

Policy & Procedures

Purchasing Department

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Overview of Updates

- LC State requested and received State Board of Education approval to establish our own Purchasing Policy.
 - This approval exempts LC State from Division of Purchasing (DOP) oversight.
 - Our policy is aligned with our sister institutions' to increase systemness and provide greater efficiency.
 - All solicitations (competitive bids) are now handled by our Purchasing department.



Dollar Thresholds

- The Purchasing requirements by dollar threshold have been updated.
 - Small (Informal) Purchases - **\$10,000 to \$249,999**
 - Purchasing Department will issue a Request for Quote
 - Large (formal) Purchases - **\$250,000 or greater**
 - Purchasing Department will issue a Request for Proposal or Invitation to Bid
 - Under \$10,000 Purchase **(No change)**
 - Solicitation not required, departments are encouraged to obtain quotes and use good judgement. Use state contracts or Jaggaer punchouts when applicable.
- [Procurement Method determination document](#)



Policy and Procedure Updates

- LC State 4.111 Purchasing Policy has been updated and posted on the [Policy website](#).
- A Purchasing Procedure Manual has been created and posted on the [Purchasing site](#). The document contains detailed instructions on purchasing.
- Solicitation Checklist (including questionnaires) and Exemption Request forms have been streamlined and updated. Purchasing Forms website: <https://www.lcsc.edu/purchasing/employees/forms>



State Contracts & Jaggaer Punchout

- Check State contracts & Jaggaer Punchouts first
 - Jaggaer Punchouts are cooperative contracts or state contracts
- Jaggaer Punchouts include Amazon, Grainger, Office Depot, Staples, etc.
- If you find a good or service elsewhere, that is equal or less than the contract price, there is a procedure to document and obtain approval.



State Contracts & Jaggaer Punchout cont.

- If the value of the single, one-time acquisition **is less than \$10,000**, the requester must include the comparison documentation (quotes, pdf of website, etc.) of the contract and non-contract price. Ensure the comparison documentation shows all applicable amounts, such as shipping and any other fees.
 - For P-Card purchases, documentation must be retained in the P-Card log.
 - For PO purchases, documentation must be attached to the internal attachments on the requisition in Jaggaer.
- If the value of the purchase is \$10,000 or greater, complete the Exemption from Utilizing State Contract Request form, and submit with all comparison documentation to Purch@lcsc.edu
- **Excludes Information Technology and Office Furniture purchases.**



Exemption from Bid Requests

- Exemptions from solicitation process (competitive bid) may be approved.
 - Contact Purchasing to review the good or service you need for specific instructions. Exemption request form is required in some scenarios.
 - Examples: Educational discounts, professional/consultant/IT services
- Sole Source requests may be approved, if the requester can demonstrate only one vendor can provide the good or service.



Question & Answers

- How do these changes impact me?
 - Work directly with Purchasing Department on bids
 - Updated Bid and Exemption forms
 - Updated process for purchasing off state contract
 - Equal or less than price comparison





Thank you. Questions?

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