Request for Quote (RFQ) Tips…
A Request for Quote is typically used to identify the vendor who can meet your requirements for the lowest price. In order to receive the lowest price for whatever you are looking for, you should follow these guidelines:
  • The product(s) or service you are seeking quotes for should be described in detail;
  • Your specifications should be clear, concise and complete;
  • Include quantity, quality requirements, packaging, F.O.B. point, payment terms, and delivery point.

After The Fact Purchase Orders
It’s important to remember that all purchases over $2,500 require approval by the OPBS PRIOR to the order being placed (for both goods and services). OPBS staff reviews orders to ensure that the University is receiving the best value for its money which includes things like cost, service, warranties, delivery times, vendor reliability, etc. Not following this process leaves the University open to possible violation of the Procurement Code as well as a variety of legal and financial risks. If there are cases where you feel generating a purchase order beforehand is not possible, contact the OPBS early in the process. Our procedures are flexible enough to find a solution that both meets your needs and protects the university.

?????? Question of the Month ?????
Can I get an invoice paid for recurring expenses throughout the year, as long as each invoice is less than $2,500?
No. The total expensed amount for the fiscal year must not exceed $2,500. Procurement guidelines for purchases exceeding $2,500 will apply.

Example: You have need for certain services from XYZ Company in July, which you expect to cost $1,500. You also know that you will need similar services in October and January. Three written quotes would therefore be required since the total purchase during the year exceeds $2,500. Explanation: If the $2,500 procurement threshold is exceeded, quotes are necessary unless the purchase can be made from a state contract vendor. When there’s a situation where multiple purchases are going to be made within the same month or even over a period of several months, the total expenditure must be considered as far as determining the applicability of the procurement guidelines. Otherwise, the individual purchases have the appearance of an attempt to split transactions to avoid obtaining quotes and therefore it eliminates open competition.

Why All The Competition?
When trying to determine whether your purchase could be classified as a sole source procurement or if quotes will be necessary, ask yourself the following questions:
  1. Is the vendor in question the only provider available, and if so, how do you know that? Can you prove it?
  2. How sure are you of this vendor’s ability to perform the work? How do you know?
  3. If you proceed with a sole source request and it is granted, and after the work has begun, you are faced with non-performance, what will you do?
  4. Is the vendor in question offering you the most competitive price available? If so, how do you know that? Can you prove it?
If you are uncertain about any of these questions, a competitive solicitation process will be necessary; it will not only specify your needs, but will be designed to provide answers to all the above questions.

PURCHASE ORDER COPY COLOR TO CHANGE
In an effort to provide departments with a more legible copy of purchase orders, white copies will now be sent out. We will make note of the change on the copy for a short time, so that recipients will know that it is theirs, instead of the usual blue copy. We hope that this will alleviate any problems that may exist.
Procurement Checklist…
Use the chart below to determine the method of payment and any additional requirements for your purchase:

<table>
<thead>
<tr>
<th>Purchase Types</th>
<th>P-Card</th>
<th>Direct Payment (A/P)</th>
<th>3 Written Quotes Required (unless it is a state contract item)</th>
<th>Advertisement Required</th>
<th>Risk Management Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods under $2,500</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services under $2,500</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchases over $2,500</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchases over $10,000</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Special Risk Purchases*</td>
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<td></td>
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</tr>
</tbody>
</table>

*Special Risk Purchases are defined as:
- Contracts involving a third party's use of Coastal Carolina University’s intellectual property (such as University logos, marks, artwork, symbols, or copyrighted materials);
- Contracts involving the lease or purchase of real estate;
- Contracts requiring Coastal Carolina University to indemnify or insure an outside party;
- Contracts involving off-campus educational programs or activities (such as international affiliation agreements, study abroad contracts, and student internship/service-learning contracts);
- Contracts that will give any provider of goods or services access to private or confidential information (such as information protected by FERPA, HIPAA, or the Gramm-Leach-Bliley Act);
- Contracts involving the authority to open or maintain banking accounts for the university; and
- Contracts that may expose Coastal Carolina University to significant risk or liability.

Furniture Purchases…
Your first point of contact is Prison Industries. If Prison Industries cannot supply your needs, refer to the state contract(s) for furniture (http://www.mmo.sc.gov/MMO/spo/MMO-goods-services-contracts-dm.phtm)

Procurement Term of the Month…
Drop Shipment – Merchandise which is shipped by a manufacturer directly to a customer in response to the seller who collects orders but does not maintain an inventory.

Meet Our Staff…
Angela Barwick
Administrative Specialist
843-349-2189
angelab@coastal.edu
About Angela: Angela is definitely a “people person” and is committed to helping you with your purchasing issues. She is a staunch volunteer worker and receives great enjoyment out of serving her community and friends. Contact Angela for:
- New vendor setup
- Requisition status
- Miscellaneous OPBS information

VISIT OUR WEBSITE AT WWW.COASTAL.EDU/PROCUREMENT