



PROCUREMENT DEPARTMENT

PURCHASING AND BIDDING PROCEDURAL MANUAL

ASU

**ALABAMA STATE
UNIVERSITY**

www.alasu.edu

**ALABAMA STATE UNIVERSITY
PROCUREMENT DEPARTMENT
1301 WEST FIFTH STREET, PHYSICAL PLANT BUILDING, SUITE 104
MONTGOMERY, AL 36104**

**PURCHASING AND BIDDING PROCEDURAL
MANUAL**

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ALABAMA STATE UNIVERSITY
PROCUREMENT DEPARTMENT
1301 WEST FIFTH STREET, PHYSICAL PLANT BUILDING, SUITE 106
MONTGOMERY, AL 36104

INTRODUCTION

Hours of Operation: The Procurement Department's hours of operations are from 8 a.m. to 5 p.m. Monday - Friday. All payment inquiries must be addressed by Accounts Payable at 334-229-4205. All delivery inquiries must be addressed by Receiving at 334-229- 4295.

The Procurement Department's mission is to continually identify and incorporate innovative purchasing practices to support Alabama State University. Our goal is to advise and assist the various cost centers and units of the University in the timely procurement of the highest quality of goods and services at the most economical cost. Our aim is to fulfil the purchasing needs of Alabama State University by providing value and efficiency to each purchase request, while adhering to University policies, Federal and State laws and sound business practices. Our objective is to develop, recommend and implement policies and procedures to ensure conformity with all applicable laws and regulations relating to the acquisition of goods and services through the issuance and processing of purchase orders, requests for proposal, invitations to bid and the maintenance of the vendor database.

DEPARTMENT STAFF

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Alabama State University Procurement Department - Purchasing & Bid Procedures

CODE OF ALABAMA 1975, SECTION 41-16-20: Competitive Bidding: Contracts for which competitive bidding required; award to preferred vendor

- (a) With the exception of contracts for public works whose competitive bidding requirements are governed exclusively by Title 39, all contracts of whatever nature for labor, services, work, or for the purchase or lease of materials, equipment, supplies, other personal property or other nonprofessional services, involving fifteen thousand dollars (\$15,000) or more, made by or on behalf of any state department, board, bureau, commission, committee, institution, corporation, authority, or office shall, except as otherwise provided in this article, be let by free and open competitive bidding, on sealed bids, to the lowest responsible bidder **unless exceptions Section 41-16-21.**
- (b) A "preferred vendor" shall be a person, firm, or corporation which is granted preference priority

Products may be purchased without bidding through:

- Current Bid Contracts
- ASU Inventory Control Department
- State of Alabama Bid Contracts
(<https://purchasing.alabama.gov/active-statewide-contracts>)
- **Your requisition** must show Contract Number, Line Number, Commodity Number, List & Discounted Prices and if applicable Assisting Dealer Name, Address, Fax Number
- **Joint purchasing agreements (Section 41-16-21.1):** Nothing in this subsection prohibits or limits public four-year institutions from entering into joint purchasing agreements to purchase, lease, or lease-purchase materials, equipment, supplies, other personal property and services which have been let by competitive bid or competitive solicitation process by any group or consortium of governmental entities or through a group purchasing organization within or without the State of Alabama however, this sentence shall not permit agreements to purchase, lease, or lease-purchase wireless communications equipment or services through any group or consortium of governmental entities or through any group purchasing organization.
- Purchases from federal government
- **Emergencies (Section 41-16-23):** In case of emergency **affecting public health, safety or convenience, so declared in writing by the head of the institution** setting forth the nature of the danger to public health, safety or convenience involved in delay
- Sole Source Purchases

CODE OF ALABAMA 1975, TITLE 39: PUBLIC WORKS

PUBLIC WORKS. The construction, installation, repair, renovation, or maintenance of public buildings, structures, sewers, waterworks, roads, curbs, gutters, side walls, bridges, docks, underpasses, and viaducts as well as any other improvement to be constructed, installed, repaired, renovated, or maintained on public property and to be paid, in whole or in part, with public funds or with financing to be retired with public funds in the form of lease payments or otherwise.

- Before entering into any contract for a public works involving an amount in excess of fifty thousand dollars (\$50,000), the awarding authority shall advertise for sealed bids at least once each week for three consecutive weeks in a newspaper of general circulation
- Public works contracts involving an estimated amount in excess of five hundred thousand dollars (\$500,000), awarding authorities shall also advertise for sealed bids at least once in three newspapers of general circulation throughout the state
- No public work involving a sum in excess of fifty thousand dollars (\$50,000) shall be split into parts involving sums of fifty thousand dollars (\$50,000) or less for the purpose of evading the requirements
- Any person entering into a contract with an awarding authority in this state for the prosecution of any public works shall, before commencing the work, execute a performance bond; shall not require the taking of a bond to secure contracts in an amount less than fifty thousand dollars (\$50,000)
- The bidder to whom the award is made shall, when required, enter into a written contract on the form included in the proposal, plans, and specifications, furnish a performance bond and payment bond executed by a surety company duly authorized and qualified to make such bonds in the State of Alabama in the amount required by subsection (a) of Section 39-1-1 and provide evidence of insurance as required by the bid documents within the period specified or, if no period is specified

CODE OF FEDERAL REGULATIONS

Procurement Standards

§200.317 Procurements by States

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including sub-recipients of a state, will follow §200.318 General procurement standards through 200.326 Contract provisions.

§200.320 Methods of procurement to be followed.

1. Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase).
 - **Less than \$10,000, increased from \$3,000 to \$10,000**
 - Adequate number of qualified sources/vendors
 - In excess of \$10,000, bid solicitation
 - For the state of AL the micro-purchase threshold is \$15,000
2. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold.
 - **Purchases are up to \$250,000; Increased from \$150,000 to \$250,000**
 - Adequate number of qualified sources/vendors upto \$10,000
 - \$10,001 and greater, bid solicitation
 - No cost or price analysis
 - **Competitive Bidding:** Greater than \$15,000, Refer to the Code of Alabama 1975, Title 41
 - **Public Works:** Greater than \$50,000, Refer to the Code of Alabama 1975, Title 39
3. Procurement by sealed bids (formal advertising).
Purchases over \$250,000. Increased from \$150,000 to \$250,000
Primarily used in construction projects, such as a firm fixed price contract
 - Cost or price analysis
 - Refer to the Code of Alabama 1975, Title 41 (Competitive Bidding)
 - Refer to the Code of Alabama 1975, Title 39 (Public Works)
4. Procurement by competitive proposals.
Purchases over \$250,000. Increased from \$150,000 to \$250,000
 - Cost or price analysis
 - Formal Request for Proposal (RFP) with pre-determined evaluation methods
 - Refer to the Code of Alabama 1975, Title 41 (Competitive Bidding)
 - Refer to the Code of Alabama 1975, Title 39 (Public Works)
5. Procurement by Noncompetitive Proposals
Procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - The item is available only from a single source;
 - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 - After solicitation of a number of sources, competition is determined inadequate

PROCESS AND PROCEDURES GUIDELINES

Requisitions & Purchase Orders: All purchases must be supported by an official requisition, purchase order and when applicable, a bid.

Enforcement of Purchasing Guidelines: In an effort to eliminate the problems associated with individuals not following the University's purchasing policy, the University will not take responsibility for the payment of goods and services purchased outside established guidelines. **All purchases must be supported by an official requisition and purchase order.**

Only the Procurement Department will have the authority to forward purchase orders to respective vendors. Purchases made by calling purchase order numbers to vendors will not be honored. Additionally, the University will not take responsibility for supplies and equipment that are not received in the University's Central Receiving Department, or the "Ship To" location indicated on the purchase order, where receipt of the items can be officially validated.

Purchase orders are not issued for any amount less than \$25.00. Those requests are handled by petty cash, check requests or as otherwise prescribed by Business & Finance.

Purchase Orders will not be processed covering **gifts of any kind to employees.**

Approved purchase orders are printed each day at 12:30 P.M. They are reviewed for administrative correctness and compliance with local, state and federal purchasing policies and procedures. If the order is correct and all required documents are attached, the orders are mailed out to the vendors. Hard copies of purchase orders are to be transmitted by the Procurement Department only. Do not phone in orders using the purchase order number.

After-The-Fact Purchase Orders: University policy requires that requisitions and purchase orders be processed before goods are received or services start. To avoid unauthorized purchases, departments should make every effort to input requisitions in a timely manner allowing sufficient time for all required approvals by department head, budget office, etc., and conversion from Requisition to Purchase Order by Procurement staff.

No Change Orders: The following processes should be followed:

- Prices and all other information should be verified before requisition conversion to purchase order. If applicable, shipping costs must be included (Accounts Payable cannot pay any additional costs over PO amount).
- **Purchase Order Increases:** Requester must create another requisition for any difference between the original PO and an increased amount. The new requisition must reference the original PO number and line item being increased.
- **Purchase Order Decreases:** The requester must notify Accounts Payable in writing when an order is complete and falls short of the original amount as a result of discontinued items, etc. Accounts Payable will close out the order.
- **Incorrect Account Number/Vendor:** The requester generates a new requisition with the correct account number or vendor. The requester must send written request to Procurement to cancel the original purchase order. (Copy capabilities are available through "Manage Requisition" option)

Cancelling Orders

- **Requisitions:** The requestors must cancel their own requisitions.
- **Purchase Orders-No Payment:** The requestor must submit a written request to Procurement to cancel, indicating reason for cancellation.
- **Purchase Orders-Payment Made:** The requestor must contact Accounts Payable for cancellation.

Requisitions for Contracted Services and Public Works require submission of a contract signed by the Contractor and authorized representative of the University as approved by the President of the University prior to the requisition conversion to a purchase order. Ensure requisition dates, amounts, services, etc., match contract.

Requisitions in excess of \$5,000 require the vendor to submit a complete notarized State of Alabama Vendor Disclosure Statement and **Professional/Contracted Requisitions \$5,000 or less** require the vendor to submit a complete notarized Alabama State University Vendor Disclosure Statement prior to requisition conversion to a purchase order.

Open Purchase Orders: To avoid non-compliance with the State of Alabama 1975 Title 41, Open Purchase Orders will be kept to a minimum, limited to emergencies and like-kinds should not exceed \$15,000 for the fiscal year. Open Purchase Orders **will not be used for equipment purchases** - PO's should indicate "**Supplies Only - No Equipment Purchases**". A general description of supplies to be purchased must be indicated. Purchase Orders for services should not include the purchase of any equipment – indicate “**Services Only – No Equipment Purchases**”. **Beginning and End Dates of service must also be indicated.**

Amount Only Purchase Orders: Choose this option if Purchase Order will require multiple payments for services. Otherwise, the Purchase Order will close with the first payment.

Receiving Procedures: The Purchase Order informs vendors where goods are to be shipped but if your department receives a shipment other than through the University's Central Receiving Unit, you must notify Receiving Department immediately. The University will not take responsibility for merchandise that is not received according to established procedures.

Suppliers: University personnel may discuss with sales representatives such matters as are necessary to prepare requisitions. However, negotiations leading up to or likely to conclude in any purchase, contract or agreement are not to be undertaken except as authorized by established policies and procedures. All personnel are cautioned not to lead sales representatives to believe their company's products will be purchased, especially in instances where competitive bids may be required

Vendors: Before initiating a requisition, departments should determine whether or under what conditions vendors will accept purchase orders. Some vendors do not accept purchase orders; or require a credit application/statement of credit before accepting them. In which case, the Accounts Payable Department should be contacted for assistance. Prospective vendors should be selected for their ability to serve the needs of the University in the most economical and efficient manner possible. Also, consideration should be given to the past performance of vendors and their cooperation with the University. If you experience problems with any vendor, notify the Purchasing Department immediately, so that we may assist in resolving any issues and also to obtain and maintain information on file for inadequate vendor performance (See Vendor Complaint Document on Purchasing Webpage). **Vendors must be in the PeopleSoft Database** before a requisition or check request can be processed in their name, this also applies to ASU employees receiving vendor checks.

GUIDELINES FOR REQUESTING A FORMAL BID

The request for bid must be in the form of a signed memorandum addressed to Dr. Patricia Thomas, Director of Contracts and Acquisitions, and approved by Area Vice President. In addition, **verification of funding is required.**

Include the following information:

- A. Complete Specifications providing a description of the product or service including manufacturer's name, stock number, catalog number, size, color, finish, configuration, dimensions, quantity, etc. It is extremely important to accurately describe and provide as much detail as possible
- B. Estimated Cost (if a Public Works Project)
- C. List of Preferred Vendors
- D. Special Requirements:
 - 1. Are all parties involved in planning/coordination/developing of specs?
 - 2. Are there required delivery dates
 - 3. Is installation required?
 - 4. Is maintenance service/warranty required?
 - 5. Is training to be provided by the vendor?
 - 6. Are samples required for evaluation or preview?
 - 7. Are there compatibility requirements with existing equipment?
 - 8. Is a Pre-Bid Conference or Site Visit necessary?
 - 9. Are references/similar job experience/company profile required?
 - 10. Should the bid cover multiple years?
 - 11. *Printed and promotional products – send through University Relations for approval
 - 12. Electronically submit bid specifications to pthomas@alasu.edu

Final specifications will be sent back to requestor prior to release to vendors; please read thoroughly to avoid ambiguity and the need to issue addenda.

General Bids: Allow a minimum of 2 weeks to prepare, solicit and open bids.

(Section 41-16-24) Procurement shall advertise for sealed bids on all purchases in excess of the competitive bid limit as established in Section 41-16-20 by posting notice thereof on a bulletin board maintained outside the office door **OR** by publication of notice thereof, one time, in a newspaper published in Montgomery County, Alabama, **OR** in any other manner, for such lengths of time not less than seven days.

Public Works Bids: Allow a minimum of 3 weeks to prepare, solicit/advertise and open bids. (Additional time is necessary if pre-bid conference or site visit is required)

\$500,000 and less: Advertise for sealed bids at least once each week for three consecutive weeks in a newspaper of general circulation

Excess of \$500,000: Advertise for sealed bids at least once in three newspapers of general circulation throughout the state.

Guidelines for Public Work Project

PUBLIC WORKS: The construction, installation, repair, renovation, or maintenance of public buildings, structures, sewers, waterworks, roads, curbs, gutters, side walls, bridges, docks, underpasses, and viaducts as well as any other improvement to be constructed, installed, repaired, renovated, or maintained on public property and to be paid, in whole or in part, with public funds or with financing to be retired with public funds in the form of lease payments or otherwise.

1. ___ Projects over \$50,000 require bidding-contact Procurement Department)
2. ___ Review/Execute Contract
3. ___ Input Requisition; Indicate Public Works on Requisition
4. ___ Forward Contract to the Procurement Office; Indicate Requisition #), along with
 ___ Performance & Payment Bonds (if applicable)
 ___ Certificates of Insurance (if applicable)
5. ___ Process Notice of Completion as follows:

Upon Completion of Public Works Projects over \$50,000 (Bids) – the Contractor shall:

1. ___ Give Notice of Completion by an advertisement in a newspaper of general circulation published within the city or county in which the work has been done for (4) four successive weeks.
2. ___ Provide Proof of Publication to the University by affidavit of the publisher and a printed copy of the published notice.

Final settlement shall not be made until the expiration of 30 (thirty) days after the completion of the notice.

(Payments must be certified by Requesting Department and Procurement Department)

Documents Required for Public Works Bid Projects

ASU Assigned Bid # _____ Bid Project: _____

Architect: _____ Contact: _____ Ph# _____

Ad Dates _____ Pre-bid Date: _____ Open Date: _____

To avoid conflicts in scheduling -Confirm all scheduled dates prior to releasing any info with:

- Dr. Patricia Thomas, ASU Director of Contracts & Purchasing, 229-6997
- JeTaun Knight, Physical Plant Conference Room, 229-4199

The following documents must be submitted to Procurement Department:

1. ____ **Bid Advertisement Affidavit or Tear Sheet** (Advertise in Montgomery Advertiser - 3 consecutive weeks) **and if over \$500,000**
____ Advertise on ASU Procurement Website
<https://www.alasu.edu/administration/procurement-department>
2. ____ **Bid Specifications/Project Manual/Drawings, etc.-PDF Format for Posting on State Web**
2. ____ **Bid Specifications/Project Manual/Drawings - Hardcopy**
3. ____ **Addendum # 1 2 3 4 5 6 7 8**
4. ____ **Pre-Bid Conference Sign-in Sheet** (If Mandatory)
5. ____ **Original Bid Proposals w/Envelopes & Copy of All Bid Bonds**
(GC License # Indicated on Outside of Envelope)
6. ____ **Bid Tabulation**(Certified)
7. ____ **Bid Acceptance Signed by VP Buildings & Grounds**
8. ____ **Title 39 Compliance Certificate Signed by VP Buildings & Grounds**
9. ____ **Bid Award Notification Letters**
10. ____ **Proof of Bid Bond Return** (To Unsuccessful Bidders)
11. ____ **Other** _____

Required of Successful Bidder:

12. ____ **Signed Contract with** _____ **for \$** _____
 13. ____ **Payment & Performance Bonds**
 14. ____ **Insurance Certificates**
 15. ____ **Vendor Update/W9** (if new vendor)
 16. ____ **Vendor Disclosure Statement**
- ____ *File remains incomplete as of today* _____
- ____ *File is Complete* Signature _____ Date _____

Any questions/concerns, please contact pthomas@alasu.edu, phone 334-229-6997, fax 229-4954.

**ALABAMA STATE UNIVERSITY
P O BOX 271
MONTGOMERY, ALABAMA 36101-0271**

OWNER'S CERTIFICATION FOR PAYMENT

In accordance with Contract Documents, **Purchase Order #/**_____ **ASU Bid #**____, if applicable, _____
_____ **to** _____ has completed the contract for _____ and on
the basis of on-site observations and the information in the application/invoice, the Owner's representative hereby certifies
to the Owner that to the best of the representative's knowledge, information and belief:

- 1) Work has progressed as indicated on **Invoice #** _____ **Dated:** _____
- 2) The quality of work is in accordance with Contract Documents.
- 3) The Contractor: _____ is entitled to

√ Final payment of the amount certified.

AMOUNT CERTIFIED: \$ _____ **DUE: ASAP**

APPROVED BY: _____ **Date:** _____
Requesting Department
(Certifies work is completed to University's satisfaction)

APPROVED BY: _____ **Date:** _____
Dr. Patricia Thomas, Director of Contracts and Acquisitions
(Certifies invoice is in agreement with bid proposal/purchase order/contract and completion
requirements)

**UPON FINAL APPROVAL:
FORWARD WITH ATTACHED INVOICE TO ACCOUNTS PAYABLE**

This Certificate is not negotiable. The Amount certified is payable only to the Contractor named herein. Issuance,
payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Checklist: > \$50,000
Newspaper Notice (4 weeks) by Contractor
Proof of Publication

**PROCUREMENT DEPARTMENT
SUPPORTING DOCUMENTS FOR PURCHASE ORDERS**

- Purchases in Excess of \$5,000, State of Alabama Vendor Disclosure Statement (VDS)
- VDS not required for State of Alabama Agencies and Departments
- If applicable, After the Fact Approval
- Contract Services 5,000 or less require quotes, except All Professional Services
- Contact Procurement Department to obtain Preferred Vendors

Competitive Bids: Code of Alabama 1975, Title 41

All contracts of whatever nature for labor, services, work, or for the purchase or lease of materials, equipment, supplies, other personal property or other nonprofessional services, involving \$15,000 or more, complete Request for Formal Bid

Public Works Bids: Code of Alabama 1975, Title 39

Any contract for a public works involving an amount in excess of \$50,000, complete Request for Formal Bid

All Professional Services

Regardless of amount, contract, legal memorandum, vendor disclosure statement and if applicable, determination letter

Contracted Services \$5,000 or Greater

Contract, legal memorandum, vendor disclosure statement and if applicable, determination letter

Professional Dues/Fees/Subscriptions

Current Fiscal Year

Legal/Insurance

Vendor Disclosure Statement

Stipends/Scholarships/Need Base (Student Purpose)

No Contract/No VDS/No After-the-Fact Approval

Aramark Food Services

Date of Service and Menu Items

Medical Services

Contract, legal memorandum, vendor disclosure statement and if applicable, determination letter

Refer to CODE OF FEDERAL REGULATIONS's Procurement Standards for Federal Purchases

What's Required.....

Step 1: Department/Customers recognizes a need for a product or service

Step 2: Research Cooperatives & State Contracts to locate product, if product cannot be found using these sources then,

Step 3: Department/Customers identify the supporting documentation needed to support their requirement (i.e. VDS, ATF, Second Quote, etc.) and **UPLOAD** or **ATTACH** into PeopleSoft.

Step 4: Vendors are contacted and necessary supporting documentation are obtained (Not expired exact to the amount on the requisition)

Documentation...What's Needed?

• For Purchases using General Fund 11

- Using Vendors from National Cooperative
 - Quote with Contract#
 - VDS if over \$5K
- Using Vendors from State Contracts
 - <https://purchasing.alabama.gov/active-statewide-contracts/>
 - Quote with Contract#
- Using Non-Cooperative or Non-State Contracts Vendors
 - Quote
 - VDS if over \$5K

• For Purchases using Federal or Restricted Funds 21

- Requires 2 or more quotes, except for the following:
 - Sole Source, Bids or Emergency Declarations
 - VDS if over \$5K cumulative for the Fiscal Year (October 1 – September 30)
- Contracts for Public Work over \$2K
 - Requires 2 or more quotes

SOLE SOURCE (Code of Alabama 1975)

Section 41-16-75

Approval for sole source purchases shall be given only if the purchasing state entity establishes that no other goods or service can meet its needs and that no other vendor offers substantially equivalent goods or service that can accomplish the purpose for which the goods or service is required. Additionally, ASU Procurement's policy for sole source approval states the declaration of a sole source purchase must be exercised judicially and always with good faith. A good's or service's "uniqueness" alone cannot qualify the producer or supplier of the good or service as a sole source under Alabama's competitive bidding laws; instead, to so qualify the good or service offered must be unique; that uniqueness must be substantially related to the intended purpose, use and performance of the good or service sought; the requestor seeking sole source justification must show that other similar goods or services cannot perform the desired objectives of the proposed vendor.

1. The End User must diligently research a vendor or contractor that can provide the equipment, supplies, or services to support the need and obtain a quote
2. If the End User determines there is only one a vendor that can provide the product or service then the proposed vendor must submit a signed statement(s) on company letterhead stating that they are the sole source provider for the equipment, supplies and/or services
3. Then the End User completes the ASU Sole Source Form, which is to be signed and dated by the Director of the Department and the Requester
4. Then the End User will submit all documents (quote, proposed vendor's statement, and ASU Sole Source Form) to the Director of Contracts and Acquisitions, Dr. Patricia Thomas, pthomas@alasu.edu, 334-229-6997 for review and approval.
5. If additional information is needed, the Director of Contracts and Acquisitions will contact the End User.

STATE AND NATIONAL PURCHASING COOPERATIVES

- ALABAMA COMMUNITY COLLEGE SYSTEM (Technology-Related Equipment and Services)
<https://www.accs.edu/vendors/>
- E & I COOPERATIVE SERVICES (Various Categories)
<https://www.eandi.org/contract-finder/?list=contract-categories>
- NATIONAL COOPERATIVE PURCHASING ALLIANCE – NCPA (Various Categories)
<http://www.ncpa.us/Vendors>
- OMNIA PARTNERS
<https://public.omniapartners.com/contracts>
- PCA PURCHASING COOPERATIVES OF AMERICA
<https://www.pcamerica.org>
- SOURCEWELL (Various Categories)
<https://www.sourcewell-mn.gov/contract-search?category=10926&keyword=>
- STATE OF ALABAMA PURCHASING DEPARTMENT (Various Categories)
http://purchasing.alabama.gov/pages/active_contracts.aspx
- THE INTERLOCAL PURCHASING SYSTEM – TIPS (Various Categories)
<https://www.tips-usa.com/allvendors.cfm>

**ALABAMA STATE UNIVERSITY
PROCUREMENT DEPARTMENT
Interview Expense Reimbursements**

NOTE: ANYONE APPROVED FOR MOVING EXPENSE REIMBURSEMENTS, AS STATED IN THEIR **EMPLOYMENT CONTRACT**, MUST HAVE THOSE REIMBURSEMENTS PROCESSED THROUGH HUMAN RESOURCES.

All interview expense reimbursements are subject to the provisions of the University's policies on travel and entertainment, administered by the Controller's Office.

Departments are eligible to have the following expenses reimbursed:

- Expenses related to interviewing candidate's trips to the interview location (e.g., reasonable travel fare or mileage, parking, tolls, etc.); exclude personal items such as dry cleaning, laundry, entertainment and toiletry items
- Cost of the candidate's lodging near the interview location; exclude extraneous lodging expenses such as hotel phone charges, room/bar service, etc.
- Candidates will be reimbursed for their own meals and related tips; excludes alcoholic beverages

Interview Candidate: Interview candidates must supply original receipts to the department in order to be reimbursed for travel expenses.

RETENTION SCHEDULE

Requisition and Purchase Order Records:	Retain for four (4) years, except contractual services
Contractual Services:	Retain for six (6) years after contract expiration
Bid Records:	Retain permanently
W9 Forms:	Retain for three (3) for audit purposes
Vendor Disclosure Statements:	Retain for one (1) Fiscal Year for Audit Purposes

COMMON TERMS

1. **After the Fact** – memorandum required when services or products are provided before an authorized purchase order is issued
2. **Competitive Bids** –when a company, organization, or government agency needs goods or services on a large scale, typically a solicitation in the form of a request for proposal (RFP); the competitive bid limit is \$15,000 and public works limit is \$50,000
3. **Contract** – a written agreement, especially one concerning employment, sales, or tenancy, that is intended to be enforceable by law
4. **Emergency Declaration Purchase** – due to certain extreme circumstances, the item(s) must be purchased immediately without following the normal bid rules
5. **Exemption from State Contract** – there is a similar item on the Competitive State Contract, but the item must be purchased from another vendor for specific reasons
6. **National Cooperatives Contract** - is an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise
7. **Professional Service** – occupations in the service sector requiring special training such as: architects, engineers, doctors, consultants, lawyers, teachers and accountants
8. **Purchase Order** – the contractual bidding document issued to the Vendor or Contractor by the ASU Procurement Department indicating types, quantities, and agreed prices for products or services.
9. **Requisition** – an electronic order created by the customer or end user laying claim to the use of property, materials or services
10. **Research Approval** – multiple vendors sell product but because of certain circumstances we must buy from a specific vendor
11. **Sole Source** – only one vendor manufactures and sells product
12. **Vendors** - A supplier of goods or services.

ATTACHMENTS – FORMS

ADD/UPDATE VENDOR FORM

[add-update.pdf \(alasu.edu\)](#)

ASU VENDOR REGISTRATION FORM

ASU SOLE SOURCE FORM

[sole source.pdf \(alasu.edu\)](#)

STATE OF ALABAMA VENDOR DISCLOSURE STATEMENT

[Disclosure Statement \(alasu.edu\)](#)

VENDOR COMPLAINT REPORT

[vendor complaint form.pdf \(alasu.edu\)](#)

W-9 FORMS

[W9-&-W8-Tax-Forms.pdf \(alasu.edu\)](#)



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