

Summary of Purchasing Policy Changes

- 1) Changes due to MagnusMart.
 - MagnusMart is the primary purchasing system. Activity outside of MagnusMart must be approved by the Senior Vice President of Business and Finance (SVPBAF).
 - MagnusMart electronically verifies the availability of funds.
 - Requests for a change order must complete and submit the form in MagnusMart
 - Waiver of competitive bidding form must be completed in MagnusMart with a written explanation with the waiver. A list of vendors who were contacted must be included
- 2) Additional definitions were added for the following terms:
 - Request for qualifications
 - Minority business enterprise
 - MagnusMart
 - Purchaser
 - Bid threshold
 - Responsive vendor
 - Responsible Vendor
 - Purchasing Agent
 - Vendor
- 3) BuyOhio section was added including the definitions of border state and significant Ohio economic presence.
- 4) Purchases below the bid threshold
 - Small Purchases - Purchases valued at or below \$2500 are exempt from the competitive process. However, if Purchasing demonstrates that another vendor provides goods and services that are more advantageous to University or are already under contract, spend can be re-directed to that vendor.
 - Goods below the bid threshold - For goods to be purchased between twenty-five hundred one dollars and twenty-four thousand nine hundred ninety-nine dollars, a minimum of three quotes, one from an MBE, shall be acquired, when possible. If not possible, a brief written explanation shall accompany the requisition. One or more quote(s) are provided by the department and the others by purchasing, with the lowest, responsive vendor becoming the vendor of choice. The process of selecting the lowest quote is subject to a procedural override at the Vice President level, if determined to be in the best interests of the University.
 - Services below the bid threshold - For purchase of services between twenty-five hundred one dollars and forty-nine thousand nine hundred ninety-nine dollars, the department should supply a minimum of three quotes, one from an MBE, where possible, for the identical scope of work, reviewable by purchasing. If not possible, a brief written explanation shall accompany the requisition. The most advantageous quote becoming the vendor of choice
- 5) Cooperative purchases and state contracts are available for use when it is advantageous to the university to do so.
- 6) Mandated vendors – Purchasing services may enter into price agreements with vendors for commonly-purchased goods and services. Where a price agreement exists and the Controller

has determined significant savings may be realized by such an agreement, the Controller may require that all purchases of certain goods and services be made from certain vendors.

- 7) Certain purchases requiring additional approvals;
 - Furniture
 - Outsource services/external hosting
 - Signage
 - Microcomputers
 - Environmental, health & safety items
- 8) Contracts – all contracts, agreements, vendor terms & conditions and memorandum of understanding must be reviewed and approved as to legal form by the Office of General Counsel.
- 9) Competitive Bidding and competitive selection –
 - Prior to issuing an invitation to bid, request for proposal, request for quotation or request for qualifications, purchasing services must be contacted.
 - All solicitations will be advertised on the board outside purchasing services office and on the website.
 - Bid thresholds are cumulative through the year.
- 10) Minority business enterprise (MBE) – The Senior Vice President for Business Affairs and Finance or designee (SVPBAF) may override the lowest cost quote or bid in favor of selecting the MBE vendor if the SVPBAF determines that the university is falling short of its fifteen percent MBE spend. The procedural override is allowed if selecting the MBE assists in the university meeting the state of Ohio set-aside requirement.
- 11) Purchasing in Emergency Situations – Authorization to purchase in an emergency situation is given to:
 - Director of Facility Management
 - Director of Public Safety
 - Director of Environmental Health and Safety
 - Associate Director of Purchasing
 - If the dollar amount is greater than \$50,000 the Associate VP of Facilities and Operations must approve or the Controller in their absence
- 12) The following sections have been added:
 - Procurement of Design Services
 - Purchasing Card
 - Debarment