

## UNIVERSITY OF KANSAS

### **Commodity Price Agreements/Master Services Agreements Initiative**

(Pursuant to Item H of the KU Procurement Policy and Section 4.5 of the KU Purchasing Procedures)

The University of Kansas is interested in pre-qualifying vendors for a Commodity Price Agreement/Master Services Agreement Initiative.

The purposes of this initiative is to complete necessary contractual and vendor set-up processes on an enterprise level with the goal of assisting vendors as they seek to do business with the University within established University systems and procedures. The initial and periodic review of the vendor capabilities and pricing will also insure that University departments have access to a large base of pre-qualified vendors whose terms and prices have been reviewed and determined to be in the University's best interests. It is also hoped that local Douglas County and State of Kansas vendors will find this new contracting tool as a good instrument for increasing their access to University business opportunities.

Vendors approved for inclusion on the list of pre-qualified vendors will be required to enter into a Master Agreement with the University. Once the Master Agreement is in place the vendor will be eligible to provide goods and services to the University pursuant to the terms of the Master Agreement and any schedules attached thereto.

Vendor's wishing to receive consideration for entering into a Master Agreement shall submit proposals to the address listed below. This is an on-going effort and this initiative has no closing date. Vendors may submit proposals for consideration to become pre-qualified at any time.

Vendors interested in being included on the master list shall provide the information requested below:

1. Vendors must identify the goods and/or services they wish to supply to the University. Specific pricing or a discount structure shall be provided for those goods and services the vendor wishes to provide.
2. Vendor must provide a minimum of 3 references. References shall show firm name, contact person, address, e-mail address and phone number. Vendor employees shall not be shown as references.

3. If you have not done business with the University of Kansas within the past 12 months, a State of Kansas Tax Clearance Certificate is required. Tax Clearances may be obtained from the Kansas Department of Revenue (KDOR) at: <http://www.ksrevenue.org/taxclearance.htm> and a W-9 must accompany vendor submittal.
4. If you have not registered on the KU eBid Website [http://www.purchasing.ku.edu/bids/ku\\_bids.aspx](http://www.purchasing.ku.edu/bids/ku_bids.aspx) you must do so and provide the name of the business registered.

Vendors approved to be on the master list shall enter into a Masters Agreement with the University that will establish the basic terms and conditions that will govern the performance of work, if any, that will be accomplished as a result of the vendor's selection to perform a specific scope of work.

The University reserves the right to award agreements up to and including \$50,000 (for transactions processed through the KU Procure to Pay System for all others transactions the limit is \$5,000) without seeking competition by contracting directly with one of the vendors included on the pre-qualified list. For agreements that exceed \$50,000 KU departments will be required to submit documentation through the KU Procure to Pay System to KU Procurement Services that justifies the vendor selection as being in the best interests of the University. The KU Chief Procurement Officer or designee shall review the justification and approve or reject as appropriate after performing routine due diligence procedures to confirm the agreement is in the best interests of the University.

KU Procurement Services and (if appropriate) individuals representing KU departments will review the initial information submitted by the vendor and may solicit additional written or verbal information or clarification. Upon completion of the review a written summary shall be submitted to the KU Director of Procurement Services for review and recommendation. Final approval for inclusion on the pre-qualified vendor list will be based on whether inclusion of the vendor is in the University's best interests. The decision as to whether a vendor is to be included on the pre-qualified list will be made by KU's Chief Procurement Officer.

All proposals and information submitted for consideration by a vendor shall remain confidential until such time as the vendor is approved and has completed the Master Agreement process or the proposal has been officially rejected. The vendor will be notified in writing of the final decision.

Proposals may be submitted to:

KU Director of Procurement Services

KU Procurement Services

KU Commodity Price Agreement/Master Services Agreement Initiative

1246 W Campus Rd., Room 30

Lawrence, KS 66045

The primary scope of this project is for the University of Kansas, including the University of Kansas Medical Center, and their affiliates. This scope may be expanded to include other Board of Regent's institutions.

If you have any questions, please contact KU Procurement Services, by telephone (785)864-5800, or by e-mail at [purchasing@ku.edu](mailto:purchasing@ku.edu).