



*How to Do Business  
with  
Rensselaer Polytechnic Institute*



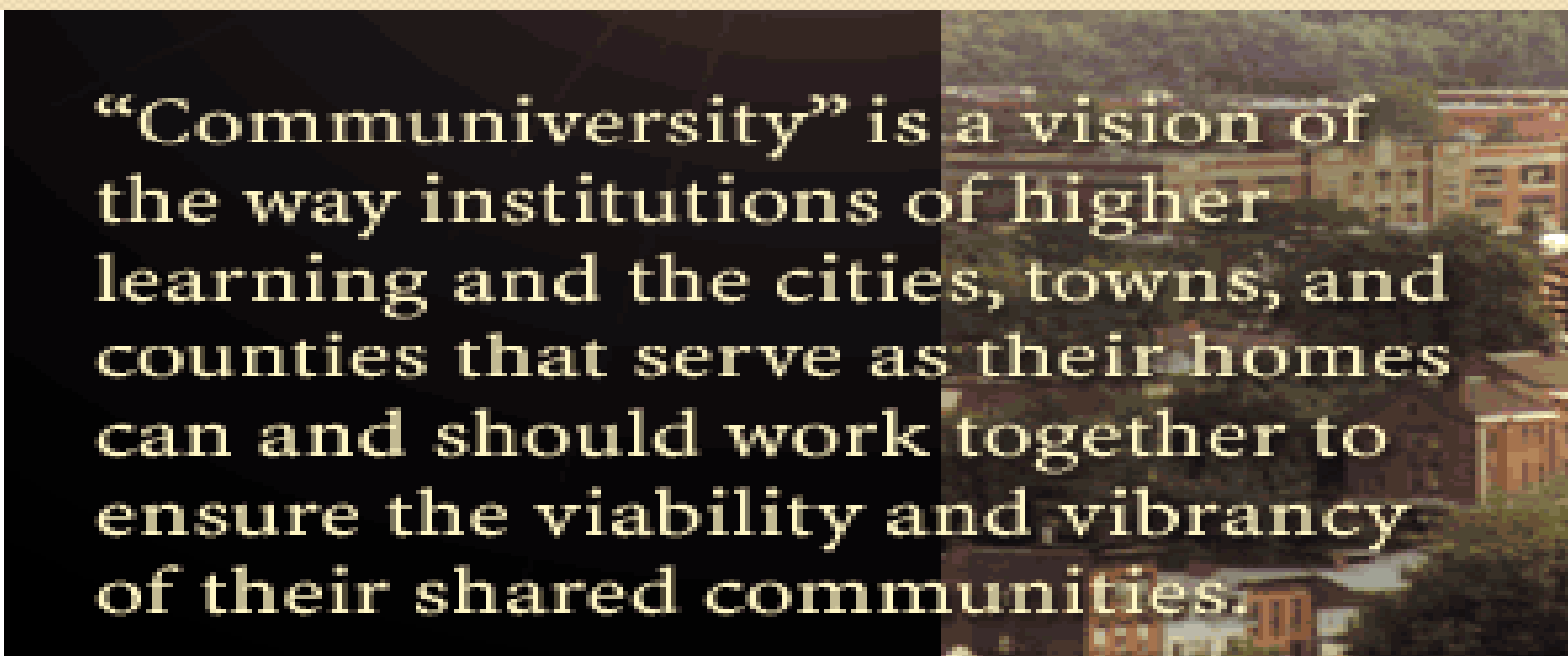


# Agenda

- Background
- Mission Statement
- Responsibilities, Obligations & Ethics
- Small Business Program
- Procurement Requirements
  - Bidding
  - Technology
- Resources
- Who to Contact



# UNIVERSITY COMMUNITY



“Communiversality” is a vision of the way institutions of higher learning and the cities, towns, and counties that serve as their homes can and should work together to ensure the viability and vibrancy of their shared communities.



# Rensselaer Polytechnic Institute

- Approximately 5,348 undergraduate and 1,215 graduate students at the Troy campus
- 1,870 faculty and staff
- 5 Schools – Architecture, Engineering, Humanities & Social Sciences, Lally School of Management, and Sciences
- Campus size – 270 acres
- Annual Purchase Volume (FY10)
  - Purchase Order - \$50,911,014
  - Purchasing Card
    - Purchase total: \$8,462,340
    - Travel total : \$3,992,441



# Purchasing Mission Statement

- Provide Oversight for Acquisitions of Quality Products & Services
  - Fair and Reasonable Pricing
  - Consistent with Institute Requirements and Federal Regulations
  - Limit Legal Liability to Rensselaer
  - Compliance & Mitigate Financial Risk
  - Foster an Inclusive Procurement System



# Purchasing Primary Responsibilities

- To serve the faculty, students, administrators and staff by securing materials and contractual services required to execute the Rensselaer Plan
- To ensure the goods and services procured are in accordance with Rensselaer's Purchasing Policies & Procedures



# Purchasing Obligations

- Rensselaer Purchasing Policies and Procedures
- Federal Acquisition Regulations
- Small Business Program

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- Good Business Practices



# Code of Ethics

Advocated by: The National Association of Educational Procurement

- To give first consideration to the objectives and policies of my institution
- To strive to obtain the maximum ultimate value of each dollar of expenditure
- To grant all competitive suppliers equal consideration insofar as to state or federal statute and institutional policy permit
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes



# Small Business Program

- Small
  - Minority
  - Troy
- 
- Small Disadvantaged
  - Veteran-Owned
  - Service Disabled Veteran-Owned
  - Woman-Owned
  - HUBZone



# Current Environment

- Decentralized - Centralized
- Rensselaer has a blending of the two
  - P-Card program (decentralized)
  - Purchase Orders (centralized)
    - *Purchase orders should be accepted from the Purchasing Department only*



# Centralization of Procurement

- Preferred Vendor Program
  - Spend Analysis
    - Aggregate Buying
  - Commodity Teams
    - Purchasing
    - Requestors
  - Competitively Bid Contracts
- Autonomous Buying on Behalf of the Requestor



# Bidding Requirements

- Under \$5,000 require 1 written quotation
- Over \$5,000 requires Competition
  - Request for quote – based on price and delivery, known products or services
  - Request for proposal – criteria other than pricing only, all factors may not be known



# Technology Requirements

- SciQuest/HigherMarkets
  - Rensselaer's e-Procurement Partner
    - Internet Based

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- Content Management
  - Hosted Catalog
    - Excel Spreadsheet
  - Punch-Out Catalog
    - cXML Standard



# Technology Requirements cont.

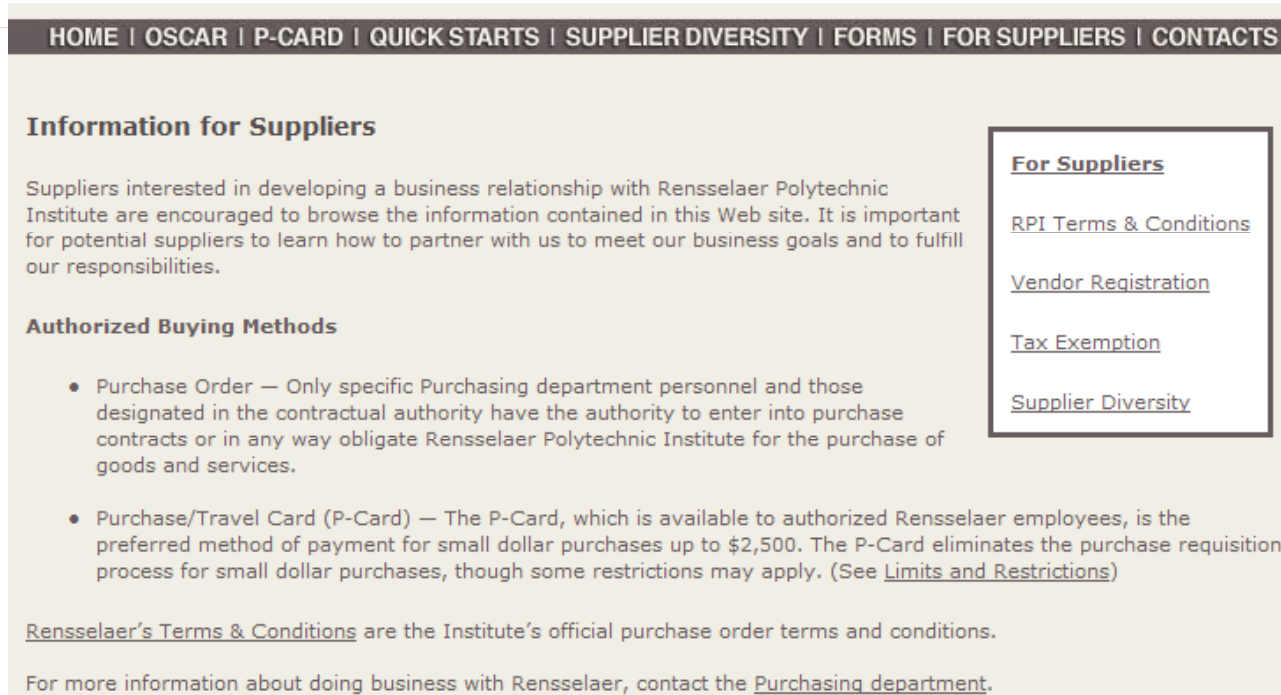
- Purchase Order Delivery
    - cXML, Fax, or Encrypted E-mail
  - Electronic Invoice Delivery
    - cXML Format
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# Purchasing Website

- Please visit our site.

<http://www.rpi.edu/dept/purchasing>

- For Suppliers



The screenshot shows the 'For Suppliers' page of the RPI Purchasing Website. At the top is a dark navigation bar with links: HOME | OSCAR | P-CARD | QUICK STARTS | SUPPLIER DIVERSITY | FORMS | FOR SUPPLIERS | CONTACTS. The main content area is titled 'Information for Suppliers' and contains a paragraph about developing a business relationship. Below this is a section titled 'Authorized Buying Methods' with two bullet points: 'Purchase Order' and 'Purchase/Travel Card (P-Card)'. To the right of the main text is a box titled 'For Suppliers' containing four links: 'RPI Terms & Conditions', 'Vendor Registration', 'Tax Exemption', and 'Supplier Diversity'. At the bottom of the page, there is a paragraph about 'Rensselaer's Terms & Conditions' and another about contacting the Purchasing department.

HOME | OSCAR | P-CARD | QUICK STARTS | SUPPLIER DIVERSITY | FORMS | FOR SUPPLIERS | CONTACTS

### Information for Suppliers

Suppliers interested in developing a business relationship with Rensselaer Polytechnic Institute are encouraged to browse the information contained in this Web site. It is important for potential suppliers to learn how to partner with us to meet our business goals and to fulfill our responsibilities.

### Authorized Buying Methods

- Purchase Order — Only specific Purchasing department personnel and those designated in the contractual authority have the authority to enter into purchase contracts or in any way obligate Rensselaer Polytechnic Institute for the purchase of goods and services.
- Purchase/Travel Card (P-Card) — The P-Card, which is available to authorized Rensselaer employees, is the preferred method of payment for small dollar purchases up to \$2,500. The P-Card eliminates the purchase requisition process for small dollar purchases, though some restrictions may apply. (See [Limits and Restrictions](#))

[Rensselaer's Terms & Conditions](#) are the Institute's official purchase order terms and conditions.

For more information about doing business with Rensselaer, contact the [Purchasing department](#).

#### For Suppliers

- [RPI Terms & Conditions](#)
- [Vendor Registration](#)
- [Tax Exemption](#)
- [Supplier Diversity](#)



# eSourcing Demonstration

- SciQuest/Highermarkets eSourcing
    - Vendor Registration
    - RFP, RFQ, RFI
    - Reverse Auction
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# How to increase opportunities with Rensselaer

- Know the needs of the requesting department and the Purchasing Agent
- Respond to all bid opportunities as requested in accordance with the requirements of the bid
- Accept Rensselaer's terms and conditions
- Work with both the Requesting Department and the Purchasing Department

# Contact Information

*Please visit our website:*

<http://www.rpi.edu/dept/purchasing>

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# Questions?

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