

BSU PURCHASING PROCESS QUICK REFERENCE

*Policy: Orders or commitments by the faculty or staff are not binding on the University unless supported by a valid purchase order (PO), an approved contract**, or the authorized use of an institutional procurement card (P-card).*

Overall: State Purchasing has delegated purchasing authority up to \$75,000 to Boise State University Purchasing Department

Purchases of Goods or Services < \$75,000 handled by BSU Purchasing Department

Activity	Timing	Comments
Purchase of Goods and Services under \$2,000	N/A	~P-Card is preferred method of payment for small \$ purchases as outlined in Purchasing and Pcard Policy. PO can be issued if vendor does not accept p-card.
Purchase of Goods and Services \$2,001-\$4,999 purchasing requisition* with appropriate signatures required for PO issuance	3 days	~Bidding not required. ~May take longer if W-9 form is needed to set up vendor in PeopleSoft.
Request For Quotation (RFQ) for purchases of goods or services \$5,000 - \$75,000 issued by BSU Purchasing using Sicomm.net purchasing requisition* with appropriate signatures initiates quote doc development	4-8 weeks	~Will be shorter or longer depending on how complete the specs are and the complexity of the purchase. ~Sicomm.net is the State's ecommerce system utilized to post bid opportunities. ~Using Sicomm satisfies the advertising required by statute for bid opportunities and increases the number of potential vendors we can reach to increase competition.

Purchase of Goods or Services ≥\$75,000 - handled by State Purchasing using Invitation To Bid (ITB) / Request For Proposal (RFP)

Activity	Timing	Comments
Specification development/document review	varies greatly and not figured into timetable below	~Involve University Purchasing early, even before requisition/funding settled so DOP (Division of Purchasing aka State Purchasing) can also review docs simultaneously
Purchasing Requisition* received @ University Purchasing requisition initiates bid doc development / eval criteria handoff to DOP. Includes appropriate signatures from department and researchers	2-4 weeks	~Will be shorter or longer depending on # of active bids in University Purchasing pipeline. ~If trade-in, attach completed form <i>Request For Disposal of Excess, Salvage or Trade-In Inventory Items</i> . Trade-in approval required from DOP before bid submitted to them. ~If trade-in is an asset that was grant-funded, need grant review by OSP (required by OSP to ensure terms of original grant are satisfied).
DOP clarifications clarifications and bid issued on Sicomm.	2-4 weeks	~Will be shorter or longer depending on workload at DOP.
Open bid period bidder Q & A period and/or prebid conference bid responses received/opened by DOP responses sent to BSU	15-60 days depending on complexity	~Close date may get extended if there are extensive questions. ~The close date must be 11 working days after issuance date of last amendment.
Bid evaluation by University recommendation of award send to DOP	2-4 weeks	~Can be longer depending on complexity of evaluation criteria and availability of eval committee members.
Letter Of Intent (LOI) to award notification sent to bidders	1-2 weeks	~Intent to Award period is 5 full working days; remaining time is for processing on either end of LOI.
Issue PO	1 week	~PO award can be delayed if appeal is received during Intent to Award period.
<i>Approximate Timetable Total</i>	10-24 weeks	~Does not count initial spec development/doc review period

Sole Source Authorization - any sole source request whose \$ amount would require bidding (\$5k+) must be approved by State Purchasing

Purchasing Requisition*, sole source justification and vendor quote finalized and sent to State Purchasing	2-3 weeks	~State Purchasing Manager reviews. Can require sole source legal ad be posted in local paper; if so, waiting period of 5 working days after ad prints in paper for potential appeals. ~If State Purchasing Manager determines that sole source justification is not valid or sole source is appealed, the applicable RFQ, RFP/ITB process begins.
--	-----------	--

* Purchasing Requisition can be obtained at <http://finad.boisestate.edu/images/exporeq.pdf>

** An approved contract has been signed by individual with signing authority established by the VPFA's office and has been reviewed by General Counsel's office or written using the University-approved contract-for-services form.

NOTE: the following have not been included in the timetable above:

- (1) State Board of Education (SBOE) Exec. Director approval on purchases/contracts ≥ \$250,000 (requested after bid evaluation is done or sole source approval received, takes 1-3 wks);
- (2) SBOE approval on purchases/contracts ≥ \$500,000 (agenda item, approval required before bid award; usually done concurrently with bid), time frame depends on SBOE meeting schedule. Agenda materials due 3-4 weeks prior to SBOE meeting.
- (3) Vendor demos after bid evaluation complete; or
- (4) BAFO (best and final offer-price negotiation, if desired).