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The primary function of Procurement and Distribution Services (procurement services) is to assist and support the University in pursuit of education and research in a manner that encourages responsible stewardship of resources. The department is committed to assisting the University community with the timely and cost-effective procurement of quality goods and services while complying with government and University regulations.

Procurement services is responsible for assisting in the selection of preferred vendors, negotiation of prices, and assurance of quality and delivery for commodity goods and services for most University areas\*. At the request of individual departments, procurement services will develop standards and specifications for non-commodity goods and services. Procurement services also issues purchase orders and administers the procurement card suite and applicable policy.

Procurement services works to ensure that the University complies with all applicable federal, state, and local regulations and University policies, and that it abides by appropriate ethical considerations. Its purchasing files are subject to audit by University auditors and federal agencies and must include proper documentation (e.g., purchase orders, contract negotiations, bid awards, sole- and single-source justifications, etc.).

By becoming familiar with the information that follows, users will assist procurement services in fulfilling its responsibilities and help ensure they receive quality service. Additional information regarding procurement guidelines for federal grants and contracts can be found in OMB Circular A110 at <http://www.whitehouse.gov/omb/circulars/a110/a110.html>.

For more detailed information regarding purchasing proC BT12 -s BTh, hP8 T\*fbT\*(A)3 (110 a)2 (t)3 (21())TjEMC



Procurement Services will issue a purchase order to the selected vendor and notify unsuccessful bidders.

Goods and services purchased under University Strategic Vendor Partnerships, Preferred Vendor Agreements, and Pricing Agreements in excess of \$50,000 may be exempt from Formal Competitive Bidding. If it is determined by Procurement Services that alternate vendors may supply the identical product at a more competitive value, additional bids/quotes may be requested. Strategic Vendor Partnerships have been competitively bid and offer a full line of products along with value-added services (i.e. online ordering, direct delivery, summary billing). Preferred Vendor Agreements are competitively bid or negotiated agreements which lock in competitive pricing for a select group of products or services. Pricing Agreements cover a wide range of products and services. These agreements may be negotiated by the University or made available to the University through one of several Group Purchasing organizations of which the University is a member.

Users must occasionally make a purchase involving a single or sole source vendor. Such purchases must be accompanied by a Single/Sole Source Justification Form (<http://campusservices.case.edu/PDS/Procurement.aspx>) when submitted to Procurement Services.

All federally sponsored grants and contracts require some form of written competitive bid or an acceptable Single/Sole Source Justification Form if bidding is to be waived. See the Section 2-1c(u)(1)(2) of the Procurement Policy Manual.

2. Singular projects with total cost from \$10,000-\$50,000- No formal bidding

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Multiple projects within an exempted service category with an aggregate value of over \$50,000 schedule to be provided within a 12 month period- Bidding exemption is voided and a formal RFP process must be undertaken to support vendor selection.

This procedure describes both the responsibilities and authority of those individuals authorized to sign Procurement related contracts on behalf of the University. For purposes of this procedure, a contract is defined as an agreement in which the University is one of the parties and which will legally bind the University to rights and/or obligations and/or financial liability. It includes but is not limited to real estate and personal property purchase and sale documents, affiliation agreements, construction contracts, licensing agreements, equipment maintenance agreements, patent rights, royalties and independent contractor agreements.

It is the role of Procurement Services to provide a business review of all of the above types of contracts to ensure that this policy (Purchasing) and other related policies are followed. Legal review is provided by Procurement Services in coordination with the Office of General Counsel.

Contracts shall not be executed nor obligations assumed by the University until all steps have been completed per this and other related Business Policies. This includes, but is not limited to, Competitive Bidding (See #3), and Business Policies at <http://www.case.edu/bizpolicies/policies.html>

The types of contracts Procurement Services serves to facilitate include:



If applicable, Professional Services Bid Exemption Approval

If an Independent Contractor, a concise explanation of the business reason(s) for deciding to engage a professional or consulting firm, including:

- The reason why regular or temporary University employees cannot reasonably perform the necessary services;
- The specified period of the engagement; and
- The nature and estimated amount of out-of-pocket/travel expenses to be paid by the University;

Contract to be routed for signatures by Procurement Services

The University seeks to use its regular and temporary employees to the maximum extent possible for

The outside professional or consultant cannot begin work until the proper approval is obtained and both the University and outside professional or consultant have signed a valid agreement. A properly executed Purchase Order (PO) must also be in place prior to the commencement of services.

Any Procurement agreements other than those generated by Procurement Services require legal review by Procurement Services in coordination by the Office of General Counsel. Procurement Services will coordinate this review with OGC to expedite the execution of the contract.

The outside professional, consultant, or service provider cannot begin work until the proper approval is obtained and both the University and outside professional or consultant have signed a valid agreement. A properly executed Purchase Order (PO) must also be in place prior to the commencement of services.

For more information regarding the application, review and execution process, please see <http://campusservices.case.edu/PDS/Procurement.aspx>

Violation of this policy may result in disciplinary action and/or appropriate sanctions in accordance with the provisions of the applicable policies (e.g., within the Faculty Handbook <http://www.case.edu/president/facsen/frames/handbook.htm> or human resources regulations <http://blog.case.edu/human-resources>).

The University defines capital equipment as all major equipment, furniture, and fixtures with an

## **Controlled Substances and Prescription Drugs**

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1. Controlled substances and prescription drugs may be ordered through the University for the following purposes only:
  1. clinical care by Student Health Services, provided the controlled substance or prescription drug is included on a list approved by the Responsible Person for the CWRU DEA registration for Student Health Services; or
  2. clinical procedures in the School of Dental Medicine, provided the controlled substance or prescription drug is included on a list approved by the Responsible Person for the CWRU DEA registration for the School of Dental Medicine; or
  3. animal care in the CWRU Animal Resource Center provided the controlled substance or prescription drug is included on a list approved by the Responsible Person for the CWRU DEA registration for research use; or
  4. animal research conducted pursuant to a research protocol approved by the CWRU IACUC; or
  - 5.



1. Orders for in vitro experiments and other approved research purposes may be placed either by: the Responsible Person on the CWRU DEA registration for research use, or by employees identified by the Responsible Person, the Dean of the School of Medicine or the Vice Dean for Research of the School of Medicine as authorized to place orders. The Responsible Person, the Dean or the Vice Dean shall notify the Director of Procurement & Distribution Services of the names of the employee(s) so authorized.
2. Orders for controlled substances and prescription drugs for invitro experiments and other approved research purposes must be entered into PeopleSoft eProcurement as a requisition.
3. The line item description must include:
  - a. name of controlled substance/prescription drug; and
  - b. catalog number; and
  - c. formulation (strength of substance); and
  - d. If specific manufacturer's product is requested, include NDC# and
  - e. The requisition must identify Dr. Kristie Brock as the ship to address. Dr. Brock's CWRUNET is klb160.
4. The justification/comments box that appears after you hit Review and Submit must include the following information:
  - a. Principal Investigator's name; (s)-1 ( e2an)-6 (/TT1 1 TTf0.8)1 ( S)4C6(i)-2.1 1.41 0 Td()TjE



When a department faces an emergency that requires a purchase order, they should generate the purchase requisition indicating both the due date and a “rush” notation in the comment section. Users also should call the procurement services customer care team <http://campusservices.case.edu/PDS/AboutUs/StaffDirectory.aspx> to inform the buyer of the emergency and that a requisition is forthcoming.

PeopleSoft eProcurement (<http://www.case.edu/projects/erp/finance>) allows departments to track their orders from purchase requisition creation through the issuance of the purchase order. Users experiencing excessive delay in receipt of materials and have confirmed that a purchase order number has been issued, can either contact the vendor directly or call the appropriate buyer <http://campusservices.case.edu/PDS/AboutUs/StaffDirectory.aspx> to determine the order’s status.



Solicitation of vendors for merchandise or certificates to serve as door prizes or favors is normally prohibited. Those seeking an exception should provide a written explanation of their reasons to the senior vice president/chief financial officer.

The University is not equipped to receive and deliver heavy equipment and supplies through Central Receiving and Package Delivery. Therefore, procurement services directs heavy and/or oversized items to a contracted outside moving company or the University movers for delivery directly to the originating department.

Procurement services has the responsibility for determining where incoming goods are to be shipped at the time of order placement with the vendor. If an outside mover is used, the purchase order will be noted accordingly.

Procurement services will notify the movers of an incoming shipment. Delivery arrangements will be made directly between the movers and the originating department. All packing materials will be disposed of by the contracted mover at the time of delivery. All costs incurred are the responsibility of the originating department.

If a buyer is unable to establish weight and dimensions at the time of order placement and the order cannot be properly received at the time of delivery, the University's Central Receiving Department has the authority to redirect the incoming shipment to the attention of the mover.

Procurement services processes all international orders based on properly executed purchase requisitions.

Incoming orders are cleared through customs, based on the following procedures:

The package carrier will notify the University's customs broker that a package has arrived and will forward the paperwork to the broker for processing.

The customs broker will contact procurement services of the arrived package.

Procurement services will notify the user department.

If the value of the order does not exceed \$1,000 the department has the option to clear the package themselves or allow the University's customs broker to clear the package.

If the value of the order exceeds \$1,000 the package must be cleared by the University's customs as then the Uhhshs411 Tc a,ch

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Equipment may be financed using various types of lease or rental transactions. Users initiate lease and rental agreements with a properly authorized purchase requisition. These transactions are subject to requirements for competitive bidding.

Users leasing or renting equipment or personal property should budget into their account the annual funds necessary to cover the appropriate number of lease/rental payments. In the case of a research account, the home department's account will be charged for the remaining term of the contract if the research account specified in the contract is discontinued and no valid replacement account is specified.

Users establish maintenance contracts with vendors to provide uninterrupted preventative and/or remedial maintenance for all types of equipment at a predetermined cost. A purchase requisition is required to initiate all maintenance contracts and should be submitted to procurement services with the vendor's maintenance contract form, if it is available.

The following information should be indicated on the purchase requisition in addition to the standard required information:

- Type of equipment to be covered, including brand, model, and serial number;
- Period of time to be covered; and
- Location of each piece of equipment.

Maintenance contracts are subject to prior business review by procurement services, legal review by the Office of General Counsel and approval in accordance with the contract approval policy (<http://case.edu/events/ccc/>)

A purchase order will be issued upon receipt of the fully authorized contract. Copies of maintenance contracts processed through procurement services are kept on file. Any questions concerning terms and conditions should be referred to the contract coordinator.

It is the user's responsibility to notify procurement services regarding intentions to renew or cancel.

Users are responsible for ensuring that service on the equipment is performed in accordance with the terms of the maintenance contract. In the event that service is not rendered or is not satisfactory, the user should notify procurement services immediately, in writing, and include reference to the purchase order number.

Users requiring packages to be shipped for mailing purposes must complete a purchase requisition.

In addition to the standard information, the following information should be indicated on the purchase requisition:

- Contents of package(s);
- Complete shipping address—no P.O. boxes;
- Number of cartons being shipped;
- Account number to be charged; and
- Whether the department wants the contents insured. If so, the value must be provided.

Please note that if more than one package is being shipped, the value of each package must be indicated.

All items must be properly packed and each package completely sealed and labeled for shipment. Neither procurement services nor shipping will assume the responsibility for poorly packed material

Procurement services negotiates pricing agreements with selected vendors to obtain more competitive prices, price protection, and to reduce the administrative costs of purchasing these goods. These agreements usually cover a one-year period.

Procurement services initiates pricing agreements when it is in the University's best interest to do so. Procurement services regularly evaluates existing pricing agreements to maximize cost savings. This practice insures competitiveness among vendors, allows new vendors to participate, and addresses market trends and economic changes that may occur with particular commodities.

The University is a member of several group purchasing programs and receives the benefits of their negotiated agreements with various vendors. Procurement services utilizes these agreements whenever feasible to obtain the best total cost for the University. In some cases, however, the price from a non-group vendor is less and the product is equal to that offered by the group contract vendor. In those instances, users should consider

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Purchase orders are used for various types of special requests for goods and services. A buyer in procurement services processes the purchase order based on the category of the pre-approved electronic requisition submitted. Users shall not purchase nor commit to purchase items or services prior to the issuance of the purchase order.

Once a requisition is approved and budget checked, a purchase order is issued. The information supplied by the buyer—such as price confirmation, method of shipment, expected delivery date, and any special terms or notations—will be forwarded to the vendor.

The purchase order is a legally binding obligation when accepted by a vendor. Acceptance may be evidenced by written notification or a delivery of goods conforming to the terms of the contract. The purchase order also is binding on the University and may be changed or canceled by procurement services only in accordance with the terms of the order.

All radioactive material will be ordered using the University purchase requisition, including replacement orders and no-charge samples. Each purchase requisition must have the following information:

- Isotope;
- Quantity and unit of isotope ordered (e.g., 1x250 uCi);
- Inventory of isotope on hand in the laboratory; and
- Signature of authorized user or authorized alternate.

When complete, the purchase requisition will be routed electronically in PeopleSoft for all necessary approvals. Please note that purchase requisitions for radioactive materials require approval from radiation safety. The radiation safety office has a 3 p.m. deadline for processing radioactive requisitions due the following business day. Approved requisitions forwarded to the procurement services are processed until 4 pm. Requisitions received after 4 p.m. are not guaranteed for next-day delivery. Upon approval by the Office of Radiation Safety, the purchase requisition is electronically routed to the procurement services for processing.

Purchase requisitions for radioactive material to be delivered to MetroHealth Medical Center or V.A. Medical Center do not require the approval of the University's Office of Radiation Safety. However, these purchase requisitions do require the approval of the respective institution's radiation safety office. Contact the radiation safety office at those locations for instructions.

Preference should be given to products and services that conserve natural resources and protect the environment to the extent practicable and economically feasible. Purchase of products that are ENERGY STAR certified in all areas for which such ratings exist is required.

A purchase requisition is required to initiate all repair orders, except warranty repairs. Warranty repair orders must reference the original purchase order number. In addition to the standard required information, the requisition must contain the following information:

- Description of equipment—including brand, model, and serial number;
- Estimated cost of repair or warranty information;
- Purchase order number that the item was originally purchased against, if available;
- Number of cartons being shipped to the vendor;
- Complete shipping address—no P.O. boxes;
- Weight of package, if known; and
- Whether the department wants the equipment insured; if so, the value must be provided.

Please note that if more than one package is being shipped, the value of each package must be indicated.











Subcontract Completion	ISR (formerly the SF 294)	30 days after completion
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Case Western Reserve is an Ohio nonprofit corporation and exempt from sales and use tax and from federal income tax as an organization described in section 501(C)(3) of the Internal Revenue Code. The University's federal tax identification number is 34-1018992.

Procurement Services provides certificates of exemption to vendors upon request.

All interactions involving vendors should be conducted at the highest level of personal and institutional integrity and fairness.

University employees should recognize real or perceived conflicts of interest in conducting University business with vendors and firms in which they, a family member, or member of their household, have a financial interest and should avoid these situations. This applies particularly to University employees engaged in procurement, financial affairs, those handling or approving funds, and persons involved in determining what is to be procured. University employees must be familiar with the University's conflict of interest policy. University employees should disqualify themselves from procurement decisions in which they have a conflict of interest.

Whenever an apparent conflict of interest is suggested or identified, employees should report the conflict of interest, pursuant to the University's conflict of interest policy.

Many purchased items are delivered with manufacturer warranty cards or certificates. It is the users' responsibility to complete the card and return it to the vendor immediately for proper certification.

All warranty information should be retained by the originating department for future reference. In the event that repair service is required during the warranty period, the warranty information should be included on the purchase requisition that is processed to procurement services.

Please refer first to the Office of Sponsored Projects Accounting ([http://ora.ra.cwru.edu/ospa/PreAward\\_Services/index\\_postaward.cfm](http://ora.ra.cwru.edu/ospa/PreAward_Services/index_postaward.cfm)) regarding purchases made with funding received through a federal grant.