

**XAVIER UNIVERSITY OF LOUISIANA  
OFFICE OF FACILITY PLANNING AND  
MANAGEMENT**

**PROCUREMENT POLICY AND PROCEDURES  
CAPITAL PROJECTS / FURNITURE /  
EQUIPMENT**

Marion B. Bracy, Vice President  
Office of Facility Planning and Management

Xavier University of Louisiana  
#1 Drexel Drive / Box 54  
New Orleans, LA 70125

TELEPHONE: (504) 520-7507

FAX: (504) 520-7926

[www.xula.edu/facility/index.php](http://www.xula.edu/facility/index.php)

June 2015

**CAPITAL PROJECTS & FURNITURE PURCHASING MANUAL  
TABLE OF CONTENTS**

<b>Scope of Policy .....</b>	<b>2</b>
<b>Definitions .....</b>	<b>2</b>
<b>Agreement/Contract .....</b>	<b>2</b>
<b>Bid .....</b>	<b>2</b>
<b>Blanket Purchase Order .....</b>	<b>2</b>
<b>Capital Expenditure Request (CER) Order .....</b>	<b>2</b>
<b>Change Orders.....</b>	<b>2</b>
<b>Davis-Bacon Wage Determinations.....</b>	<b>2</b>
<b>Estimate.....</b>	<b>3</b>
<b>Insurance Requirements.....</b>	<b>3</b>
<b>Minority, Disadvantaged or Women Owned Businesses (MBE/DBE/WBE).....</b>	<b>3</b>
<b>Professional Service.....</b>	<b>3</b>
<b>Purchase Order.....</b>	<b>3</b>
<b>Request for Proposal (RFP).....</b>	<b>3</b>
<b>Request for Qualification (RFQ).....</b>	<b>3</b>
<b>Responsive, Responsible Bidder.....</b>	<b>3</b>
<b>Sole Source Acquisition.....</b>	<b>3</b>
<b>Surplus Property.....</b>	<b>3</b>
<b>Analysis to Determine Capital Expenditure.....</b>	<b>4-6</b>
<b>Pre-Design.....</b>	<b>4</b>
<b>Facility Analysis.....</b>	<b>4-5</b>
<b>Surveys of Existing Hazardous Materials.....</b>	<b>5</b>
<b>Requesting and Recommending Projects.....</b>	<b>5-6</b>
<b>Procedures.....</b>	<b>6</b>
<b>General Requirements.....</b>	<b>6</b>
<b>Solicitation of Bids.....</b>	<b>6</b>
<b>Sole Source Purchases.....</b>	<b>6</b>
<b>Use of Contracts, Notice to Proceed, and Purchase Orders.....</b>	<b>6</b>
<b>Execution.....</b>	<b>6</b>
<b>Approved Contracts, Written Notices to Proceed, and Purchase Orders...6-7</b>	<b>6-7</b>
<b>Contract Commitment Process.....</b>	<b>7</b>
<b>Purchasing Process.....</b>	<b>7</b>
<b>Request for Bid (RFB) Process.....</b>	<b>7-8</b>
<b>Prebid Conference.....</b>	<b>8</b>
<b>Addenda.....</b>	<b>8</b>
<b>Receipt of Bids.....</b>	<b>9</b>
<b>Bid Opening.....</b>	<b>9</b>
<b>Bid Review and Evaluation.....</b>	<b>9-10</b>
<b>Contract Award.....</b>	<b>10</b>
<b>Request for Proposal (RFP) Process.....</b>	<b>10</b>
<b>Request for Estimate (RFE) Process.....</b>	<b>11-12</b>
<b>Emergency Order Process.....</b>	<b>12</b>
<b>Under \$25,000 Projects and Purchases.....</b>	<b>12</b>
<b>Blanket Order Process.....</b>	<b>12</b>
<b>Use of Minority or Women Business Enterprise (MBE/WBE) Vendors.....</b>	<b>12</b>



# Xavier University of Louisiana

## Office of Facility Planning & Management (FP&M)

### Policy and Procedures for Capital Projects and Furniture Purchases

Revised June 2015

#### *Scope of Policy*

This policy defines various types, methods and authority of procuring goods and services of Xavier University of Louisiana (XULA) property, especially when contracting for furniture, fixtures, equipment, renovations, remodeling or other construction related functions. The intent of this document is to enhance the Xavier University of Louisiana – Procurement Policy and Procedures Manual, which is produced by the Office of Fiscal Services.

Purchases for goods and services must be made in accordance with the procedures set forth herein. The competitive bidding or estimating process incorporates steps that generally will result in the best pricing and assist in achieving XULA's non-discrimination policy and goals of community and disadvantaged business participation.

#### *Definitions*

**Agreement/Contract** – Any agreement that contains an exchange of promises, or undertakings between XULA and another person or entity, relative to XULA's procurement of goods and services or XULA's disposal of XULA property, that binds or purports to bind XULA and the other party to reasonably specific terms and conditions to be binding upon XULA. All such contracts are subject to prior review, approval, and execution by the elected official of the University.

**Bid** – A vendor's formal price offered to produce a certain item or perform a particular service to achieve a desired outcome. The bid submitted must conform to the applicable requirements of content, form, and timeliness in order to be considered.

**Blanket Purchase Order** – A purchase order issued to a vendor for undetermined items or services for a specified period of time, but not exceeding the end of the current fiscal year, when it is determined to be in the best interest of the University. After its acceptance by the vendor, purchases may be made against it periodically as required without calling for new purchase orders.

**Capital Expenditure Request (CER) Order** – Orders which commit XULA capital funds.

**Change Orders** – A written modification to a purchase order or blanket purchase order by XULA directing the vendor to change the contract amount, requirements and/or time.

**Davis-Bacon Wage Determinations** – The Wage and Hour Division of the U.S. Department of Labor determines prevailing wage rates to be paid on federally funded or assisted construction

projects. Information related to this act can be obtained by accessing the federal government web site. Unless otherwise stipulated, all construction bids and estimates in excess of \$10,000 shall comply with the Davis Bacon Wage Act.

**Estimate** – A vendor’s price offered to produce certain items or perform particular services at a stated cost. An estimate is very similar to a bid, but not as formal. However, estimates must conform to all applicable requirements and timelines.

**Insurance Requirements** – Vendors are required to carry insurance in the amounts and coverage established by XULA. The Standard Insurance Provision states the minimum coverage and dollar amounts required by XULA. A University official also has the authority to approve variances of coverage and dollar amounts when deemed appropriate. The department shall not begin services until the vendor’s insurance certificate and any endorsements have been reviewed and approved as conforming to XULA requirements.

**Minority, Disadvantaged or Women Owned Businesses (MBE/DBE/WBE)** – XULA's policy is to provide opportunities to all diverse suppliers which include, but are not limited to, minority, disadvantaged and women owned businesses. The attempt is to encourage participation of businesses that are owned and/or controlled by groups who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages.

**Professional Service** – The services of architects, engineers, design professional, construction manager, consultant or other individuals (usually with a form of certification) that will certify the successful completion of a project’s requirement. Professional services are technical or unique functions performed by independent contractors or consultants who specialize in the services required.

**Purchase Order** – A legally binding document issued by XULA that specifies the goods and/or services ordered from a vendor for an indicated price.

**Request for Proposal (RFP)** – A document used to solicit proposals for professional services.

**Request for Qualification (RFQ)** – The process used to solicit qualified consultants for a project which may lead to an RFP process.

**Responsive, Responsible Bidder** – A firm that has adequately responded to a request and has demonstrated the ability to meet all aspects of the specifications for bid. On occasion, additional support information will be required to support qualifications. This could include, but is not limited to, list of previous jobs, disclosure on the financial stability of the firm, full disclosure of disbarment history, etc. Responsive bids should incorporate cost, quality and other specified requirements to achieve a resulting award that is fair, efficient, competitive, and meets all the procurement objectives.

**Sole Source Acquisition** – (Exception to Bid) – When in the best interest of XULA, a procurement process in which goods and/or services is procured from single sources without competition. Although a number of possible sole source situations, one example will exist when only one brand will meet the requirements and there’s only one source of supply for the brand.

**Surplus Property** - XULA office furniture or equipment that is no longer required in a division or department and must be disposed of through approved XULA methods.

## *Analysis to Determine Capital Expenditure*

Capital expenditure analysis usually occurs after funding is identified and before design begins. This is most likely the pre-design phase, which allows studies to be done that analyzes space requirements, detect constraints and identify opportunities of the proposed site, and the cost versus the budget. The amount of funding available in the pre-design phase varies and is a critical factor in determining which studies take precedence. Funds may be available to develop a detailed project program or only to investigate certain technical issues in order to determine scope, budget, or project schedule.

### **I. Pre-Design**

The pre-design phase may include site analysis, programming, construction cost analysis/estimate, and value engineering.

- **Site analysis** includes site selection, geotechnical reports, and review of existing structures, utilities, environmental challenges and other unforeseen barriers. Frequently, multiple sites are analyzed for a single project. This information is used both to guide project development and to evaluate a project's impact on the environment. This study can significantly influence the feasibility of a project, due to life-safety, legal, and other issues.
- **Programming** defines the project needs of the user. Programming includes assisting and inventorying the spaces and equipment needed to function effectively and efficiently. This includes defining a project's practical requirements including space sizes, contents, activities and relationships (internally and externally). A project program serves not only as a basis for design and a source of information about a project, but frequently as a basis for seeking funding. The programming process concludes with a clear and orderly statement of the problem and desired outcome.
- **Construction cost analysis/estimate** provides an estimate or a construction budget amount for the capital project. In some instances, this analysis/estimate can assist with the creation of a funding plan, a phasing plan, and a construction/renovation plan. Estimating construction costs typically involves using costs from similar prior projects and applying those costs to the present project, allowing for adjustments in location, scope, construction time period, and other factors. Contingencies are commonly used with all methods of estimating to allow for unknowns (environmental concerns, hidden utilities, unfavorable site conditions, etc.). The design contingency allows for the fact that projects often contain more elements when they are fully designed than could have been anticipated earlier in the design process. The project contingency is for unknowns during construction, and allows for unknown factors that could increase construction and related costs beyond the estimate.
- **Value engineering (VE)** in the pre-design phase carefully examines and analyzes the proposed program, site selection, and project budget. Pre-design VE will also assist in prioritizing projects or phases of projects so that the funding source will address the greatest needs from project inception.

### **II. Facility Analysis**

When a project involves one or more facilities, an array of evaluations are used to address the possibility of repurposing a portion or all of the buildings. These evaluations include, but are not

limited to, identifying current and future facility functions, as well as possible structural concerns, and code compliance issues. The evaluations should also provide information on the following:

- Facility suitability and adaptive reuse (e.g., area square footage, ceiling height, and acoustical concerns).
- Capacity, suitability, and adaptability of the existing systems (e.g., electrical, mechanical, fire/life safety systems, data, phone and plumbing).
- Load bearing conditions (e.g., slabs, beams, girders, and columns).
- Easily accessible to all (e.g., ADA, other disability qualifiers).
- Energy efficiency and/or ability to be converted to meet efficiency guidelines.
- Other specifications as needed.

### **III. Surveys of Existing Hazardous Materials**

Most often, consultants are employed to examine existing facilities or sites that are known or suspected to contain environmental hazards, usually limited to asbestos or lead, and recommendations are made for the proper method of removal or remediation. Although the campus administrators are generally aware of such hazards on current sites, conditions may warrant new or additional treatments for such areas.

The University will review each situation individually to determine the level of assessments needed when environmental concerns are identified. Site analysis drawings will most often combine a variety of the site analysis studies into a drawing or set of drawings, to assist with identifying and supporting environmental actions.

### **IV. Requesting and Recommending Projects**

Periodically, usually annually, the Office of Facility Planning and Management (FP&M) will update the list of planned Major Renovations and Deferred Maintenance. Members of the FP&M staff will inspect facilities and update those areas that should be considered for renovation, repair, and/or replacement. This inspection process is designed to assist in identifying and prioritizing deferred maintenance and proposed capital projects.

Large capital projects, furniture purchase, or request for renovations must be presented to FP&M with the support of the requestor's area Vice President. This can be done by using a simple Project Request Form, which can be found on Xavier's FP&M website, or other forms of written communication. Most capital projects are initiated through the Strategic Planning process and/or through the Capital Master Planning process. Both will involve intense interviews with the stake holders as well as other methods of review and examination. Through these processes, if it is determined necessary to move forward with an analysis, other departments may be invited to participate. Institutional Advancement may be needed to assist with fund raising, and Fiscal Services may be needed to identify existing funding sources. It is also perceivable that other areas will have interest in the proposed project and can assist in moving it forward. Before engaging in large capital projects, a presentation of the concept is made to the University Administration. This will usually happen prior to introducing the concept to the Board of Trustees, although from time to time the Board will introduce concepts to be considered by the Administration.

Occasionally, funding possibilities will proceed the planning of a project, which will advance the project priority listing. Examples of this have occurred with external funding sources such as FEMA, Qatar Foundation and other funding sources. Ideas can be generated from multiple sources, but will often need support to identify funding from the Administration and prior to Board presentation.

Once pre-design analyses are complete and funding is identified, capital projects can move forward with bidding and procurement.

## ***Procedures***

### **I. General Requirements**

1. **Solicitation of Bids.** Purchases shall be made through a competitive solicitation process whenever feasible. The Office of Facility Planning and Management (FP&M) will maintain a qualified vendor data base, and shall provide assistance in obtaining additional qualified vendors. A competitive solicitation process requires soliciting a minimum of three (3) vendors when circumstances preclude the inclusion of a greater number. When selecting vendors for inclusion in the solicitation process, XULA's affirmative action goals to include disadvantaged businesses and/or community based businesses should be considered. Other considerations include but are not limited to the vendor's qualifications, past experience, references, and ability to fulfill the requirements of the solicitation. Solicitations shall be simultaneously released to all selected vendors on a specified release date.
2. **Sole Source Purchases.** When submitting a request that qualifies as a sole source purchase, a sole source procurement justification is required. This justification can be submitted by attaching a sole source form or entering an internal note to the requisition explaining the sole source justification. The sole source documentation must state the steps taken to determine the sole source status. If the item is a capital expenditure and requires a CER, the sole source explanations should have been communicated when submitting the CER for approval. The determination as to whether the procurement will be made as a sole source shall be made by the buyer. When a sole source transaction exists, the competitive solicitation process is not utilized. The sole source supplier is required, however, to submit its proposal or quotation in writing. *See also section 5.3 Sole Source Procurement of the Xavier University of Louisiana – Procurement Policy and Procedures Manual.*
3. **Use of Contracts, Notice to Proceed, and Purchase Orders.**
  - A. **Execution.** Purchase transactions must be executed on contract, letter of intent, or purchase order forms. Except as permitted expressly by this Policy, all contracts, written notices to proceed, or purchase orders must be executed by the Vice President for Fiscal Services, the Vice President for FP&M, or such other University official as may be designated by the President. The Office of FP&M will be responsible for administering the contract.
  - B. **Approved Contracts, Written Notices to Proceed, and Purchase Orders.** Standard pre-approved contract documents are available for Professional (Consulting) Services, Professional Design Services, and Construction Services. Any contract for

purchase of goods or services that does not utilize a standard pre-approved contract, written notice to proceed, or purchase order form must be submitted through appropriate channels for approval prior to execution.

4. **Contract Commitment Process.** All purchases of goods and services or any other commitments of XULA resources must be processed in accordance with this policy in order for XULA to be aware of and able to identify all contracts and contractual commitments, and to capture vendor solicitation and/or award information including demographic, affirmative action initiatives and financial obligations.

## II. Purchasing Process

All University solicitations and purchases related to furniture, equipment or capital expenditures shall be executed in accordance with the requirements of the applicable purchasing processes listed below.

1. Request for Bid Process (RFB)
2. Request for Proposal Process (RFP)
3. Request for Estimate Process (RFE)
4. Emergency Order Process
5. Under \$25,000 Projects and Purchases
6. Blanket Order Process
7. Use of Minority or Women Business Enterprise (MBE/WBE) Vendors

These processes are summarized below, including the circumstances under which each process shall be required. Detailed explanations of the procedures to be followed for each process are available from the Office of FP&M and the Office of Fiscal Services.

If more than one process applies to a solicitation or process, each applicable process should be followed. The Vice President for FP&M will render a decision in the off chance that a conflict occurs between processes or interpretations.

1. ***Request for Bid (RFB) Process.*** The RFB process is a formal competitive sealed-bid process for soliciting pricing and availability of goods or services estimated to be \$150,000 or higher. Award is based on lowest responsive, responsible bid received. The RFB Process shall be undertaken by the Office of FP&M upon submission of a Project Request Form by the requesting department or division. In completing the form, the requesting department is certifying that the funds are available and the form must be signed by the supervising Vice President.

To ensure the confidentiality and integrity of the RFB process, competitive sealed bids shall be solicited. An RFB document includes standard XULA conditions related to insurance requirements, indemnification, and confidentiality as well as detailed scope of work and specifications including but not limited to quantity, description, delivery requirements, special conditions, and any required drawings. Timely RFB responses are opened and results are recorded on the specified due date and time. Responses are evaluated and the award is made to the lowest responsive, responsible bidder. The general process is outlined below:

- The competitive bidding procedure will start with each contractor meeting the qualification terms outlined by XULA. Other evaluation tools, such as a Request for Qualification form and/or Interviewing Criteria and Rating form, may be used to assist with finding the most responsive and responsible bidder for a particular project.
- Potential bidders must also take all necessary affirmative action steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.
- The procedure will then proceed with the pre-bid conference, addenda, receipt of bids, bid opening, bid review and evaluation, and contract awarding.
- Each bidder must also submit a schedule of values and a potential list of sub-contractors to XULA.
- Depending on the nature of the project, pre-approval for sub-contractors may be required. In most projects, a bid security is required, as per the directive of XULA. In such cases, the bond must be valued at twenty percent of the bid price up to a maximum of \$3 million. Because it can sometimes be difficult for smaller contractors to obtain bonds this large, they are permitted to provide bid security in the form of a cashier's check instead.
- Upon request, other documentation may also be required to support a contractor's statement of expertise.

**Prebid Conference** – The Vice President for FP&M or his designee, usually an architect and/or an engineer and/or a consultant, will represent XULA and will conduct the prebid conference to familiarize bidders with details of the project. On smaller projects, an exception to this practice will be an in-house employee such as a FP&M Project Manager. During this meeting, an agenda for the prebid conference will be distributed to all parties. Topics to address at the prebid conference will include, but are not limited to, the following:

- Introduction of the XULA construction representatives
- Project details and requirements
- Owner's bidding documents and construction procedures
- Unusual project requirements
- Question/Answer/Site tour

During the pre-bid conference, the XULA representative will present the project's details, conduct the question-and-answer session, and lead a tour of the job site. If necessary, an addendum, approved by XULA, will be issued to answer questions asked at the presentation or job site tour. Larger and/or complex projects will require a prebid conference, whereas smaller, straight forward projects will not always require a prebid conference. FP&M can make this determination and omit this step when they deem necessary.

**Addenda** - During the bidding period, the bidding documents may need modification. Addenda will be issued by the XULA representative and transmitted in written notice to all prospective bidders. Addenda will be included as a part of the contract documents. Responses to questions asked at the prebid conference or at another time during the bidding period may require the issuance of addenda. The XULA representative will ensure that addenda reach all prospective bidders in time for bidders to incorporate the modification items into their bids.

**Receipt of Bids** - All bids must be submitted in a sealed envelope to the Office of FP&M at XULA. Specific date, time and other instruction will be provided along with the invitation to bid. Bids will not be accepted after the time set for receipt of bids. An official clock is designated in the Office of FP&M and each bid will be time-stamped to record.

**Bid Opening** - Bids will be opened at a specified time, date and place as designated by the Office of FP&M. Bid openings will be informal but restricted to the review team, unless otherwise instructed. Individuals who are not a part of the review team may be invited at the request of the Vice President for FP&M. The invitation for bids will specify who will be allowed to attend the bid opening.

The procedures for bid opening will include the following:

- Opening bids in predetermined order (usually alphabetically)
- Using a check-list to note the presence of required bid items, absence of required bid items, attachments, and irregularities
- Recording bid results on a bid tabulation form
- Announcing that all bids have been opened
- Asking for questions concerning the bids
- Announcing that the bid opening is complete
- Discussion, review and evaluation of bids

**Bid Review and Evaluation** - After the bids are opened, reviewed and evaluated, the best responsible bidder will be selected. This selection process will take place soon after the receipt of bids, which is usually a previously selected date. Pre-qualification does not guarantee that the lowest bidder will also be the best responsible bidder.

Bids will be reviewed by the review team for completeness and irregularities. In reviewing bids, XULA reserves the right to waive irregularities or reject bids when it is determined that the irregularities make the bid non-compliant. Examples of irregularities can include but are not limited to lack of signatures on the bid form or attachments, incomplete sub contactors listing, unacknowledged addenda, no quotes for unit prices or alternatives, and use of the wrong bid form. If it is determined that a bid is non-compliant and XULA subsequently rejects the bid, the bidder will be notified.

If all bids exceed the budget amount allocated for the project, then XULA may take one of the following actions:

- Authorize an increase in the project budget and proceed with the project
- Revise the scope of the project and then rebid
- Abandon the project
- Negotiate project cost with the apparent best responsible bidder

If a bid contains an irregularity that is an authentic mistake, such as an error in calculating the cost of the project, then XULA may allow the bidder to withdraw the bid. If a bid contains an error or omission because of an error in judgment or negligence in inspecting the work site or

in reading the plans and specifications, then XULA is not obligated to allow the bidder to withdraw the bid.

**Contract Award** - After selecting the best responsive and responsible bid, XULA personnel or its appointed representative will prepare a notice of award, construction bonds requirements, insurance requirements, and other necessary documents, which will allow contractor to prepare the construction agreement. This notice sets forth the conditions regarding contract award, the time allowed to sign and return the agreement and other required documents. However, the notice does not authorize the start of construction. Construction starts after both parties execute the construction agreement and XULA issues a Notice To Proceed. Unless otherwise specified, construction agreements will be prepared using standard and/or modified AIA forms.

After receiving the signed agreement and other documents in the Office of FP&M, and if everything is deemed to be in satisfactory condition, XULA will then execute the contract to the best responsive and responsible bidder, who will now become the contractor of record. If agreement and other required documents are not returned with proper signatures within the allotted time, or if the required documents are not satisfactory, then XULA has the right to reject the bid and award the project to another qualified bidder, or restart the bidding process.

2. ***Request for Proposal (RFP) Process.*** The RFP process is a formal process of soliciting proposals for services or projects. The nature of the project or service, rather than the dollar threshold, determines the use of an RFP. The RFP process is utilized for consulting/professional services—which usually correspond with the state standards, design services and major construction projects. In addition to price, the award is based on other factors such as the proposer’s experience with similar projects, sufficiency and creativity of the proposal in meeting the University’s objectives, the proposer’s unique experience, and the proposer’s project team.

The RFP Process normally will be administered by the Office of FP&M upon submission of a Project Request Form. If the requesting department has unique expertise or requirements, the Office of FP&M may authorize it to administer the RFP Process internally. A standard XULA Agreement for Professional/Consulting Service, Professional Design Services or Construction Services should be included with the solicitation documents. Any self-administered RFP Process must meet all other requirements as set forth in this policy.

The RFP process is similar to the RFB process with respect to XULA conditions related to insurance, indemnification and confidentiality. However, the RFP process is utilized for services or projects that permit flexibility in responding to the University’s objective, and vendors are asked to submit their proposed solutions for the project. RFP responses are opened and recorded on the specified due date and time. As determined by the Office of FP&M and/or as designated by the President, representatives of one or more XULA departments, such as the requesting department, Fiscal Services, and others, will evaluate the responses. Vendors may then be asked to make a presentation to further clarify their response(s) and qualifications to fulfill the requirements of the project. The reviewers will then make a recommendation to the appropriate approving authority for award to the vendor that is determined by the reviewers to have presented the best solution to accomplish the project.

3. ***Request for Estimate (RFE) Process.*** The RFE process is an informal competitive estimating process for soliciting pricing for goods or services estimated to be \$25,000 or more, but less than \$150,000. As stated in section I number 1 (Solicitation of Bids), a competitive solicitation process requires soliciting a minimum of three (3) vendors when circumstances preclude the inclusion of a greater number. Unless otherwise stipulated by a funding agency, public advertisements are not necessary when obtaining estimates. The RFE process shall be undertaken by the Office of FP&M upon submission of a Project Request Form. No other XULA department is authorized to undertake the RFE for capital projects or replacing furniture (or like items). Upon receipt of a RFP, the Office of FP&M will create an RFE document using XULA's standard purchase order terms and conditions, any special conditions, details of the specific quantity requirements, detailed item descriptions, and required delivery date for the goods or services. In this process, a formal contract is not always necessary. The intent is to have a clearly defined and mutually agreed upon scope of work or deliverables in which a purchase order can be generated. The Office of FP&M will record timely RFE responses, evaluate them, and make an award to the lowest responsive, responsible bidder.

If XULA's administration deems that it is essential to proceed with a small project, under \$150,000, because of time constraints, emergency, accessibility, specialized area function, or other restrictive reasons, it would be possible to proceed with a project as long as reasonable cost is established for the project. This could mean that previous similar projects were completed through a competitive bid or estimating process and the contractor's performances and cost were within the current regional cost. This could also be true if cost for a project was declared reasonable by means of an industry acceptable estimating process (such as R.S. Means, etc.). These methods provide benchmarks for establishing acceptable cost that will allow the university to proceed forward with minimal interruption to the educational, research or campus living process. The intent of this process is to be used in an exceptional situation and not intended to circumvent established bidding and/or estimating process on a recurrent basis. Such an action must have the approval of the Vice President for FP&M, and reviewed by the Vice President for Fiscal Services and/or the President of the University.

Furniture and fixture purchases by XULA must be approved and administrated by the Office of FP&M. This will assist in maintaining a university standard and offer consistency in pricing and quality. Depending on the funding source, XULA will often receive approval to participate in government purchasing through General Service Administration (GSA) pricing. This allows some public and private entities the opportunity to make purchases from state procurement contracts without the necessity of bidding (La. R. S. 39:1702), which complies with the Federal Acquisitions Streamlining Act (Public Law 103-355).

Other rationale for making furniture purchases without a bidding process will include the need to obtain specialized furniture/equipment when other brands are not of equal quality or when the furniture or equipment that is being purchased will have a direct attachment to existing furniture or equipment.

- Example #1 – If a lab is equipped with a particular brand hood and a separate brand will not allow the researcher to function in the same manner, authorization for the preferred brand should be highly considered.

- Example #2 – If a particular brand name desk is already installed in an office suite, greater consideration should be given to maintaining that particular quality and brand.

In the absence of the aforementioned scenarios, it is very likely that furniture should be purchased using established methods which are outlined in this document. In any case, all care should be taken to ensure that all furniture, fixtures and equipment are obtained at a fair market value.

4. **Emergency Order Process.** An emergency order is defined as an immediate need for goods or services. The failure to act expeditiously exposes XULA to risk of harm to persons or University property or when failure to act jeopardizes the learning environment. When the need for emergency work exists, officials of XULA must act quickly to arrest or resolve the threat to XULA personnel and/or property. As quickly as possible, an internal note should be entered on the requisition stating the emergency and product or service needed. The Office of Fiscal Services should be notified of this request in order for it to be processed quickly. Once the emergency order is received, the requestor may contact the vendor to expedite delivery of the product or service requested. *See also section 4.5 Emergency Orders of the Xavier University of Louisiana – Procurement Policy and Procedure Manual.*
5. **Under \$25,000 Projects and Purchases** – Single Quote, Firm-Priced, Fixed Fee projects valued under \$25,000 maybe procured by a single bid from a contractor or vendor, if it is determined to be reasonable by the Vice President for FP&M. This practice should only take place when it is deemed necessary and in the best interest of XULA to move forward with minor projects.
6. **Blanket Order Process.** A Blanket Order is an arrangement with a vendor that does not obligate University funds but allows the flexibility for order placement on an as-needed basis for a specified period of time (usually no greater than 12 months). The blanket order defines the general product or service, total dollar limit for a specified time period, and the transaction dollar limits for each order placement. *See also section 4.3. Blanket Orders of the Xavier University of Louisiana – Procurement Policy and Procedure Manual.*
7. **Use of Minority or Women Business Enterprise (MBE/WBE) Vendors.** XULA is committed to relating to all suppliers in an ethical manner to support and encourage business with diverse groups. XULA's policy is to provide opportunities to all diverse suppliers which include, but are not limited to minority and women owned businesses. XULA encourages all internal departments to include diverse suppliers when looking to source a service or commodity. It is XULA's commitment to do business with any supplier that can provide competitive pricing, quality services and commodities which meet XULA's business needs.

**\* Xavier University of Louisiana reserves the right to reject any and all bids regardless of cause.**