OSU in Tulsa Purchasing Department for the Tulsa & Center for Health Sciences campuses

1. **RESPONSIBILITY:** The OSU in Tulsa Purchasing office located on the Oklahoma State University-Tulsa campus is designated as the Purchasing department for OSU-Tulsa & Center for Health Sciences.

2. **GOVERNANCE:** The purchase of materials/services for Tulsa & CHS is conducted in accordance with the policies of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and mirrors the State of Oklahoma Statutes.

3. **PURCHASING METHODS:**
   1. **Small Dollar Purchases:** Purchases of $5,000 or less are small dollar purchases and fall under the “fair and reasonable” threshold defined in statute. Processed through the OK Corral or purchase card.
      - **Purchase Card (credit card):** The “p/card” system provides departmental authority for purchases of up to $5,000 per single transaction.
   2. **Requisition/Purchase Orders:** Purchases over $5,000 must be processed on a requisition and routed through the OK Corral. The OK Corral provides workflow and financial approvals.
      - **$5,000.01 to $10,000:** Departments shall obtain multiple quotes to purchase via solicitation of quotes (RFQ) and process requisitions through the OK Corral.
      - **Over $10,000.01 - $50,000:** An informal quote process will be utilized and handled through the purchasing office. Requisitions are sent via the OK Corral and are received and processed by the Purchasing Department.
      - **$50,000.01 - $250,000:** Requires formal sealed bid conducted by the Purchasing Department.
      - **Board Approval:** Regardless of funds used, advance approval by the Board of Regents is required for purchases that exceed $250,000. Purchases that are exempt from Board approval are: food or items for resale; bulk gasoline, oil and fuel; utilities; non-construction sponsored agreement contracts and expenditures; and refunds. All purchases over $250,000 require processing or formal sealed bids through the Purchasing Department.

4. **SERVICES:**
   1. Strategic sourcing - monitor requisitions and contracts, aggregate and leverage value across both campuses to provide the best value and supplier performance
   2. Host, manage, and leverage use of the OK Corral which is the front end of the financial process for both campuses.
   3. Monitor supplier performance and drive spend to system wide contracts to continuously
improve value added for departments

4. Solicitation and award of contracts that exceed the delegated authority to the department
   a. Receive, analyze (sole source, board approval, etc), convert to PO’s in accordance with Board policies
   b. Solicitation development – work with departments to develop solicitations enabling maximum practical competition. Work with department to couple, de-couple, aggregate, requests that will maximize the interest of potential bidders
   c. Develop the bidder list, solicit additional bidders, and research the supply chain to maximize competition
   d. Publically post, make the supplier community aware of the bid opportunity
   e. Host pre-bid meetings or conferences when needed to ensure bidders understand the need and can respond effectively.
   f. Receive quotes or sealed bids
   g. Analyze bids for responsiveness and responsibility
   h. Distribute responsive bids to the department for evaluation
   i. Review evaluations against stated criteria for consistency
   j. Award contracts in accordance with Board policy
   k. Monitor performance, renew annually if the contract is multi-year