Eastern Suffolk BOCES
Educational Services That Transform Lives

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The Purchasing Process

To obtain supplies, equipment and/or services please utilize the following course of action: All purchases begin with a requisition being received by Purchasing.

- Supplies, equipment and services that are not on an existing bid/contract or are not a sole source, must follow the below purchasing threshold requirements:
  - under $4,000, in the aggregate, annually, **agency wide** - one quote is required
    - Program may obtain one quote by calling the vendor of their choice, obtaining a W-9 for new vendors, submitting W-9 to Purchasing to create a vendor in the WinCap system when necessary, and verifying that this vendor accepts purchase orders.
  - $4,000 to $7,999, in the aggregate, annually, **agency wide** - three informal viable quotes are required
    - The Program should reach out to three vendors who offer the items/products desired and request pricing. Please note: the three quotes must be for the same item(s) with pricing. A no-quote or a quote for a different, similar item(s) is not acceptable. The Program must reach out to up to six vendors for the exact item(s) if less than three viable quotes are received. This shows due diligence to the auditors.
    - Faxed or email quotes are acceptable. If the Program cannot obtain three viable quotes (a no-quote does not count as a quote when Program has three or less responses), they may contact the appropriate Purchasing Technician for help. (See attached Commodity List)
  - $8,000 to $19,999 ($35,000 public works), in the aggregate, annually, **agency wide** - three formal quotes are required.
    - The Program must create a requisition in the WinCap system to initiate a formal quoting process.
    - Send over detailed specifications, quantities, time line and any vendors who Program is aware sell item(s) or product(s) to the appropriate Purchasing Technician. Please allow up to three weeks for Purchasing to prepare and finalize formal quotes
  - Over $20,000 annually, agency wide for supplies and materials and over $35,000 annually, agency wide for labor and supplies/materials, in the aggregate, – **a competitive bid or the use of an existing competitive municipal contract is required.** To request a bid:
    - As with a formal quote, the Program must create a requisition in the WinCap system to initiate the bid process.
    - In the event the goods/services are not on an existing bid or contract, Program must send over detailed specifications, quantities, time line and any vendors who Program is aware sell the item(s) or performs the service(s) to the appropriate Purchasing Technician. Please allow up to 12 weeks for Purchasing to prepare and finalize competitive bids (depending on the complexity and whether the bid requires attorney review, in which case may be more time.)

Please note that the purchase of goods and/or services that exceed $20,000/$35,000 respectively, in the aggregate for the agency in a given year, are to be purchased off of a bid contract. Three quotes are not acceptable for goods and/or services that have exceeded the bidding threshold.

- The Difference between a Bid and a Request for Proposal
  - A bid is done for products and services and awarded to the lowest, responsive, responsible bidder
  - A Request for Proposal (RFP) is done to obtain professional services and awarded to the vendor who best meets the criteria indicated in the document
  - A Request for Proposal #S or #C is done to obtain professional services and awarded to a roster of potential vendors who best meet the criteria indicated in the document. An RFP #S or #C is used for Shared Services when a single vendor would not have the ability to provide said services to all component districts at the same time.

- ESBOCES has a Cooperative Bidding Program and has many agency bids for a wide variety of needs that can be found on eDocs. Log into eDocs > choose Departments > choose Purchasing > choose either BOCES Bids or Coop Bids. Once you have chosen your bid and found your item(s), please print (or scan) the Order Form page that indicates the pricing, vendor and contract term.

- The Office of General Services (OGS) is where you will find the New York State contracts. To access the OGS contracts go to https://www.ogs.ny.gov/procurement > click on Procurement > click Search Contracts > enter a search or scroll down to the desired contract. Please print the Award Document which has the contract period and awarded vendor(s). In addition, click on Contractor Information to obtain the pricing for the needed item(s). Many times, the state offers a discount and you need only contact one of the awarded vendors for your pricing quote. Please make sure the vendor provides list price and shows the discount on your quote. If the contract requires multiple quotes, you will see the "How to Use" link that will guide you to additional requirements, such as a competitive process required to purchase (mini bid or RFQ).

- Suffolk County Contracts can be accessed by using the following link: http://dpw.suffolkcountyny.gov/contractsearch/contractsearch.aspx >you can search the Suffolk County site by commodity/keyword (phrase) or vendor. Suffolk County offers a drop down screen for each category and also has a link to "View All Contracts." When looking at the Suffolk County contacts, all bids are available except for any bid contracts that are in red ink under the contract number/vendor name/purchasing agent and expiration date. The majority of Suffolk County contracts are available to other municipalities for use. Once you click on the link to the needed contract you will open the "Notice of Contract" which includes the contract period and awarded vendor(s). The "Detail Page" typically has the pricing on Suffolk County Contracts.

- Rockland County Bids can be accessed by using the following link: http://purchasing.rocklandgov.com/ >County Contracts (on the left) and search by keyword.

- National Cooperatives have been approved through New York State legislation (in 2012) in accordance with the Office of the State Comptroller's guidelines. In the event you cannot find an item on any of the above bids and your purchase is over the bidding threshold, we can consider a national contract. This option is typically reviewed by ESBOCES attorneys and has not been approved for the majority of requests.

- Open Purchase Orders and Anticipated Purchase Orders are used by several Programs. These are both blanket purchases. An Open or an Anticipated purchase should not be used for a one-time purchase or when an itemized purchase is possible and timely. The difference is as follows:

  An Open purchase is used by authorized personnel for incidentals such as; repairs, incentives that cannot be itemized, perishable items, items frequently purchased from the same vendor that cannot be obtained through a formal quote or on bid and when there are no provisions to maintain an inventory of a commodity. An Open Purchase Order cannot exceed the aggregate threshold of $4,000 per year agency wide.

  An Anticipated purchase is used for the same purpose as an open and should not be used for a one-time purchase or when an itemed purchase is possible, however, the supplies and/or services must be included on a BOCES Bid, BOCES Request for Proposal, Suffolk County Contract, New York State Contract or other approved municipal contract. There is no threshold other than budgetary for an Anticipated purchase.

- Sole Source Suppliers: For sole source vendors, one quote is sufficient. A sole source means that this vendor/manufacturer sells a product that can only be purchased from this vendor and that there are no other products on the market substantially similar in scope or function. This quote must be attached to the requisition along with a letter from the vendor, on vendor letterhead, stating that the vendor is the sole manufacturer and distributor for item(s) needed. Sole Source letters must be dated within six months of use.

- Single Source Suppliers: A single source is the only vendor permitted by a manufacturer to sell in a specific territory. This does not indicate that their product is a sole source. Single source suppliers may also require a letter on manufacturer letterhead indicating as such dated within six months and may require three quotes. This determination will be made on a case by case basis.

- When using a grant to make a purchase: All of the same purchasing guidelines apply when using a grant. Program should know their grant and, in the event, there are any special instructions for purchasing goods/or services from the grant, the Program must bring this to the attention of whomever they are working with in the Purchasing Department.

- If you're unsure of how to get pricing for what is needed, contact the appropriate Purchasing Technician and they will help guide you. The Commodity List is attached with each of the technicians' commodities and extensions.

- Once price(s) have been obtained and Program is ready to prepare a requisition, please be sure to give a clear and concise description of each item needed, attach all of the appropriate backup and include shipping and handling, even if there is no charge. The requisition will then be processed through WinCap and routed to the Purchasing Department. Purchasing will review the requisition. In the event further backup is needed or a formal quote or bid is required, Purchasing will contact the Program. The threshold is the aggregate expense per commodity for the year (agency wide). We ask that the Program obtain quotes for purchases under the $8,000 and check eDocs for existing ESBOCES bids and Cooperative Bids for items needed, as well as checking other regularly used contracts as indicated above. Once the Purchasing Technician approves the requisition, the requisition will be reviewed and issued by the Purchasing Administrator.

    - Appropriate Back-up is dependent upon the purchase.
      - For purchases requiring one quote: Please attach quote
      - For purchase requiring three quotes: Please attach all three quotes with the lowest quote on top. It is requested that Program reach out to **up** to six vendors to obtain three viable quotes for the exact item(s) needed. Once six vendors have been contacted, even if three quotes have not been obtained, Program should attach the requests and the responses to each request. Please do not attach pricing from the web unless you are unable to obtain a response from the vendor. The quote used to

prepare the purchase order must be received from a vendor (not obtained from a website).
    - For purchases requiring a formal quote or a bid contract: for ESBOCES bids/quotes, please attach the Order Form found in the Vendor Award, identify each line item on the requisition and on the back up. Formal quotes and/or bids that are entered into the WinCap system as a bid catalog do not require any backup when entered as a "catalog bid order entry" in the system
    - For purchases from OGS or county contracts (or other piggybackable contract): Please attach the cover page that indicates the term of the contract, attach the page that indicates the contract number, attach the page that identifies the awarded vendor, attach the pricing pages (**with items that are being purchased identified**) and attach any quotes you obtain from the awarded vendor
    - For PSC's, License Agreements, Vendor Agreements, etc.: Please attach all of the contract pages and identify the pricing. Please make sure the pricing is in line with the contract pricing.

- The following Board Policy and Regulation pertaining to the Purchasing function can be found on eDocs:
    - Purchasing- Policy 4310, Procurement of Goods and Services – Policy 4311, Purchasing Guidelines – Regulation 4310R.1, Purchasing Procedure – Regulation 4310R.2, Sales Calls and Demonstrations – Regulation 4310R.3, Sample Materials from Vendors – Regulation 4310R.4, Bidding Requirements – Regulation 4310R.5, Signing Authority – Regulation 4310R.6 (See attached chart for current authority levels) and Purchase of Food for Consumption by employees, Board Members and Volunteers 4310R.7

  Policy and Regulation are subject to change; please verify with the intranet postings when needed.

- The following is a time-line for each of the purchasing processes:
    - Standard purchase requisition (PND) using existing source, including sole source and correct supporting documentation: 3 to 5 days in Purchasing Dept.
    - Quotes: 1 to 3 weeks
    - Bids: minimum of 8 to 12 weeks (sometimes longer when the bid requires attorney review and is complicated)

- Should you find yourself in need of "rushing" a purchase order, please indicate this to the staff member who inputs the requisition into WinCap. They, in turn, should write "RUSH" in the "Notes" section of the requisition in front of their name and the requisition will be processed first. The requisition must be ready for processing (all information, budget codes, and documentation in order) prior to receipt in Purchasing and include method of delivery with correct information, et al, fax number and contact or email address and contact. Please do not over-use this option as the current system works well.

- When the purchase order requires a change to the amount, budget code, either increase or decrease or additional language needs to be added, a Change Order Form must be completed and signed (in accordance with signing authority, not in accordance with the amount of the change) and emailed to purchasing@esboces.org for processing. Change orders may not be used to add items to an existing purchase order.

- A purchase order must be in place prior to any supplies or services being received. This includes Professional Services, License Agreements and Grants. In the event a purchase or supplies or services are received prior to the commitment of funds through a purchase order, a confirming memo will be sent to the Program. All confirming purchases are reported to the Board by our Claims Auditors, Internal Auditors, External Auditors and Independent Auditors. Please consult with Laurie Conley or Kristen Plantamura if you have any questions about confirming purchases or avoiding confirming purchases.