



Purchasing Post

May 2013

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Announcements:

- **May 23, 2-4 p.m.**
Chris Dekat's
Retirement Party
- **May 27**
Memorial Day
Holiday
- **May 28**
Summer Term
Begins
- **May 29**
PR's \$25,000 or less
are due
- **June 21**
KSU-118
Encumbrance forms
due



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Consistency

Change is a constant in our lives. As most of you are aware, Chris Dekat is retiring with his last day at K-State on May 28th. I am happy to announce that Cathy Oehm has been hired/promoted to fill the assistant director/P.O. IV vacancy left by Chris. So the next step is to fill the P.O. II vacancy left by Cathy. See what I mean about change.

With all the changes occurring, Purchasing tries to stay consistent in how paperwork is handled, bids are solicited, and awards are made. We try to treat all vendors the same, answer all questions the same, make all decisions based on the same rationale. When answers are given to questions, the answers are usually based on generic situations. As more information is provided, the answer may change because the situation has changed and does not meet the general criteria. But once all the facts are known, the end result should be the same no matter who you visit with in Purchasing.

One of the charges for public purchasing is to be impartial, no one vendor is to receive preference over another. To be impartial, Purchasing has to consistently provide the same information to all inquiries. When answering vendors' questions, our responses are very similar to what we tell departments:

1. Purchasing items from the State Use Catalog is mandatory and, regardless of cost, everyone using State or Grant funds must buy those specific items from the State Use vendors or Staples (who sells State Use items);
2. If the total cost is under \$5000, the department has the authority to purchase from whoever is in the dept's best interest. Buying from contract is encouraged but not required;
3. If the items/services are \$5000 or more, then items must be purchased from contract OR bids must be solicited OR special approval must be received;
4. Bid requests must be publicly posted;
5. Vendors' bid responses must be received by 2:00 pm on the day stated. Bids received at 2:01 pm are late and disqualified;
6. Bids are publicly opened and everyone is welcome to attend. Vendors' names and prices are revealed when it is a request for quotation. Only vendors' names are revealed when it is a request for proposal;
7. Further information is not publicly released until an award is made or all bids are rejected;
8. An award is made based on low bid meeting specifications (if a request for quotation) or in the best interest of the University (if a negotiated procurement).

Being consistent gives Purchasing a good reputation of being impartial and "playing fair". Being inconsistent gives a bad reputation and, worse, make the Purchasing office vulnerable to protests and lawsuits.

Open House

Office Plus of Kansas (#36563) is the authorized dealer of Hon Furniture (SOK #36509) for the Manhattan region. Office Plus has opened a showroom in the Manhattan area, 311A Houston St. Known locally as Office Mart, the company is inviting K-State personnel to come to their open house on Thursday, June 6, from noon to 4:00 pm. Come see the Hon furniture on contract.

New Student Employee

Ericka Manring will be completing an internship this summer. Dylan Buessing will be answering the phones in the mean time. Dylan is a sophomore in accounting & finance. He is planning on becoming a CPA with an emphasis on tax. Dylan loves the outdoors and playing his guitar in his spare time. He went to high school at Baileyville, Kan.