



## UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

### Section 3.1 - Utilization of University, State & Consortium Contracts

1. To streamline and expedite routine purchases, University departments have access to a number of pre-approved contracts established by the Campus, University, Commonwealth of Massachusetts (State), Massachusetts Higher Education Consortium (MHEC) and E&I Cooperative Services.
2. When purchasing goods or services through one of these pre-approved contracts it is not necessary to obtain multiple quotes as the competitive requirement was already met through the bid process used to establish each contract (*note: some contracts with multiple vendors do require that multiple quotes are obtained however this is rare*). However, for all purchases it is necessary to obtain a quote from the vendor that a purchase order will be sent to in order to ensure that the pricing and services being provided are in line with the requirements of each contract. Although not required, it is recommended that multiple quotes are obtained from contract vendors in order to ensure best pricing. State, MHEC and E&I contracts are generally awarded to a number of vendors to ensure sufficient availability of goods and services to meet requirements across the Commonwealth, each vendor on the same contract generally has its own pricing and or discount structure so obtaining multiple quotes can ensure best pricing.
3. Purchases from State, MHEC and E&I contracts, unless otherwise specified, may be made up to a limit of \$50,000 unless otherwise approved by Procurement.
4. Purchases for all goods or services that are on a Campus or University contract must be made through the established contract unless otherwise approved by Procurement.
5. Departments shall make use of Campus, University, State, MHEC or E&I Contracts for purchases under \$50,000 whenever practicable. These contracts are awarded based on a number of criteria above and beyond price to ensure quality of service and favorable terms for eligible entities. It may be possible to obtain lower prices from other non-contract vendors however a lower priced vendor may not offer the best value to the University. If a department seeks to purchase from a non-contract vendor because they offer a lower price than the department should carefully check the terms of the purchase to verify that they are favorable to the University and outweigh the added cost of a contract vendor.
  - b. Purchases for all goods or services that are not on a Campus or University contract but are on a State, MHEC or E&I contract must be made through the established State, MHEC or E&I contract unless otherwise approved by Procurement.
  - c. Each contract has its own pricing structure and requirements which are specific to that contract. Departments must verify that they are receiving the correct pricing for the goods or services obtained in accordance with the terms of the applicable contract.

Quote: A quote should be requested from the contract vendor that clearly demonstrates that the pricing is consistent with discount structure offered. In most instances the discount structure will be based on a discount off of list price. If this is the case a quote should be obtained that shows the list price, discount percentage and net price to be paid. See Section 3.2 for additional information regarding obtaining quotes from contract



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vendors.

- d. Purchases from contract vendors who are set up as BuyWays Punch-out vendors or have established web ordering platforms specifically setup for the University may be made directly through those platforms without additional documentation. Refer to *Section 3.2: BuyWays Punch-out Vendors* for more information.
- e. Purchases from contract vendors who are not setup as BuyWays Punch-out vendors or who do not have an established web ordering platform setup specifically for the University may be made by obtaining a quote from the vendor which meets the requirements of *Section 3.2 - Obtaining Quotes from Contract Vendors* and by entering a requisition which meets the requirements of *Section. 3.3 - Entering Requisitions for Contract Vendors*.