**Central Connecticut State University**

**Purchasing Procedures**

**Updated September 02, 2022**

This document combines all the various procurement related procedures specific to CCSU as well as reminders of rules and regulations for some common procurement topics. This document will be updated as needed.

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**REQUISITIONS**

Reqs come in as attachments via the purchasing email address puchasing@ccsu.edu. Reqs should be accompanied by a quote of some kind (formal quote form, email from vendor, etc). The req should be current (within 90 days is usually safe). Some will have a ‘valid through’ date. If the quote is old or has expired contact the vendor for a new quote (or at a minimum to verbally confirm it is still valid, which shall be noted on the quote – “quote still valid per Mike on 9/3/19”)

**Each requisition gets a basic review –**

1. Req is signed and funded, quote attached and current, quote matches req, etc
2. Banner account being used is signed for the appropriate person and is being used for its intended purpose. List of signatories and Banner account indices and departments/descriptions can be found on the Finance Dept shared drive L, “Chairperson & Deans Listing”.
3. Review the req for completeness and accuracy and ‘fill in’ any blanks or correct as necessary (vendor address/FEIN, account subcode, etc). If there is no FEIN on the req, check Banner and if the vendor is not in Banner, contact them for a W9 form.
4. Appropriate approval has been obtained prior to creation of a Purchase Order –
* Computers, software and networked copiers and multi-function devices require ITS approval.
* Computer related requisitions over $10,000 (or funded with bond funds, ANY dollar value) need prior approval from CSU per the ITS Protocol regardless of whether the good or service is on contract or not. See below.
* Media related items (plasma screens, projectors etc) need to be approved by Media Services. Any installations (ceiling or wall mounted displays, etc) need to be approved by the Facilities Coordinator also.
* Facilities need to approve anything that is to be affixed to a building (carpeting, window treatments, signage, etc), that may require Facilities coordination (moving furniture, etc) or that may require electricity, plumbing, special venting/air circulation (new office or laboratory equipment, etc)
* FOOD31, FOOD 32 and RSRV04 Banner indices require the approval of the CBCO
* ANY Banner Index that ends in 60 – 99 (last 2 digits) or is comprised of all letters (i.e. ARLISA) is a GRANT FUNDED account and requires the approval of the Grants Office to proceed. NOTE “IDC---“ (Indirect Cost) accounts are NOT Grant accounts.

**Requisitions under $1000 –**

If requisitions are submitted for purchase of services under $1000, Purchasing should call the vendor to see if they accept credit cards (p-cards). If so, the dept should be notified via email to process the order with their p-card. The email should include a scan of the req and quote in case the dept needs that to process a p-card order.

For depts with multiple Banner indexes but only one index tied to the p-card, they will be requested to process a p-card reallocation form to adjust the indexes accordingly.

**Late Requisitions –**

Requisitions submitted to Purchasing after goods have been received, after services have been rendered or after a renewal term has started (i.e. with a software license) are in violation of State procurement policies and expose the university to audit findings.

Some hints that a requisition is late is are if it has an invoice attached, if the date of service on the quote has past, or if the start date for the software maintenance renewal has past.

(One caveat – some companies use their invoice form as a quote (called a pro-forma invoice). Verify that is the case by asking the department via email if the goods/services have been received.)

If you’re not sure, it’s best to ask the department via email. If the requisition IS late, the department responsible is required to complete a Late Requisition Justification Form (attached) which needs to be signed by a VP or department chair and submitted to Purchasing. The form is scanned behind the PO as part of the permanent record.

In addition, the excel form titled “Late requisitions FY\_\_” needs to be updated accordingly. That form is in the L drive financedept/Purchasing

**Board Resolution 96-28 –**

Board Resolution 96-28 as amended July 1999 allows us to make purchases exceeding $10,000 without competitive bidding in the case of approved emergencies and sole sources, and for certain purchases like from a publisher or exclusive distributor, advertising, dues, subscriptions, fees, and licenses. See attachment.

Use of Board Resolution 96-28 as purchasing authority shall be noted on the appropriate purchase order as – “Issued under the authority of Board Resolution 96-28.2(f), \_\_\_\_\_\_\_\_\_” where the blank field should note what the purchase is for (i.e. advertising).

Use of the Board Resolution should be noted on the PO excel log in the column used to denote contract numbers.

**CSU IT PROTOCOL -**

All IT requests need to be reviewed for applicability to the CSUS IT Purchasing Protocol. In short, any IT related purchase of $10,000 or more, or ANY IT related purchase using bond funds, regardless of dollar amount, requires CSU approval. See Exhibit D in the CSUS Unified Procurement Manual for more information. If applicable I send to cscu-itprocurement@groups.ct.edu at CSU the information required in the manual along with a copy of the vendor quote. Make sure the quote is recent. I hold the requisition until I get approval from CSU to proceed. Approval is NOT needed for annual software license/subscription renewals.

This is a sample email I send–

Please review the following proposed purchase and let me know.

The vendor is <VENDOR NAME>

To be funded with <OE or 2020/bond) funds

Against contract <issuing agency name, contract #>

Product - <Brief product or service description>

See attached quote

The reason - <expand digital storage, scheduled hardware upgrades, etc>

The person responsible is <name, department>

The strategic objectives to which the purchase relates are as follows –

(Include one or more in the email, usually one of the first 3) -

Objective I: Enhance Faculty-Student Teaching & Learning

Objective II: Enhance the Security of Information Technology

Objective III: Improve Network Infrastructure, Architecture and Management

Objective IV: Enhance the Use of Banner

Objective V: Retain and Train Staff

Objective VI: Plan for Future Cost-Effective Implementation of Leading Edge IT

Objective VII: Enhance Help Desk Services

Objective VIII: Achieves Efficiencies and Cost Savings

Objective IX: Create a Council on IT

**CONTRACTS –**

As a rule contracts should always be referenced on POs regardless of dollar value of the PO. See page 15 for appropriate language. This practice protects the university in case something goes wrong with the purchase as it incorporates the terms of the related contract into the transaction.

**CCSU contracts** shall be noted in the ‘comments’ field in FPAPURR (i.e. CCSU19-75)

A list of long-term service contracts issued and maintained by CCSU can be found on the L drive –

financedept\Purchasing

That list should be updated monthly or as required

**DAS contracts** can be found at <https://portal.ct.gov/DAS/CTSource/ContractBoard>

It’s searchable by organization (issuing agency), contract number (or a part of), keyword and vendor name.

To locate IT-related **CSUS contracts,** log on into Office365 from your desktop and open the Teams app. Once you are in Teams, you should see a team labeled SO-Contracts. Within that, there is a channel labeled IT-Contracts and another labeled Library Contracts. If you have any questions contact Steve Gorman at CSUS

For non-IT or Library related CSUS contracts you’ll need to ask Doug Ginsberg and/or Sharon Kromas

**UCONN** is also a great resource and have always been very helpful in sharing contract information. UCONN contracts can be found here - <https://purchasing.ubs.uconn.edu/university-of-connecticut-contracts/> and the list can be sorted by contract name AND vendor name which is handy.

**USE OF CONSORTIA CONTRACTS -**

Per CGS 4a-53 and CGS 10a-151b(m)(n) we are allowed to use any state or public consortia contract.

All the consortia contracts I am aware of are listed on the CCPG website (www.ccpg.net) under “Member Services – Popular Consortia”. We are already members of most, and all are free for us to use. When looking at consortium contracts I always start with the Massachusetts Higher Education Consortium (MHEC). They are relatively local, they concentrate on higher education needs, and they have a very easy to search database. The MHEC is the only one that requires a member log-in to look around.

WSCA-NASPO and the Charlotte Coop Purchasing Alliance are also pretty good.

A note on GSA. We are only allowed to use Schedule 70 (ITS) and Schedule 84 (Law Enforcement and Security) contracts. That is a GSA rule, not a CT rule

**RFQs and RFPs –**

When a procurement for goods or services exceeds $10,000 we are required to use an existing contract. If the product or service is not available on an existing State or consortium contract and the value is between $10,000 and $50,000 we are required to obtain three written quotes, with the award going to the lowest qualified respondent. This can be done via emailed requests for pricing or on a simple one page RFQ form sent to three or more vendors. No need to post on the DAS or CCSU web sites.

Exceptions are approved sole source purchases and documented emergency purchases, which are addressed elsewhere.

If the product or service is valued in excess of $50,000, a formal RFP or RFQ process is required. Refer to **Checklist for bids and signatory processes** (attachment) for more information.

**Requests for Quotations (RFQs)** are for goods or product where little or no additional services from the vendor are required. In other words, it does not matter where we get the product from, because it will be the same from wherever we buy it. The bid should include a complete description of the product(s) including manufacturer name, part number, product description, quantity, and any important details (color, voltage, accessories/add-ons, etc).

If the product being purchased has to match existing equipment (normally is a lab application) the RFQ should state “no substitutions – to match existing”.

If on the other hand the product is a stand-alone item and does not need to match existing equipment, the following should be inserted in the RFQ form –

\* If bidding a substitute or “equal” bidder MUST include COMPLETE information and specifications on the product being offered. Alternate or substitute bids without required information shall be deemed nonresponsive and will not be considered. All proffered alternates, substitutes or “equals” are subject to evaluation by CCSU. CCSU shall be the sole judge of whether any proposed item will fulfill its requirements for its intended purpose

If the low bid is for a substitute product and the substitute is significantly different than the named product, specifications should be forwarded to the requestor for evaluation and approval. If the low bid is for the originally spec’d product, this step is not required.

The award will go to the lowest qualified bidder via purchase order.

**Requests for Proposals (RFPs)** are used when price alone is not the sole determining factor for selecting the best qualified vendor. Factors such as experience, qualifications, special training/certifications/degrees, proximity to campus, ability to meet timelines, etc would also need to be considered as well as costs. RFPs are almost always used for services, software programs and the like.

RFPs require convening a review committee (minimum of 3, maximum of 10) consisting mostly of people in the using department but must include at least one person outside of that department. The committee will be responsible for familiarizing themselves with the RFP, answering any technical questions vendors may submit, and reading and scoring the proposals. One or more meetings may be required. I normally act as a non-voting chair to coordinate the RFP and committee activities etc.

**Caution –** Often a particular vendor may be having preliminary discussions with a department regarding their product or service. Once it comes to the attention of Purchasing the department (and the vendor) must be cautioned to cease those discussions, with all future correspondence from that point coming to and from Purchasing. This is important in order to avoid any perception of impropriety, favoritism or inside information during the bid process. In these instances, a department may comment that they are just trying to learn about the product. For the sake of the RFP we should limit our knowledge of a particular product to whatever is readily available on various web sites. If a vendor provides too much information prior to issuance of an RFP (on-line or in person product demonstration, offering to help write the RFP, etc) it would prohibit them from participating in the RFP process.

**POSTING AWARDS ON THE DAS SITE –**

Per State statute, all awards made as a result of any bid posted on the DAS site (over $50,000) must be posted on the DAS State Contracting Portal web site <https://portal.ct.gov/DAS/CTSource/ContractBoard>

Although a requirement, there are no guidelines as to what meets the requirements of an award post. If the award consists of a simple PO, that is all I post. If the bid results in a full contract, I normally post the first 2 or 3 pages only.

# CONSTRUCTION BIDDING PROCEDURES

(1) CCSU Facilities will send Purchasing a requisition along with project drawings and technical specifications required for bidding. The requisition shall identify the project name and number and the CCSU Project Coordinator. The Department of Construction Services (DCS) permission letter or a properly executed B100 supplement form shall be attached to the requisition. If the project is an Agency Minor Fund Project, or is funded from an Agency Operating Account, the funding account shall be noted in the requisition. If the funding will come from the Bond Commission, this should be noted, as well as the date of the Bond Commission meeting. Requisition must show an estimated budget for project.

(2) When Purchasing receives the SIGNED requisition, Purchasing and the Project Coordinator will determine the set-aside status of this project (note that CCSU-administered DCS projects estimated with a value up to $500,000 shall be set aside for SBE/MBE businesses ONLY). Purchasing will schedule both the pre-bid conference and bid opening dates at this time and verify those dates with Project Coordinator. Rene Karas should be cc’d so she can verify availability of a conference room at East Hall.

(3) Project Coordinator prepares the project manual and drawings and forwards them to Purchasing.

(4) Purchasing reviews all of the above and approves or returns with appropriate notations for changes.

(5) Purchasing creates the Purchasing Department Insert (PDI) for the bid.

(6) Purchasing will request prevailing wage rates from the Labor Department for projects over $100,0000

(7) Purchasing will prepare the Request for Quotation form and will now post all documents related to the bid (RFQ form, PDI, Project Manual, Project Drawings, Wage Rates for the project, contract draft, etc) on the CCSU and DAS procurement web sites.

(8) Purchasing will assist the Project Coordinator at the Pre-Bid Conference by:

* maintaining the sign –in sheet for attendees
* reviewing basic bid information (i.e. due dates for questions and bids, paperwork requirements)
* taking notes for the record
* distributing bid related documents as needed
* clarifying bid issues as needed

 (9) Most pre-bid meetings are held at East Hall and will involve a mandatory site visit so contractors can walk the actual job site, take measurements and pictures etc. If it’s practical and more convenient, pre-bid meetings can be held right at the job site, but that change of venue must be stressed in all the pertinent bid docs, web postings and any correspondence.

(10) Purchasing will be the formal recipient of all bid related questions. Procedural questions will be answered by Purchasing. Technical questions will be forwarded to the Project Coordinator for responses. All questions will be answered via formal addendum. Any changes in scope of work, specifications etc shall also be transmitted via RFQ addendum. All addenda will be posted on the CCSU and DAS procurement web sites. The last addendum must be posted no later than seven working days prior to the scheduled date for the bid opening.

 (11) All bids for the project shall be opened in the Purchasing Department. Purchasing shall conduct the bid opening process and shall compile a spread sheet which shall contain the names of the firms submitting bids, the amount of their bids, the amounts of any and all supplemental bids, and a notation of any apparent bidding irregularities.

(12) The Project Coordinator may attend the bid opening. If so, he or she may make copies of a compilation of the bids received and of the complete PDI submitted by the apparent low bidder as needed. If not, Purchasing shall notify him or her via email of all firms submitting bids and the amounts of their bids and supplemental bids as well as any irregularities.

(13) Purchasing shall also review low bid for irregularities, Small Business status if applicable (both GCs and listed subcontractors) and CHRO compliance. If applicable, Purchasing shall verify the bidder’s DAS Prequalification status. Purchasing shall also check to see if the bidder or any of the named subcontractors are on the most current State Debarment List.

(14) Purchasing will discuss bids with Project Coordinator and mutually determine the most qualified low bidder.

(15) Project Coordinator will schedule a Pre-Award Meeting with the identified contractor to review project specifications, timelines and requirements. The contractor shall bring a summary Schedule of Values to this meeting for review by the Project Coordinator.

(16) If all paperwork is in order and the Project Coordinator is satisfied with the meeting. Purchasing will issue letter of “Intent to Award” and forward to vendor with copy to Project Coordinator. This letter will request the appropriate bonds and insurance and copies of signed contracts with all named subcontractors. If low bid exceeds $500,000.00, the “Intent to Award” letter will include a request to submit CHRO plans to CHRO. A copy of the “Intent to Award” letter shall be sent to CHRO also.

(17) Purchasing shall then contact the Contracting Department so a contract can be drafted and executed.

(18) Once a contract is executed, Purchasing can issue a purchase order.

(19) When bidding a DCS agency administered project CCSU shall adhere to the DCS Guidelines and Procedures for Agency Administered Projects, latest issue.

**SUMMARY OF DCS FUNDED CONSTRUCTION RULES**

* Need permission from DCS for projects over $100,000
* Include “hold bid price for 90 days” language
* Under $500,000 must be set aside for SBE (“Good Faith” for MBE/WBE)
* $50,000 and over requires 10% bid bond and will require performance/labor/material bonds
* $100,000 and over (renovation) requires prevailing wages
* $400,000 and over (new construction) requires prevailing wages
* $500,000 and over requires DAS PREQUALIFICATION in bid package as mandatory response requirement
* $500,000 and over requires CHRO package and approval prior to award
* $500,000 and over requires 25% be set aside for SBE and 25% of THAT be set aside for MBE/WBE

**SOLE SOURCE REQUESTS –**

If the vendor in question is the manufacturer or publisher, I obtain a sole source document from them that ideally states that they are the only company that makes and sells their product and they do not sell through distributors, resellers or other third parties.

If the vendor in question claims to be the only company that has the manufacturer’s approval to sell or service the manufacturer’s product (for instance in CT or the northeast), I request that they get a document from the *manufacturer* that clearly states as much.

I also require the using department to complete and submit a “Sole Source Justification Form” (attachment) that hopefully explains why they need that product and only that product. After review of that form I occasionally need to ask the department for clarification or more details.

Once I have those two documents, I vet them by researching their claims on the internet. Normally I look to see if I can find the product for sale on any websites other that the manufacturer’s (or their sole authorized reseller/distributor). If the department’s reason is based on a ‘to match existing’ I normally approve those without further investigation. If the reason is based on technical specifications (“It’s the only instrument of its kind that can test specimens to 0.005 degrees”, etc) then I spend a fair amount of time looking at competitor web sites to compare specifications to confirm the statements on the form.

If I can confirm with a reasonable degree of certainty that the department claims are accurate, I complete the Checklist for Sole Source Requests (attachment) with a summary of my efforts and findings and forward it along with the vendor statement and department form for review/approve. The CBCO has final review/approval rights.

If I find that there are in fact viable competitors with similar products or services, I notify the department of my findings and that we will need to conduct a bid.

When processing a sole source purchase order. “non-competitive sole source” should be written on the requisition and ‘sole source’ should be noted in the ‘contract number’ column of the PO lob in excel.

For more information refer to the CSUS Procurement Manual

# EMERGENCY PURCHASE PROCEDURES

**According to the CCSU Purchasing Policies and Procedure Emergency -** An emergency is defined as a situation where the normal operation or portions thereof of CCSU would cease or be seriously impaired if immediate action were not undertaken to correct the contingency. Further, an emergency can exist "...by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions..." (CGS 10a-151b(c)) Late submittals of requisitions, or “found” money at the end of a fiscal year, do not constitute emergencies. Emergencies must be justified in writing and all emergency orders are forwarded to the President of the University annually for review. Note that an emergency in and of itself does not preclude the need to follow appropriate bidding procedures if possible.

Other than extreme situations that endanger the safety and security of the university, prior to commencing any work, or contracting with outside sources to perform services, permission must be obtained from the University President, the Chief Administrative Officer or the Chief Budget and Compliance Officer.

Upon receipt of that permission, a requisition and the contractor quote (if applicable) must be forwarded to the Purchasing Manager along with either an e-mail or letter detailing the scope of the emergency and the services to be rendered. All related paperwork shall be scanned behind the purchase order as part of the permanent record.

A copy of the purchase order shall be sent to the Purchasing Manager who shall keep it on file in a separate folder. Every June 30 the Purchasing Manager shall report to the university president the number and nature of emergency orders processed for the fiscal year ending that June 30.

See attachment for a sample of the annual report to the president.

**CORE-CT –**

Bond and 2020 funds are paid by the State through CORE. Most of our vendors are already in CORE but when they are not, or when their information needs to be changed, I have to do that in CORE.

To look up a vendor in CORE log onto CORE as you do to submit your time.

Main Menu – CORE-CT Financials – Suppliers – Supplier Information – Add/Update - Supplier

Search by Supplier Name. If you think you know the FEIN, in CORE that’s the “Short Supplier Name”. If you find the vendor just check that their address in CORE is correct/current.

If the vendor is not there you’ll need to complete a CORE SP-26 form and send that along with a recent quote or invoice or W9 as backup to osc.apdvf@ct.gov

if you need to add an address, go to –

Main Menu – CORE-CT Supplier Requests – Supplier Update Request Form

Make the changes and send a recent quote or invoice or W9 as backup to osc.apdvf@ct.gov

**CCSU BOND FUND USE GUIDELINES June 29, 2005**

* Item must be at least $1,000 and have a useful life of at least 3 years (exception to the $1,000 would be “bundling”; see bullet immediately following)
* Bundling is permitted at the time of the purchase only. Bundling is when you are purchasing more than one item that will be used in conjunction with the other item(s) and they operate together as a whole. Example – you can purchase a stereo system made up of components that individually are valued at less than $1,000, but as a unit total more than $1,000.
* The peripheral costs of getting the equipment here and in working order (shipping, startup supplies, installation, training, etc) can be procured with bond funds if included or purchased with the equipment.
* No periodicals or books
* No software except software that is required to operate the equipment, purchased at the same time as the equipment (i.e. computer operating system)
* No leases or lease/purchases

Examples of acceptable Bundling:

* 5 chairs and a table that together total $1,000 or more
* A hard drive, monitor, and keyboard that together total $1,000 or more

Examples of unacceptable Bundling

* 2 camcorders that cost $500 each (or 10 microscopes that cost $400 each) but operate independent of each other

**PURCHASE ORDER PROCEDURES / LANGUAGE / CLAUSES**

**Citing existing contracts –**

When the PO is done against a DAS/DOIT/CCSU/CCPG/Consortium contract, use the following language to reference the contract –

• "The terms of <DAS/DOIT/CCSU/CSU/CCPG/Consortium> contract #\_\_\_\_ are hereby incorporated by reference and shall be a part of this contract."

When a PO is done against a CCSU *bid*, use the following language to reference the bid –

• "The terms of CCSU RFQ/RFP #\_\_\_\_ are hereby incorporated by reference and shall be a part of this contract."

**Order of Precedence –**

When requested, the following language shall be added to the Purchase Order -

“In the event that the terms or conditions outlined in the attached agreement conflict with the terms or conditions of this purchase order, the terms or conditions of this purchase order shall take precedence.”

**Service orders –**

Clearly state and separate fixed “flat” fees from “extras” (hourly rates for add’l work, etc)

**Standing or Blanket Orders –**

All orders that need to stay open for the fiscal year in order to make multiple payments (repairs, services as needed, etc) shall be given the prefix “SCB” even if they do not meet the definition of a blanket order.

Blanket orders for services may be valid through June 30.

Blanket orders for goods may be valid through June 15.

**Software Licenses and Subscriptions –**

Most software licenses and subscriptions have an annual anniversary date (renewal date) of 7/1 every year. State Accounting rules prohibit us from encumbering the annual cost of a license twice in one fiscal year. So when the requisitions for these licenses are submitted by the various departments, usually in June, they are held by Purchasing until the following FY officially opens in July. When the requisitions are submitted, Purchasing shall make sure that the invoices are attached. If not Purchasing shall contact the dept and/or the vendor to get one before July 1st, and will do all the POs as “Payment with Order”. Purchasing will make sure that AP gets the invoices along with the PO.

These renewal orders shall be given priority because the companies are granting us a grace period (usually 30 days) while our FY rolls over. Purchasing can provide vendors with letters or emails explaining our FY “roll over” rules, restrictions and intentions as needed or requested.

**Time Periods on POs –**

All purchase orders for licenses, subscriptions, maintenance contracts, etc shall indicate clearly the time period covered (i.e. 7/1/20XX – 6/30/20XY)

**Important notes** –

Copy Accounting on any cross FY PO’s. (5/1 – 4/30) (“XC: Brian V/Cross FY”)

Copy Accounting when PO is created in one FY but expense is for a different FY. (XC: Brian V/move expense”)

**CCs –**

Travel gets cc’d on all travel elated POs (CIE trips, etc)

ITS gets cc’d on all computer and software purchases

Amy Kullgren gets cc’d on all Adobe purchases

Media gets cc’d on all audio visual equipment

Property & Inventory Control (currently Joe Connell) on all new vehicle purchases

**Apple Purchases under $1000 –**

Apple requires that all purchases with a value of under $1000 be processed online versus submitting a purchase order via email. We still need to create a PO as we would normally for receiving, accounts payable and for the record, but once the PO is completed and signed it is NOT emailed to Apple.

To process an Apple order online go to [http://ecommerce.apple.com](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fecommerce.apple.com%2F&data=04%7C01%7Cpiotrowskir%40ccsu.edu%7C84f72cf2932541c2cde708d9c0aa978c%7C2329c570b5804223803b427d800e81b6%7C0%7C0%7C637752661186319679%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0&sdata=9OlvXNtgR7BkHqdlq%2F%2FOBXUR9B3BCcLdXILv6ZVAHjo%3D&reserved=0) and search for CCSU.

Select Connecticut from the drop-down menu and scroll down to find Central Connecticut State Univ.

You will need an Apple ID and Password to sign in.

Once in you should see a list of recent Apple Proposal Numbers with the associated proposer names, dates and amounts. Select the proposal number that is on the proposal you have. Details of the proposal will appear. Confirm that the paper proposal/requisition matches what appears on the Apple on-line proposal and make adjustments as necessary, then click the ‘Convert to Order’ button. Double check the information, them click the Checkout button.

In the Checkout screen you will first enter an alternate shipping address (CCSU Receiving Room East Hall 40 Wells Street NB with the PO # somewhere, similar to how the ship to appears on the actual PO).

Select Purchase Order as Payment the enter the PO # in the field that will appear and follow further directions to complete the order.

Scan the actual PO and distribute copies as you would normally but remember do NOT send Apple an emailed copy.

**DEALING WITH VENDORS**

**General Conditions**

Notwithstanding transactions conducted with P-Cards, responsibility for all purchases occurring within CCSU is centralized in the Purchasing Departments. By such centralized control for both goods and services, uniform adherence to the policies and procedures herein is more closely achieved. Under special circumstance and subject to strict regulations, individual departments may conduct preliminary investigations while developing a source or sources for new products or specialized equipment consistent with required quality or adaptability; however, final commitments for all CCSU goods and services are made by the Purchasing Department in accordance with established policies and procedures.

From DAS –

***Communications with Vendors***

In light of the recent focus on ethics, and open, public, transparent and fair contracting, DAS Procurement staff have frequently been asked the question if agency personnel can communicate with vendors when preparing for a procurement. Certainly, to adequately do our jobs, we need to speak to companies to educate ourselves on their products and services and the industry well in advance of soliciting bids for new products/services. Here are a few things to keep in mind before starting those communications:

* Observe all ethics rules. Staff must have read and understood all State and the agency's particular

ethics rules.

* Never have only one employee meet with a vendor; have at least two, one of whom should be

purchasing/fiscal person and one could be a technical person or a product user. The idea here is to have people from different areas of the agency involved and have everything out in the open.

* Whether vendors visit your office to give a presentation or agency staff visit a trade show, they

should never make any promises/commitments to vendors about using their product or services.

The agency employees should really just be "kicking the tires" and getting educated on what's available, nothing more.

* If a vendor is to provide substantive help to the agency on a procurement or potential procurement, this help must be provided only pursuant to an existing contract with that vendor and the contract must provide that the vendor shall not submit a bid or proposal. If they help on the front end, then they can’t play on the back end.
* There must only be one point of contact (one person) with vendors once it has been decided to issue an invitation to bid or request for proposals. That person is responsible for answering all questions that come in from the outside, for asking questions of vendors and for coordinating the entire procurement in general. If DAS is that contracting authority, your agency should not talk to any vendors at any time. That's the role for DAS.
* The procurement playing field must always be kept level. This is paramount. So, no conduct of any agency employee must ever be such that it can be construed as collusive or fraudulent.
* Staff must be encouraged repeatedly to consult with in-house counsel on these matters, even if their question is a slam/dunk. It's important to establish an open culture inside the agency. If there’s no in-house counsel, please contact DAS Procurement.

When in doubt, consider issuing a request for information (RFI). A request for information can be as simple as a single paragraph requesting information on products or services. The RFI can be placed on the state contracting portal openly and publicly and vendors will have the ability to provide information on their products and services

.

**Meeting/corresponding with vendors –**

Vendors will often request meetings to introduce themselves, their company and their products or services. I have always maintained an ‘open door’ policy and even if we’re not in the market for what they are selling, or if we purchase from an existing contract, I will meet with them. After introductions and after they present their products or services, I give them a brief description of how purchasing at CCSU works. If there is a current relative contract I tell them the termination date and explain the bid process. I make sure they are aware of the DAS Bidder Notification System. Rather than give them names/numbers./emails of folks on campus, I normally suggest they email me their line card or description of what they want to sell and I’ll forward it to the appropriate departments.

If they contact me via email, usually with requests to be put on our bidder list, I reply with this message

The best thing for you to do for future bid opportunities with CCSU and with all State of CT agencies would be to set up a BizNet account with the State to get daily bid notices from the Dept of Administrative Services. All State agencies are mandated to use this service so you’ll be sure to see everything, and many cities, towns, municipalities and not-for-profits use this vehicle to broadcast their bids also.

See https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-An-Overview-BizNet

for more information. The How To link will bring you to where you can create an account.

I always recommend that more than one person get registered to cover vacations, retirements, promotions, etc.

**AUDIT CONTROLS FOR DCS TASK LETTER ENCUMBRANCES** June 25, 2008 rev 7/25/19

As of the above date, CCSU shall encumber and pay for consulting and design work related to agency administered construction projects. Previously this portion of the projects was handled by DCS.

The CCSU Capital Budget Administrator (CBA, currently Lori James) shall continue to coordinate all approval letters and signatures from CSU, DCS and internally at CCSU throughout the process.

After appropriate signatures and approvals have been obtained, the CBA will forward to the Business Office a requisition form, a Task Letter from DCS and the associated Task Letter Work Sheet. Each Task Letter shall indicate the name of the consulting or design firm, the project description and BIRC project number, the related DCS contract number, a description of the job(s) to be performed, and their related costs.

The CBA shall maintain in the CBA office records all supporting documentation as noted above for each project. As such, it has been agreed and understood that if these documents are forwarded to the Business Office the CBA has obtained all appropriate letters and signatures prior to forwarding the Task Letter and will maintain those records for audit purposes in accordance with CCSU Record Retention policy.

Once the requisition and Task Letter are received by Purchasing, Purchasing shall create an encumbrance in Banner using a unique encumbrance numbering sequence. The encumbrance sequence shall follow this template – TL00XXXX

“TL” indicates that the encumbrance is for a Task Letter, the following three digits indicate the Task Letter number for the particular project, and the last three digits are from the actual project number (i.e. Task Letter 1 for project BI-RC-368 would be encumbered as TL001368).

The encumbrance shall be created in such a way as to allow delineation of individual tasks (i.e. line items on a regular purchase order), partial payments per “line item”, and any changes normally associated with purchase orders (adding funds, deducting funds, adding new “lines, etc). The encumbrance shall note the project number and a brief description of the project for tracking and matching purposes (i.e. Project BI-RC-0368, Security Upgrades).

The Banner Account Subcode CANNOT be 701302, Professional Services, Other.

All TL orders shall use 701304, Architectural /Engineering Services or other appropriate subcode.

Once the encumbrance is created it will be scanned into Image Now with related documentation (actual task letter, approvals, invoices, etc) and the encumbrance will be forwarded via email to the CBA and the Assistant Director of Business Services/Accounts Payable.

**PROCEDURES FOR ENCUMBERING FUNDS FOR UTILITIES** 2/26/08

 Rev 7/25/10

As of January 2008, CCSU shall cease creating purchase orders for utilities and start committing funding for payment of utility bills by creating non purchase order encumbrances in Banner.

Facilities will continue to send requisitions to Purchasing for all utilities.

Purchasing has created a distinct encumbrance numbering sequence to identify utility encumbrances in Banner. “U” shall be the constant suffix which will separate these encumbrances from all others and will facilitate searches. The next five spaces in the encumbrance number field will identify the actual commodity or supplier. The last two spaces shall identify the fiscal year. For example -

Water and Sewer (New Britain) UWASWR20

CL&P UCTLAP20

CT Natural Gas UCTGAS20

Once the encumbrance is created, Purchasing shall forward the encumbrance number to Accounts Payable, Facilities, and the Comptroller’s Office via email. At that point any current or future payments can be paid against the appropriate encumbrance.

**PROCEDURE STATEMENT FOR PLACED (RENTED) COPIERS**

**December 12, 2008**

Departments will continue to request new placements or replacement of copiers via a purchase requisition. The requisition shall include all necessary information on the new copier and the term of the placement as well as pick up instructions for and information on any returning copier. The Purchasing Department will process a purchase order accordingly for the first month of the placement only.

Those purchase orders will include the following statement in the body of the PO –

“Note: PO is for the first month only. Department shall pay all other monthly invoices with their department p-card.”

Purchasing will continue to maintain an excel sheet of all placed or rented copiers, including department name, make/model of the copier, and start/end date of the placement. That information will continue to be monitored to make sure placements do not exceed their term limits. Purchasing shall notify the vendor and departments accordingly when placements are coming to term so that arrangements can be made to order a replacement copier and to remove the end-of-term copier.

**P-Card Procedures -**

1. **Super P-Card**

Objective – A Super P-Card (SPC) will be held in Purchasing to facilitate purchases that exceed normal departmental p-card thresholds and do not require further actions by Purchasing (i.e. bidding) and fall within the parameters created for the SPC. See below\*. The name that appears on the card will be “Purchasing Department”

Departments will continue to submit requisitions as they normally do. The Director of Purchasing will review all requisitions for appropriate action. A requisition will be a candidate for processing via the SPC if it meets all the below –

1. The total of the order is between $1000.000 and $24,999.00
2. The requisition is for commodities, licenses or fees and not for services
3. The item(s) on the requisition do not have to be capitalized (“equipment” as defined by the university)
4. The vendor accepts credit cards as a method of payment
5. If between $10,000 and $24,999, the procurement will be done under the authority of a current DAS, CCSU or other appropriate contract award. (Contract award number to be noted on the requisition)

If the requisition meets all the above criteria, the requisition will be marked “SPC” in the “Assigned to” field.

Procurement will perform the following for each transaction on the SPC –

* Requestors will be notified by email that their requisition will be processed via the SPC. The email will also notify the requestors that (1) they will NOT be receiving a purchase order related to the requisition, (2) the item(s) on the requisition will be sent directly to the internal address on the requisition and NOT through the Receiving Room, (3) the banner account on the requisition will be charged appropriately and (4) they should, if they wish, keep a copy of the email notification with their copy of the requisition for their records. The email shall also notify the requestor if there was any change in vendor or amounts charged (if appropriate).
* Procurement will then use the SPC to order the item(s) using whichever method is most secure and convenient, such as the phone, fax, email, or a secure internet ordering site. The vendor will be provided with specific delivery instructions, including end user/requestor name, phone number, building and room number.

Procurement will be responsible for all records and reconciliations related to transactions conducted using the SPC.

SPC charges will initially be expensed against Business Services Banner Index assigned to the SPC, which is BSRV02. Charges accumulated during the billing cycle will be expensed against the ordering department’s Banner Index as indicated on the requisition no later than five (5) working days from the close of the billing cycle. This will be accomplished by use of CCSU Purchasing Card Reallocation Form, which will be completed by Procurement. If necessary Procurement will correct the Account Subcode from the requisition on the Reallocation Form. The original requisition shall serve as financial authority for the reallocation form and shall be kept on file for audit purposes.

The file for each transaction shall consist of the following –

* The original requisition and any backup provided by the requestor (i.e. vendor quote)
* Order verification (faxback, web screen prints, etc)
* Reallocation form
* Verification of reconciliation

\* Pre-set limits for the SPC will be based on the following criteria:

* Number of transactions allowed per day – One Hundred [100].
* Number of transactions allowed per billing cycle – Five Hundred [500].
* Single item purchase limit not to exceed Twenty Four Thousand Nine Hundred Ninety Nine Dollars [$24,999.00] for general purchases.
* Spending limit per billing cycle – One Hundred Thousand Dollars – [$100,000].

Notwithstanding the above, all other procedures applicable to normal departmental p-cards shall also apply to the SPC, including monthly reconciliations.

Department Responsibilities –

* Departments shall be responsible for their own record retention regarding the SPC
* Departments shall be responsible for handling returns, defects, and other vendor issues unless an error was made during the ordering process, in which case the Procurement Specialist shall be responsible for correcting the error.

Individual P-Card Increase Requests –

All requests to increase individual p-card thresholds shall continue to be sent via email to Rose Harrington. Procurement shall continue to act as a ‘back-up’ for those times when Rose is not available. Such requests will be determined on a case-by-case basis and if deemed appropriate Procurement will increase the card limit and will notify Rose via email of the increase, including the name and/or last four digits of the card being used and reason for the increase.

1. **Departmental p-card reviews**

Daily reviews of ALL p-card activity shall be conducted in the Accounts Payable Department.

Departmental p-card activity shall be reviewed daily, and any issues need to be addressed with the end user immediately, with a copy of the email to Rose.

Some of the common issues found during departmental p-card activity reviews are taxes being charged, split purchases, duplicate charges, and charges to any retail store or online site that seem contrary to the appropriate use of State funds. Restaurants and weekend transactions deserve special attention.

**P-Card –**

In Rose’s absence I act as back-up for P-Card requests to increase transaction limits for one-time purchases. The user emails me with the request, including a description of what they want to buy and the last four digits of the card they want to use. I log on to the JP Morgan Chase web site, locate the card and increase the single-transaction limit accordingly. I notify the user that the increase has been completed, inform them to keep a record of the email for audit purposes, and I cc Rose so she is aware and so she can revert the limit back to its original value after the transaction posts.

**CHEFA Procedures for Agency Administered Projects –**

For a full set of CHEFA procedures, refer to the CSUS Procurement manual, latest issue.

Before proceeding with an RFQ, RFP or PO, we must receive permission from DCS to agency administer the project. The CCSU Capital Budget Administrator will send to CSU a permission letter along with a completed DCS Supplement to OPM B-100 Form describing the proposed project requesting permission to agency administer the proposed project. Upon approval, CSU will forward this to DCS.

Once permission is received we may initiate the bidding process, or if applicable process the PO.

All CHEFA funded projects may be assigned a project number with a prefix of “CF” (CHEFA Funded) rather than “BI” (Bond Issue) to differentiate between CHEFA funded and State bond issued projects.

This project number shall be referenced on all related and subsequent paperwork (i.e. bids, purchase orders)

Following receipt of bids or vendor quotations, where applicable, a letter must be sent to CSUS Director of Capital Budgeting by the CCSU Capital Projects Administrator which includes:

 a) name of project,

 b) date that bid or quotation was received,

 c) copy of bid tab sheet or submitted quotation,

 d) name of accepted low bidder and amount of accepted low bid or, where applicable, the name of vendor quotation amount (if lowest bid is not accepted, include a brief explanation as to why the low bid was rejected),

 e) if applicable, include list of supplemental bid(s), and a description of base bid and supplemental bid(s),

 f) indicate whether or not the scope of work covered by this bid or vendor quotation will complete the project. If not, indicate how many additional “phases” of bids or vendor quotations are necessary to complete the project.

Director of Capital Budgeting will review letter and determine if funding is available to award a contract. If funds are available and paperwork is in order, CSUS; Director of Capital Budgeting will send a letter to University indicating that funds are available, and a contract may be awarded. The same process will be followed for all change orders.

If the total project cost exceeds the estimated cost reflected on the letter issued by the Commissioner of Construction Services (or their designee) granting permission to the agency to administer the project, a revised DCS supplement to OPM B-100 Form reflecting the updated project budget must be forwarded to the CSUS’ Director of Capital Budgeting who will submit a formal request to the DCS to agency administer the project at the increased project cost.

No contract for construction may be awarded until a revised permission letter to agency administer the project is issued by the Commissioner of Construction Services. (or designee)

POs issued from CHEFA funding shall use a “CF” prefix (versus PC or SC) which will separate these encumbrances from all others and will facilitate searches. As CHEFA funds are not in Banner. POs must be hand typed on blank PO forms.

**OF80s -**

OF80 forms are used to return items for repair, replacement, credit etc. We use them as a tracking tool and it helps Receiving figure out where the returned items go when they are returned to campus.

I make sure the form is completed as much as possible, including accurate return address, a return authorization number from the vendor (or at least a contact name) so *they* know what to do with the item when they get it. Also complete contact info for the person responsible at our end, a description of the item being returned, incl tag and/or serial number if applicable, and the reason for the return. I assign an OF80 number to the form (black binder in the bookcase) then sign and date the form. I keep the original and distribute copies to the department, Receiving, Accounts Payable (for credits), and Inventory Control (if tagged equipment).

**Business Cards –**

Requests for log-on credentials are sent to me via email. I forward them to Sandy Braun at sandyb@pattheprinter.com with a request for a user name and password. I cc the requestor and give Sandy the user’s email address to help him with the set-up. I also include a copy of the email announcement that was sent to the CCSU community. See updated attachment

**W.B. Mason –**

Requests for log-on credentials are sent to me via email. I forward them to Marcus Minott at Marcus.minott@wbmason.com with a request for a user name and password. I cc the requestor and give Ryan the user’s email address to help him with the set-up. I also send the requestor a PowerPoint Online Training Guide and the introductory message that went out to the community in 2018 to help them get acclimated. Those 2 documents can be found on the S Drive>financedept>Purchasing>WB Mason

**Amazon –**

Many people on campus use Amazon when online shopping for product. Although there has not been an official notice that we can buy from Amazon, when I can or when I’m aware I add users to the Amazon Business account. Purchases made under the business account are tax free (for the most part – Amazon allows third party sellers to sell through their site and cannot force those resellers to grant us tax-free status). Also allows us to look at what is being bought, delivery addresses, etc.

I log onto Amazon as an administrator, go to Business Settings and click on Add People on the top right, enter their email address and select their role. They would then get an email invitation from Amazon.

**Monthly –**

Every month I do the following:

* Review the CT DOL Debarred List at <http://www.ctdol.state.ct.us/wgwkstnd/wgdisbar.htm> for contractors the State is not allowed to do business with. The list does not change often but should be reviewed monthly.
* Check the OPM site for any revisions to the Ethics forms at <https://portal.ct.gov/OPM/Root/Forms/Forms>
* Review the CCSU contracts spreadsheet for contracts that either need to be extended or need to be rebid. Some bids, especially RFPs, could take six months from issuance of an RFP to contract execution, so forward planning is important. I also look for sole source statements that may need to be renewed to stay current within a year.
* Review the leased copiers excel sheet (L Drive\Purchasing) for any copier placements that are coming to termination soon. I contact the department and Jay at A & A Office so they can start the renewal process. That sheet should be updated when a new lease/placement starts. Remove the information for the old copier (if applicable) and add the new information
* Review certificates of insurance for all our on-site contractors (both on contract and ‘as needed’). If expired I contact them and their insurance company via email (if I have that email) for a current certificate. If the cert is set to expire in the next month I make note of it on my desk calendar. Most will be sent automatically either right before or right after the current expiration date. If I don’t get a new cert within a week of the expiration, I contact them as above.
* Post contract awards or POs on the DAS site. See page 7 for information.



At the start of the RFP process, all participants must read and sign this agreement. By signing this agreement participants attest that they will abide by the standards of conduct described herein.

Request for Proposal (RFP Number and Description)

1. By my signature below I declare and attest that I shall perform my duties in an objective and impartial manner and observe professional ethics standards.
2. I agree to maintain the confidentiality of all information and materials that I receive as a result of my participation in this RFP and shall not disclose any details of the evaluation process, proposals, recommendation status, or any other relevant details concerning the RFP with any proposers to this RFP or with any other party having a personal, professional or financial interest in the outcome of this RFP process.
3. I agree that all communications surrounding this RFP including questions regarding the evaluation process, proposals, recommendation status, or any other relevant details concerning the RFP shall be directed to the CCSU Purchasing Department.
4. I attest that the selection of a contractor(s) by the evaluation committee shall not be the result of collusion, gift giving, compensation, fraud or undue influence from any person. I agree not to accept any gifts, gratuities, meals or reimbursements in any form or value from any proposer to this RFP or any other interested parties related to this RFP.
5. Neither I nor any member of my immediate family shall have any financial, ownership, employee or personal interest in any of the respondents or related parties. If during the RFP process a conflict of interest arises, I agree that such conflict shall be immediately reported by me to the CCSU Purchasing Department.
6. I agree to complete, sign and date the forthcoming RFP evaluation form in an objective and impartial manner and send it to the Purchasing Department by the time required.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checklist for bids and signatory processes (rev 9/1/19)**

**Bid Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All bids -**

\_\_\_\_ Include “CCSU may need to issue one or more addenda related to this RFP/RFQ. Such addenda shall be posted at http://www.ccsu.edu/purchasing/currentBids.html. It shall be the responsibility of prospective contractors and other interested parties to familiarize themselves with the web site and visit it regularly during the RFP/RFQ process for updated information or addenda.”

\_\_\_\_\_ Add nondiscrimination language - **The University will not knowingly do business with any bidder, contractor, subcontractor or supplier of materials found to be in violation of any state or federal antidiscrimination law.**

\_\_\_\_\_ If appropriate incl response checklist

\_\_\_\_\_ If required by nature of award, draft of award contract\*

\* If draft of contract is included, use short version of General ts & cs

\_\_\_\_\_ If required by subject matter, FERPA, GLBA and/or Red Flag Rules language

\_\_\_\_\_ If applicable add – “Contract Access”

“The contract resulting from any bid activity may be made available to the constituent units of the state system of public higher education, subject to the approval of the Contractor.”

\_\_\_\_\_ If applicable (for SBE/MBE bids only) add –

“This request for quotation/proposal and any subsequent purchase order(s) is reserved as a “set-aside” transaction as outlined in C.G.S.4a-60g through 4a-60j. Vendors bidding must include a copy of their current certificate as issued by the State of Connecticut Department of Administrative Services, in order to be considered for award.”

\_\_\_\_\_ If applicable include ACH information and/or form

\_\_\_\_\_ Post on L Drive

\_\_\_\_\_ Inclement Weather Clause –

During winter months include the following in all bids –

“Note that in the event of university closing or early dismissal due to inclement weather this RFP will be due and opened at 3:00 PM on the next business day. (If appropriate include - Similarly the mandatory pre-bid conference will be held on the next business day.) Please call the University Snow Phone at 860-832-3333 for up to date information on cancellations or early closings.”

**Over $50,000 bids, all of above plus -**

\_\_\_\_ Posted on the DAS and the CCSU web sites

\_\_\_\_ Include CHRO, General ts & cs, Non-discrim forms (Form A/Individual or Form B/Corp) **(REV 1/13/16)**

\_\_\_\_ SEEC Form 11 (plus include language in bid)

**Over $500,000 bids, all of above plus -**

\_\_\_\_ Ethics Form 6 (Affirmation of Receipt of Ethics Laws) **(rev 10/1/11)**

\_\_\_\_ Whistleblower Language

**RFP Special Notes –**

\_\_\_\_ Appendix I Instructions item K change to “CCSU reserves the right to correct clerical errors in the RFP or vendor proposal.”

\_\_\_\_ Change inspection of proposals to after contract is executed

\_\_\_\_ Welcome memo to evaluation committee members

\_\_\_\_ RFP evaluation form, notarized prior to RFP due date

\_\_\_\_ Recommendation of Award memo to Charlene

**Construction related bids -**

\_\_\_\_ Approval from CSU/DCS (PLNT accts and CAO003 acct do NOT need approval)

\_\_\_\_ Justification for any named proprietary product or subcontractor

\_\_\_\_ Change Authority to 4b-52

\_\_\_\_ Employee Standards of Conduct

\_\_\_\_ EH&S statement

\_\_\_\_ Include “hold bid price for 90 days” language

\_\_\_\_ Include the following as needed -

$50,000 and over requires **10% bid bond and will require performance/labor/material bonds**

$100,000 and over (renovation) requires **prevailing wages**

$400,000 and over (new construction) requires **prevailing wages**

$500,000 and over required **DAS prequalification** in bid package as mandatory requirement

$500,000 and over requires sample **Letter of Intent with CHRO 2% retainage language**

\_\_\_\_ For jobs around $100,000, ask for a cost for non-PWR and a cost with PRW?

\_\_\_\_ Add “Per Connecticut General StatueSec. 4b-94, agency reserves the right to reject any or all general bids if (1) the agency determines that the general bidder or bidders involved are not competent to perform the work as specified, based on objective criteria established for making such determinations, including past performance and financial responsibility, (2) the low bid price exceeds the amount of money available for the project, (3) the agency determines that the project shall not go forward or (4) the agency finds cause to reject such bids.”

\_\_\_\_ Check for reference to “Blue Document Package” and replace with “Purchasing Department Insert”

\_\_\_\_ Check that all references to Articles in the PDI are still accurate.

 (i.e. Form of Proposal item 6 “Article 31 of the General Conditions” should be “Section 45 of the Contract Draft”

\_\_\_\_ Remove “Schedule of Values” section from the Contract Draft (Sec 34.1) and add to PDI –

\_\_\_\_ if applicable add Telecom Infrastructure Standards

**Maintenance and Service bids –**

\_\_\_\_ Employee Standards of Conduct

\_\_\_\_ Bidder Qualification form (2 pages)

\_\_\_\_ EH&S statement

\_\_\_\_ $49,000 and over require standard wages

\_\_\_\_ Historical data on volume, usage, manhours etc \_\_\_\_ Language for ACH payments

**Awards –**

\_\_\_\_ Acceptance of bid letter sent and returned

\_\_\_\_ If construction, obtain bonds/insurance/sub contracts prior to issuing PO

**Checklist for sole source requests**

Requesting Dept and req # (if any) \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of product or service being requested \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Renewal for contract (updated sole source letter attached)

\_\_ Justification for Sole Source Purchase submitted by requesting dept?

\_\_ Current (within one year) sole source letter from vendor and/or manufacturer?

\_\_ Does the request meet one or more of the following? (Indicate below)

\_\_\_Evidence of extraordinary or unusual trade or market conditions or contingencies that preclude the availability of qualified alternative vendors.

\_\_\_ Necessity of acquiring a proprietary item which must be compatible with existing equipment or systems and which is available only from the original manufacturer or exclusive reseller.

\_\_\_Necessity of acquiring items possessing specific features essential for the completion of the task or project at hand and which are available from only one source.

\_\_ Change of brands or manufacturers would compromise the continuity and integrity of the project.

\_\_ Necessity of acquiring unique or specialized goods or services supplied by a vendor who has the exclusive right to manufacture and/or sell such items or provide such services. The vendor may be requested to produce a letter on its

letterhead verifying its exclusive right to sell their own product or, in a protected sales territory, a certain manufacturer’s product.

\_\_\_ Has the request been investigated and vetted to determine whether a purchase may proceed as a Sole Source acquisition? (i.e. internet searches for same/similar products or services, polling of requests for information from other universities)

(Purchasing findings, opinion, and support of a sole source procurement)

Submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibit C**

JUSTIFICATION FOR SOLE SOURCE PURCHASE

REQUISITION NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION/BLDG \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUGGESTED VENDOR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ITEM DESCRIPTION AND REASON FOR SOLE SOURCE

(MAY ALSO BE ATTACHED AS A MEMO)

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( ) OTHER MANUFACTURERS OF THIS TYPE OF PRODUCT DO NOT MEET OUR MINIMUM REQUIREMENTS:

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Conflict of Interest –

I hereby attest that neither I nor any member of my immediate family have any financial, ownership or personal interest

related to this request.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*When I am asked for a new user name/password to order business cards, envelopes, lettterheads and memo pads I send Sandy Braun of P & S Services, Inc. an email (**sandyb@pattheprinter.com**) to request and I cc the requestor. I include the below in the email for the benefit of the requestor.*

**Sandy, please assign a user name and password for Tom Brodeur. Tom’s email is****brodeur@ccsu.edu**

**P & S Services, Inc (P&S) is a State of CT approved contractor, and they have the UCONN Health Center contract for business cards, envelopes, letterhead and stationery. They are a registered Connecticut Woman-owned small business enterprise.**

**Their CCSU site is hosted by Dupli Graphics in Syracuse, NY. Access it at**[**http://www.duplionline.com/dupli-online-login/**](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.duplionline.com%2Fdupli-online-login%2F&data=04%7C01%7CPiotrowskiR%40ccsu.edu%7C376fe582a9fb4e3ddfbe08d9eccbe57c%7C2329c570b5804223803b427d800e81b6%7C0%7C0%7C637801182748239180%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=TJ%2FfYbehGpJ%2F%2FE2cTcyNwYLfSvdQhrAMgVqDQRFRIXA%3D&reserved=0)

**Sandy or Pat Braun of P & S Services, Inc. will answer any questions you have about the site. Contact them at 860-243-3437 or**sandyb@pattheprinter.com **or** **patb@pattheprinter.com**

**Once you are on the Dupli website, click on “How to Order” then DupliOnline Login. Our account code is “ccsu” (lower case, no quotes). Use the user name and password that Sandy requests from Dupli to access the site. Dupli will send you an e-mail with your user id and temporary password, at which point you can create your unique password.**

**The site is quite self-explanatory from that point. We encourage you to explore the various templates that are available and browse the Frequently Asked Questions (FAQS) on the menu bar.**

**You will pay by credit card, where the charges will be show as made by Dupli Graphics.**

**Note that at the checkout page there is a reference that freight and tax will be added to your order. That comment is “hard coded” on Dupli’s site. Ignore that comment. Our orders will NOT have freight or taxes added to them.**

**Also, during the checkout process there is a page for shipping information. Please use “Address 2” to enter your internal delivery address (building name/room number).**

**Turnaround for orders is generally within 7 business days**

**Every effort should be made to use the approved templates on this site. Infrequently ordered items having custom layouts will be handled offline through Purchasing.**

Addendum to BR#96-28 July 20, 1999

CONNECTICUT STATE UNIVERSITY SYSTEM

PURCHASING PROCEDURES

The purpose of this document is to provide procedures to implement the provisions of C.G.S. 10a‑151b regarding the purchase of all commodities, equipment, public safety and emergency vehicles and equipment, contractual services, printing, publishing, microfilming and lease of personal property.

1. Authority

 a) The Chief Executive Officer of the Connecticut State University system, the President of each state university, or their respective designees shall have the authority to purchase goods and services or lease personal property in accordance with policies adopted by the Board of Trustees for the Connecticut State University system.

 b) Where the Department of Administrative Services has executed a State contract for the purchase of such goods and services, purchases may be made from contract vendors in accordance with terms and conditions of the contracts, provided that the use of a state contract is in the best interest of the university.

2. Bidding

 a) Competitive bidding **or competitive negotiation** is not required for individual purchases of **ten** thousand dollars ($**10**,000) or less, or such other amount as set by statute. No purchase will be divided or sub‑divided for the purpose of bringing such purchase within the limit prescribed. Each university's Director of Purchasing may solicit competitive bids if they believe it to be in the best interest of the university.

 b) Purchases exceeding ten thousand dollars ($10,000) but less than or equal to **fifty** thousand dollars ($**50**,000) shall be made in the open market, but shall be based on at least three competitive bids **or proposals** whenever possible, except for non‑competitive (sole source) commodities or in the case of a bona fide emergency. Such competitive bids **or proposals** shall be solicited by sending notice to prospective suppliers and by posting notice on a public bulletin board.  **Notice may be sent via telephone, facsimile, or other appropriate means.** Such notice shall contain a notice of state contract requirements pursuant to C.G.S. 4a‑60. Each bid **or proposal** shall be kept sealed until opened publicly at the time stated in the notice soliciting the bid **or proposal**.

 c) Competitive bids on all purchases exceeding **fifty** thousand dollars ($**50**,000) shall be solicited by public notice inserted at least once in **two or more publications, at least one of which shall be a major** **daily newspaper** published in the state**, and shall be posted on the Internet, at least** five calendar days prior to the closing date for bid **or proposal** submissions. A minimum of three (3) competitive bids **or proposals** are required whenever possible. Each bid **or proposal** shall be kept sealed until opened publicly at the time stated in the notice soliciting such bid **or proposal**.

 d) Competitive bidding is not required in the case of emergency purchases. However, such purchases should be based on at least three competitive quotations whenever possible (see paragraph 3).

 e) Competitive bidding or quotations are not required when participating in an available state contract award which has already undergone competitive bidding by Department of Administrative Services, Office of Information and Technology, or another state agency.

 f) If the nature of the purchase precludes solicitation of competitive prices, the notation "non‑competitive" shall be made on the agency's copy of the purchase order. If the reason for the non‑competitive nature of the purchase is not self‑evident, an explanation shall also be attached.

 Examples may include purchases from another state agency or the Federal government, purchases from a publisher or exclusive distributor, advertising, dues, subscriptions, fees, and licenses.

 g) If the using department determines that the purchase should be made on a "sole source" (only one vendor can supply the required product or service), or "sole product" (only one brand or model can supply required needs), basis, the reasons must be based on clearly identified criteria documented in the purchasing file.

 h) All invitations to bid **or negotiate** shall also be posted in a conspicuous location in each university purchasing department.

3. Emergency Purchases

 a) Should an emergency exist "...by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions,..."(C.G.S. 10a‑151b(c)) the university may, if it is in the best interest of the university, make purchases without competitive bidding **or competitive negotiation**. Emergency purchases may preclude the use of existing contracts if the contract vendor cannot meet the emergency delivery requirements.

 b) The determination of whether an emergency exists is made by each university's chief purchasing official on a case by case basis. The signature of the chief purchasing official on the purchase requisition followed by the word "emergency" will constitute approval of an emergency purchase.

 c) A written statement documenting the nature of all emergency purchases shall be attached to the agency's file copy of the purchase order at the time the order is placed.

 d) A statement of all emergency purchases of a dollar value exceeding **ten** thousand dollars ($**10**,000) are subject to the reporting procedures outlined in paragraph 10 below.

4. Data Processing

 a) All data processing purchases such as hardware, software, maintenance and contractual services must conform to a Board of Trustees' approved five (5) year plan for the campus making the acquisition, and where relevant, shall be compatible with standards for computer architecture established by the Office of Information & Technology (OIT).

 b) Existing Board of Trustees' policies and resolutions concerning data processing purchases must be followed.

5. Disqualified Vendors

 a) Pursuant to C.G.S. Section 4a‑63, the university shall not issue purchase orders to, or enter into personal services agreements with any person, firm or corporation disqualified from doing business with the State by the Commissioner of Administrative Services provided each university is notified of said disqualifications in writing.

 b) The chief executive officer of a state university may disqualify any person, firm or corporation, for up to two years, from bidding **or negotiating** on contracts with the constituent unit or institutions under its jurisdiction, pursuant to section 10a‑151b, for supplies, materials, equipment and contractual services as specified in C.G.S. 4a‑52a and 4a‑63.

6. System-wide Contracts

 The Connecticut State University System may establish system‑wide contracts for frequently ordered goods and services. All purchases using university contracts shall be in accordance with the terms and conditions set forth therein. Coordination with other units of Higher Education for bulk price savings shall be encouraged.

7. Garnishments

*Section 3-25b of the Connecticut General Statutes exempts institutions of higher education from the statutory requirements of C.G.S. 12‑39g regarding garnishments except for vendor payments for funds generated from the general revenues of the state. It is understood that garnishments from external agencies such as the Internal Revenue Service, federal court order and state agencies may levy, lien or garnish funds paid by Connecticut State University*.

8. Restricted Funds

 No purchase orders shall be issued by the university if doing so would violate restrictions placed on funds by the funding source.

9. Nondiscrimination

 All purchases made by the university under its own authority shall be in full compliance with current statutes regarding nondiscrimination. Standard terms and conditions related thereto, as set forth by the Department of Administrative Services/Bureau of Purchases and approved by the Attorney General, shall be incorporated into each request for quotation and purchase order issued by the university. Contract Compliance Regulations (C.G.S. section 4a‑60) and Set‑Aside Program Regulations (C.G.S. section 32‑9e) will be followed by each university.

10. Reporting

 The annual report of the president shall include a statement of all emergency purchases made under the provisions of paragraph 3.

11. Interpretation

 Disputes regarding the interpretation of the relevant statutes or their applicability to any purchase may be resolved by the Attorney General if the individual university Vice President for Finance and Administration determines that he/she cannot render a decision.

12. Leasing Land or Buildings

 "The Board of Trustees...may lease land or buildings, or both, and facilities under the control and supervision of such board when such land, buildings or facilities are otherwise not used or needed for use...and such action seems desirable to produce income or is otherwise in the public interest, provided the Treasurer has determined that such action will not affect the status of any tax‑exempt obligations issued or to be issued by the state of Connecticut...The proceeds from any lease or rental agreement pursuant to this subsection shall be retained by the constituent unit. Any land so leased for private use and the buildings and appurtenances thereon shall be subject to local assessment and taxation annually in the name of the lessee, assignee or sublessee, whichever has immediate right to occupancy of such land or building, by the town wherein situated as of the assessment day of such town next following the date of leasing. Such land...shall not be included as property of the constituent unit for the purpose of computing a grant in lieu of taxes pursuant to section 12‑19a..." (C.G.S. 4b‑38(g)).



<Date>

TO: President Zulma Toro

FROM: <Name>

 <Title>

RE: Emergency Order Log – Fiscal Year July 1, 20\_\_ – June 30, 20\_\_

In accordance with the reporting requirements outlined in paragraph 10 of Board Resolution 96-28, I am reporting that the following emergency orders were processed through the Purchasing Department in the fiscal year \_\_\_\_\_\_\_\_.

Please see attached copies of the POs for reference.

 For each PO -

Contractor name

Brief description of work

PO number, date and value

Contractor name

Brief description of work

PO number, date and value

**GREEN PROCUREMENT POLICY FOR ENVIRONMENTALLY PREFERABLE PRODUCTS AND SERVICES (approved 11/20/08, rev 1/2017)**

**Purpose:**

CCSU recognizes that we are a large consumer of a broad spectrum of goods and services. Every one of our purchases has an environmental impact resulting from the combined effect of a product’s manufacture, delivery, use, and disposition. As a result, our purchasing decisions can positively, or negatively, affect the environment.

**Definition:**

Green purchasing is the practice of purchasing environmentally preferable products and services, which are products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxins disposed of or consumed.

**Why “buy green” (from the State of CT Environmentally Preferable Purchasing web site):**

Many of the products we buy can cause damage to the environment and/or public health. From the extraction of raw materials and the manufacture of products, to their use and disposal, products that we use every day can be harmful to the environment. By purchasing environmentally preferable (EP) products and services we can reduce those negative impacts.

For example, by purchasing recycled products instead of virgin products, we reduce the need to extract raw materials, such as petroleum, trees or metals and, in general, use less energy and water. By purchasing products with fewer toxic ingredients, we minimize the hazardous impacts of those products during manufacture and reduce the damage caused through accidental spills and when disposed. By purchasing energy efficient products, we help to reduce energy consumption, which in turn lowers our emissions of sulfur dioxide (which causes acid rain) and carbon dioxide (a primary greenhouse gas).

In the end, the choices we make affect our local environment, our health and the global community. They also affect both current and future conditions and the overall well-being of our planet.

**Connecticut Environmentally Preferable Purchasing (EPP) resources:**

The State of Connecticut Department of Administrative Services (DAS) maintains an Environmentally Preferable Purchasing (EPP) web page which can be found at http://das.ct.gov/cr1.aspx?page=132

This site provides access to state contracts that feature environmentally preferable products and services as well as links to related current CT Statutes and policies.

**Goal:**

CCSU will strive to balance environmental considerations with performance, availability and fiscal responsibilities in making green purchasing decisions. We will strive to purchase more environmentally preferable goods and services as long as they meet acceptable use and performance needs and are available within a reasonable period of time at a reasonable cost.

CCSU Purchasing will give preference to environmentally superior products, where

quality, function and cost are equal or superior.

CCSU will consider the following environmental attributes when purchasing products and services:

* Durable/reusable, as opposed to single use or disposable items
* Non-toxic or minimally toxic, preferably biodegradable
* Highly energy and water efficient
* Recyclable, but if not recyclable, may be disposed of safely
* Made from materials that have been obtained in an environmentally sound, sustainable manner
* Made from recycled materials or that maximizes post-consumer content
* Manufactured in an environmentally sound manner
* Causing minimal or no environmental damage during normal use or maintenance
* Shipped with minimal packaging (consistent with care of the product), preferably made of recycled and or recyclable materials
* Locally or regionally manufactured to minimize the environmental costs associated with shipping

**Bidding and Contracting:**

When appropriate, CCSU Purchasing will include in its Requests for Quotation a clause in its bidding specifications that reads: "Central Connecticut State University is committed to buying products with recycled content or environmentally sustainable alternatives. Please offer any environmentally sustainable or eco-friendly alternatives that you feel are available for this product and supply all relevant specific information about the product."

CCSU Purchasing shall routinely include a sustainability statement in all of its Requests for Proposals and Requests for Information as follows -

**SUSTAINABILITY and GREEN CAMPUS INITIATIVE**

In the interest of supporting CCSU’s initiative to reduce waste and extraneous use of natural resources, CCSU is strongly encouraging vendors to submit proposals following these guidelines –

• All proposals should be submitted on two-sided recycled paper (minimum 30% post- consumer content).

• Proposers should refrain from using three ring binders where possible, especially for the copies being requested. Three ring binders are acceptable if the size of the proposal warrants such use.

• Proposers should refrain from using excessive and unnecessary packaging when shipping or mailing their responses

• Proposers should consider presenting peripheral information (i.e. company and product brochures) on CD, DVD or USB drive where possible or practical.

**How you can help:**

As every department has a procurement card, we can all make a difference.

* Buy recycled copy paper with a minimum 30% post-consumer content
* Buy energy-efficient office equipment
* Buy fewer pieces of office equipment (i.e. multi function devices versus separate copiers, printers, fax machines and scanners)
* Buy office supplies with recycled content or are otherwise environmentally friendly
* Buy recycled toner cartridges
* Recycle your used toner cartridges and ink cartridges
* Print emails, reports and memos on two sided paper if your printer allows
* Stop requesting paper catalogs if the vendor has an on-line catalog