



Purchasing and Contracts Quote and Proposal Guidelines

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F.P.02.PR.1 Policy Overview

F.P.02.PR.1.1 General Information

This procedure is issued to establish effective guidelines for the development, solicitation, evaluation, and award of quotes and proposals at Pace University.

F.P.02.PR.1.2 Definitions

Quote: A quote is used mainly when the specifications of a product or service are already known and price is the main or only factor in selecting the successful vendor.

Proposal: A proposal is used where there is no pre-defined product specification or service requirement, but rather a set of outcomes or deliverables needed to meet the project objective(s) (i.e. software, outsourcing). This allows the responding vendors to use their best resources to propose solutions that meet the project objective(s).

F.P.02.PR.1.3 Who Needs to Know This Procedure

Employees who are department representatives involved in procuring services or staffed in the Purchasing and Contracts office ("PCD").

F.P.02.PR.1.4 Why Use a Pace Preferred Vendor? Who are Pace's preferred vendors?

Departments and schools are strongly encouraged to utilize preferred vendors. Preferred vendors exist in the University financial system vendor table. Vendors wishing to conduct business with Pace University are encouraged to contact the Purchasing Office directly.

F.P.02.PR.1.5 Federal Funds

Requisitions submitted for the acquisition of goods or services using federal funds must be reviewed by the department head or Principal Investigator to ensure conformance with the proposed work, Pace University policies and procedures, and current federal regulations. The department head or Principal Investigator must flag the index as a federal grant for the purchasing department and provide a copy of the contract with procurement terms and conditions. PCD must also ensure the awarded vendor is not on any federal or state excluded, suspended, or debarred list.

PCD should be include on all procurements utilizing federal funds over \$25,000 to ensure that:

- the procurement was done in accordance with applicable federal rules and regulations, and
- the awarded vendor is not on any federal or state excluded, suspended, or debarred list. The Federal Debarred List can be found at <http://www.epls.gov>.



F.P.02.PR.1.6 Exceptions

Requests for exceptions must be submitted in writing to the Purchasing and Contracts department. At the discretion of the Executive Director of Procurement and Information Systems, the request may be escalated to the Senior VP of Finance and/or Executive VP of Facilities (for construction requests).

F.P.02.PR.1.7 Construction Policy Bid Procedure

Please refer to the Construction Service Procedure manual which outlines effective guidelines for the purchase of construction services consistent with best value principles, applicable laws and regulations and best industry practices.

F.P.02.PR.1.8 Renegotiating with Preferred Vendors

If a current agreement in place with a preferred vendor is pending renewal, please contact PCD for assistance in negotiation.

F.P.02.PR.1.9 Sole Source

A vendor may be proposed as a sole source if:

- the requested product is an integral repair part or accessory compatible with existing equipment,
- the requested product has unique design/performance specifications or quality requirements which are essential to research or teaching needs and are not available in comparable products,
- the requested product is essential in maintaining research continuity and/or to remain in compliance with established university standards,
- the requested product is one with which staff have specialized training/extensive expertise and retraining would incur substantial cost in time/money, and
- the requested provider of services has unique or exclusive capabilities that no other provider has.

F.P.02.PR.1.10 NYS or Collaborative Contracts

The Quote and Proposal Purchasing Procedure is not required when selecting existing NYS or collaborative contracts available to Pace University. It is, however, necessary to reference the NYS or collaborative contract number in any requisition.



F.P.02.PR.2 Quote Purchasing Process

F.P.02.PR.2.1 Policy Overview

Departments requesting goods or services where price is the main or only factor in selecting a successful vendor shall use the quote purchasing process. Requesting departments must follow the procedure that corresponds with the total value of the procurement.

For goods or services between \$5,000 and \$15,000, the requesting department must obtain a formal quote in writing. *Goods and Services valued between \$0 and \$5000 do not require a formal quote or bid.*

For goods or services between \$15,001 and \$50,000, the requesting department or Purchasing and Contracts department must obtain quotes from three sources (PCD will tabulate the results and determine the best value supplier in consultation with the requesting department). Once the selected supplier submits a confirming written quote, PCD will approve the purchase request. Goods and services over \$50,001(departments shall follow the RFP process for the procurement.

If the complexity, scope, or risk to the institution of the good or service provide is complex for any product value, a formal request for proposal process may be the best approach. Should you be uncertain, please contact the Purchasing and Contracts department for guidance.

Goods and Services Value	Required Process
\$0.00 to \$5000.00	No formal quote or bid required
\$5000.00 to \$15,000	Two formal quotes required
\$15,001 to \$50,000	Three formal quotes required
>\$50,000	Formal RFP process required**

**Construction contracts meet RFP requirements when the goods and services value exceeds \$100K. Please see the Construction Services Procedure for additional details.

F.P.02.PR.2.2 Roles and Responsibilities

Department Representative: Responsible for initiating any procurement request, requesting a confirming written quote, responding to a PCD Request to Department for Feedback, and assisting with the RFP process for procurements over \$50,001.

Purchasing and Contracts (“PCD”): Responsible for facilitating written quotes from vendors and assisting the department to determine the best value supplier for procurements, and coordinating the RFP process with the requesting department for procurements over \$50,001.

F.P.02.PR.2.3 Spot Market

Procurements where awarded to the best vendor based on best value criteria, and must have a confirming written quote provided by the requesting department for the awarded vendor.



In determining the best value, the requesting department should consider:

- the purchase price,
- the reputation of the vendor and of the vendor's goods or services,
- the quality of the vendor's goods or services,
- the extent to which the goods or services meet Pace University's needs,
- the vendor's past relationship with Pace University,
- the total long-term cost to Pace University of acquiring the vendor's goods or services, and
- any other relevant factor that would be considered in selecting a vendor.

F.P.02.PR.2.4 Written Competitive Quote

A written competitive quote is used mainly when the specifications of a product or service are already known, and the anticipated quote is between \$5,000 and \$50,000.

Procurements in such circumstances must be competitively quoted utilizing the following process:

1. PCD shall, at a minimum, request or receive written quotes from the department's suggested vendor and two additional vendors.
2. Once the quotes are received, PCD shall then review the quotes utilizing a tabulation Sheet to determine the best value vendor.
3. A confirming written quote must be obtained by PCD for the awarded vendor prior to issuing a purchase order.

F.P.02.PR.3.7 Request for Proposal Process

If the value of a good or service is \$50,001 or more the department requesting the goods or services must coordinate with Purchasing and Contracts ("PCD") to complete the Request for Proposal ("RFP") procedure. The Purchasing and Contracts Department will facilitate the RFP process in collaboration with the requesting department.

The Request for Proposal is a method of soliciting information and pricing from a supplier. The Request for Proposal procedure is generally used when the user does not have exact specifications or procedures finalized for a product or service. An RFP is issued so that suppliers or departments can define suggested processes or services, or alternate proposals to products and offerings can be considered. Please see the Request for Proposal Procedure manual (F.P.02.PR.3) for specific instructions for developing an RFP and relative guidelines.