 **ACADEMIC GRANTS**

**Purchasing Procedures**

1. The Project Director (or Originator on Purchasing Requisition form) completes and approves (signs) the Purchasing Requisition and submits it to the Grants Office for approval, along with all required price quotes or bids and documentation of price or cost analysis, as applicable under the Methods of Procurement shown below, and the Procurement Policy. For On-Line Ordering and/or the use of the Procurement Card, the Project Director/Originator completes the Purchasing Requisition; under the description of the items that are being ordered, indicate that a Procurement Card must be used instead of a Purchase Order, and give a reason as to why a Procurement Card must be used instead of a Purchase Order, i.e.: Company will not accept Purchase Order, etc. For On-Line Ordering for Project Directors/Originators who have a Procurement Card, the approved Purchasing Requisition will be returned to the Project Director/Originator, who can then proceed with purchasing the item(s) with their Procurement Card at this point.
2. Upon approval by the Grants Office, the Purchasing Requisition and successful Vendor’s Price Quotation/Bid will be forwarded to the Purchasing Department for approval. For On-Line Ordering for Project Directors/Originators who do not have a Procurement Card, the Purchasing Department will purchase the item(s) with a Procurement Card at this point.
3. Upon approval by the Purchasing Department, the Purchasing Requisition and successful Vendor’s Price Quotation/Bid will be forwarded to the Business Office for the initiation of a Purchase Order.
4. Upon creation and approval of the Purchase Order, it will be forwarded to the Purchasing Department for approval, along with the Purchasing Requisition (and successful Vendor’s Price Quotation/Bid).
5. Upon approval by the Purchasing Department, copies of the Purchase Order, along with the Purchasing Requisition (and successful Vendor’s Price Quotation/Bid) will be forwarded to the following:
6. Business Office
7. Grants Office
8. The Project Director/Originator (Vendor Copy and Departmental Copy)
9. The Project Director/Originator will forward the Vendor Copy to the Vendor and coordinate pickup or delivery of the item(s).

Methods of Procurement

(a) Competitive Quotations not Required. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed $3,000 (or $2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, King’s College will distribute micro-purchases equitably among qualified suppliers. Micropurchases may be awarded without soliciting competitive quotations if King’s College considers the price to be reasonable.

(b) Competitive Oral Price Quotations Required. Oral price or rate quotations must be obtained from an adequate number of qualified sources (at least three) for services, supplies, or other property that cost more than $3,000 but does not exceed $10,000. Documentation of price or cost analysis must be submitted to the Institutional and Academic Grants Office along with the Oral Price Quotes and the Purchasing Requisition. Whenever the lowest quotation is not selected, justification is required to be submitted to the Institutional and Academic Grants Office.

(c) Competitive Written Price Quotations Required. Written price quotations must be obtained from an adequate number of qualified sources (at least three) for services, supplies, or other property that cost more than $10,000 but does not exceed $25,000. Documentation of price or cost analysis must be submitted to the Institutional and Academic Grants Office along with the Written Price Quotes and the Purchasing Requisition. Whenever the lowest quotation is not selected, justification is required to be submitted to the Institutional and Academic Grants Office.

(d) Procurement by noncompetitive proposals/Sole Source. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply: (1) The item is available only from a single source; (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; (3) A Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from King’s College; or (4) After solicitation of a number of sources, competition is determined inadequate. Documentation as to why there is only a Sole Source must be submitted to the Institutional and Academic Grants Office along with the Purchasing Requisition.

(e) Procurement by Sealed Bids – Sealed Bids, i.e. the formal bid process, must be coordinated through the Purchasing Department. Formal Advertising will be utilized for services, supplies, or other property that cost more than $25,000. Bids will publicly solicited and a firm fixed price contract (lump sum or unit price) will be awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply. (1) In order for sealed bidding to be feasible, the following conditions should be present: (i) A complete, adequate, and realistic specification or purchase description is available; (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (2) If sealed bids are used, the following requirements apply: (i) The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids; (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond; (iii) All bids will be publicly opened at the time and place prescribed in the invitation for bids; (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (v) Any or all bids may be rejected if there is a sound documented reason. Documentation of price or cost analysis must be submitted to the Institutional and Academic Grants Office along with the Bids and the Purchasing Requisition. Whenever the low bidder is not selected, justification is required to be submitted to the Institutional and Academic Grants Office.