

**UNIVERSITY OF ILLINOIS SPRINGFIELD
PURCHASING GUIDE**

Process	Unit's Role and Responsibility	Purchasing Role and Responsibility
Small purchases <\$10,000 No contract signature required and no terms and conditions that must be agreed to by University	<ol style="list-style-type: none"> Quote to be included with iBuy requisition Submit iBuy Requisition 	Purchasing to review & issue purchase order
Small purchase - \$10,000 to \$19,999 for Commodities, Equipment & General Services -No contract signature required & no terms and conditions that must be agreed to by University	<ol style="list-style-type: none"> Unit to seek a minimum of two competitive quotes (include with requisition, internal) Submit iBuy Requisition and use <i>Route to Purchasing Form</i> 	<ol style="list-style-type: none"> Review for best business practices Issue purchase order
Small purchase \$20,000 to \$56,200 (or current bid threshold) for Commodities, Equipment & General Services	<ol style="list-style-type: none"> Unit to seek a minimum of three competitive quotes (include with requisition, internal) Submit iBuy Requisition and use <i>Route to Purchasing Form</i> 	<ol style="list-style-type: none"> Review for best business practices Obtain completed disclosure form from Vendor for all purchases >\$50,000 (to be completed before purchase order processed) Issue purchase order
Professional and Artistic Services <\$10,000 for Professional and Artistic Services	<ol style="list-style-type: none"> Unit to complete <i>Contract for Services Under \$10,000</i> (see www.obfs.uillinois.edu/forms) Obtain vendor and Walter K. Knorr prior to commencement of services Complete TEM expense request, attach contract and send to University Payables for processing 	Purchasing Office available for consultation
Professional and Artistic Services \$10,000 to \$19,999 for Professional and Artistic Services	<ol style="list-style-type: none"> Submit detailed statement of work and contract details to Purchasing Submit vendor terms and conditions, contract (when applicable) Submit completed Contract Approval Routing Form (CARF) to Purchasing Submit iBuy Requisition and use <i>Route to Purchasing Form</i> 	<ol style="list-style-type: none"> Draft, negotiate and finalize contract Process in Illinois Contract Management System (iCS) Send executed contract to Vendor and Department Issue purchase order
Sealed Bid (IFB) Commodities, Equipment and General Services >\$56,200 (or current bid threshold)	<ol style="list-style-type: none"> Submit detailed scope of work or specifications to Purchasing Submit completed CARF to Purchasing Recommend price/payment structure Provide list of potential respondents Participate in the evaluation process Submit purchase recommendation(s) Submit iBuy Requisition and use <i>Route to Purchasing Form</i> 	<ol style="list-style-type: none"> Prepare invitation to bid document Manage sealed bid process Determine responsible and responsive bidders Manage award process Seek Board of Trustees (BOT) approval Seek State Purchasing Officer (SPO) and Chief Procurement Officer (CPO) approval Seek Procurement Policy Board (PPB) approval Process contract and purchase order
Request for Proposal (RFP) Commodities, Equipment and General Services > \$56,200 (or current bid threshold) Or Professional & Artistic Services >\$20,000	<ol style="list-style-type: none"> Submit detailed scope of work and specifications to Purchasing Submit completed CARF to Purchasing Recommend price/payment structure Provide list of potential respondents Form evaluation team Participate in the evaluation process Submit purchase recommendation(s) Submit iBuy Requisition and use <i>Route to Purchasing Form</i> 	<ol style="list-style-type: none"> Compose RFP in coordination with the Unit Post, publish RFP Determine responsible and responsive bidders Manage best and final offers Ensure that the evaluation process is fair Lead negotiations with vendors Manage award process Seek BOT approval (if required) Seek SPO, CPO and PPB approval Process contract and purchase order
Sole Source Purchase Only one sole source available for Commodities, Equipment and General Services >\$56,200 (or current bid threshold) or Only one qualified source available for Professional & Artistic services >\$20,000	<ol style="list-style-type: none"> Submit Sole Source Justification Form (SSJF) Submit proposal or quote to Purchasing Submit proposed contract & completed CARF to Purchasing Submit iBuy Requisition and use <i>Route to Purchasing Form</i> 	<ol style="list-style-type: none"> Review SSJF and perform due diligence-- source market Post Intent to Award Watch for results of Sole Source Public Hearing Seek BOT approval (if required) Seek SPO, CPO and PPB approval Post Award to Procurement Bulletin Process contract and purchase order
UIS OBFS PURCHASING CONTACTS		
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