

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BUSINESS PROCEDURES MANUAL

Procedure 4.14
Page 1 of 2

Effective Date: September 15, 2009
Supersedes: Business Procedure 4.14 dated November 15, 2002
Applies To: Colleges and the System Office
Procedure Responsibility: KCTCS Purchasing

Quotations, Invitations for Sealed Bids and Request for Proposals

Sections:

Section 4.14.1 – General
Section 4.14.2 – Requests for Quotation
Section 4.14.3 – Sealed Bids
Section 4.14.4 – Request for Proposals (RFP)
Section 4.14.5 – Exceptions to Bid Requirements

Section 4.14.1 – General

KCTCS' strategic goals include expanding diversity and global awareness and enhancing the economic development of Kentucky's communities. To that end, KCTCS maintains a source list of suppliers that have applied to receive notice of opportunities to bid for KCTCS contracts. This list includes information regarding business classifications related to diversity, e.g., including, but not limited to minority owned, female owned, veterans, and differently enabled. To enhance its plurality of suppliers, KCTCS partners and participates with other Kentucky higher education institutions, state government, at trade shows, etc. in the recruitment of diverse suppliers. KCTCS continues to recruit potential diverse suppliers, to share information about diverse supplier sources and best practices, and to identify areas where improvements in supplier diversity may be achieved in accordance with the provisions of Kentucky law. KCTCS seeks to identify and use suppliers within each college's service area to reflect the diversity of businesses in the geographic proximity of each college.

Section 4.14.2 – Requests for Quotation

Unless an exemption is granted by KCTCS Purchasing, quotations will be solicited from a minimum of three vendors when the estimated cost of a purchase transaction is not covered by a price contract, special purchase authority, or the cost is more than \$20,000 but less than \$40,000.

Section 4.14.3 – Sealed Bids

- A. If the estimated cost of a purchase transaction is more than \$40,000 and the commodity is not covered by a price contract or other special purchase authority, then invitations for sealed bids will be transmitted to a minimum of ten suppliers chosen from a source list maintained by KCTCS Purchasing. As deemed

appropriate other potential suppliers may be identified not on the source list. If the number of suppliers for the commodity for which bids will be solicited from the source list is less than ten, then the invitation for bids will be sent to the number of suppliers listed for that commodity available from the source list as well as other potential suppliers as may be identified that are not on the source list. The responses to the invitation for bid will be opened at a specified time not less than seven (7) days from the issue date.

- B. KCTCS Purchasing shall cause adequate public notice of invitations for bids pursuant to KRS 45A.080. Adequate public notice may include publication in a manner in conformance with KRS 45A.080.

Section 4.14.4 – Request for Proposals (RFP)

KCTCS Purchasing may elect to utilize the competitive negotiation process due to the complex nature or technical detail of a particular procurement. This includes when in the opinion of the KCTCS Purchasing Officer, specifications cannot be fairly and objectively prepared to permit competition by invitation for sealed bids and for which specifications cannot practicably be prepared, or when it is otherwise determined by the KCTCS Purchasing Officer, that the invitation for competitive sealed bids is not practicable {KRS 45A.085(3) or 45A.090(1)}. In such an instance a contract may be awarded for procurement by competitive negotiations as authorized by KRS 45A.085 and 45A.090. Further, in such an instance requests for proposals (RFPs) will be solicited through KCTCS Purchasing. A committee of KCTCS representatives appointed by the KCTCS Director of Purchasing will evaluate the proposals. The KCTCS Director of Purchasing or designee is responsible for making the award and negotiating an award of the contract.

Section 4.14.5 – Exceptions to Bid Requirements

There are some exceptions to bidding requirements that apply to specific classes of purchases, commodities, or circumstances. Requests for purchase transactions stipulating a single source purchase or no substitution should include a statement to this effect in the comments of the requisition, and documentation of the justification should be submitted to KCTCS Purchasing referencing the requisition. The KCTCS Director of Purchasing will make the final decision concerning the approval of a single source purchase. For specifics to exceptions to sealed bidding, please consult Business Procedure 4.9 – Exceptions to Sealed Bidding.

End of Procedure