University Procurement Policy—Quick Reference

Effective September 1, 2019

General Inquiries: (336) 758-UBUY (8289)

For more information, please visit https://finance.wfu.edu

WAKE FOREST
UNIVERSITY
Financial Services

$10,000 or Below

♦ **Use PCard or Purchase Order when possible.**
♦ **Alternate purchases among multiple suppliers.**
♦ **Make rational decisions.**
♦ **Document as necessary for approvals and payment.**

$10,001 - $125,000

♦ **Use Purchase Order when possible.**
♦ **Seek adequate price competition.**
♦ **Consider price as a significant evaluation criteria.**
♦ **Include other evaluation criteria.**
♦ **Keep detailed documentation.**
♦ **Comply with University sourcing strategy.**

$125,001 - $250,000

♦ **Engage with Procurement team before market solicitation.**
♦ **Include diversity, sustainability, and social responsibility criteria.**
♦ **Follow $10K+ guidance.**

$250,001 and Above

♦ **Include Procurement team in early requirements planning.**
♦ **Perform cost or price analysis to affirm price reasonableness.**
♦ **Follow $125K+ guidance.**

ENGAGE EARLY WITH PROCUREMENT & PAYMENT SERVICES

Key Responsibilities:

- Consult with Procurement & Payment Services before engaging with suppliers on purchases greater than $125,000.

- Seek adequate competition (i.e., two or more responsible offers) for purchases greater than $10,000.

- Request advance approval in Workday for "Single/Sole Source" requests.

- Seek guidance from the Procurement & Payment Services team before entering "Direct Pay" agreements.

- Do not make purchases unless you have adequate spend authority. See Spend Authority and Administrative Procedure.

- Do not sign contracts unless you have authority to do so. See Contract Management Administrative Procedure.

Utilize preferred supplier catalogs available in Workday for common purchases when possible. Seek appropriate guidance for technology, lease, fixed asset, and grant purchases. Contact Procurement & Payment Services for help resolving any perceived conflicts.

The University is willing to prioritize long-term strategic decisions and encourages you to utilize comprehensive evaluation criteria in your purchasing decisions. For most goods or services, the following rubric works for evaluating supplier responses:

	Needs Improvement - 1	Satisfactory - 3	Excellent - 7
Quality	♦ **Does not fully describe essential functionality of product/service.** ♦ **Does not meet minimum performance standards.** ♦ **Does not offer good record of past performance results.**	♦ **Fully describes essential functionality of product/service.** ♦ **Meets minimum performance standards.** ♦ **Offers good record of past performance on multiple occasions with one or few customers.**	♦ **Offers advanced insight into full functionality of product/service.** ♦ **Exceeds minimum performance standards.** ♦ **Offers exceptional record of past performance on multiple occasions with many customers.**
Delivery	♦ **Does not meet necessary delivery timelines.**	♦ **Meets necessary delivery timelines.**	♦ **Exceeds necessary delivery timelines.**
Cost	♦ **Provides incomplete cost information or insufficient detail.** ♦ **Pricing is unreasonably higher or lower than competitors.**	♦ **Provides requested information with sufficient detail to provide basic cost transparency.** ♦ **Pricing is competitive.**	♦ **Provides all requested cost information in a clear manner.** ♦ **Provides sufficient details to enable collaboration and transparency.** ♦ **Pricing is reasonably advantageous.**
Reliability	♦ **Does not provide sufficient information to judge how consistent quality, delivery, and cost will be able to be maintained.**	♦ **Provides adequate information to give confidence in supplier's ability to maintain consistency in quality, delivery, and cost.**	♦ **Provides comprehensive detail regarding supplier's past history in maintaining consistent quality, delivery, and cost performance.**

Price must always be a significant evaluation factor. Based on the value or characteristics of what service or item you are buying, you should also consider supplier diversity, environmental sustainability, and social responsibility criteria in the evaluation process for supplier selection.

Strive to create transparency in your purchasing actions. Below is an easy example for concisely documenting your evaluation criteria and selection. For high value or critical purchases, utilize multiple evaluators to help assure fair and open competition.

Evaluation Criteria	Quality	Delivery	Cost	Reliability	Diversity Sustainability Social	Overall Average
Weighting	35	10	25	20	10	
Rating: Supplier A	1	3	7	1	3	2.9 - Satisfactory
Rating: Supplier B	3	7	3	7	3	4.20 - Satisfactory
Rating: Supplier C	7	7	7	7	7	7 - Excellent

1	3	7
Needs Improvement (<2 Overall Avg.)	Satisfactory (<5 Overall Avg.)	Excellent (5-7 Overall Avg.)
Rating Scale		

Notional Criteria

and Rating Data