

Minnesota State University, Mankato

Purchasing Procedure Highlights

In an effort to more closely conform to state-wide MnSCU guidelines on purchasing supplies, materials, and equipment, the University has modified its internal requirements to reflect highlights contained within the following table:

Service or Product Estimate Cost Range	Purchasing Requirement Highlights (Affects items being purchased with a state purchase order. Items being purchased with a state purchasing card continue to be restricted to supply items of no more than a \$1,000 in value.)
\$0 - \$10,000 (New ceiling okayed through June 30, 2008, when the process will be reviewed.)	<p>Before purchasing a supply or equipment item that cannot otherwise be bought using a department purchasing card, departments need to:</p> <ul style="list-style-type: none"> • Check to see if item is already on a M-contract with the State of Minnesota. If it is then used the approved vendor and no quotes need be solicited. • Get at least one telephone quote on the item from a vendor followed by a written and signed vendor quote. <ul style="list-style-type: none"> ○ The signed quote can be faxed. ○ Each quote should have a separate price for the freight cost. ○ Let all vendors know when they must have the quote submitted to MSU. If quote is submitted after that time and date, the quote must be rejected. • All quote solicitations should include preference language for the targeted and economically disadvantaged businesses. A 6% preference will be given to the targeted businesses that are certified by the state as well as those businesses that are certified as an economically disadvantaged. <ul style="list-style-type: none"> ○ Targeted businesses – these businesses fit the definition in state law as being small, targeted because of race, gender or disability, or economically disadvantaged.
\$10,001 - \$25,000	<p>Before purchasing a supply or equipment item departments need to:</p> <ul style="list-style-type: none"> • Check to see if item is already on a M-contract with the State of Minnesota. If it is then used the approved vendor and no quotes need be solicited. • Get a written quote from at least two different vendors. (If possible at least one of the quotes should be from a targeted vendor.) <ul style="list-style-type: none"> ○ A signed quote can be faxed. ○ Each quote should have a separate price for the freight cost. ○ Let all vendors know when they must have the quote submitted to MSU. If quote is submitted after that time and date, the quote must be rejected. • All quote solicitations should include preference language for the targeted and economically disadvantaged businesses. A 6% preference will be given to the targeted businesses that are certified by the state as well as those businesses that are certified as an economically disadvantaged. <ul style="list-style-type: none"> ○ Targeted businesses – these businesses fit the definition in state law as being small, targeted because of race, gender or disability, or economically disadvantaged.
\$25,001 and above	<p>Before purchasing a supply or equipment item departments need to work closely with Purchasing Department to fully implement the sealed bid process:</p> <ul style="list-style-type: none"> • Check to see if item is already on a M-contract with the State of Minnesota. If it is then used the approved vendor and no quotes need be solicited. • Submit at three suggested vendors to Purchasing Department. Purchasing then distributes seal bid solicitation forms to prospective vendors and publishes necessary public announcements. Quotes are submitted in the form of sealed bids. <ul style="list-style-type: none"> ○ The MSU Request for Proposal (RFP) must be posted on the Minnesota Department of Administration's Materials Management Division's "Solicitations Posting Page" for at least two weeks before sealed bids are open or further action taken. ○ Each quote should have a separate price for the freight cost. ○ Let all vendors know when they must have their quote submitted to MSU. If quote is submitted after that time and date, the quote must be rejected. • All quote solicitations should include preference language for the targeted and economically disadvantaged businesses. A 6% preference will be given to the targeted businesses that are certified by the state as well as those businesses that are certified as an economically disadvantaged. • Targeted businesses – these businesses fit the definition in state law as being small, targeted because of race, gender or disability, or economically disadvantaged.
\$100,000 and above	Requires MnSCU approval before proceeding to bid or RFP solicitation phase. Must

	conform to all requirements of "\$25,001 and above" category. See MnSCU Procedure 5.14.5 Purchasing.
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