

**OCRRA Purchasing Procedure Short Version
Vendor Selection and Purchase Documentation Process**

General Rule: Obtain three quotes, select the vendor with the lowest quote

Minority/Women Owned Business Enterprises (MWBE): Agency procurement procedure encourages the active solicitation of MWBE vendors. Recruitment of MWBE vendors should be included when advertising RFP, RFQ, and RFBs. Search MWBE sources such as; NYS Certified Minority-and -Women-Owned business Directory, City of Syracuse MWBE Directory, Syracuse Builder's Exchange Directory.

Cost Levels	Authorization	Quotes	Documentation
\$500 or Less	Dept Manager & Business Officer	Single Quote only.....three quote rule is waived.	Purchase Order (accessible in MAS Accounting Program)
\$501 - \$1,000	Dept Manager & Business Officer	Obtain verbal quotes; use the "Verbal Quote Form" to record quotes	Purchase Order (accessible in MAS Accounting Program)

A Procurement Checklist Must Be Completed for All Procurements OVER \$1,000

\$1,001 - \$4,999	Dept Manager, Business Officer & Executive Director	Obtain written quotes (or) RFQ for highly detailed orders (or) RFP for highly complex orders. Advertising is recommended for an RFQ or RFP but not required.	Purchase Order (or) Contract (for complex orders requiring detailed specifications). Contracts must be written/approved by Agency Counsel.
\$5,000 - \$20,000	Dept Manager, Business Officer & Executive Director	Obtain written quotes or issue RFQ or RFP depending on the complexity of the order. Advertising is recommended for an RFQ or RFP but not required. Purchases Over \$5,000 (not on an OCRRA PO) Must be reviewed by Agency Counsel.	Purchase Order (or) Contract (for complex orders requiring detailed specifications). Contracts must be written/approved by Agency Counsel.
Over \$20,000	Dept Manager, Business Officer, Executive Director, Agency Counsel & Board Resolution	RFP or Formal Bid Process (see "Bid Process" section in the Agency's Procurement Guidelines). Advertising is Required for all Procurements over \$20,000.	Purchase Order (or) Contract (for complex orders requiring detailed specifications). Contracts must be written/approved by Agency Counsel.

NYS Requirement: RFQ, RFP and Bid Packages Over \$15,000 Require a Designated Agency Contact, Other Than the Procurement Manager, to Handle Vendor Inquiries. Include with RFP and Formal Bid Request Packages.

Vendor Selection Instructions	
Verbal	Quotes for purchases of \$1,000 or less may be taken via phone call.
Written	Vendors are required to submit their quotes by fax or e-mail for purchases over \$1,000
Request for Quotation (RFQ)	Quotes for purchases over \$1,000 involving detailed specifications should be obtained by using an RFQ. The RFQ is designed to list the required specifications of the product being purchased. RFQs are mailed to pre-selected vendors, should be advertised on the Agency website, and may be advertised in the newspaper. If more than \$5,000, the RFQ should be reviewed by Agency Counsel prior to distribution.
Request for Proposal (RFP)	An RFP is designed to obtain not only a vendor's quote but, also the vendor's expert analysis on how to handle a project. Unlike a RFQ or a Formal Bid Request, price may not always be the deciding criteria in vendor selection. RFPs are mailed to pre-selected vendors, should be advertised on the Agency website, and may be advertised in the newspaper. If more than \$5,000, the RFP should be reviewed by Agency Counsel prior to distribution.
Formal Bid Process	Formal bids are sought for high priced (over \$20,000), clearly defined, purchases. Bids are advertised in the Agency's designated newspaper, mailed to pre-selected vendors, and advertised on the Agency website. Based on the printing policy of the Syracuse Newspaper (the agency's designated newspaper) the standard advertisement procedure shall be Thursday, then the following Tuesday – any weekend advertisements must be approved by the Business Officer in advance. The final ad must be placed at least 10 days from the date of the bid opening opening (i.e., the Bid Opening is 6/20, the last ad must be run 6/10 or earlier). Sealed bids are opened in a public meeting. Faxed or emailed bids are not accepted. Bid packages must be reviewed by Agency Counsel prior to mailing & advertising.

Purchase Orders and Contracts

Purchase Orders are simplified contracts filled out by the Department Manager and stored in the Agency's financial system. Generally, an order is placed after the purchase order has been approved.

<u>Document Type</u>	<u>Procurement Situation</u>
Standard Purchase Order	Prepared for most Agency purchases after the vendor selection process has been completed. The purchase description, cost, freight fee, and payment terms are established.
Emergency Purchase Order	In emergency situations, where time is critical, the order can be placed verbally (three quote rule is waived) and confirmed with a written Purchase Order. This should be used for true, documented emergencies only. The Executive Director should be informed ASAP.
Blanket Purchase Order	Prepared for expected repetitive, lower cost purchases of a vendor's products or services over a period of up to one year.
State or County Contract Purchase Order Web Sites: http://www.ogs.ny.gov/ http://www.empirestatebidsystem.com/	When purchases are made from vendors holding a State or County Contract the three quote rule may be waived. The applicable State or County contract number must be entered on the purchase order and a copy of contract text showing this number and expiration date of the contract should be obtained for the records.
Contracts	Prepared and/or approved by the Legal Department and used instead of a purchase order when detailed specifications are important to protect the Agency's interests. (See Agency Counsel, for more information concerning contracts)
<u>Post-Ordering Procedures</u>	
Re-Ordering	Quotes under \$10,000 may be utilized for a subsequent purchase if made within 12 months of the original purchase. The total expenditure on both purchases combined not to exceed \$20,000.
Receiving Goods	OCRRA personnel receiving products should sign, date, and forward shipping documents to the Department Manager. If no shipping receipt is available fill out the Agency's Receiving Receipt Form.
Paying Vendors	The Payment Authorization Form is filled out and signed by the Department Manager to initiate the payment process relating to a purchase order or contract transaction. The vendor's name, address, amount to be paid, general ledger account number, and a description of the purchase is filled in and with the attached purchase order, invoice, quote documentation and shipping receipt is forwarded to Accounts Payable. For transactions such as, purchases from utilities, for subscriptions, petty cash replenishment; where a purchase order or contract is not practical, a Check Request Form is used to request/authorize and process payment. Approval from the Business Officer and Executive Director (for payment over \$1,000) is needed before payment can be sent to the vendor.
Forms	Forms used in the purchasing and payment process include (but are not limited to) the Verbal Quote Summary Form, the Receiving Receipt Form, and the Payment Authorization Form or the Check Request Form. All Procurement related forms, including this document, are located at the following: S:\Forms\Accounts Payable Related Forms
A Procurement Checklist Must Be Completed for All Procurements OVER \$1,000 UNLESS EXEMPTED <i>(See Agency Procurement & Policy Guidelines for Details)</i>	The Agency Purchase Order is accessible in the MAS Accounting Program and entered by a Department Manager or a designated staff member. They are printed and sent to vendors SOLELY by the Agency Accounts Payable Dept (See Accounts Payable Clerk for assistance with entering purchase orders in the Agency's financial system). Please Note: Certificates of Non-Collusion and Conflict of Interest Affidavits must be included in any RFQ, RFP or Bid Packages sent to a vendor. They must be completed by the vendor BEFORE an agreement is made to purchase from them.
Supporting Documents	Physical Proof of Advertisements (when applicable) will be maintained by the Accounts Payable Clerk in a central location available for review upon request