



POLICY & PROCEDURE DOCUMENT

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DIVISION: Finance & Administration

TITLE: Purchase by Competitive Negotiation

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Issued by: Department of Purchasing

I. Purpose and Scope

To establish guidelines for vendor selection and contract award when multiple evaluation factors and criteria both subjective and objective are required to determine the best value.

II. Policy

Purchase by competitive negotiation will be used when the Department of Purchasing determines that the competitive sealed bid process will not provide a thorough and complete evaluation of all the factors required to result in the selection of products or services with the best overall value to WKU. This process will be used as stipulated by KRS 45A.085.

<http://www.lrc.ky.gov/KRS/045A00/085.PDF>

III. Procedure

A. Initial Information and Cost Gathering

Individuals or departments requiring goods or services subject to the bidding or competitive negotiation process will contact the WKU Department of Purchasing for assistance when seeking initial cost, specification information and a list of vendors that compete for sales of the products or services specified. This may be done through informal inquiries or with the use of a formal Request for Information process as determined by the Buyer assigned to the project.

The Department of Purchasing will also monitor commonly used goods and services used throughout the campus and will solicit proposals for the establishment of Price Contracts.

B. Verification of Available Funding

When enough information has been gathered to proceed with a competitive bid or negotiation the requesting department will enter a requisition in the Banner Finance system where it will be subject to an established approval process and funds will be reserved.

C. Public Advertising and Request for Proposal

The assigned Buyer will work with the Requestor and in some cases the evaluation committee to establish specifications, scope of work, required and desired features/services and selection factors to be used in an (RFP) Request for Proposal document that includes standard terms and conditions that meet state competitive negotiation requirements and that will result in offers that will provide the University with best value. The RFP document will be posted on the wkuplanroom.com web site along with due date and Buyer contact information. All questions related to a specific RFP will be directed to the assigned Buyer, who will in turn consult with the Requestor in order to provide appropriate responses which will be posted on the same web site in the form of an addendum available to all bidders.

D. RFP Opening and Evaluation of Proposals

Offers will not be opened publicly. The various proposals received will be analyzed by the assigned Buyer along with an evaluation committee. The evaluation committee will be made up of WKU employees directly impacted by the resulting contract. Faculty members with appropriate expertise will be invited to participate on evaluation committees when appropriate. The committees will determine the best technical value which will be combined in a predetermined formula with pricing to calculate the best overall value. State preference laws and procedures will be part of the evaluation process.

E. Award of Contract

When the WKU Department of Purchasing Buyer, evaluation committee including the requestor reach a consensus regarding the best value, The Buyer will award a contract in the form of a Purchase Order. RFP's established for the purchase of commonly used goods and services will be awarded in the form of Price Contracts. Professional and technical services will be subject to Personal Services Contract policy and procedures.