Introduction to Procurement Services at Montclair State University

10/25/21
What is Procurement Services?

- **Our Role**
  - We manage the purchasing process at Montclair State through contracting and issuing orders for goods and services based upon requirements for quality, quantity, service, and delivery. We also ensure compliance with policies and procedures and federal, state, and local laws.

- **Services**
  - Advise units on procurement procedures
  - Supplier relationship management
  - Procurement process management
  - Contract review and completion
  - Requests for information, proposal, and quotation
  - Professional negotiation with suppliers
  - Development and management of strategic, university-wide contracts

- **Standards**
  - Deliver the best overall value with a competitive bidding process
  - Implement best practices for cost containment
  - Ensure procurement compliance
  - Ensure fair and ethical relationships with suppliers
  - Maintain a diverse supplier base
5 Ways to Purchase

1. The use of an already existing University contract, State of New Jersey contract or General Services Administration contract;
2. Delegated Purchasing Authority for certain purchases of $35,500 or less;
3. Publicly advertising the procurement for competitive bid proposals;
4. Procurements qualifying as for a Waiver of Advertising; or
5. The use of a nationally recognized and accepted cooperative purchasing agreement entered into by one or more States within the United States or any of its political subdivisions.
5 Ways to Purchase (contd.)

1. University Contract / State of New Jersey Contract / General Services Administration Contract

- Existing contracts like the ones listed above which are all available for University use. When you are looking to purchase goods or services it is a good idea to check in with Procurement Services to see if the purchase can be made using one of these already vetted contracts which can simplify the process.

2. Delegated Purchasing Authority (DPA)

- If the good or service being purchased cannot be found on one of the above contract options, the University community may obtain quotes using the DPA process.
  - DPA Purchase less than or equal to $2,000 requires 1 written proposal / price quote to be provided for procurement
  - DPA purchase more than $2,000 and less than $6,999 should submit 2 competitive proposals for procurement
  - DPA purchase over $7,000 up to $35,500 the user department is required to solicit competitive proposals. The user department must:
    - (a) Prepare specifications in accordance with Procurement Policy/Procedure #15, Specifications;
    - (b) Solicit a minimum of three written proposals by email, fax or sealed proposals;
    - (c) The user department must award the contract to a responsive and responsible bidder on the basis of price and other factors.
3. Publicly Advertised Request for Proposals

- If the potential purchase price for goods and services is likely to be greater than $35,500, a Publicly Advertised Request for Proposal is required for the procurement.

To initiate a Request for Proposal (RFP) with University Procurement Services, a Bid Initiation sheet is to be provided along with the following:

- A full description of the Scope of Work that is being sought
- Evaluation criteria (quantitative and qualitative factors, other than price, upon which submissions will be judged)
- Bid evaluation committee members (if applicable)
- Relevant dates (expected RFP issue date and due date based on when product or service is needed; Procurement will advise on the feasibility of the timeline and appropriate dates for questions, etc.)
- Proposed bid scorecard based on the evaluation criteria noted above

Procurement will work proactively with user department to develop the RFP document, and will manage the process from release to the public for bidding to receipt of bids and contract award. Once bids are received, a member of the Procurement team will review and walk the using department through the following steps:

- Review of proposals
- Supplier oral presentations
- Supplier evaluation and selection
- Contract negotiation and execution
4. Waivers of Advertising

Waivers of advertising are exceptions to the statutory requirement that purchases having a value of greater than $35,500 be procured through formal publicly advertised bidding. However, the University must adhere to the requirement for competitive bidding, including the solicitation of quotes.

To seek a waiver for a purchase having a value greater than $35,500, the user department will contact Procurement Services to determine whether the item or service is available through an existing University contract or whether a State of New Jersey contract, nationally recognized and accepted cooperative contract or General Services Administration contract might be a viable procurement option.

If none of these contracting options is viable, the user department will be advised by Procurement Services whether the item or service should be procured through a formal publicly advertised bid or may be procured through a waiver of advertising.
5. Cooperative Contracts

- The State of New Jersey has approved the use of nationally recognized, governmental sponsored cooperatives. Like the University Contracts, State of New Jersey Contracts and General Services Administration Contracts mentioned before, these Cooperative Contracts have already been vetted for all requirements needed in the contracting process.

- The use of Cooperative Contracts eliminates the need to obtain competitive quotes up to $35,500. You will still need to obtain a quote from the selected supplier. These cooperatives also eliminate the need to issue public bids and RFP waivers of advertising over $35,500.

- Any procurement over $500,000 must be submitted to the Board of Trustees for approval. Please reference, Procurement Training Guides, BOT Waiver of Advertising Process Presentation for detailed information: https://www.montclair.edu/procurement/procurement-training-presentations/
Requirements for Dollar Thresholds

When a using department reaches certain monetary thresholds for a particular supplier, whether it be a one-time buy or through cumulative university spending, the using department is responsible for obtaining the certifications and approvals seen below.

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<tr>
<th>Dollar Amount</th>
<th>Certification / Approval Needed</th>
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<tbody>
<tr>
<td>OVER $5,325</td>
<td>New Jersey Business Registration Certificate</td>
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<tr>
<td>OVER $17,500</td>
<td>Two-Year Vendor Certification and Disclosure of Political Contributions (EO134 / Chapter 51 Form)</td>
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Please contact Procurement Services for any questions related to these forms or other questions on the requirements. The forms can be found at: https://www.montclair.edu/procurement/forms/
Procurement Card Program (P-Card)

- Allows for the direct purchase of small dollar items through the use of a University credit card.
- Goal is to substantially eliminate the need for small dollar purchase orders, direct reimbursements, petty cash accounts and operational advances.
  - Simplifies the acquisition of goods and services
  - Streamlines the Purchasing & Accounts Payable process
  - Reduces processing costs
  - Reduces Purchase Order and Accounts Payable cycle time
  - Reduces Purchasing and Accounts Payable transaction volume
- If interested in obtaining a P-Card, visit Procurement Services’ website for the P-Card Policies and Procedures and the application process: https://www.montclair.edu/procurement/p-card-program/
Questions????

Please contact Procurement Services with any questions you may have. We are here to help ensure an efficient and successful procurement process and look forward to working with you.

The contact information for the Procurement Services Staff can be found at: www.montclair.edu/procurement/about-us/