

Introduction to Contracting & Procurement at Rowan University

Office of Contracting & Procurement

Our Role

- The Office of Contracting & Procurement is dedicated to support the University's mission of education and research through fair and competitive procurement processes while fully complying with all applicable laws and internal policies and procedures.

Services

- Advise units on procurement procedures
- Supplier relationship management
- Procurement process management
- Contract review and completion
- Requests for information, proposal, and quotation
- Professional negotiation with suppliers
- Development and management of strategic, university-wide contracts

Standards

- Deliver the best overall value with a competitive bidding process
- Implement best practices for cost containment
- Ensure procurement compliance
- Ensure fair and ethical relationships with suppliers
- Maintain a diverse supplier base

Things to know before soliciting goods or services

- The Office of Contracting & Procurement (OC&P) is bound by State laws and University [policies](#) that mandate how goods and services are procured.
- Price thresholds were developed by the State and adopted by our Board of Trustees.
- There are 35 categories of [exceptions](#) that can be utilized by the campus community in lieu of quotes/bids; however, if your purchase exceeds the current bid threshold, exceptions can only be used with a Board of Trustees approval.
- Additional [requirements](#) or documentation may be applicable depending on the commodity and/or price of your purchase.
- Vendors are also subject to State regulations. Please visit [Vendors: Doing Business with Rowan](#) for more information.

Approved Procurement for Making Purchases

- Price Thresholds;
- The use of an already existing University contract, State of New Jersey contract;
- The use of a nationally recognized and accepted cooperative purchasing agreement entered into by one or more States within the United States or any of its political subdivisions
- Publicly advertising the procurement for competitive bid proposals;
- Procurements qualifying for a BOT Waiver

Price Thresholds

If the good or service cannot be found on one of the contract options, obtain quotes based on the following :

< \$19,999.99 Three quotes are encouraged, but not required.

\$20,000.00 - \$99,999.99 Three quotes are required, unless an exception applies.

> \$100,000.00 Public bid is required, unless an exception* applies or the project is subject to Prevailing Wage

* Please note if you are applying an exception to a purchase over the bid threshold a BOT Waiver will also be required.

More information on exceptions [found here](#).

University Wide Contracts / State of New Jersey Contracts

Current Awarded Categories for Recurring Purchases

- Online Marketplace (Amazon)
- Office Supplies
- Ink & Toner
- Janitorial Supplies
- Maintenance, Repair & Operations (MRO)
- Scientific Equipment & Supplies
- Transportation
- Water & Cooler

Check in with OC&P to see if the purchase can be made using one of these already vetted contracts which can simplify the process.

Cooperative Contracts

The State of New Jersey has approved the use of nationally recognized, governmental sponsored cooperatives. Like the University Contracts and State of New Jersey Contracts mentioned before, these Cooperative Contracts have already been vetted for all requirements needed in the contracting process.

The use of Cooperative Contracts eliminates the need to obtain competitive quotes **up to \$100,000**. You will still need to obtain a quote from the selected supplier. These cooperatives also eliminate the need to issue public bids and RFP waivers of advertising **over \$100,000**.

Publicly Advertised Request for Proposals

If the potential purchase price for goods and services is likely to be greater than \$100,000, a Publicly Advertised Request for Proposal is required for the procurement

- To initiate a Request for Proposal (RFP) with OC&P, a [Bid Request Form](#) is to be provided with the following:
 - A full description of the Scope of Work that is being sought
 - Evaluation criteria (quantitative and qualitative factors, other than price, upon which submissions will be judged)
 - Bid evaluation committee members (if applicable)
 - Relevant dates (expected RFP issue date and due date based on when product/service is needed; OC&P will advise on feasibility of timeline and appropriate dates for questions, etc.)
- Procurement will work proactively with user department to develop the RFP document, and will manage the process from release to the public for bidding to receipt of bids and contract award. Once bids are received, a member of the Procurement team will review and walk the using department through the following steps:
 - Review of proposals
 - Supplier oral presentations
 - Supplier evaluation and selection
 - Contract negotiation and execution

BOT Waivers

The Board of Trustees can permit the University to procure specific goods and services for which the dollar amount exceeds the \$100,000 bid threshold, without publicly bidding the request.

Departments requiring the requested goods or services must submit the BOT Waiver Request with any additional information necessary to Chris Haley via email.

To seek a waiver for a purchase having a value **greater than \$100,000**, the user department will contact OC&P to determine whether the item or service is available through an existing University contract or whether a State of New Jersey contract, nationally recognized and accepted cooperative contract.

If none of these options is viable, the user department will be advised by OC&P whether the item or service should be procured through a formal publicly advertised bid or may be procured through a BOT Waiver.

Vendor Compliance Dollar Thresholds

When a using department reaches certain monetary thresholds for a particular supplier, whether it be a one-time buy or through cumulative university spending, the using department is responsible for obtaining the certifications and approvals seen below.

- **\$15,000 & over**
 - New Jersey Business Registration Certificate (BRC)
 - Certificate of Employee Information Report / Federal Letter of Affirmative Action Plan Approval (AA302 Form)
- **\$17,500 & over**
 - Two-Year Vendor Certification and Disclosure of Political Contributions (EO134 / Chapter 51 Form)
- **\$25,000 & over**
 - System for Award Management (SAM)

Please contact OC&P for any questions related to these forms or other questions on the requirements.

Procurement Card Program (P-Card)

The Banner Finance System should always be your first choice for obtaining goods and services. The University Purchasing Card should only be used as a supplement for items that are not available through the Purchase Order process or in extreme emergencies.

Additional approvals are needed for:

- Technology
- Entertainment, food/refreshments on and/or off campus
- Travel
- Registrations
- Memberships / Subscriptions

Questions?

Please contact the Office of Contracting & Procurement with any questions you may have. We are here to help ensure an efficient and successful procurement process and look forward to working with you.

The contact information can be found at:
https://sites.rowan.edu/procurement/about/meet_the_staff.html