

STANDARD OPERATING PROCEDURE: **3.0 SOURCING**

This procedure is in accordance with Purchasing Policy [20.1.11](#).

Introduction

Rutgers University purchases a wide variety of products and services. Sourcing is the component of the procurement process that encompasses the selection of a supplier of these goods and services. UPS is responsible for assisting units with the procurement process in the most cost-efficient and convenient way possible, while ensuring compliance with university policies. Units should contact one of the [Procurement Teams](#) for assistance with their procurement needs.

Specific individuals in each unit are authorized to complete transactions totaling less than \$50,000 (some restrictions apply) after obtaining a quote. For purchases \$50,000 and over, UPS may be involved in the process, and must be involved for purchases \$250,000 and over. In all cases, the purchase of goods and services must be done in an open and competitive environment to ensure that prices are fair and reasonable. Regardless of dollar amount, units cannot procure or retain services from architects, engineers, consultants, and other firms associated with capital construction and non-capital construction or renovation and facilities repairs and projects.

For training and additional resources on Sourcing, please visit UPS' [Training and Resources](#).

Procedure Outline

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Definitions

Business Associate Agreement (BAA): This is a prerequisite document which must be obtained before a procurement contract is entered into by Rutgers. This agreement is required when a unit is engaging services that include creating, receiving, maintaining, or transmitting Protected Health Information (PHI). Use of the University template is preferred. A non-University template may be authorized upon review, negotiation, and approval by University Ethics and Compliance. This contract, regardless of the template origin, must be negotiated and approved by the Rutgers' University Ethics and Compliance.

Accessibility Purchasing Form –This form is to be used to provide the necessary information needed for an accessibility review. All electronic information technology (EIT) systems, applications, software, and services used by Rutgers University are required to be assessed for accessibility based on the Rutgers University Accessibility Policy, current adopted version of WCAG, and applicable state and federal laws.

Facilities Approval: Any purchase needs to be reviewed and approved in writing by the facilities manager if a unit is considering the purchase of new equipment requiring utilities, modification to an existing space, or if a hole will be dug or material change to the landscape is required. The approved document should get attached to the requisition.

Independent Contractor or Employee Determination (ICED): This is a prerequisite document for guest lecturer, honorarium, or professional services engagements, that the prospective supplier must complete and must be reviewed and approved by UPS or University Tax Department prior to a procurement contract being entered into and any start of service.

Intent to Award Letter –A letter which informs a successful bidder that Rutgers intends to award a contract to them, provided certain requirements and prerequisites are met, including, but not limited to, successful contract negotiations. If the prerequisites are not met, the Intent to Award letter is rescinded.

Public Works Registration – This registration is needed for all facilities or constructions-based engagements (\$2,000 or greater).

Request for Proposal (RFP) A document that solicits a proposal, often made through a bidding process, by Rutgers University for procurement of a commodity, service, or valuable asset, to potential suppliers.

Procurement Authority: Procurement Authority is the criteria/justification which must be met before any procurement activity (i.e. expenditure of Rutgers and taxpayer dollars) proceeds. It must be established to purchase goods or services based on financial thresholds and to ensure compliance with Rutgers University procurement policy and procedures. Can be established the following ways: formal/competitive bid, informal bid, waiver of bid or use of a viable GPO agreement or other University agreement.

Standard Operational Procedure (SOP): A set of instructions that functionally describes the key procedures.

Statement of Work (SOW): All service-based purchase orders should have a Rutgers SOW or supplier bid/quote/proposal that outlines the service scope, deliverables and fees and expenses. This would include most professional and business services. This should include every deliverable, in detail, that the unit expects to receive from the supplier, and it must be attached to the requisition as an external document. The SOW, along with the link to Rutgers University Procurement Terms and Conditions on a Purchase Order, constitute a contract.

Third Party Vendor Risk Assessment Form: This form assists units in evaluating the security/compliance of third parties or application service providers by requiring the supplier to disclose their method of managing and storing restricted, internal or public information. Rutgers' Office of Information Technology reviews the form and assesses the prospective supplier's processes, making a recommendation regarding moving forward with the supplier. The goal is to provide a safe environment for Rutgers' data, assets, resources, and confidentiality. This is a prerequisite examination which must be completed prior to a procurement contract being entered into by Rutgers.

Waiver of Bid: Required document for the purchase of at least \$50,000 that meets the specific criteria set by the University allowing the bypass of the competitive bid process.

Procedures

3.1 Sourcing Order of Preference

Rutgers strongly encourages units to purchase goods and services in this order of preference:

- 1) **Internal supplier.** University unit that provides goods or services to another University unit. UPS generally does not assist with these transactions, with the exception of a purchase order modification/change order (See [5.0 Ordering Goods and Services](#)).

To access the internal supplier list, units should log on to [my Rutgers Portal](#) for a complete list of active internal suppliers in RU Marketplace, using the [Active IPO Search](#) job aid for assistance. If the specific supplier is already known, units can go to Shop, and search by "IPO: vendor name". Also see [Submit an Internal Purchase Order](#).

- 2) **University Contracted Supplier.** When a good or service is not available from an internal supplier, then units should consider purchasing from a [University-Contracted Supplier](#). A university-contracted supplier is a supplier with whom Rutgers has an active contract which was either competitively bid or negotiated with suppliers that meet the requirements for Waiver of Bid procurement. These agreements may also include State contracts, GSA or other federal supply contracts, or group or cooperative purchasing agreements that the university may utilize.

Units may locate university-contracted suppliers by either:

- a) Checking the [RU Marketplace](#) punch-out catalog, the university's online catalog ordering system that allows authorized users to create buying carts and place orders from many of

Rutgers' contracted suppliers. For more details, see [Shop with a Punchout-Enabled Supplier](#) and [Punchout Process Instructions](#).

- b) Contacting one of the [Procurement Teams](#) for a listing of available contracts.
- 3) **Other Supplier** – If the above options do not meet the need of the unit, then units may consider procuring the good or service from suppliers outside of the universities preferred suppliers list. Purchasing from a supplier not included in our preferred supplier list often involves additional steps and may require the assistance of UPS. Units should refer to 3.2 Sourcing Methods below for details in procuring goods or services from a supplier that is not an internal university supplier nor an outside supplier with a university contract.

3.2 Regulatory Obligations

There are certain regulatory obligations that may be needed and should be considered prior to engaging with a supplier. Collaborating with UPS for sourcing and supplier engagements will help ensure compliance with these and other obligations. The following are examples of these types of assessments

- Sanctions lists check (all healthcare related expenses) - University Ethics and Compliance (UEC) services provider
- Independent Contractor or Employee Determination (ICED)
- Third Party Vendor Risk Assessment
- BAA (Business Associate Agreement)

3.3 Reporting Requirements

There are reporting requirements for certain types of RFPs that may go to the state or the Board of Governors.

- State reporting requirements (State Comptroller's office)
 - Covid related RFP prior to bidding of \$150,000
 - Pre-advertisement notice for RFPs valued at \$15.2M or greater
 - Post-award notification of all awards \$3.0M or greater
- Board of Governors reporting requirements
 - All formally bid procurements \$10M and greater must have Board of Governors approval prior to award
 - All formally bid procurements between \$1M and \$10M will be reported at each Board of Governors' Finance and Facilities meeting as well as annually to the Board of Governors
 - Waiver of bids \$5M and greater must be approved by the Board of Governors prior to the execution of the contract or the issuance of the purchase order
 - Emergency procurements \$5M or greater must be approved by Chair of the Board of Governors and Chair of the Board of Governors' Finance and Facilities Committee prior to execution of the contract or issuance of the purchase order and submitted for ratification by the entire board at the next Board Meeting.

- Bid waivers between \$1M and under \$5M must be approved by the Chief Financial Officer or designee prior to the execution of the contract or issuance of the purchase order
- All emergency procurements and bid waivers between \$1M and under \$5M must be reported at each Board of Governors' Finance and Facilities meeting and reported annually to the Board of Governors
- Generational Bid Waivers and Pass-through Waivers of Bid Procurements shall be exempt from Board of Governor approval.

3.4 Sourcing Methods (Supplier Selection)

If neither an internal or [University-Contracted Supplier](#) meets the needs of the unit, the purchase of goods or services must go through a supplier selection process. The specific process is determined by the value of the purchase. Units must not split purchases to avoid the requirements of a higher value supplier selection process.

The following sourcing methods must be utilized:

Purchases Under \$50,000

3.4.1 Quote and Quick Order

All requisitions of purchases of goods and services under \$50,000 (the Low Value purchase range) must have an accompanying quote from the supplier before a purchase order is issued. UPS does not need to be involved in these transactions but is available to assist as needed. Goods or services below \$50,000 are considered Low Value and can be awarded without soliciting competitive quotations if the unit considers the price to be reasonable. Rutgers units should distribute Low Value purchases equitably among qualified suppliers, and specifications should neither reference nor be written specific to a particular brand, model, or company. See [Make a Purchase](#) on the UPS website.

Units must do the following prior to issuing quotes:

- Determine if excess or surplus university equipment or property can be used
- Ensure that the purchase is not for unnecessary or duplicative items
- Ensure that that small and local businesses are used when possible (contact the Supplier Management Unit within University Procurement Services)

Please review the [How to Buy](#) section of the UPS website for a complete list of necessary activities before making a purchase.

Quick Orders

For goods and some services under \$50,000, it is possible to issue a quick order, only if the purchase is not on a blanket order or a part of multiple smaller orders placed to bypass the \$50,000 threshold and isn't on the list of restricted items. Units must review the [List of Restricted Items](#) before issuing a quick order. Professional Services of any value are not to be procured through Quick Orders. With Quick Orders, the [RU Marketplace](#) system automatically reviews purchase requests and issues a purchase order.

Purchases with a value of \$50,000 And Less Than \$250,000

3.4.2 Informal Bid

All purchases of goods and services totaling at least \$50,000 and below \$250,000 are considered to be in the Informal Bid Range and must include a price or rate quote from more than one supplier. UPS does not need to be involved in these transactions but is available to assist as needed. A minimum of 2 quotes should be included in order to benchmark the product. Specification should be generic in nature to allow sufficient competition (no particular brand, model, or company), and quotes should not include suppliers that developed, or assisted in the development of, specifications, requirements, or statements of work, nor include suppliers with a conflict of interest.

See the [Informal Bid Intake Form](#) for the applicable checklist needed to submit a requisition (for purchases not utilizing a university contract).

The lowest price may not always be the best value. Units should consider the total cost of ownership, which includes the purchase price, freight cost shipping and handling, inspection, quality, rework, maintenance, disposal, and other associated costs. Units should contact the applicable [Procurement Team](#) for assistance if needed, in the total cost of ownership analysis.

See [5.0 Ordering Goods and Services](#) for step-by-step ordering detail.

Units must do the following prior to issuing quotes (the below are incorporated in the [Informal Bid Intake Form](#)):

- Determine if excess or surplus university equipment or property can be used
- Ensure that the purchase is not for unnecessary or duplicative items
- Perform a lease versus purchase analysis where appropriate
- Ensure that small and local businesses are used when possible (contact the Supplier Management Unit within University Procurement Services)

A Waiver of Bid is required when there are circumstances where competitive procurement may not be possible and neither the Informal Bid nor the Formal Bid methods apply. See [3.5 Waiver of Bid Process](#) below.

Purchases \$250,000 and Greater

3.4.3 Formal Bid

Goods and Services procured with a value of \$250,000 or greater are considered to be in the Formal Bid Range and require a Formal Bid process. Units are required to contact the Strategic Sourcing Manager to begin this process, using the RU Marketplace Sourcing Director “Request Sourcing Event”. Before initiating a competitive bid, refer to [Find Products and Services](#) to determine if the purchase can be made through a University contract.

A Waiver of Bid is required when competitive procurement is not possible and neither the Informal Bid nor the Formal Bid methods apply. See [3.5 Waiver of Bid Process](#).

3.5 Formal Bid Process

UPS is responsible for conducting the Formal Bid process for all purchases \$250,000 and greater (Formal Bid Range) and will assist the units throughout the process. This process is initiated when a unit either approaches UPS with a formal bid request, or UPS recognizes a university-wide need for a contract for a particular good or service. Purchases on federal funds are subject to pre-procurement review by the federal awarding agency. An agency may request that units or UPS forward the bid documents for the agency's review prior to a bid or proposal being sent to suppliers.

Units requesting a formal bid must adhere to the following steps:

The unit should first complete the [RFX Intake Form](#), where the unit will:

- Determine if excess or surplus university equipment or property can be used
- Ensure that the purchase is not for unnecessary or duplicative items
- Ensure that small and local businesses are on the solicitation list when possible (contact the Supplier Management Unit within University Procurement Services)
- Ensure that specifications are general in nature
- Make an [Independent Cost Estimate](#) (Uniform Guidance/Federal awards)

Once it is determined that the best course of action is a formal bid, the formal bid process is as follows:

- 1) **Stakeholder Engagement** – UPS will assist the unit (where applicable) in analyzing spend. The analysis may determine additional primary stakeholders. Stakeholders who participate in the evaluation process should be Rutgers Faculty/Staff with no conflict of interest associated with the supplier(s) submitting a bid or proposal (See [10.0 Ethical Conduct](#)).

Stakeholders participating in the RFP process at minimum should:

- Perform responsibilities in a fair and equitable manner
- Review and objectively evaluate all bids/proposals
- Keep all information related to the process confidential

2) **Specifications** – The Unit will outline and submit to UPS the detailed specifications, performance standards, and/or statement of work for the goods or services needed.

Specifications should:

- Be generic in nature to allow for sufficient competition

Specifications should NOT:

- Place unreasonable requirements on the bidder in order for them to do business
- Require unnecessary experience or excessive bonding
- Reference nor be written specific to a particular brand, model, or company
- Include contractors that developed, or assisted in the development of, specifications, requirements, or statements of work
- Include contractors or suppliers with an organizational conflict of interest
- Include non-competitive contracts to consultants who are on retainer contracts

3) **Solicitation** - Using the specifications received from the stakeholder team, UPS develops and issues a solicitation document (e.g., Request for Proposal (RFP)) to solicit bids and/or proposals from suppliers. The document will include detailed specifications, terms and conditions, and instructions on how to submit. If the Formal Bid is for a purchase using federal funds, the awarding federal agency may request review of the solicitation documents, particularly for review of the technical specifications, prior to bid.

In soliciting suppliers, UPS will:

- Search broadly and completely for viable bidders
- Ensure that all prequalified sources (bidders) included in the Formal Bid are current
- Include enough qualified sources (if applicable)
- Include potential bidders identified by the Unit in the RFX Intake Form, (if applicable)
- Include small and local businesses in the bidders list where possible
- Include suppliers in labor surplus areas where possible

A). **Solicitation of Sealed Bids** - A sealed bid should be the formal bid method considered first, particularly for federally funded awards. Sealed bids are typically used to procure high-cost items with easily definable characteristics. This type of bid publicly solicits a fixed price contract (lump sum or unit price) that is awarded to the bidder who conforms with all the terms and conditions of the bid and is the lowest in price.

Solicitation of a sealed bid is conducted when:

- A complete, adequate, and realistic specification or purchase description is available
- Two or more bidders are willing and able to compete for the business
- The contract is awarded on price and other factors considered

Requirements of a sealed bid:

- Bids must be solicited from two or more bidders, providing them sufficient response time prior to the date set for opening the bid.
- The invitation for bids, which must be publicly advertised (for federally funded awards only), will include any specifications and pertinent attachments and must define the items or services in order for the bidder to properly respond.
- Bids will be opened at the date and time as detailed in the purchasing portal.
- A fixed price contract award must be made in writing to the lowest responsive (on time and in compliance with bid requirements) and responsible (with means to comply with contract requirements) bidder. Where specified in the bidding documents, factors such as discounts, transportation cost, and life cycle costs are considered in determining the lowest bid.
- Payment terms and discounts will be used to determine the overall pricing of the proposal.
- Any or all bids will be rejected if there is a sound documented reason.

B). **Solicitation of Competitive Bids** - A competitive proposal should be considered when a sealed bid (price-based only) does not meet the needs of the university, and when other factors must be considered as part of the selection processes. A public bid opening is usually not held. Rutgers issues a Request for Proposal (RFP) when the award will be based on more than price. Competitive proposals are usually more detailed than sealed bids.

Solicitation of a competitive proposal is conducted when:

- A complete, adequate, and realistic specification or purchase description is available
- Two or more bidders are willing and able to compete for the business
- It is possible for the contract to have a fixed price or a cost-reimbursement type contract and the selection of the successful bidder is made on the basis of price and other factors

Requirements of a competitive proposal:

- For federal awards, the proposal must be publicized and identify all evaluation factors and their relative importance
- Proposals must be solicited from an adequate number of qualified sources
- Rutgers must use a written method for conducting technical evaluations and selecting recipients
- Contracts must be awarded to the supplier whose proposal is most advantageous to Rutgers, with price and other factors considered (excluding price as a selection factor can only be used in architectural/engineering professional services, and qualifications-based competitive proposals)
- For federal awards, Rutgers must include **supplier profit as evaluation criteria if there is no price competition**

4) Evaluation - UPS works with the Unit to assess each proposal to determine which represents the best value to the university. The university should award contracts only to responsible suppliers possessing the ability to meet the detailed requirements as well as Rutgers terms and conditions. Consideration will be given to suppliers who meets technical requirements, record of past performance, and financial viability. For federal awards, Rutgers must include supplier profit as evaluation criteria. Suppliers will be notified of the bid results by UPS.

Evaluation Requirements:

- Confidentiality – to remain an open and competitive purchasing event, information regarding the bidding process must be kept confidential at all times. All questions relating to the bidding process should be addressed to the appropriate Sourcing Lead.
- Valid Submissions – bid submissions must meet the requirements detailed in the solicitation document, in the specification format, unless an exception has been approved by the Associate Vice President/Chief Procurement Officer (or his/her designee)
- Geographic Preferences – with the exception of suppliers located in a labor surplus area, no preference will be given to state, local, or tribal geographical preferences in the evaluation of bids or proposals (for federal awards, unless the award mandates geographic preference or the award is for architectural or engineering services)

Post Award Supplier Set-Up – after a supplier has been awarded, the Strategic Sourcing Lead UPS will onboard the supplier thru PaymentWorks (See [2.1 New Supplier Set-up](#)) UPS will proceed with drafting a university contract, as appropriate (See [4.0 Contracting](#)). UPS may determine to include the supplier in the RU Marketplace punch-out catalog, as appropriate.

1) Federal Contract Considerations:

- Contracts based on cost estimates can only be used in certain circumstances in Subpart E of Uniform Guidance (200.323c).
- The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
- Rutgers may engage a supplier in a time and material contract as a last resort.
- Value engineering clauses should be used when possible.
- Federal awarding agency or pass-through entity may accept the bonding policy and requirements of Rutgers provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected.

3.6 Waiver of Bid Process

A Waiver of Bid is a required document needed to bypass the competitive bid process. A Waiver of Bid requires a proposal from only one source, can be used in unique circumstances (where applicable), and requires a detailed justification. This process is utilized in lieu of an informal or formal bid process. University units must submit the completed [Waiver of Bid Request Form](#) with the requisition. UPS will ensure that the request meets an allowable justification and will perform a supplier check to ensure that the supplier is not on a debarred list. This does not guarantee that UPS, or the Board of Governors of Rutgers, The State University, will approve the request.

For federal awards, in situations where there is no price competition for bids \$250,000 or more, [profit must be negotiated as a separate element of the price](#).

If the request is not approved, UPS will help the unit identify a supplier and facilitate an informal or formal bid process.

All waivers of bid requests of at least \$1M and under \$5M are approved by the Chief Financial Officer (CFO) or the CFO's appointed delegate before the execution of the contract or issuance of the purchase order. The CFO has authority to require Board of Governor's approval. All waivers of bid requests of \$5M or greater require approval Board of Governors. Generational waivers of bid and waivers of bid for pass-through contracts shall be exempt from Board of Governors approval.

Emergency procurement shall be approved by the Chair of the Board of Governors and the Chair of the Board of Governor's Finance and Facilities Committee prior to the execution of the contract or issuance of the purchase order. A memo and supporting document are submitted for ratification by the entire board at the next Board of Governors meeting.

- Notice of such purchase is presented to the CFO (memo outlining the nature of the emergency purchase)
- CFO engages both Chairs and obtains their concurrence with the emergency procurement
- Procurement accepts waiver of bid requests and authorizes the emergency purchase
- Procurement prepares formal justification memo and presents this at subsequent F&F committee meeting followed by formal Board adoption

Waiver of Bid purchases on federal funds are subject to pre-procurement review by the federal awarding agency. An agency may request that units or UPS forward related documents for the agency's review.

Waiver of Bid Justifications for Non-Federal Funds:

A. Sole Source Justifications:

- Highly unique or specialized professional services

- Leasing of space
- Required by grant or existing public contract/proposed agreement with another public entity or government agency

B. Technical Evaluations:

- Highly unique or specialized professional services
- Leasing of space
- Required by grant or existing public contract/proposed agreement with another public entity or government agency
- Demolition equipment
- Proprietary hardware/software
- Standardization (continuity of existing equipment or related service)

C. General Justifications:

- Change order (adding to existing order)
- Favorable terms (subject to evaluation by UPS)
- Pilot project/trial/experiment
- Required by grant or existing public contract/proposed agreement with another public entity or government agency or a specific supplier required by the contract
- Purchase under Medicaid 340B
- Other pass-through purchases
- Generational procurement

Bid Waiver Justifications for Federal Funds:

- Goods or services can only be provided from one supplier.
- After solicitation of a number of potential sources, competition is determined inadequate
- Public exigency, meaning life, safety, or health of the public must be sustained through immediate delivery of products or performance of services.
- The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from Rutgers University.

Once it has been confirmed that the good or service is Waiver of Bid eligible, units will need to do the following:

- 2) Create a requisition in [RU Marketplace](#). Complete the [Waiver of Bid Request Form](#).
- 3) UPS to review the form for approval and make contact if there are any issues or questions.
- 4) Attach Waiver of Bid Request Form and proposed contract to the requisition, if required.

3.7 Additional Required Documents

There may be other documents that must be signed or approved prior to purchase order, depending on the supplier or the type of engagement. Most of these items are included on the purchasing intake forms (Informal Bid Intake Form, RFX Intake Form, and Waiver of Bid Request Form).

The additional forms include but are not limited to:

- BAA (Business Associate Agreement)
- Facilities Approval
- Independent Contractor or Employee Determination (ICED)
- Public Works Registration
- Statement of Work
- Third Party Vendor Risk Assessment
- Accessibility Purchasing Form

3.8 Other Approvals/Notification Needed

Compliance with the Office of the State Comptroller. For sourcing events with the threshold of \$3,000,000 or greater the following considerations **must** be adhered to as defined by the State Comptroller at this link: <https://nj.gov/comptroller/about/work/contracting/contracts.shtml>

1. For sourcing initiatives or an expenditure valued at \$15,200,000 or more, the Sourcing Lead must register the initiative with the State Comptroller no less than 30 days **prior** to public advertisement or other public or private solicitation.
2. For sourcing initiatives or an expenditure valued at more than \$3,000,000 but less than \$15,200,000, the Sourcing Lead must register the initiative with the State Comptroller no later than 20 business days **after** issuance of the letter of Intent to award.
3. For emergency or public exigency events or an expenditure valued at more than \$3,000,000, the Sourcing Lead must register the initiative with the State Comptroller no later than 30 business days **after** the award of a contract.

3.9 Federally Funded Sourcing

If goods or services are purchased using federal award funds, these purchases must be made in accordance with Uniform Guidance, 2 CFR Part 200. All expenditures utilizing federal award funds are allowable in accordance with 45 CFR Part 75 (Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards). In addition, all spending of federal funding is subject to an annual audit under the guidelines set in Uniform Guidance, 2 CFR Part 200. To ensure compliance, all activity affecting a federally sponsored project/grant should meet the terms and conditions of the grant or contract, and also the provisions set forth in the Uniform Guidance Procurement Standards.

3.10 Sustainability

Rutgers will make every effort to source “green” products and source from “green” suppliers where practical. For federal awards, this includes procuring items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials. UPS collaborates during the creation of the supplier solicitation list to include these suppliers where possible.

3.10.1 Alternative Fuel Transportation Program

The University participates in a fleet management program that complies with the U.S. Department of Energy’s Alternative Fuel Transportation Program.

When units wish to purchase a new vehicle, they must:

- 1) Determine the type of vehicle that complies with the [Alternative Fuel’s Transportation Program](#).
- 2) [Select a Vehicle Model](#) based on the unit’s need by fuel type, manufacturer, and class of vehicle.
- 3) Complete and submit the [Vehicle Purchase Form](#) and contact the appropriate [Procurement Team Member](#).
- 4) Work with UPS to obtain quotes and assist in the Vehicle Purchase Process, including approvals and signatures from senior procurement and finance officials.
- 5) UPS is responsible for compiling information and submitting the annual Department of Energy Alternative Fuel Program report.

References

Campus Instructions (available via Canvas & YouTube):

- [Active IPO Search](#)
- [Submit an Internal Purchase Order](#)
- [Shop with a Punchout-Enabled Supplier](#)
- [Punchout Process Instructions](#)
- [Submit a Quick Order](#)
- [Informal Bid Intake Form Instructional Video](#)
- [RFX Intake Form Instructional Video](#)
- [Waiver of Bid Request Form Instructional Video](#)

Revisions

Effective Date	Approver	Change Reference	Issue #
11/2025	M. Gower		4