

Procurement Services **Questions & Answers**

PRICE QUOTES / SOLICITATIONS

Q: How many vendor quotes are needed for purchases?

A: See Procurement Manual: Section §3-2: Methods of Purchasing Source Selection.

Q: Do I need to retain the quotes obtained?

A: Yes, all original and competing quotes need to be retained in your personal folder for Purchasing located on the IMSA Shared drive.

Q: Is there a format required for quotes? Do emails suffice for quotes?

A: Quotes provided should list at a minimum: item description; catalog or part number; quantity total; unit cost; shipping cost (if any); delivery lead time; ship to location address and other relevant information. For small purchases emails can suffice for quotes.

Q: Should quotes be valid for a specific time period?

A: Not necessarily but 30 days should be sufficient time for validation.

Q: Are multiple quotes required for conference fees, online subscriptions, organizational membership fees; dues or the likes thereof?

A: No additional quotes are required. Only necessary documentation (ie: invoice / quote) Is from the organization listing the total fee due.

Q: When do we have to solicit Bids or Requests for Proposals?

A: The State of Illinois requires formal solicitations when the total purchase amount of your project/items is \$100,000 or greater. Other situations may occur where your total purchase is less than \$100,000 that may justify using one of these solicitation methods. Contact Procurement for further direction.

Q: Who is responsible for drafting the Bid or Request for Proposal solicitation document?

A: Procurement is responsible for creating the document. Procurement will work with the requesting department to provide specific details/ specifications concerning the project/items being purchased.

CONTRACTS/AGREEMENTS

Q: Who can sign Contracts, Agreements or Sales Quotes?

A: See Procurement Manual: Section §2-2:

Contract value <\$20,000 = Signator: CEO/President or
Agency Procurement Officer or
Executive Director –Business/Finance Operations.

Contract value >\$20,000 = Signator: CEO/President or
Agency Procurement Officer.

Q: Is a contract needed for a speaker, consultant, DJ, or other service provider?

A: In most cases, yes, a brief contract should be created or the service provider can send us one of their contracts. Contact Procurement for further direction and sample template of a service related contract.

Q: Can I use an IMSA credit card to pay for fees related to attending a conference?

A: The preferred method is to pay the conference fees via check direct to the vendor. If this is not possible, then consideration may be given to pay using IMSA P-Card.

Q: Who is responsible for keeping a copy of the Contract/Agreement?

A: In all instances, Procurement should be provided a fully executed original copy of Contract/Agreement and will retain document. Departments may keep a copy for themselves if desired.

Q: Who is responsible for monitoring when a contract is due for renewal?

A: The requesting department is responsible except for any State contract valued at \$100,000 or greater. In those instances, Procurement is responsible and partners with the requesting department on renewal provisions.

PURCHASE ORDERS

Q: Who contacts the vendor to place the order once a Purchase Order is approved?

A: Procurement will contact the vendor for all Amazon or office supply orders (Logsdon/Meadows) as well as any other vendor that procurement secured quotes from and identified as the vendor of award. For those instances where the requestor obtained the quotes the requestor would contact the vendor to place the order.

Q: Can we purchase from Amazon and what information do you need on the PO?

A: Yes, in many instances for small dollar purchases Amazon may be a vendor to meet your needs. When ordering from Amazon you need to provide the ASIN number of the item you are looking to purchase in the 'description' field of your purchase requisition. The ASIN number can be located on the Amazon page of the item you need usually found near the bottom of the page.

Q: Who places the order for Amazon purchases?

A: Procurement places the order with Amazon, tracks delivery of the product and also processes the invoice for you. You do not need to upload the PO or Invoice or give these documents to Accounting. Procurement will coordinate this. Procurement will provide emails to you notifying you when your items have shipped from Amazon.

Q: How do I close out a PO?

A: When submitting a copy of the PO along with your invoice to the Accounting department you will mark the appropriate box on the PO whether it is a 'Partial' order or whether the PO is 'Complete/Close PO'. If you mark the box as 'Partial' and later want to close out the PO completely, you need to contact the Accounting department. You cannot close out a PO. It requires a staff member from Accounting to do so.

Q: When ordering multiple items how should they be listed on the PO?

A: The quantity listed on the PO should always be the quantity of items you are purchasing. If buying 15 binders... the quantity should be fifteen. The only time a quantity should be listed as '1' is when you are buying a quantity of one OR if you are having a service performed when parts and labor are part of the total job. The price listed on the PO should always be the unit cost.. not the total cost except in cases of service work. The item description on the PO should state how many units are in your unit of measure if it's not clear... ie: Qty: 1 Pack Description: 12/pack

Q: Should I list the item catalog or part number in the description on the PO?

A: Yes, if you know the Catalog or part number it should be listed in PO description.

Q: Can I list different GL codes on the same PO?

A: No, each PO must have its own GL code however you can list different object codes on the same PO so long as they are from the same GL code referenced on the PO.

Q: How do I delete a PO if I made a mistake and it's already been submitted for approval?

A: Contact Procurement and we can delete it for you. If PO was already approved, contact the Accounting team for deletion.

Q: If a PO was rerouted to requestor for changes does the revised PO still go through the approval process?

A: Yes, if the PO was sent back to you for modification, once changes are made it will cycle through the typical approval process again.

Q: When creating a Purchase Requisition, what should I do if I get an error message stating that insufficient budget funds are available for my purchase?

A: Review your budget detail. Ensure you are using the correct GL code and if you have any

open PO's that would affect your remaining budget fund balance. If additional budget funds are needed contact Kimberly Corrao in Business office.

Q: Can I place an order with a vendor before the PO is approved?

A: No, all purchase orders must go through the full approval process before the order can be communicated to the vendor.

CHECK REQUESTS

Q: What situation requires a check request?

A: Anytime Student Activity fund purchases are made a Student Activity check request is required. Student Activity check requests are submitted to Ann Donohue in the Business Office.

Anytime Imprest fund purchases are made an Imprest Check Requisition is required and must be accompanied with an approved PO and invoice or other supporting documentation.

Q: What is the difference between 'Locally Held' and 'Imprest' funds?

A: The 'Locally Held' fund is a fund managed by IMSA and includes money that is not appropriated by the State of IL thus we do not need to submit vouchers to the State for payments to be made. Checks are issued from within the IMSA Business office. Not all departments have a Local fund budget assigned to them.

The 'Imprest' fund is similar to a petty cash account. Imprest is used when expedited payments are needed for rare instances (ie: event registrations) whereby IMSA can issue checks from the IMSA Business office. However, unlike the local fund, vouchers and supporting documentation have to be provided to the Comptroller's office to reimburse the IMSA Imprest account.

VENDOR SELECTION

Q: How do I establish a new vendor that I want to work with?

A: Preferably we should work with known established vendors to purchase from. If that is not possible, you will need to secure a W9 form from your vendor. Forward W9 form to Procurement who will process with the State Comptroller's office. All W9 forms must be certified with the State except for those businesses that are hotels and Student Activity fund payments.

Q: How do I know whether my vendor W9 form has been approved and certified?

A: Procurement will advise you via email notifying you that the vendor is approved and is registered in our Accounting system allowing you to create a PO. If there are any problems with the W9 information provided, Procurement will also advise you of such problems and the corrective action needed.

Q: Do I need to purchase from a diversity vendor (BEP)?

A: You are strongly encouraged to purchase from a diversity vendor. The State of Illinois assigns IMSA a purchase goal to buy items from diversity vendors. Failure to meet the goal requires further documentation from IMSA. When pricing appears to be higher from the BEP vendor, please contact Procurement for direction.

Q: Can we purchase from a BEP vendor if they do not offer the best price?

A: In many instances, depending upon the variance of price from the lowest responsible vendor, Procurement may allow or require a purchase to be made with the BEP vendor. Typically if the price variance is 5-10% greater the BEP vendor may be used. Procurement shall be contacted to secure further direction on the purchase.

Q: Do I need to purchase from a Small Business Vendor (SBSP)?

A: You are strongly encouraged to purchase from a Small Business vendor. The State of Illinois assigns IMSA a purchase goal to buy items from small businesses. Failure to meet the goal requires further documentation from IMSA.

Q: What if I don't know how to locate a vendor for the items/services I need?

A: Reach out to Procurement and we can assist.

BUSINESS OFFICE CONTACTS

P-Card / Travel Questions

> Contact: Jim Farrell x 5582

Procurement / W-9 Questions/Certs of Insurance

> Contact: Terry Michels x5036

Invoice / Accounting Questions related to EAF Fund

> Contact: Maria Magana x 5084

Invoice / Accounting Questions related to Special Trust / Grants / Imprest Fund

> Contact: Janine Barajas x 5581

Increases to Budget funds or moving money between funds

> Contact: Kimberly Corrao x 5081

