

Purchasing Process Flow Summary Page

Updated 12/3/20

GOODS

1. **Less than \$10,000**
 - a. 1 quote from 1 vendor - Department may consult Purchasing for GPO/Best Pricing.
2. **Between 10,000-\$150,000**
 - a. 3 quotes from 3 vendors – Highly recommended to consult with Purchasing for GPO/Best Price.
3. **Over \$150,000**
 - a. Work with Purchasing to create RFQ. This **must** be approved by the President.

SERVICES

All Services **MUST** have a contract on file with Purchasing

1. **Any Service Less than \$10,000**
 - a. Contract must be in place before services start.
 - b. Ferris State University generated forms are preferred.
 - c. Refer to Contracting Authority to see who can sign contract.
 - d. Insurance level requirements must be met.

****If there are questions when determining whether something is a Good or Service, please contact the Purchasing office****

Non-Professional Services

1. **Between \$10,000 - \$150,000**
 - a. Department must obtain 3 quotes/proposals.
 - b. Contract must be in place before services start.
 - c. Ferris State University generated forms are preferred.
 - d. Signing authority rests with the Vice President of Administration and Finance
 - e. Insurance level requirements must be met.
 - f. All contracts over \$100,000 must be reviewed by the Legal Team (according to Contracting Policy)
2. **Over \$150,000**
 - a. Presidential Approval is required.
 - b. Requires solicitations of bids through RFP process.
 - c. Contract must be in place before services start.
 - d. Ferris State University generated forms are preferred.
 - e. Signing authority rests with the Vice President of Administration and Finance
 - f. Insurance level requirements must be met.
 - g. All contracts over \$100,000 must be reviewed by the Legal Team (according to Contracting Policy)

****New software must be reviewed by IT Governance****

Professional Services

1. **Between \$10,000 and \$50,000**
 - a. Department must obtain 3 quotes/proposals.
 - b. Contract must be in place before services start.
 - c. Ferris State University generated forms are preferred.
 - d. Signing authority rests with the Vice President of Administration and Finance
 - e. Insurance level requirements must be met.
2. **Greater than \$50,000**
 - a. Requires Board of Trustees approval.
 - b. Requires solicitations of bids through RFP process.
 - c. Contract must be in place before services start.
 - d. Ferris State University generated forms are preferred.
 - e. Signing authority rests with the Vice President of Administration and Finance
 - f. Insurance level requirements must be met.
 - g. All contracts over \$100,000 must be reviewed by the Legal Team (according to Contracting Policy)