare a standard RFP template for the project.
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 electronically received on the appropriate bid due date, proposal amounts are
entered into a spreadsheet which is forwarded to the requestor noting the bid details. The Bid Tab
Form is also completed and signed by both the Director and Assistant Director of Purchasing and
maintained in the project file.
8. Once the requesting department advises which vendor they would like to award the project, the
Director of Purchasing contacts their references to be sure the vendor can meet all our
requirements.
9. If the references support our decision, the Director of Purchasing prepares the standard contract
template which has been reviewed and approved by General Counsel. This standard contract is
then sent to the Department to be uploaded in the new Formstack automation system

New Electronic Contract Approval Process:
Contracts are now being entered, approved and signed electronically via a new software automation
process from Formstack. This automation process includes Formstack Form that enables a department to
upload a contract/agreement and/or price quote(s). The website link for the Contract/Agreement
Request Summary Form is as follows:
https://mercy.edu/contract_agreement_request
Departments will now have the ability to attach all quotes and/or a Vendor contract in Formstack. This will eliminate the need to send an email with a contract to Purchasing. This new process will work as follows:

For Requestors:
- Department enters information required on the form including details on the business need (see attached screenshot for details)
- The contract is automatically sent to the Department Vice President for approval
- Department Vice President will get an e-mail from Formstack advising to approve the contract

For Approvers:
- Once Department Vice President approves the form, an e-mail is sent to Purchasing to review the information and documents uploaded
- If any documentation is missing, it is rejected and sent back to the department to add the required documents
- If it is a Vendor contract, it is automatically sent to Legal for their review
- Once Legal approves the Vendor contract, it is automatically sent to the Vice President, Operation and Facilities
- If Legal does not approve, the contract is returned to Purchasing who contacts the Department for revision
- Once it is approved, the contract is automatically sent to the Vice President for Finance and Chief Financial Officer for approval
- Once it is approved, the contract is automatically sent to the Chief of Staff for approval
- Once contract is totally approved, Purchasing uploads the contract and enters the signature details and the cc’s and sends it to the vendor (if it is a Mercy contract)
- If it is a Vendor contract, Purchasing sends the contract to the VP Operations and Facilities or President for signature, depending on the value of the contract
- The Vendor contract is then automatically sent to the Vendor for signature
- Once the contract is duly signed, it is sent to the vendor and those personnel listed as cc’s

This is a sample form. Please do not fill out and submit this form. Please use the link above.
Contract/Agreement Request Summary Form

Vendor Name*

Requestor First Name*

Requestor Last Name*

Vendor Email*

Requester Email*

Phone*

Department*

Scope of Work:* Choose One*

New Contract

Amendment to existing contract

Renewal If new, provide business need and budget

Please provide business need:* Are additional funds needed?

Yes

No

Funding Source (Org): * Second Funding Source (Org) if applicable:

Start Date

End Date

Total Contract Amount:* Annual Amount (if more than 1 year):

$
Please select one: *

Single Source (more than one vendor that can supply a commodity or service but the preference is for one particular vendor.)

Sole Source (only one vendor who can supply a commodity or service.)

Emergency

Quote(s) attached

Is this the lowest bid/quote?*

Yes
No

Vendor Contract

No File Chosen

File uploads may not work on some mobile devices