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University of Nevada, Las Vegas (UNLV) Purchasing Manual

INTRODUCTION

The Purchasing Manual is designed to assist faculty and staff through the procurement process from the point at which the user identifies a need for goods or services.

The manual is divided into two main sections.

The first section, Campus General Purchasing Information, covers basic Purchasing topics pertaining to the entire campus. The section includes information on delegation of purchasing authority, what a requisition is and how to use it, conflict of interest, the PCard program, and other special topics such as use of V X S SLOQ_HRUL F H U H T X H V W V, competitive exceptions, and professional services.

The second section, Purchasing Department Policies and Procedures, is the internal policies and procedures for the employees of the Purchasing department. This section includes the goals, objectives, and primary duties of the Purchasing department, personal conduct guidelines, and basic procedures for handling purchases of goods and services. This manual serves as a training manual for new employees, a reference manual for supervisors, as well as a procedures manual for employees. These policies and procedures are to be followed by any employees that have been given authority to purchase goods and services.

It is recognized that every situation cannot be covered in this manual; therefore, if you have special circumstances, contact the ([HFXWLYH Director of Purchasing DQG & RQWUDFWV.

Department Heads -Chair/Director/Dean/Provost/VP

Signature authority for contracting with outside VXSS @ Lnbt Utle same as budget authority. The NSHE Procedures and Guidelines manual, Chapter 5 Fiscal Procedures, Section 3 ... Preparation and 12 uds 56605 12 d4 output of Contracts, outlines signature authority 107 execution of landroin the Chanceflor de Cha

CONFLICT OF INTEREST

Conflict of Interest is covered in Board of Regentsigleofest89Pfoli84a

PERSONAL PURCHASES

At no time are personal purchases to be made by any employees. Purchasing will not process any requisitions for personal purchases.

TAXES AND FEDERAL TAX INDENTIFICATION

UNLV is an educational institution of the State Nevada and is tax exempt. UNLV•s Sales Tax Exemption No. is RCE-000-441. UNLV•s Federal Tax ID No. is 86000024.

NEGLIGENT OR INADVERTENT VIOLATION OF PURCHASING POLICIES

The procedure outlined below is designed and established to provide guidance to campus departments, minimize or eliminate procurement policy violations and to preclude repetitive occurrences by the same department or individual.

On the first violation by an employee in a department, the ([HFX Windex World of Purchasing DQG & RQW UDFW) her designee will notify and caution the individual and expenditure approver of the violation and obtain commitment that corrective action will be taken to preclude future occurrences. The ([HFX Windex World of Purchasing DQG & RQrWer Dos FgWee / may approve the purchase after considering the facts.

On subsequent violations by the same employee, the ([HFX WiteAtch of Purchasing RU & R QoWherDFWV designee will, in writing, contact the department head or the next level of authority above the person committing the violation. The memorandum shall inquire as to actions that are being taken or will be taken to preclude future occurrences in the unit. Upon receipt of the response, the ([HFX WiteAtch] of Purchasing DQG & R QoWherDdEsWake, after considering the information received, may authorize payment of the expenditure. Failure to respond or failure to respond adequately may result in withdrawal of purchasing privileges from the department or individual and recommendation for disciplinary action which may include the employee being held personally liable for the payment to the VXSSOLHU.

Upon further violations by the same employee, or by the same department after receiving notification of multiple violations, the ([HFX Wike Model of Purchasing DQG & R QrWhee Designed will notify the appropriate dean (for academic departments) or vice president (for non-academic departments), in writing, of the infraction and include all information concerning prior infractions. The Dean or VP shall provide a written explanation of action(s) to be taken to prevent future occurrences and, if circumstances warrant, request that action be taken by Purchasing to authorize payment for the purchase. Failure to respond within a reasonable period of time or inadequately shall result in the matter being forwarded to the appropriate individual at the next level of authority for disposition.

Regardless of method of purchase, violations that could cause an embarrassment to the department or University or appear to involve criminal activity shall be made known as appropriate, to the Department Head or Dean and to the Senior V L F H $3 \cup HB$ winter $U \cup V$ shalwhe

University of Nevada, Las Vegas (UNLV) Purchasing Manual PURCHASING CARD

GENERAL INFORMATION

PURPOSE

The Purchasing Card (PCard) is a purchasing method whereby users in the department are issued a commercial MasterCard. Each MasterCard is printed with the University Nevada, Las Vegas name/logo, the name of the individual cardholder (faculty/staff) and the State of Nevada tax exemption number. Interested departments should contact the Purchasing Department or visit the PCard website at <u>http://www.unlv.edu/purchasing/pcard</u>

The UNLV PCard Program has been established to provide an efficient and cost effective means that empowers individual employees to make small dollar purchases and, at the same time, reduce the costs associated with initiating and paying for those purchases.

AVAILABILITY

The PCard is available to all departments. Departments are responsible for the order, control, and receipt of goods and services.

POLICY

RESPONSIBILITIES

Card Holders

Attend initial and any additional training required and consult manual to ensure proper use of the card.

Safeguard the card.

Report a lost or stolen card IMMEDIATELY to JPMorgan Chase at 1-800-316-6056. (Your department has full liability for all purchases made before a card is reported lost or stolen). The cardholder should then contact the PCard Coordinator.

Ensure the PCard is used for official university purchases and not personal use.

Follow all University, Board of Regents, State, Federal and Purchasing guidelines. (If unfamiliar with existing guidelines, contact the appropriate d/MCID 10 ie appr

Liaisons

Attend initial and any additional training required and consult manual to ensure proper use of the card.

Ensure monthly reconciliations for theiepartmentes cardholders are completed correctly and on time.

Alert Supervisor and PCard Coordinator of any suspected improper or inappropriate use.

Handle record keeping and documentation for department•s cardholders as outlined in the PCard User Manual section VII RECORD KEEPING AND DOCUMENTATION.

The duties of the Liaison can not be reassigned to someone else without the approval of the department manager and the Purchasing Card Coordinator. Before the duties can be reassigned to another individual, that individual must attend liaison training.

The Department Head/Account Manager (Reviewer/Approver)

Ensure the integrity of the PCard Program.

Know and enforce compliance of the rules of the program as stated in the manual.

Ensure monthly reconciliations are completed on time.

Ensure that every Statement of Account is reviewed and signed.

Ensure there is complete documentation for every transaction.

Notify the program coordinator immediately should any cardholder under their approval authority leave the employment of the department or the University. In addition the approver must collect and destroy all cards from such cardholders.

PROCEDURES

Procedures for the use of the PCard are contained in the Section of this manual ... Purchasing Card User Manual.

PURCHASING CARD USER MANUAL

The complete Purchasing Card Manual can be found on the P-Card web site at: KWWSV ZZZ XQOY HGX VLWHV GHIDXOW ILOHV SDJHBILOHV 3&E

University of Nevada, Las Vegas (UNLV) Purchasing Manual COMPETITIVE EXCEPTION

GENERAL INFORMATION

PURPOSE

Competition for the purchase of equipment, supplies, or services may be waived via a COMPETITIVE EXCEPTION if it is determined by the Purchasing Department that there is only one source for the required item(s). It is strongly suggested that departments contact Purchasing to assist them prior to submitting their COMPETITIVE EXCEPTION documentation. Early discussions will save time and effort for the department and Purchasing.

POLICY

PROCEDURES

Departments must submit a COMPETITIVE EXCEPTION FORM along with a REQUISITION to the Purchasing Department to purchase equipment, supplies, or services from a sole source V X S Soo foHaU brand specific item. A current copy of the form is available on the Purchasing Department web page.

The COMPETITIVE EXCEPTION FORM must contain complete information. The following is a list of the most common information provided on the COMPETITIVE EXCEPTION FORM:

Requisition Number- The requisition number that the COMPETITIVE EXCEPTION FORM supports.

<u>Items/Services Description</u>- Provide a detailed description of the equipment, supplies, or services being requested.

Reasons for Requesting a Compl1p -10s39mn79230d[)-1 or servicemn794d[₹e0.0000e9r66 Tf3.718 0 Td[ve140.004

- Accountant, auditor, actuary, appraiser, professional who assists in identifying specific employees (head hunter), computer or software desirer, medical or legal specialist, and curriculum and training material provider. An individual or organization who gives expert advice or assistance in an area of endeavor for which he or she has special or unique expertise and/or qualifications.
- Architect: An individual or organization engaged in planning and designing buildings and structures by applying knowledge of design, construction procedures, zoning regulations, building codes, building materials, and/or campus/area planning/master planning.
- Engineer: An individual or organization that applies physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems. Assignments undertaken may involve any of the following activities: provision of advice, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction and installation phase, inspection and evaluation of engineering projects, and related services.

Note: When a service provider operates his/her business as an individual, not as a company with its own tax identification, then we musteat the service provider as an •indeplent contractorŽ with the forms and processes required for the Independent Service Provider (ISP) form of contract. Questions regarding independent service providers should be referred to the forms office. An important purpose of this policy is to assist in correctly classifying workers as independent contractors or employees. The Controller•s office and the Purchasing department will provide guidance in determining whether the provider is an independent contractor or should be classified and processed as an employee.

SELECTION OF PERSONAL AND PROFESSIONAL SERVICE 6833/, (56

Selection and documentation supporting the hiring of such $V \times S S f$ and be determined by the selection process has been employed to secure the x that d

University of Nevada, Las Vegas (UNLV) Purchasing Manual SPONSORED PROGRAMS

PURPOSE

The Federal government has established standards, procedures, and records, which apply when supplies, equipment, construction and other services are purchased with Federal funds. They are outlined in Federal Procurement Regulations; Attachment OMB Circular Number A-110 and other regulations. The University will comply with general purchasing procedures outlined elsewhere in this manual in addition to the provisions of this procedure when acquiring goods or services with Federal funds.

University of Nevada, Las Vegas (UNLV) Purchasing Manual SHIPPING AND RECEIVING

GENERAL INFORMATION

<u>PURPOSE</u>

Delivery Services to the extent practical will manage all official university receipts and outbound shipments of parcels, mail, and freight. Delivery Services will receive all incoming packages, mail and motor freight marked for UNLV.

Delivery Services is a campus wide institutional support department that circumvents the need for multidepartment personnel training in the policies and procedures of receiving merchandise from VXSSOLHUV, third party manufacture Us, freight agencies and mail from the US Post office. Personnel arterianed in the Delivery Services department to properly handle shortage, damages, hazardous materials, etc., thus insuring the assets of the university while negating unnecessary liabilities.

Subsequently, Delivery Services processes all outbound shipments of parcels, freight, and mail. Outgoing shipments are subject to inspection by the Delivery Services staff to verify contents for Hazardous Material

University of Nevada, Las Vegas (UNLV) Purchasing Manual PURCHASING DEPARTMEN T'S INTERNAL POLICIES/PROCEDURES

GENERAL INFORMATION

PURPOSE

The following sections of this manual are the internal policies and procedures for the employees of the Purchasing department. This manual serves as a training manual for new employees, a reference manual for supervisors, as well as a procedures manual for employees. These policies and procedures are to be followed by any employees that have been given authority to purchase goods and services.

AUTHORITY

As stated in the Board of Regents General Policy Statements Title 4, Chapter 10, Section 1 ... Purchasing Policy: All purchases of supplies, equipment, services, and construction, shall be handled administratively by the Purchasing Department.

OBJECTIVES

The objectives of the Purchasing department are:

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GOALS

The primary function of the Purchasing Department is to assist our University with the identification, selection, and acquisition of required materials and services. Purchasing strive Vto accomplish this as economically as possible, within acceptable standards of quality and service, while utilizing professional ethics and best business practices throughout the process. To this end Purchasing will do the following:

Maximize customer satisfaction.

Ensure effective and cooperative relationships with our customers.

Provide campus education relating to the procurement process.

Promote a positive work environment.

Maintain and create sound business practices.

PRIMARY DUTIES

Provide information to departments as requested.

Negotiate leases and contracts for equipment.

Negotiate maintenance and service agreements.

Process purchase requisitions.

Issue, evaluate, and award Bids and Requests for Proposals.

Issue purchase orders.

Coordinate and issue modifications to purchase orders if necessary.

Ensure proper documents and aut

University of Nevada, Las Vegas (UNLV) Purchasing Manual BUYER PROCEDURES

GENERAL INFORMATION

PURPOSE

This Section outlines buyer procedures. The term buyer as referenced in this manual means any purchasing staff member given buying responsibilities. It is organized to group the specific procedures generally applicable to each major form or function, which the buyer handles.

As a public institution our decisions and actions are subject to public scrutiny. Buyers must be cognizant of the personal conduct guidelines including conflict of interest outlined in the General Information Section of this manual.

The Board of Regents, and the Federal and State governments have published laws and regulations outlining policies and procedures applicable to various types of purchases. The Nevada System of Higher Education (NSHE) has developed a Procedures Manual which contains a section titled Chapter Five - Fiscal Procedures which outlines the general oppredures to be followed by the System's Purchasing Departments.NSHE procedure manual can be found at:

REQUISITION PROCESSING

The initial tool of the procurement system is the Requisition. A requisition serves a dual purpose: it provides a clear and complete description to the department of and right suthority to the Purchasing Department to expend the department funds. When auisition is received, the buyer should:

<u>REVIEW TO DETERMINE IF THE REQUISITION CONTAINS THE INFORMATION NEEDED BY THE</u> <u>BUYER TO BEGIN PROCESSING THE REQUEST.</u>

Complete administrative information Department name and name of requester Shipping/Delivery instructions Billing Information (Campus Mail Stop)

Clear and complete description of goods or services required Unit of measure Quantity

Complete accounting information) X Q F W L R Q) X Q G 3 U R J U D P 3 U R M H F W * L I W * U D Q W ' H W D L O & R G H

Proper Signature Authority and Commodity Approvals Person is authorized to spend funds from account Radioactive Materials .. RSO Approval Hazardous Materials .. Risk Management Approval Grant Accounts .. OSP Approval Construction .. Planning and Construction Approval

Quotation or any other pertinent documents obtained by department

Concise documentation submitted for any Competitive Exceptions

DETERMINE THE PROPER ACQUISITION METHOD.

Small Dollar Purchases:

Purchases of \$5,000 or less should be made whenever possible using the PCard. Buyer should contact the department to discuss using their card. If the purchase can be placed on their card, the requisition will be cancelled and the order placed by the department. If the requisition requests items restricted from use on the PCard, buyer will process using the requisition. If departments are found to submit the same small dollar purchase requests, Purchasing will request they consider an open ended purchase order (See Section ...<u>Open Ended Purchase Order</u>).

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Purchases of Professional Services, More than \$25,000, but Less than \$50,000

At least two informal proposals for purchases in excess of \$25,000 but less than \$50,000 are required. The informal proposals (usually solicited by the Department) along with a summary of the reasons why one proposal was selected over the other must be submitted with the requisition. The summary would include criteria evaluated such as cost, experience, approach, team proposed, etc. If two informal proposals cannot be obtained, documentation showing VXSSOLHUs contadtat not offering informal proposals, or an explanation of why informal proposals were not obtained, must be submitted with the requisition.

Purchases of Professional Services, More than \$50,000, but Less than \$75,000

At least three informal proposals for purchases in excess of \$50,000 but less than \$75,000 are required. The informal proposals (usually solicited by the Department) along with a summary of the reasons why one proposal was selected over the others must be submitted with the requisition. The summary would include criteria evaluated such as cost, experience, approach, team proposed, etc. If three informal proposals cannot be obtained, documentation showing VXSSOLHUs contacted but not offering informal proposals explanation of why informal proposals were not obtained, must be submitted with the requisition.

Purchase of Professional Services, \$75,000 or More

The Purchasing Department will, whenever possible, obtain sealed competitive bids/proposals for all purchases of goods and services having an estimated cost of \$75,000 or more for the annual requirement. The department will assist the Purchasing Department in developing a scope of work and a list of potential vendors.

The purchase of Professional Services is a unique procurement. See Campus Section ... Professional Services for additional information including the definition of Professional Services.

Purchase of Construction, Less than \$25,000 *

One informal price quotation for construction purchases less than \$25,000 is required. The price quotations (typically solicited by the Department) shall be submitted them institution institution to Quote Form and submitted with the requisition.

Purchase of Construction, More than \$25,000, 1RW0RUHan \$100,000 *

At least three informal price quotations for purchases in excess of \$25,000 but QRW PRUMAn \$100,000 are required. The price quotations shall be submitted on the institution institution to Quote FRMm submitted with the requisition. If three quotations cannot be obtained, documentation showing VXSSOLHUs contacted but not offering price quotations, must be submitted with the requisition.

It is strongly suggested that departments coordinate their requirements with the Planning and Construction or the Facilities MDQDJHPHQM partments before submitting their

Construction 0RUHWK**DQ**0,000

The Purchasing Department will, whenever possible, obtain sealed competitive bids/proposals for all purchases of construction goods and services having an estimated cost of PRUHWK**D**(**Q**0,000. The department will assist the Purchasing Department in developing specifications and a list of potential VXSSOLHUs.

All construction related purchases require commodity approval from the Planning and Construction or the Facilities Management department prior toprocessing by Purchasing.

Purchasing is primarily responsible for the terms and conditions of formal solicitations.

Although Purchasing and the requesting department share responsibility for the scope of work or specifications, the requesting department is primarily responsible for developing the technical or performance specifications of the solicitation. Specifications must be written fairly and equitably and must not be unduly restrictive or prejudicial to any VXSSOLHU.

Invitations for Bid

Are typically used when the requirements are straightforward and the award will be based primarily on cost. The description of the goods or services (sometimes referred to as the scope of work) is provided to the buyer by the requesting department. The buyer assists the department in changes to the scope or the requirements to better suit the solicitation.

The buyer develops and issues the Invitation for Bid. The buyer is responsible for the content of the Invitation which typically includes:

Introduction and detailed description of the request Instructions to %idders Pre- Solicitation Conferences details (if applicable) Issuance of Addenda if necessary

Withdrawal/Modification of bid

Confidentiality of Process

Until award and execution of a contract by the University, only the names of each firm or individual on the short list may be made available to the public. All other information received by the University in response to the request for qualifications or contained in the proposals shall be confidential in order to avoid disclosure of the contents that may be prejudicial to competing proposers during the selection process. The proposals shall be open to public inspection after the contract is awarded and the University has executed the contract. To the extent that the proposer designates and Purchasing concurs, trade secrets and

FORMAL PROTESTS ON FORMAL SOLICITATIONS

Formal Protest

Any %LGGHURU3URSRVHU may file a protest of a contract award or proposed contract award. The protest must be in writing and contain at least the following information:

The name, address and telephone number of the protester. The signature of the protester. The Bid/RFP number and date of bid opening. A statement of the legal and/or factual grounds on which the protest is based, including copies of information relevant to the bid. The form of relief requested. 7 K H 3 X U F K D V L Q J 'H S D U W P H Q W P \ U H T X L U H D E R Q G I U R P V

<u>\$SSHDOV</u>

SPECIAL CONDITIONS

Use of Joinder Contracts
