

MISSOURI SOUTHERN STATE UNIVERSITY POLICY					
Policy #:					
Name of Policy:	Procurement Policy				
Date of Last Revision:	September 2025	Initial Date of Approval:		Initial Effective Date:	
Policy Owner	Financial Services				
Policy/Chapter Sections	Non-Construction Purchasing Construction Purchasing Other Procurement Methods				
Date of Next Review:	September 2027				

1.0 PURPOSE

The purpose of this policy is to provide guidance to University Employees regarding the Procurement Policy below in order to comply with the standards set forth by the University.

2.0 SCOPE

This policy applies to all University administration, faculty, staff, and students, and all such parties are expected to abide by the procedural guidelines outlined herein.

3.0 POLICY

All Procurements listed below must be approved by Financial Services before the award is given to the vendor/contractor.

Debarment and Suspension - All vendors, contractors, subcontractors, or other entities doing any work or providing any services to Missouri Southern State University will be required to fill out a Certification of Debarment and Suspension Form BEFORE any award is given to the vendor. This form must be checked by Financial Services to ensure compliance with Debarment and Suspension regulations. Financial Services will let the requesting department know once compliance has been confirmed and then an award can be made.

NON-CONSTRUCTION ONLY

Procurements \$10,000 - \$49,999

All non-construction purchases and projects between \$10,000 and \$49,999 must have at least three informal price quotes. Documentation of informal quotes must be submitted to Financial Services to substantiate that the purchase was competitively bid. While competitive price quotes are not mandatory for purchases and projects less than \$10,000, purchasers are encouraged to do so in order to obtain the best value for the department and the University.

Examples of ways to obtain informal price quotes:

- Price quote by phone
- Vendor email
- Vendor price list
- Vendor catalog
- Vendor advertisement
- Vendor website
- Other reasonable means that can be documented

Procurements \$50,000 and greater

All non-construction purchases \$50,000 and greater require a formal procurement method and are coordinated through Financial Services. Formal competitive solicitation methods include Request for Qualifications (RFQ) or Requests for Proposal (RFP). Formal Procurements require formation of an evaluation team and documentation of the selection process with a pre-determined scoring methodology. Financial Services will administer this process including all pre and post award communication with vendors. Please contact Financial Services to initiate a formal procurement. The requesting department will need to supply the following information to initiate a formal procurement:

- Description of Product or Service with Rationale
- Scope of Work/Specification
- Digital Accessibility Requirements/Expectations
- Expected Approximate Dollar Amount of Purchase
- Pricing – Definition of how the product or service should be priced.
- Term of the Resulting Contract – Initial time period, plus number and length of renewals
- Evaluation Criteria – The percentage that should be assigned to cost (50% or above), operating approach/method of performance, or experience/reliability.
- Vendors – should suggest at least three, if possible, with full contact information, including email and physical addresses.
- Name for an Evaluation Committee Where Applicable – Size of the group is dependent on the scope of the RFP and could range from two or three up to twelve people.
- Funding Source – Designate the operating budget by name and number, and/or provide grant name/source where applicable.

CONSTRUCTION ONLY

Procurements \$10,000 - \$74,999

All construction purchases and projects between \$10,000 and \$74,999 must have at least three informal price quotes. Documentation of informal quotes must be submitted to Financial Services to substantiate that the purchase was competitively bid. While competitive price quotes are not mandatory for purchases and projects less than \$10,000, purchasers are encouraged to do so in order to obtain the best value for the department and the University.

Examples of ways to obtain informal price quotes:

- Price quote by phone
- Vendor email
- Vendor price list
- Vendor catalog
- Vendor advertisement
- Vendor website
- Other reasonable means that can be documented

Construction Procurements \$75,000 and greater

All construction projects \$75,000 and greater require a formal procurement method and are coordinated through Financial Services. Formal competitive solicitation methods include Request for Qualifications (RFQ) or Requests for Proposal (RFP). Formal Procurements require formation of an evaluation team and documentation of the selection process with a pre-determined scoring methodology. Financial Services will administer this process including all pre and post award communication with vendors. Please contact Financial Services to initiate a formal procurement. The requesting department will need to supply the following information to initiate a formal procurement:

- Description of Project
- Scope of Work/Specifications
- Site Drawings/Blueprints
- Digital Accessibility Requirements/Expectations

- Expected Approximate Dollar Amount of Project
- Pricing – Definition of how the product or service should be priced.
- Term of the Resulting Contract – Initial time period, plus number and length of renewals
- Evaluation Criteria – The percentage that should be assigned to cost (50% or above), operating approach/method of performance, or experience/reliability.
- Vendors – should suggest at least three, if possible, with full contact information, including email and physical addresses.
- Name for an Evaluation Committee Where Applicable – Size of the group is dependent on the scope of the RFP and could range from two or three up to twelve people.
- Funding Source – Designate the operating budget by name and index number, and/or provide grant name/source where applicable.

Single Feasible Sources (SFS) Purchases

Single Feasible Source (SFS) purchases must be justified in writing by Financial Services for purchases or projects over \$10,000. Single Feasible Source purchases exist when:

- Supplies are proprietary and only available from the manufacturer or a single distributor; or
- Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed; or
- Supplies are available at a discount from a single distributor for a limited period of time.

The following are examples that are impractical or impossible to compete, and thus shall not require a written single feasible source justification:

- Services of visiting speakers, professors and performing artists.
- Works of art and historical items for museum and public display.
- Published books, maps, periodicals, newspapers, and technical pamphlets, on-line library cataloging and other services, and bibliographic library services through consortiums.
- Regulated utility services.
- Trial use or testing specific items for suitability.
- Print, electronic, broadcast and/or other media advertising.
- Support services only available from the actual manufacturer or service provider for existing systems.
- Fees for intercollegiate Athletics, e.g., conference membership dues, game guarantees, et cetera.
- Student and employee travel, such as trips/tours/meetings/conferences and all related expenses, travel agency, air and ground transportation, lodging, meals, fees, et cetera.
- Grant subawards, and when the grantor has provided written approval to utilize a designated grant consultant and/or evaluator.
- Sponsored research.

Emergency Procurement

An emergency is defined as a threat to life, property, public health, or public safety, RSMo 34.045. The requirement for competitive bids may be waived when the University President has declared, in writing, that there is a threat to life, property, public health, or public safety or when immediate expenditure is necessary for repairs to state property in order to protect against further loss of, or damage to state property, to prevent or minimize serious disruption in state services or to ensure the integrity of state records. All emergency purchases should be encumbered within 80 business hours of the emergency. Emergency procurements shall be made with as much competition as is practicable under the circumstances. Only the products/services necessary to alleviate the immediate emergency circumstances may be purchased under emergency authority. The department should proceed in accordance with the standard procurement procedures to acquire needed products/services to address long-term needs resulting from the emergency condition.

In limited circumstances, the University President may extend the timeframe for an emergency purchase by providing a written notice to Financial Services explaining the need for the extension of time for the emergency purchase.

Order Splitting

Departments are prohibited from splitting a purchase by issuing two or more orders to the same vendor or multiple vendors in order to circumvent the competitive bidding process. Order splitting is evidenced by the appearance of intentionally omitting parts of an order or project. In those instances where it may be unclear if a solicitation is required, the department should reach out to Financial Services and a determination will be made after consulting with Financial Services.

State of Missouri Prevailing Wage

Missouri's Prevailing Wage Law establishes a minimum wage rate for public works projects in Missouri valued over \$75,000. Examples of public works projects include bridges, roads and government buildings. The Prevailing Wage Law applies to all public works projects constructed by or on behalf of state and local public bodies. The rates must be incorporated into contract specifications for all public works jobs. This is the minimum wage rate required for the project. The total project cost shall be based on the entire project and not individual projects within a larger project. Financial Services MUST be informed of all projects that State of Missouri Prevailing Wages will apply, as there are requirements and documentation that must be submitted to the State before any work is done.

Davis-Bacon and Related Acts

The Davis-Bacon and Related Acts (DBRA) require payment of local prevailing wages to construction workers performing work on federally funded construction projects. The Davis-Bacon and Related Acts applies to each federal government or District of Columbia contract in excess of \$2,000 for the construction, alteration or repair (including painting and decorating) or public buildings or public works and requires that contractors and subcontractors pay their laborers and mechanics employed under such contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. Financial Services MUST be informed of all projects that Davis-Bacon and Related Acts will apply, as there are requirements and documentation that must be submitted before any work is done.

4.0 HISTORY

Reformatted original policy, added sections: emergency procurement, order splitting, State of Missouri Prevailing Wage, and Davis-Bacon and Related Acts.

5.0 RELATED DOCUMENTS

None