



OSU Center for Health Sciences Procurement Department

1. RESPONSIBILITY:

The Procurement Department is part of the Budget & Finance Department supporting OSU Center for Health Sciences' campuses.

2. GOVERNANCE:

The purchase of materials/services for CHS is conducted in accordance with the policies of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and mirrors the State of Oklahoma Statutes. The Procurement Department coordinates with Central Procurement (Stillwater) for multiple purchases and contracts.

3. PURCHASING METHODS:

- A. Small Dollar Purchases: Purchases of \$10,000 or less are small dollar purchases and fall under the "fair and reasonable" threshold defined in statute. Processed through the OK Corral.
- B. Requisition/Purchase Orders: Purchases over \$10,000 must be processed on a requisition and routed through the OK Corral. The OK Corral provides workflow and financial approvals.
 - i) \$10,000.01 to \$25,000: Departments shall obtain multiple quotes to purchase via solicitation of quotes (RFQ) and process requisitions through the OK Corral.
 - ii) Over \$25,000.01 - \$50,000: An informal quote process will be utilized and handled through the Procurement Office. Requisitions are sent via the OK Corral system and are received and processed by the Procurement Department.
 - iii) \$50,000.01 - \$250,000 – Requires formal sealed bid conducted by the Procurement Department.
- C. Board Approval: Regardless of funds used, advance approval by the Board of Regents is required for purchases that exceed \$250,000. Purchases that are exempt from Board approval are: food or items for resale; bulk gasoline, oil and fuel; utilities; non- construction sponsored agreement contracts and expenditures; and refunds. All purchases over \$250,000 require processing or formal sealed bids through the Procurement Department.

4. SERVICES:

- A. Strategic sourcing - monitor requisitions and contracts, aggregate and leverage value across

- both campuses to provide the best value and supplier performance
- B. Host, manage, and leverage use of the OK Corral system which is the front end of the financial process for both campuses.
 - C. Monitor supplier performance and drive spend to system wide contracts to continuously improve value added for departments
 - D. Solicitation and award of contracts that exceed the delegated authority to the department
 - i) Receive, analyze (sole source, board approval, etc), convert to PO's in accordance with Board policies
 - ii) Solicitation development – work with departments to develop solicitations enabling maximum practical competition. Work with department to couple, de-couple, aggregate, requests that will maximize the interest of potential bidders
 - iii) Develop the bidder list, solicit additional bidders, and research the supply chain to maximize competition
 - iv) Publically post, make the supplier community aware of the bid opportunity
 - v) Host pre-bid meetings or conferences when needed to ensure bidders understand the need and can respond effectively.
 - vi) Receive quotes or sealed bids
 - vii) Analyze bids for responsiveness and responsibility
 - viii) Distribute responsive bids to the department for evaluation
 - ix) Review evaluations against stated criteria for consistency
 - x) Award contracts in accordance with Board policy
 - xi) Monitor performance, renew annually if the contract is multi-year

5. ACQUISITIONS

- A. When system-wide or system-wide adopted contracts exist for the item(s) or service(s), even if it is less than the no bid limit, system-wide contracts should be utilized (Board Policy 2.07-8.ii.). Formal quotes or bids are not required for a single purchase of a non-repetitive order less than \$10,000, again purchase through a system-wide contract if possible.
 - i) System-wide contracts can be found in two different places. The OK Corral homepage features the most commonly used contracts, organized by category, and can be utilized by clicking directly on the shingle displaying the supplier's name. Other contracts that have been bid and placed by Central Procurement can be located on the OK Corral homepage by clicking on the shingle labeled "Oklahoma A&M Colleges Contracts / OSHOP" Contracts / OSHOP. The OSHOP contains the listing of contracts that have already been bid and have established terms and conditions. Each contract has a user's guide.
- B. Split purchasing is prohibited. "Split purchase" means dividing a known quantity or failing to consolidate a known quantity of an acquisition with a specific intent to evade a competitive bidding requirement. Strict penalties relating to split purchasing can be found in Oklahoma State Statutes 74 O.S. § 85.7(A)(2)(a).
- C. Items and services below the no bid limit that are not on system-wide contracts can be purchased through requisitions submitted through the OK Corral or with a purchase card (if allowable by Pcard policies).