Simplified Procurement Procedures
Procurements between $25,000 and $200,000

Summary

In accordance with the Procurement Policies and Procedures established by the University System of Maryland and implemented by Coppin State University where the simplified procurement is over $25,000 and up to $200,000, the procurement must be forwarded to the Office of Procurement for processing. There **must** be competition to the extent practical considering such factors as the availability of vendors, dollar value of the order, cost of administering the procurement, delivery time, and sound business judgment and practices. While procurements under $25,000 do not require competitive bids or proposals, competition is preferred. ***It is prohibited to intentionally split orders to avoid following the appropriate procurement procedures.*** The processes for procurements are the following:

- Using Department Responsibilities:

    - ✓ Prepare a requisition setting forth the requirement. A requisition is required for all purchase requests, regardless the dollar amount.
    - ✓ The requisition must include specifications, delivery requirements, suggested vendors, quantities and prices.
    - ✓ If the requisition is for an item considered to be a sole source, the department must attach a sole source justification explaining the nature and reason for the sole source request.
    - ✓ For purchases over $25,000 and up to $99,999, a minimum of two (2) competitive bids or proposals are required.
    - ✓ Purchases 100,000 to $200,000, a minimum of three (3) competitive bids or proposals are required.
    - ✓ Submit the requisition along with bids/proposals to the Office of Procurement for processing.

- For Procurements greater than $200,000, the Office of Procurement must formally advertise and solicit bids or proposals using either the Competitive Sealed Bids (IFB) or Competitive Request for Proposals (RFP) procurement methods.

    Competitive Sealed Bids (IFB) - one step bid process in which bids are obtained from an adequate number of bidders to ensure competition. Specifications are developed working with the department and permit a bid based on lowest bid from a bidder who is both responsive and responsible and meets the specifications set forth in the bid documents. Time for processing will depend on dollar value and complexity of procurement and location of vendors. Bids may be obtained in any manner that best meets the needs of the solicitation and the using department including through a formal written bid process, via telephone, fax, Internet, etc. Bids are typically processed and awarded in 20 - 45 days. Publication may be accomplished by posting the solicitation on the CSU website bid board, in E-Maryland Marketplace, trade journals, etc.

    Competitive Request for Proposals (RFP) - two step process in which there is a separately received, evaluated and scored technical proposal and financial proposal. Generally used where the requirements of the procurement are difficult to quantify and award will be based on factors other than cost. Due to the complexity of the RFP documents and the evaluation process, this process typically takes 30 - 90 days to complete and award a contract or purchase order. Publication may be accomplished by posting the solicitation on the CSU

website bid board, in *E-Maryland Marketplace,* trade journals, etc. Procurement will work closely with requesting department to establish the specifications and criteria for the RFP.

Emergency Procurement - An emergency is a sudden and unexpected occurrence or condition which the University reasonably could not have foreseen that requires an action to avoid or to mitigate serious damage to public health, safety or welfare. An emergency is not a situation which arises as a result of poor planning or lack of funds. Generally, time constraints in resolving the emergency situation may require immediate action that precludes the use of any formal procurement process; however where time permits, the University should attempt to seek as much competition as possible. The Procurement Office shall be notified for all emergency procurements.

Cooperative purchasing agreements with other institutions, agencies, governments, etc. - The Office of Procurement may from time to time combine procurement requirements with the needs of other institutions, agencies or governments to achieve the maximum efficiency and economies in making purchases. The University may also "piggy-back" local, state, federal or other USM institution contracts.

Minority Business Enterprise (MBE) and Small Business Reserve (SBR) - Maryland Procurement Law requires State Agencies to set a goal of 29% of procurement dollars to MBE's and 10% of procurement dollars to SBR firms. Please note that your vendor selection is a *recommended* vendor. The Office of Procurement may, its discretion, source supplies and services to MBE's and SBR firms to help meet the State's MBE and SBR requirements. P-cardholders should also make purchases to MBE's and SBR firms. Please contact the Office of Procurement for assistance in identifying MBE and SBR businesses.

Maryland Correctional Enterprises Furniture Purchases - In support of the State's affirmative action programs and Maryland law, the University is required to give first consideration to Maryland Correctional Enterprises (formerly State Use Industries - MCE) for the purchase of items available from Maryland Correctional Enterprises (MCE). The University supports this law but realizes that MCE cannot always meet our furniture needs. Five exceptions are recognized by law for not purchasing from MCE, these are:
- MCE cannot provide the items within a reasonable time.
- MCE cannot meet reasonable specifications.
- The cost of purchasing from MCE exceeds the budgetary allowance.
- The procurement is an emergency procurement as defined by law (note that the law defines an emergency procurement as those items necessary to avoid or to mitigate serious damage to public health, safety and welfare).
- The item is not included in the master list of items available from MCE. This catalog is available online at www.mce.md.gov.

Information Technology Division Procurement Requirements -All information technology requisitions (computers & related peripherals, printers, software, etc.) must sent to the Information Technology Division for approval prior to purchasing. Please select the appropriate item category from the IT Chart of Accounts (attached) for all IT supplies and services.

If you have any questions, please contact the Office of Procurement & Business Services, 410-951-3790.

IT CHART OF PEOPLESOFT ITEM CATEGORIES

Account#	Description Category
030201	Telephone
030301	Telecommunications
030401	Misc Communications Charges
030601	Cellular Telephone Serv/ Equip
080802	Copier Lease
086101	Systems Software (Acquisition)
086201	Oit - Software Maintenance
086202	Oit - Software License
086501	Outside Serv Sys Anl Design
086601	Outside Services Programming
086701	Outside Services Data Entry
086801	Outside Service Data Proctrain
086901	Outside Service Computer Usage
087001	Outside Service Tape Maint
087101	Oit - Hardware Maintenance
087201	Oit - Consulting Servi Ce
087901	In State Services Programming
088001	In State Services Data Entry
088101	In State Services D/P Training
088201	In State Servcomp Usage Adc
088701	Data Processing Air Condition
088801	Data Processing Auxiliar Power
089001	Data Processing Microfilm
089201	Data Proc- Academic/Research
089301	Data Processing-Administrative
089801	Data Proc Other Cont Serv-Dp
090301	Audio Visual
092401	Data Processing Magnetic Tape
092601	Oit - Printer Supplies
092602	Oit - Pc&Workstations
092603	Oit - Servers
092604	Oit - Printers
092605	Oit - Scanners
092606	Oit - Network Peripherals
092607	Oit - Peripherals
092608	Oit - Storage Device
092609	Oit - Laptops
092610	Oit - Digital Video
093001	Oit - Softwre Pc Ap
093002	Oit - Software Pc Sys
093003	Oit - Software Mainframe
093004	Oit - Software Network
093005	Oit - Software Peoplesoft
093201	Microcomputer Oper Sys Softwar
093301	Software Upgrades
099001	Data Processing Academic/Resea
099101	Data Processing

099801	Data Proc-Other Materials
100201	Audio-Visual Equipment
103101	Data Processing Equipment
103102	Oit-Servers
103103	Oit-Network Equipment
103104	Oit-Storage Equipment
103401	PC and Workstations
109001	Data Proc-Academic Research
109101	Data Proc-Administrative
110201	Audio-Visual Equipment
110202	Audio Visual Equipment Digital
111901	Radios And Electronic Equip
113101	Data Proc Equipment-Mainframe
113102	Oit-Servers
113103	Oit-Netwrk Equipment
113104	Oit-Storage Equipment
113201	Data Proc Equip-Minicomputer
113301	Laptops
113302	OIT Digital Hand Held
113401	PC and Workstations
113501	Printers
113601	Video Projectors Digital
119001	Data Proc-Academic Research
119101	Data Processing-Administrative