FAQ’s in response to feedback collected from the 2015 Procurement Services Survey

1. Where can I find past OSCAR broadcast messages??
   There is a Link in OSCAR Marketplace, and on the Procurement Services website

   **OSCAR Marketplace:**
   ![OSCAR Marketplace](image1.png)

   **Procurement Services Website:**
   ![Procurement Services Website](image2.png)

2. How do I have an encumbrance relieved?
   Email or comment out in OSCAR to [Procurement_Support@lists.rpi.edu](mailto:Procurement_Support@lists.rpi.edu)
3. **What is involved in the New Supplier process?**

Choose supplier = “New Supplier” on Requisition, Direct Pay, or Invoice

- Vendor certification form (VCF) and W9 are required (The VCF is available on the Procurement Services website and can be sent to the supplier by campus to help speed up the process).
- Insurance may also be required depending on what is being procured.

4. **Can you please provide clarification on Bid thresholds?**

In order to obtain the best possible pricing, competitive bidding will be conducted to the maximum extent practicable, as follows:

- **Less than $5000:** The purchase of goods and services may be made directly from any responsible vendor of the purchaser’s choice. However, the purchaser has an obligation to always secure reasonable prices on behalf of Rensselaer.
- **Greater than $5000:** A minimum of two (2) written competitive quotations, or an attempt to obtain two (2) written quotations, is required. It is, however, recommended that three (3) written quotations be obtained whenever possible.

5. **I don’t know who to contact in procurement**

Please reference the contact page on the Procurement Services website (see screenshot below). If this does not provide you with the information you need, please send an email to Procurement_Support@lists.rpi.edu
6. Please provide clarification on legal and insurance review and requirements

- Updated documentation was sent to active OSCAR users on 7/18/2014. This document has now been posted to the Procurement Services on the ‘Training/Reference Materials’.

- An FAQ document related to legal and insurance requirements is in review with General Council

If you have any additional questions or need further clarification on any of the topics discussed in this document please contact Procurement_Support@lists.rpi.edu