<table>
<thead>
<tr>
<th>Process</th>
<th>Department’s Role and Responsibilities</th>
<th>Purchasing’s Role and Responsibilities</th>
<th>Result of Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>KANSAS STATE USE CATALOG</td>
<td>Purchase from established vendors regardless of cost.</td>
<td>Assist departments as needed. Audit payments.</td>
<td>Compliance with K.S.A. 75-3317 to 75-3322.</td>
</tr>
</tbody>
</table>
| SMALL PURCHASES <$10,000 | • Total purchase amount is under $10,000.  
• Compare pricing between contract and other vendors.  
• Use Business Procurement Card (BPC) as much as possible. | • Available to answer questions and/or assist as needed.  
• Will recommend established contract vendors. | Department places order directly. |
| PURCHASES AT $10,000 or MORE Contract | Products/services are available from K-State approved contracts. | Assist departments as needed and audit payments. | Department places order directly. |
| PURCHASES AT $10,000 or MORE Non-Contract: Request for Quotation (RFQ); Competitive bids must be solicited. | 1. Submit Purchase Requisition (PR).  
2. Include list of vendors and detailed specifications.  
2. RFQ posted on website and applicable vendors notified.  
3. Send valid bids to department for review and recommendation.  
4. Award bid. | • Purchasing issues purchase order.  
• Compliance with Board of Regents and University policies.  
• Responsible use of department funds by seeking competition and obtaining best pricing and service. |
| INVITATION FOR BID (IFB) Open-end contract, may reserve right to negotiate | 1. Determine needs over time period.  
2. If negotiations required, send letter to VPAF for Procurement Negotiation Committee (PNC).  
3. Submit PR, specs, vendors and est. usage.  
• CONFIDENTIAL  
4. Recommendations to Purchasing, negotiate as part of committee. | 1. Review documents, determine which method works best for dept. and situation.  
• CONFIDENTIAL  
2. Bids sent to department for review.  
2b. RFP – coordinate negotiations with vendors and department.  
3. Award contract.  
4. Administer contract. | • Purchasing creates contract. Department places contract orders as needed.  
• Compliance with Board of Regents and University policies.  
• Responsible use of department funds by seeking competition and obtaining best pricing and service. |
| REQUEST FOR PROPOSAL (RFP) Open-end contract, negotiation committee formed | 1. Verify information that no competition exists or special circumstances.  
2. Require PR or bids, if necessary.  
3. Authorize, if deemed appropriate.  
4. Report accordingly. | • Ensures check for legitimacy on purchases without competition.  
• Compliance with Board of Regents and University policies. |
| SPECIAL SITUATION PURCHASES Sole Source |  |  |  |
| Emergency | Contact Purchasing. Solicit 3 phone bids, if directed. Submit PA form. |  |  |

Updated 7/5/2017