

Community College of Rhode Island Purchasing Manual

Purchasing Definitions

The following definitions are used by the Purchasing Department and are provided for reference.

Advice of Change – A document used to alter the terms of an existing purchase order. The Advice of Change must follow the same procurement process as the original purchase order.

Banner Requisition – A document that is used to initiate ANY solicitation for the purchase of goods and services. The requisition should include: the suggested vendor, detailed descriptions/specifications of the goods or services to be procured, information on when the goods or services are required, delivery information, and the accounting information linked to a department budget.

Blanket Order – A purchase contract with a vendor to provide the purchasers' requirements for an item(s) or a service, on an as-required basis for a specified period of time. Used when the same services or product will be employed multiple times.

Delegated Purchasing Authority – Transfer of purchasing authority from the R.I. State Purchasing Agent to CCRI/Higher Education in accordance with the provisions and limitations of Chapter 37-2 of the R.I. General Laws and Regulations.

Emergency – Situation to which an urgent response is required. Immediate dangers to health and safety, threats to property, research, and failures of critical equipment constitute emergencies. A copy of the form is available on the Purchasing Department's website: <http://www.ccri.edu/businessaffairs/businessoffice/purchasing/purchasinginstructions.html>

Form W-9 – Payer's request for taxpayer's identification number and certification. The IRS requires this form to be completed by persons and businesses doing business with the college. When a department is using a new vendor, the department is responsible for getting the proper W-9 information from the vendor. A copy of the form is available on the Purchasing Department's website: <http://www.ccri.edu/businessaffairs/businessoffice/purchasing/index.html>

Master Price Agreement (MPA) – Pricing agreement which has been pre-established by State Purchasing for certain commodities or services or vendors pre-selected from whom bids are solicited.

Purchase Order – Document to formalize a purchase transaction with a vendor.

1. *Direct Purchase Order* – A CCRI generated Purchase Order based on delegated authority or MPA.
2. *State Purchase Order* – State Purchasing will conduct the bid process and issue the purchase order.

Sole Source/Proprietary Purchase: A sole source or proprietary situation exists when it is determined that only a singular item or service will meet the specific needs of a department. Or, this item or service is available from only one source of supply. A request that is deemed proprietary or sole source results in a noncompetitive procurement from the sole vendor, regardless of the price. Listed below are examples of sole source/proprietary situations:

Examples of Sole Source:

- A. Goods or services are produced, created or manufactured by the vendor and are sold exclusively by the same vendor.
- B. A distributor has been designated by the manufacturer as their sole agent in a restricted geographical area.

Examples of Proprietary or Brand Specific:

- A. A user department may submit requisitions specifying brand names if the item(s) are needed to integrate with existing goods or equipment.
- B. Brand names may also be specified for the purchase of certain teaching aids (ex. lab test kits used in the classroom).

A justification for Non-Competitive Procurement must be sent to the Purchasing Department along with any written quotation(s) from the vendor. The Purchasing Department is responsible for reviewing the request and supporting documentation. If the request is acceptable, Purchasing will process the requisition accordingly. The State will still run a “bid process” on a sole source.

Copies of the blank forms for Sole Source and Proprietary Source justifications are available on the Purchasing Department’s website:

<http://www.ccri.edu/businessaffairs/businessoffice/purchasing/purchasinginstructions.html>

If there are any additional questions, please contact the Purchasing Department.