

### **RULES: STATE OF KANSAS STATUTES**

- A. KSA 76-769 = Board of Regents Authority
- B. KSA 75-3317 to 75-3322 = Persons with Disabilities
- C. KSA 45-216 = Open Records Act
- D. KSA 75-6403 = Prompt Payment Act
- E. KSA 76-721 & 76-725 = Authority to Contract

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### **RULES: WHERE TO BUY?**

- A. State Use Catalog (Mandatory) (www.ksstateuse.org)
- B. Contracts

(www.ksu.edu/policies/ppm/6312.html)

- C. Other State Agencies
  - -Kansas Correctional Industries

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### RULES: WHERE TO BUY? (CONT'D)

- D. Other KSU Departments
  - 1. University Printing (Waiver Required)
  - 2. Facilities (Building & Grounds) (Waiver Required)
  - 3. Telecommunications (Waiver Required)
  - 4. Union Computer Store (Apple dealer)
  - 5. Storerooms (Chemistry, Facilities, etc.)
- E. Go Out for Bid

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### **RULES: WHAT ARE THE LIMITS?**

- A. Local Authority Under \$5000 (TOTAL!)
- B. KSU Purchasing Unlimited
- C. Board of Regents Unlimited

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### **TOOLS: HOW TO BUY?**

- A. Available from previously mentioned sources
  Place order directly, regardless of dollar amount.
- B. Under \$5000? Proceed with order.
- C. \$5000 or more and not available from approved sources? Send Purchase Requisition to Purchasing to begin bid process.

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### HOW TO GET STARTED: WHAT WE NEED DEPTS TO DO

- A. Purchase Requisition, signed
  - 1. Specifications electronically via E-forms
  - 2. List of potential vendors:
    - \*contact person
    - \*phone number
    - \*fax number
    - \*e-mail
  - 3. Submit to kspurch@k-state.edu

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### HOW TO GET STARTED: WHAT PURCHASING WILL DO

- A. Review Specifications
- B. Order or Contract
- C. Delivery
- D. Trade-in? Need Disposition of Property form

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### KSU PURCHASING PROCEDURES A. Request for Quotations (RFQ) 1. RFQ's can be viewed at the following website: https://dfs.ksu.edu/rfq/ 2. Departments should review RFQs for errors 3. Amendments to the RFQ

### **KSU PURCHASING PROCEDURES**

- B. File sent to department for review.
- C. Recommendation Received
  - 1. Document reasons for rejecting Low Bids
  - 2. Delivery
  - 3. Funding
- D. Purchase Order or Contract established
- E. Do Not Pay in Advance

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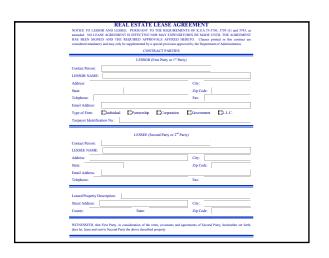
### **KSU PURCHASING PROCEDURES**

- F. Product received in good condition.

  If there is any damage to the package or crate, DO
  - NOT accept shipment
- G. Problems Occur
  - 1. Contact vendor first
  - 2. Written Complaint
  - 3. KSU error? Restocking fee & freight.
- H. Vendor Protest? Purchasing will be in touch.

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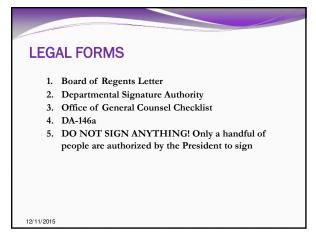
### HOW TO LEASE PROPERTY A. Unoccupied Space; e.g. land, storage B. Occupied Space; e.g. office, housing 1. 10,000 square feet 2. 24 month commitment C. American Disabilities Act D. Tax Clearance E. Energy Audit

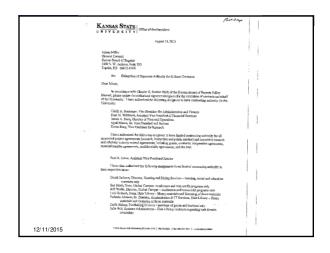


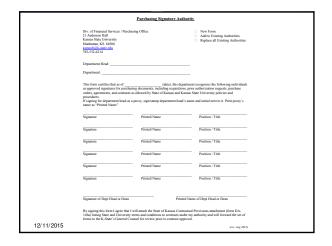




# LEGAL CONTRACT 1. Capacity 2. Legality 3. Consideration 4. Mutual Agreement



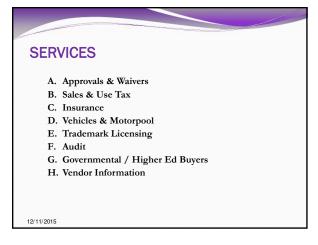


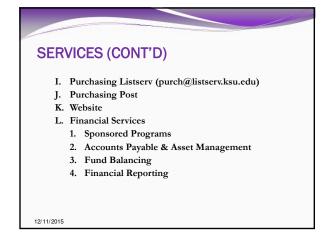


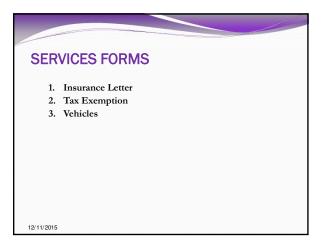
	K-State OCC Contract Review Checklist
	Does the contrast involve a sponsored project as described in 199d obspace 70(1.0157(Y or N) If you. STOP HERE, and submit the contrast for processing through Pro-Avant Survivos.
	Does the contract involve the expenditure of fends? (Y or N) If you has it been processed in secondance with Furthering procedure (FFS chapter 5/1917 (Y or N). If no. <u>\$10.9</u> IEEE, and context the Furthering (Office or 2024) for institution.
	Prior to submitting contract to Purchasing or Office of General Connect for review; please contrly that the following steps have been taken:
	_applicable template is being used, orthere is no applicable template
	_all invitorest parts have been removed or stricken (for example, exhibits or addends that do not equity)
	—if contract is a renewal or new version of an existing or previous contract, the existing or previous version is attached for reference
	_University signatory on the contract is an authorized signatory listed on President's letter to KBOR
	_outstock has been reviewed in datasity by the submitting unit from a business pumpositive  for baseling its Valuescept  for the Valuescept is disclosed unit of the Valuescept in the Valuescept is disclosed unit of the Valuescept in the Valuescep
	_may nerso allowing use of University's name, logos or other marks have been approved in striking by the University's Director of Liconsing and such approved is attached
	_nll parts of contract (including all attachments and all agreements incorporated by reference, such as exhibits, addends, related license agreements, and DAv14(a) are attached
	_varnest varsion of DA-14te (Kev. 06-12) is being used
	_DA-146a is properly referenced in the main contract
	_DA-146s has been approved (and has been or will be initialed or signed) by contractor
	I corify that the above steps have been taken:
l	(signature) omail:
l	(name and title) phone:
l	(Anti)
l	Notes:
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## TYPES OF CONTRACTS A. IFB/RFP B. Professional speakers C. Consultants D. Software E. Maintenance F. Leases / Rentals G. Revenue







### **GRANT ISSUES**

- A. Prior Authorization
- B. Excluded Parties List System
- C. Disadvantaged Business Enterprises (DBE)
  - 1. Small Business
  - 2. Minority Business Enterprises
  - 3. Women Business Enterprises
- D. American Made
- E. Coming Soon: Some grants will require competitive bids started at \$3000 and that at least 3 bids are solicited

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### WHERE TO FIND OUR FORMS:

http://www.k-state.edu/finsvcs/purchasing/forms.html

- \*Complaint to Vendor
  \*Contract Lecturers, Speakers, or
  Entertainers
  \*Contract Memorandum of
  Agreement
  \*Contractual Provisions Attachment,
  DA-146a
  \*Phone Bid Tabulation Security\*

- \*Phone Bid Tabulation Spreadsheet \*Prior Authorization (Word

- \*Prior Authorization (Word Document)
  Prior Authorization (PDF)
  Prurchasing Cover Sheet (Available on eForms Only)
  Purchase Order (Available on eForms Only)
  Purchase Requisition (Available on eForms Only)

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- \*Real Estate ADA Checklist
  \*Real Estate ADA Waiver
  Accessibility
  \*Real Estate Lease Agreement
  \*Real Estate Lease Amendment
  \* Real Estate Occupancy Expense
  Worksheet
- \* Real Estate Occupancy Expense Worksheet
  \*Sales and Use Tax Kansas
  Exemption Certificate (Available on eForms Only)
  \*Sales Tax Information All Other States
  \*Signature Authority, Dept
  Purchase/Contract
  \*Automobile Loss Notice
  \*Motor Vehicle Request (VPAF)

### WHERE TO FIND OUR FORMS:

https://dfs.ksu.edu/eforms

- \*Purchase Cover Sheet
- \*Purchase Order
- \*Purchase Requisition
- \*Sales and Use Tax Kansas Exemption Certificate

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### **RECAP**

- A. State Use Catalog
- B. KSU Approved Contracts
- C. \$5000 or more, not on contract, contact Purchasing
- D. University Policy / Board of Regents / State of

12/11/2015

### WE ARE NOT BOB, WE ARE HERE TO HELP!

