



Purchasing Procedures

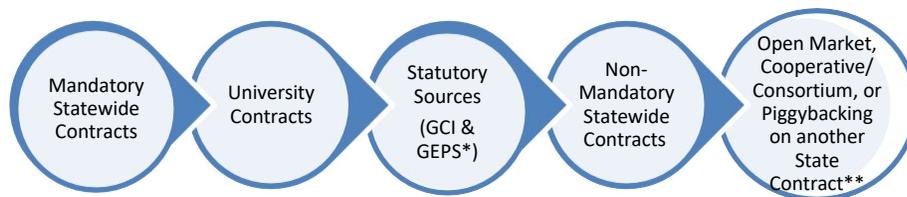
1. A purchase begins with Campus requesters creating a cart *GeorgiaFirst Marketplace* or special request purchase requisition within ePro, providing Procurement with an accurate description of the item(s) to purchase.
2. The requisition should include recommended supplier and detailed specifications of the item(s), including delivery date, method and quantities. If the requester does not have a recommended supplier, contact your Buyer Partner in Procurement or purchasing@kennesaw.edu for a recommended supplier.

Note: There are a number of [administrative forms](#) required of suppliers as part of the registration and due diligence process that is not covered in this document.

3. If using a state or agency contract, please attach a quote that is consistent with the scope and pricing in the contract. Your Buyer Partner can assist you with getting the scope and pricing if the contract terms are not available to you.
4. For purchases of \$1.00 to \$9,999 where the requester does not have a selected vendor, the Buyer Partner should check for a state or university contract to expedite the purchase. If no contract is in place, then the requester or Buyer Partner can select any commercial vendor meeting the department's needs. Depending on the item, dollar value and a cardholder's single transaction limit, a [P-Card](#) may be used.
5. For purchases between \$10,000 and \$24,999.99, the Buyer Partner and requesting department should:
 - ✓ Check to see if the item can be purchased from a state or university contract
 - ✓ Determine price reasonableness by performing an analysis of pricing and/or cost, including one or more of the following: check prior quotations for the product or service within the past 12 months; compare price with published price list(s), similar item comparison; or evaluate the separate cost elements (i.e., labor, materials, etc.); or other market research;
 - ✓ Obtain competitive pricing in the form of three quotes; *or*
 - ✓ Provide documentation of justification for procuring without competition (i.e., sole source, item only available from two distributors, etc.).

Note: If the preceding documentation is not attached to the requisition by the end-user department, *Procurement* performs one or more of the above steps in order to proceed with the purchase. It is primarily the Buyer Partner's responsibility to determine price reasonableness.

6. For purchases that will cost \$25,000 or more over the course of the fiscal year, KSU is required to follow the State's procurement rules as established by the [State Department of Administrative Services - State Purchasing Division](#) in the [Georgia Procurement Manual](#) and the [KSU Competitive Solicitation Policy](#). If the goods or services are not on the State's [exempted items](#) list, the required order for purchasing is as follows:



*GEPS - Georgia Enterprises for Products and Services creates opportunities for disabled persons employed by community-based rehabilitation programs and training centers that are certified by the State Use Council. GCI – Georgia Correctional Industries Administration.

** These purchasing methods require a public notice. The State provides a forum for public notices called the Georgia Procurement Registry. Depending on the purchase method selected and the dollar value of the purchase, a public notice must be posted for 3 business days or up to 30 Calendar days – See [KSU Purchasing Manual](#).

7. If the requester prefers to use an alternate source not in compliance with the purchasing steps above, Procurement can do the following in collaboration with the requestor:
 - ✓ Submit a waiver request to SPD for permission to use a supplier other than the Mandatory Statewide Contractor, once the end-user and buyer partner have compiled a substantial justification of benefit to the University.
 - ✓ The Director of Procurement waives the use of the University Contract based on one of the following conditions below:
 - a. The Buyer Partner demonstrates that the University Contractor will not lower their price to match or be within 10 percent of the pricing of the non-contracted vendor.
 - b. The cost savings from the non-contracted supplier is 10 percent or more.
 - c. The product or service is needed quickly and cannot be delivered by the University contractor at the time needed.

Note: A waiver from the mandatory statewide or university contract does not negate the requirement for competitive solicitations, or the order of purchasing in the diagram above, for purchases of \$25,000 or more. If the product or service is above the small purchase threshold of \$24,999 then the other steps in the order of purchasing must be followed. the Buyer Partner will recommend a statutory source, a non-mandatory state contract, a competitive solicitation, (Request for Proposal or Quote), or as a final option a defensible sole source/brand.

8. Once an appropriate purchase method is processed, including the public notice, Procurement issues a purchase order to the selected contractor with a Purchase Order Addendum with KSU terms and conditions, State Entity Contract, or an approved [Office of Contract Compliance](#) contract, signed by the supplier and [authorized KSU personnel](#).