

## Procurement Planning Guide

This guide is provided to help you plan your purchases. Legal and Policy requirements are placed upon the University by the Commonwealth, the Board of Governors and the State System of Higher Education. There are time constraints that must be recognized when planning procurements.

The **Attached Guide** is intended to help you determine an approximate amount of time that will be required to process a purchase. It will assist you with the required documents, procedures, approvals needed, and required processing times for each purchase.

1. Determine the approximate dollar amount and the type of purchase you will be making (commodity, or service).
2. Read down the first column on the left until you find your estimated expenditure, then select the appropriate purchase type (commodity or service) in the second column.
3. The third column will indicate the type of procurement document needed.
4. The fourth column provides you with the vendor selection and any associated solicitation procedures.
5. The fifth column lists the various approvals needed prior to the purchase.
6. The sixth and seventh columns will provide users with estimated times for the processing of the various solicitation and procurement documents required.
7. Please note that actual time may vary. The table is intended as a planning tool for procurements. Depending on the complexity of the purchase, the responsiveness of vendors, and the various legal signatures required, the actual times needed can change.

**Kutztown University of Pennsylvania  
Procurement Procedures - General Guidelines**

Value of Purchase	Commodity/Service	Form of Agreement	Vendor Selection Procedure & Notes	Approval	Procurement Services Office - Solicitation Time	Procurement Services Time to Fully Execute Procurement Document
< \$600	Commodity	Purchase Order	End user obtains fair and reasonable cost.	Authorized Procurement Agent or Manager	Not Applicable	7 days
	Service	Purchase Order	End user obtains fair and reasonable cost.	Authorized Procurement Agent or Manager	Not Applicable	7 days
>\$600 to <\$1,000	Commodity	Purchase Order	End user obtains fair and reasonable cost.	Authorized Procurement Agent or Manager	Not Applicable	7 days
	Service	Service Purchase Contract	End user obtains fair and reasonable cost. Purchasing executes a SPC with vendor.	Authorized Procurement Agent or Manager	Not Applicable	
≥\$1,000 to ≤\$5,000	Commodity	Purchase Order	End user obtains telephone quotes or online price comparisons. Documentation for seeking quotes is encouraged but not required.	Authorized Procurement Agent or Manager	Not Applicable	7 days
	Service	Service Purchase Contract	End user obtains telephone quotes or online price comparisons. Documentation for seeking quotes is encouraged but not required. Purchasing executes a SPC with vendor.	Authorized Procurement Agent or Manager	Not Applicable	14 to 21 days
>\$5,000 to ≤\$10,000	Commodity	Purchase Order	End user obtains three (3) written quotes to obtain the best value at the most competitive price. Quotes must be provided when submitting the requisition.	Authorized Procurement Agent or Manager	Not Applicable	7 days
	Service	Service Purchase Contract	End user obtains three (3) written quotes to obtain the best value at the most competitive price. Quotes must be provided when submitting the requisition. Purchasing executes a SPC with Vendor.	Authorized Procurement Agent or Manager University Legal Counsel	Not Applicable	21 to 40 days
>\$10,000 to ≤\$19,700	Commodity	Purchase Order	End user correctly identifies the requirements and will provide the names of potential vendors based on expertise. Purchasing will seek minimum of 3 competitive quotes to provide best value.	Authorized Procurement Agent or Manager	Not to Exceed 14 days	
	Service	Service Purchase Contract	End user correctly identifies the requirements and will provide the names of potential vendors based on expertise. Purchasing will seek minimum of 3 competitive quotes to provide best value. Purchasing executes a SPC with Vendor.	Authorized Procurement Agent or Manager University Legal Counsel	Not to Exceed 14 days	21 to 40 days
>\$19,700	Commodity	Purchase Order	End user correctly identifies the requirements and will provide the names of potential vendors based on expertise. Purchasing will publicly advertise and competitively solicit.	Authorized Procurement Manager or Administration & Finance Officer	Bids = 30 days Request for Proposals = 30 to 60 days	
	Service	Service Purchase Contract or Blueback Contract	End user correctly identifies the requirements and will provide the names of potential vendors based on expertise. Purchasing will publicly advertise and competitively solicit. Purchasing executes a SPC or Blueback contract with Vendor.	Authorized Procurement Manager or Administration & Finance Officer University Legal Counsel	Bids = 30 days Request for Proposals = 30 to 60 days	21 to 40 days
>\$20,000 ≤\$500,000	Commodity	Purchase Order	End user correctly identifies the requirements and will provide the names of potential vendors based on expertise. Purchasing will publicly advertise and competitively solicit.	Authorized Procurement Manager or Administration & Finance Officer	Bids = 30 days Request for Proposals = 30 to 60 days	
	Service	Service Purchase Contract or Blueback Contract	End user correctly identifies the requirements and will provide the names of potential vendors based on expertise. Purchasing will publicly advertise and competitively solicit. Purchasing executes a SPC or Blueback contract with Vendor.	Authorized Procurement Manager or Administration & Finance Officer University Legal Counsel * NOTE: Office of Attorney General signature NA if no attachments or changes in standard T&Cs.	Bids = 30 days Request for Proposals = 30 to 60 days	45 to 60 days
>\$500,000	Commodity	Purchase Order	End user correctly identifies the requirements and will provide the names of potential vendors based on expertise. Purchasing will publicly advertise and competitively solicit.	Authorized Procurement Manager or Administration & Finance Officer	Bids = 30 days Request for Proposals = 30 to 60 days	
	Service	Service Purchase Contract or Blueback Contract	End user correctly identifies the requirements and will provide the names of potential vendors based on expertise. Purchasing will publicly advertise and competitively solicit. Purchasing executes a SPC or Blueback contract with Vendor.	Authorized Procurement Manager or Administration & Finance Officer University Legal Counsel Office of Attorney General NOTE: Office of OAG and OGC NA if no attachments or changes in standard T&Cs. Office of General Counsel	Bids = 30 days Request for Proposals = 30 to 60 days	45 to 90 days
10,000 ≤ 19,700	Commodity/Service	Sole Source	End user prepares a Sole Source Form including detailed information on what is unique about the product or service that precludes purchasing from anywhere else.	Authorized Procurement Services Manager or Administration & Finance Officer	Sole Source = post not required	publicly 7 to 14 days
> 19,700	Commodity/Service	Sole Source	End user prepares a Sole Source Form including detailed information on what is unique about the product or service that precludes purchasing from anywhere else. Procurement then reviews the document, recommends changes as necessary and forwards to University Legal Counsel for "Preapproval". ULC pre-approves the Sole Source procurement, then University Procurement must publicly post the unsigned Sole Source for 7 days. At the close of the 7 days, Procurement pulls the unsigned document and forwards it to ULC for execution. Once signed by University & ULC the purchase can be made. Note: the fully executed Sole Source must then be publicly posted for 30 days.	Authorized Procurement Services Manager or Administration & Finance Officer University Legal Counsel	Sole Source = post unsigned for 7 days signed for 30 days	publicly publicly post 7 to 21 days

**Additional Notes:**

- All dollar thresholds indicated above are based on the total aggregate amount per requisition and not per unit price or line item.
- All attempts at avoiding these requirements by submission of multiple requisitions will be considered "serial contracts/purchases" and are in violation of Act 57.
- Items available on DGS state contract, COSTARS or PEPPM are not necessarily exempt from the above requirements. Formal quotes from multiple vendors may garner significant savings over standard contract pricing. No changes in specifications, manufacturers, etc. will be accepted without prior approval of requisitioner.
- The above times indicated for processing of documents are approximates only. The processing of contracts for the purchase of services are dependent on acquiring signatures in a timely fashion.
- The Office of Attorney General, and Office of General Counsel are both allowed by law 30 days time to review contracts.
- All Sole Source requests >\$19,700 MUST be publicly posted for 7 days prior to acquiring PASSHE Legal Counsel's signature approval.