

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

PURCHASING POLICIES

EFFECTIVE 7-1-11

This document is intended as a reference for purchasing policies/procedures for the South Dakota School of Mines & Technology (SDSM&T). If you need clarification on anything or have additional questions please contact anyone in the SDSM&T Purchasing Office:

Barb Mustard, Purchasing Manger – 605-394-2228 or Barbara.Mustard@sdsmt.edu
Brenda DenOtter, Purchasing Assistant – 605-394-2512 or Brenda.DenOtter @sdsmt.edu

Shared Services – as implemented in 2006, there are seven Purchasing buyers (throughout the SDBOR) who will handle commodities as listed on Appendix #1. SDezbuy, our e-procurement system, allows departments to specify a particular buyer on their requisition for any purchase.

State Contract Purchases – contracts maintained by the State of South Dakota should be considered your first source for supplies and equipment. This now includes the National Association of State Purchasing Officials (NASPO) and Western States Contracting Alliance (WSCA) and National Joint Purchasing Alliance (NJPA) contracts. Contracts may be viewed through SDezbuy hosted catalogs or on the state site located at: http://www.state.sd.us/boa/opm/state_contracts.htm

NEW LIMITS (after utilizing on-campus services and/or state contracts):

(Purchases may not be split to avoid the provisions of these policies)

COMPUTER RELATED ITEMS ONLY:

- | | |
|-----------------|---|
| \$0 to \$499.99 | Obtain from the best source that will provide the highest quality at the most competitive price. |
| \$500 and over | Process a purchase requisition thru SDezbuy and attach at least one written quote. The SDSM&T IT office will approve all requisitions. The responsible buyer will make the final decision whether to solicit additional quotes. |

A purchase requisition is **required for the purchase of any computer**, for any dollar amount.

Approval for computers and computer related items must be done through ITS prior to submission of the requisition.

***Contracts maintained by the State of SD should be considered as the first source.*

ALL ITEMS (OTHER THAN COMPUTER RELATED):

- | | |
|----------------|---|
| \$0 - \$999.99 | Obtain from the best source that will provide the highest quality at the most competitive price. No purchase requisition required however it is highly recommended to use punch-out/hosted catalogs thru SDezbuy where available to ensure accuracy of order. |
|----------------|---|

\$1000-\$3999.99	Process a purchase requisition thru SDezbuy and attach at least ONE written quote. It is highly recommended to obtain other competitive quotes to ensure you are obtaining the best possible price for SDSM&T. Your requisition will be routed to SDSM&T Purchasing or the shared buyer as previously. The responsible buyer will make the final decision whether to solicit additional quotes in the best interest of the university.
\$4,000 - \$24,999.99	Process a purchase requisition thru SDezbuy and attach detailed written specifications using the Specification Form found on the Finance tab on SNAP. Information on sole source and/or emergencies is listed below. The responsible buyer will solicit quotes through SDBOR Sourcing Manager web based bidding system. Approval by Office of Procurement Management (OPM) is required and will be handled by the buyer.
\$25,000.00 and over	Process a purchase requisition using SDezbuy and attach detailed written specifications using the Specification Form found on the Finance tab on SNAP. This category must be bid by the Office of Procurement Management.

***Contracts maintained by the State of SD should be considered as the first source.*

EXEMPT ITEMS: Certain items are exempt from the state bid laws per SDCL 5-18A-22. Items included in this exemption: computer hardware and software, computer peripherals, communication technology items, published books, perishable foods, equipment repairs, chemical and biological products, medical supplies, works of art, animals, feed, seed and supplies used on farms and equipment and supplies purchased with externally funded research funds.

Process a purchase requisition thru SDezbuy for any purchase of exempt items over \$1000 (\$500 if computer related) and attach 1) at least one written quote or 2) a specification form (if you want the responsible buyer to bid it). It is highly recommended to obtain other competitive quotes to ensure you are obtaining the best possible price for SDSM&T. The responsible buyer will make the final decision on whether to solicit additional quotes in the best interest of the university. A sole source and/or emergency justification may be required.

Non Professional Services - Contracts for non-professional services in excess of \$25,000 must be awarded through a competitive bid process. This process may include a sealed bid process or Request for Proposal (RFP). Non-professional services include services which are typically physical or manual in nature. This RFP process must be advertised per SDCL 5-18A-14. Examples include: bussing contracts, snow removal, garbage contract, etc. Construction and public improvement projects are not considered services and are governed by BOR Policy 6.

Professional Services – Contracts for professional services in excess of \$50,000 must be awarded thru a RFP process. The requirements are listed in SDCL 5-18D-17 thru 5-18D-22. Professional services are classified as: services arising out of a vocation, calling, occupation, or employment involving specialized knowledge, labor or skill, and the labor or skill involved is predominantly mental or intellectual, rather than physical or manual.

Sole Source/Emergencies – Occasionally an item/service is only available from one vendor OR is required in a short period of time to not allow bidding. If your purchase falls in this category, you may be asked to attach a Sole Source and/or Emergency Form which can be found on the Finance tab on SNAP.

Debarred and/or Suspended Vendors – Per federal law, any purchase made from federal funds exceeding \$25,000 may not be made from a vendor that has been debarred or suspended from doing business with the federal government. Any purchase meeting this requirement shall be certified by checking the following web site: <https://www.epls.gov/> and a copy of the results should be attached to the purchase requisition.

Board of Regents Approval Limits – Purchase of capital assets with a unit cost between \$250,000 and \$500,000 must be approved by the Executive Director of the Board of Regents. Purchase of capital assets with a unit cost exceeding \$500,000 must be approved by the full Board of Regents. Please contact the SDSM&T Purchasing Office for more information on this process.

Terms and Conditions – Many vendors provide terms and conditions with their quotes. Those need to be reviewed by the department before processing the requisition. The particular buyer and/or the SDSM&T Purchasing Office will also review them for language that is required by the Board of Regents.

SDSM&T Logos – If you are purchasing an item with an SDSM&T logo imprinted on it, you must get approval from the SDSM&T University Relations office first. Please attach the University Relations approval (an email approval from Melinda will suffice) to the requisition – contact in UR is Melinda Poyourow, Melinda.Poyourow@sdsmt.edu.

Obtaining Written Quotes – It is important that you obtain a complete written quote from the vendor. It needs to be detailed to include the model #'s of the items/service you are purchasing, freight costs (if applicable), a complete address/phone/fax of the vendor and a signature (if possible). If the quote references terms and conditions and they aren't included, ask for them also. Email quotes are acceptable ONLY if they include everything mentioned above in the email.

Thank you for your cooperation!

APPENDIX 1
 SHARED COMMODITIES FOR SDBOR
 7-1-11

Commodity	Shared Buyer	Responsible University
Audio/Video/Photographic Equipment	Linda Van De Rostyne	USD
Cleaning Equipment and Supplies	Earl Weisenburger	NSU
Computers - Desktop and Laptop - PC and Mac	Linda Van De Rostyne	USD
Computer Supplies	Linda Van De Rostyne	USD
Construction/Landscape Equipment & Supplies	Lorraine Talks	BHSU
Digital Cameras/Digital Camcorders	Linda Van De Rostyne	USD
Food Service Equipment and Appliances	Earl Weisenburger	NSU
Furniture - Student Housing	Lorraine Talks	BHSU
HVAC Equipment and Supplies	Earl Weisenburger	NSU
Information Technology & Telecommunication Services	Linda Van De Rostyne	USD
Maintenance, Repairs, Operating (MRO) Equipment	Karen Alfson	DSU
Maintenance, Repairs, Operating (MRO) Supplies	Barb Mustard	SDSMT
Medical Equipment and Supplies	Kyra Blatchford	USD
Monitors – LCD & CRT	Linda Van De Rostyne	USD
Networking Hardware	Linda Van De Rostyne	USD
Office Supplies	Vicki Soren	SDSU
Peripheral, drives, etc	Linda Van De Rostyne	USD
Printers	Linda Van De Rostyne	USD
Printing and Copying Services	Vicki Soren	SDSU
Projectors - LCD	Linda Van De Rostyne	USD
Promotional items (pens, pencils, t-shirts, etc)	Vicki Soren	SDSU
Scanners	Linda Van De Rostyne	USD
Scientific & Lab equipment and supplies	Kyra Blatchford	USD
Software	Linda Van De Rostyne	USD
Transportation Vehicles	Earl Weisenburger	NSU