



Central Purchasing Department for the A&M systems

1. **RESPONSIBILITY:** The Central Purchasing office at Oklahoma State University, Stillwater is designated as the Director of Purchasing for all agencies of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. The Purchasing Department provides purchasing services to:
 1. Oklahoma State University
 2. Oklahoma A&M Colleges and Universities
 - a. Connors State College, Warner, Oklahoma
 - b. Langston University, Langston, Oklahoma
 - c. Northeastern Oklahoma A&M College, Miami, OK
 - d. Oklahoma Panhandle State University, Goodwell, OK
2. **GOVERNANCE:** The purchase of materials/services for the OSU and the A & M Colleges is conducted in accordance with the policies of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and mirrors the State of Oklahoma Statutes.
3. **PURCHASING METHODS:**
 1. **Small Dollar Purchases:** Purchases of \$5,000 or less are small dollar purchases and fall under the “fair and reasonable” threshold defined in statute. Processed through the OkCorral or purchase card.
 - **Purchase Card (credit card):** The “p/card” system provides departmental authority for purchases of up to \$5,000 per single transaction.
 2. **Requisition/Purchase Orders:** Purchases over \$5,000 must be processed on a requisition and routed through the OkCorral. The OkCorral provides workflow and financial approvals.
 - \$5,000.01 to \$25,000: Authority is delegated, by board policies, to departments and A&M’s to purchase via solicitation of quotes (RFQ) and process requisitions through the OkCorral.
 - Over \$25,000.01 - \$50,000: Board policy requires and informal quote process be utilized and handled through the central purchasing office. Requisitions are sent via the OkCorral and are received and processed by the Central Purchasing Department
 - \$50,000.01 - \$250,000 – Requires formal sealed bid conducted by the central purchasing Department.
 - **Board Approval:** Regardless of funds used, advance approval by the Board of Regents is required for purchases that exceed \$250,000. Purchases that are exempt from Board approval are: food or items for resale; bulk gasoline, oil and fuel; utilities; non-construction sponsored agreement contracts and expenditures; and refunds. All purchases over \$250,000 require processing or formal sealed bids through the Central Purchasing Department.

4. SERVICES:

1. Strategic sourcing - monitor requisitions and contracts, aggregate and leverage value across all A&M systems to provide the best value and supplier performance
2. Host, manage, and leverage use of the OkCorral which is the front end of the financial process for all systems under the authority of the Board.
3. Monitor supplier performance and drive spend to system wide contracts to continuously improve value added for departments
4. Solicitation and award of contracts that exceed the delegated authority to the department
 - a. Receive, analyze (sole source, board approval, etc), convert to PO's in accordance with Board policies
 - b. Solicitation development – work with departments to develop solicitations enabling maximum practical competition. Work with department to couple, de-couple, aggregate, requests that will maximize the interest of potential bidders
 - c. Develop the bidder list, solicit additional bidders, and research the supply chain to maximize competition
 - d. Publically post, make the supplier community aware of the bid opportunity
 - e. Host pre-bid meetings or conferences when needed to ensure bidders understand the need and can respond effectively.
 - f. Receive quotes or sealed bids
 - g. Analyze bids for responsiveness and responsibility
 - h. Distribute responsive bids to the department for evaluation
 - i. Review evaluations against stated criteria for consistency
 - j. Award contracts in accordance with Board policy
 - k. Monitor performance, renew annually if the contract is multi-year
5. Maximize value received and leverage use of the purchase card program. A&M's have their own process but utilize the same master contract and receive guidance from the OSU Pcard administrator.