**Procurement Process Script**

1. Introduction
   1. \*Music\*
   2. “When purchasing products or services within the University there are different process depending on how much you spend.”
2. Less than $5,000 Slide
   1. “When spending less than $5,000 you can use your best judgement, P-card, or Shop@UW”
   2. “Make sure to remember that when over $50 of printing services you must do a simplified bid.”
   3. “When purchasing less than $5,000 you should still obtain quotes to get the best possible price.”
   4. “You should use Minority Business Enterprises whenever possible.”
   5. “Remember no purchase order is required, just use the best payment method.”
   6. “But if a new vendor requires a purchasing order, or paying with a quick order, request a W-9 to submit to purchasing.”
3. $5,000-$50,000 Slide
   1. “When making a purchase between $5,000 and $50,000 one needs to create a simplified bid.”
   2. “This is a process where you obtain written quotes from three different vendors for the same product or service so there is an apples to apples comparison.”
   3. “When creating your simplified bid, make sure to keep a record because it must be provided with your purchasing order request to identify the information that was given to the suppliers.”
   4. “The supplier with the lowest responsible bid will be the one awarded.”
   5. “Serial or split transactions are prohibited. This is a big transaction that is split into smaller segments so the total amount does not exceed $5,000.”
4. $5,000-$25,000 Slide
   1. “If a product or service can only be obtained from one source you are allowed to do a noncompetitive negotiation.”
   2. “But in order to do this your purchase has to be justified. Such as: ..”
   3. “The service or product is unique, such as entertainment, market data, or ref-pay for paying referees.”
   4. “If there are grant monies involved that require subcontracts and specify the contractor.”
   5. “If a public emergency exists where the urgency for the required service will not permit competitive solicitation.”
   6. “Or substantial time pressure exists beyond the agency’s control.”
   7. “If your purchase is over $25,000 it will require the Governor’s approval, and must be submitted to UW-System well in advance.”
   8. “And if your purchase is at or less than $25,000 the director of procurement has to approve it.”
5. Over $50,000 Slide
   1. “Lastly if you spend more than $50,000 you will need to either do a request for bid, or request for proposal.”
   2. “A request for bid is usually when you know what product or service you need, then you select the one with the lowest cost.”
   3. “A request for proposal is when you are purchasing a product or service that is not well-defined because there can be lots of solutions. This is why cost is only one factor when deciding what to get.”
6. Contact Slide
   1. “More information can be found on the Whitewater webpage, and if you have question please contact your purchasing department.”
7. End Slide
   1. “Thank you for listening, have a great day!”