

Simplified Procurement Procedures Procurements between \$5,000 and \$100,000

Summary

In accordance with the Procurement Policies and Procedures established by the University System of Maryland and implemented by Coppin State University where the simplified procurement is between \$5,000 and \$100,000, the procurement must be forwarded to the Office of Procurement for processing. There **must** be competition to the extent practical considering such factors as the availability of vendors, dollar value of the order, cost of administering the procurement, delivery time, and sound business judgment and practices. ***It is prohibited to intentionally split orders to avoid following the appropriate procurement procedures.*** The processes for these procurements are the following:

- Using Department Responsibilities:
 - ✓ Prepare a requisition setting forth the requirement.
 - ✓ The requisition must include specifications, delivery requirements, suggested vendors, quantities and prices.
 - ✓ If the requisition is for an item considered to be a sole source, the department must attach a sole source justification explaining the nature and reason for the sole source request.
 - ✓ For purchases \$5,000 and up to \$24,999, a minimum of two (2) competitive bids or proposals are required.
 - ✓ Purchases 25,000 to \$99,999, a minimum of three (3) competitive bids or proposals are required.
 - ✓ Submit the requisition along with bids/proposals to the Office of Procurement for processing.

- For Procurements \$100,000 or more, the Office of Procurement must formally advertise and solicit bids or proposals using either the Competitive Sealed Bids (IFB) or Competitive Request for Proposals (RFP) procurement methods.

Competitive Sealed Bids (IFB) - one step bid process in which bids are obtained from an adequate number of bidders to ensure competition. Specifications are developed working with the department and permit a bid based on lowest bid from a bidder who is both responsive and responsible and meets the specifications set forth in the bid documents. Time for processing will depend on dollar value and complexity of procurement and location of vendors. Bids may be obtained in any manner that best meets the needs of the solicitation and the using department including through a formal written bid process, via telephone, fax, Internet, etc. Bids are typically processed and awarded in 20 - 45 days. Publication may be accomplished by posting the solicitation on the CSU website bid board, in E-Maryland Marketplace, trade journals, etc.

Competitive Request for Proposals (RFP) - two step process in which there is a separately received, evaluated and scored technical proposal and financial proposal. Generally used where the requirements of the procurement are difficult to quantify and award will be based on factors other than cost. Due to the complexity of the RFP documents and the evaluation process, this process typically takes 30 - 90 days to complete and award a contract or purchase order. Publication may be accomplished by posting the solicitation on the CSU website bid board, in *E-Maryland Marketplace*, trade journals, etc. Procurement will work closely with requesting department to establish the specifications and criteria for the RFP.

Emergency Procurement - An emergency is a sudden and unexpected occurrence or condition which the University reasonably could not have foreseen that requires an action to avoid or to mitigate serious damage to public health, safety or welfare. An emergency is not a situation which arises as a result of poor planning or lack of funds. Generally, time constraints in resolving the emergency situation may require immediate action that precludes the use of any formal procurement process; however where time permits, the University should attempt to seek as much competition as possible. The Procurement Office shall be notified for all emergency procurements.

Cooperative purchasing agreements with other institutions, agencies, governments, etc. - The Office of Procurement may from time to time combine procurement requirements with the needs of other institutions, agencies or governments to achieve the maximum efficiency and economies in making purchases. The University may also “piggy-back” local, state, federal or other USM institution contracts.

If you have any questions, please contact the Office of Procurement, 410-951-3792.