



## POLICY STATEMENT

# Procurement of Goods, Services, and Supplies

## SU Policy Number: 402-005.1

### ORIGINATING OFFICE

Vice President for Administration and Finance

### PURPOSE

To assign specific responsibilities and establish procedures for the procurement of goods, services, and supplies for Shippensburg University.

### SCOPE

Applies to all procurement of goods, services, and supplies for Shippensburg University.

### POLICY

All procurement of goods, services, and supplies for Shippensburg University will conform to the policies, procedures and statutory limitations published in Act 188 of 1982, the Commonwealth Procurement Code (Act 57), Board of Governors Policy 1984-04, and this policy.

### RESPONSIBILITIES

1. Council of Trustees  
To review and approve all contracts entered into and all purchases made over the State System's bid limit. A list will be presented for review and approval at each regular public meeting of the SU Council of Trustees. The list of purchases and contracts shall include the purchase order or contract number, the name of the vendor or contractor, the name of the requesting department, a brief description of the item(s) or service(s) and the total amount of the purchase or contract. Cases where the award is not made to the lowest reputable bidder will be brought to the attention of the Council and the reason for bypassing a bidder or bidders explained in detail.
2. President of the University or Authorized Designee(s)  
Within the limitations of the operating budgets and other available funds and in accordance with all established policies and procedures, to negotiate and award all procurement of goods, services, and supplies. The president or authorized designee(s) is delegated the authority to enter into contracts and to make purchases without prior review and approval by the SU Council of Trustees subject, however, to the restrictions of Act 188, Act 57, and the policies of the Board of Governors.
3. Purchasing and Contracting Offices
  - a. To provide for the procurement of goods, services, and supplies at the lowest possible price in conjunction with the service, quality, and delivery requested, while also maintaining compliance with all established policies and regulations.

- b. To actively search for and develop business relationships with responsible vendors, including minority and women business enterprises. To maintain a file of these vendors.
- c. To conduct business with potential and current vendors in an atmosphere of good faith, devoid of intentional misrepresentation.
- d. To provide public notice of university procurements over the bidding threshold to ensure maximum competition.
- e. To maintain documentation adequate to provide an audit trail to all procurements.

### PROCEDURES

1. If the estimated costs for a single item/service or a related series of items/services has a dollar value greater than the State System bid level, competitive bidding requirements will generally be required. Certain services may be solicited using an evaluative process, such as a request for proposal, which incorporates both costs and other technical criteria.
2. Exceptions to competitive bidding requirements are authorized for items available from Commonwealth Warehouse, items on state (DGS) contract, items available via the Unique Source contract, items available through State System joint purchasing contracts, items procured from federal funds, and certain items specified under grant provisions. Exceptions to competitive bidding requirements may also be authorized for sole-source contracts and emergency procurements as defined in Sections 515 and 516 of Act 57.
3. If the estimated costs for a single item/service or a related series of items/services has a dollar value of between \$1,000 and the State System bid level, competitive bidding may not be required. Purchasing and contracting personnel will solicit competitive bids when based on historical experience, the potential for appreciable cost savings exists.
4. If the estimated costs for a single item/service or a related series of items/services has a dollar value of less than \$1,000, competitive bidding is not required. For procurement needs at this level, University departments are encouraged to solicit quotations, take advantage of volume discounts, and use other techniques to obtain the lowest possible prices in relation to the value received. These items are also candidates for Pcard purchase.
5. Items/Services will not be bought in series in order to avoid the dollar ceiling for competitive bidding.
6. Contracts for services exceeding \$5,000 will be reviewed by legal counsel
7. Opportunities for cooperation and collaboration with other universities and public agencies will be pursued when possible to achieve maximize value.

### RESCISSION

#### APPROVALS

President's Cabinet:

Council of Trustees:

EMT; 10/23/2020

#### FILENAME:

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#### DATE:

10/23/2020

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DISTRIBUTION:

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