

**CSU, CHICO PROCUREMENT AND CONTRACT SERVICES
GOODS AND SERVICES PROCESSING MATRIX**

	GOODS (ICSUAM 5301)		SERVICES (ICSUAM 5401)		INFORMATION TECHNOLOGY (ICUSAM 5501)		
	Purchase of Goods	Goods with Labor	By a Company	By an Individual	Hardware	Software/IT Services	
Bid Level*	<p>\$0-\$15,000 Quote¹ obtained by requesting department.</p> <p>\$15,000-\$49,999 Two-three quotes obtained by requesting department.</p> <p>\$50-\$99,999 Requirements and specifications² submitted to <u>Procurement & Contract Services</u> (P&CS) for review.</p> <p>\$100,000 plus+ Formal bid led by P&CS.</p>	<p>\$0-\$15,000 Quote¹ obtained by requesting department.</p> <p>\$15,000-\$49,999 Two-three quotes obtained by requesting department.</p> <p>\$50-\$99,999 Requirements and specifications² submitted to <u>Procurement & Contract Services</u> (P&CS) for review.</p> <p>\$100,000 plus Formal bid led by P&CS.</p>	<p>\$0-\$15,000 Quote¹ obtained by requesting department.</p> <p>\$15,000-\$49,999 Two-three quotes obtained by requesting department.</p> <p>\$50-\$99,999 Requirements and specifications² submitted to <u>Procurement & Contract Services</u> (P&CS) for review.</p> <p>\$100,000 plus Formal bid led by P&CS.</p>	<p>\$0-\$15,000 Quote¹ obtained by requesting department.</p> <p>\$15,000-\$49,999 Two-three quotes obtained by requesting department.</p> <p>\$50-\$99,999 Requirements and specifications² submitted to <u>Procurement & Contract Services</u> (P&CS) for review.</p> <p>\$100,000 plus Formal bid led by P&CS.</p>	<p>\$0-\$15,000 Quote¹ obtained by requesting department.</p> <p>\$15,000-\$49,999 Two-three quotes obtained by requesting department.</p> <p>\$50-\$99,999 Requirements and specifications² submitted to <u>Procurement & Contract Services</u> (P&CS) for review.</p> <p>\$100,000 plus Formal bid led by P&CS.</p>	<p>\$0-\$15,000 Quote¹ obtained by requesting department.</p> <p>\$15,000-\$49,999 Two-three quotes obtained by requesting department.</p> <p>\$50-\$99,999 Requirements and specifications² submitted to <u>Procurement & Contract Services</u> (P&CS) for review.</p> <p>\$100,000 plus Formal bid led by P&CS.</p>	<p>\$0-\$15,000 Quote¹ obtained by requesting department.</p> <p>\$15,000-\$49,999 Two-three quotes obtained by requesting department.</p> <p>\$50-\$99,999 Requirements and specifications² submitted to <u>Procurement & Contract Services</u> (P&CS) for review.</p> <p>\$100,000 plus Formal bid led by P&CS.</p>
Supplier Insurance Required	No	Yes	Yes, w/some exceptions.	Yes, w/some exceptions.	No	Yes, w/some exceptions.	
Required Documents and Processing by Department	CFS Requisition entered into PeopleSoft (w/quote and specs as attachments ²).	CFS Requisition entered into PeopleSoft (w/quote and specs as attachments ²).	CFS Requisition entered into PeopleSoft (w/quote and specs as attachments ²).	CFS Requisition entered into PeopleSoft (w/quote and specs as attachments ²). <i>Independent Contractor vs. Employee Worksheet</i> required when services are performed by individual	CFS Requisition entered into PeopleSoft (w/quote and specs as attachments ²).	CFS Requisition entered into PeopleSoft (w/quote and specs as attachments ²). <i>Independent Contractor vs. Employee Worksheet</i> required when services are performed by individual.	
Required Documents from Vendor/Contractor	<i>Payee Data Record</i> (PDR) with all new vendors. <i>Invoice</i> after items received.	<i>Payee Data Record</i> (PDR) with all new vendors. <i>Invoice</i> after items and/or services received.	<i>Payee Data Record</i> (PDR) with all new vendors. <i>Invoice</i> after services received.	<i>Payee Data Record</i> (PDR) with all new vendors. <i>Invoice</i> after services received.	<i>Payee Data Record</i> (PDR) with all new vendors. <i>Invoice</i> after items received.	<i>Payee Data Record</i> (PDR) with all new vendors. <i>Invoice</i> after services received.	
Special Considerations/ Processing	Item uses power: Requires FMS approval. Appliance: Energy-Star compliant. Logo items: Requires <u>Public Affairs & Publication</u> approval Printing - <i>Off campus print authorization.</i>	<i>Certificate of Insurance</i> must be received and approved by <u>Risk Management</u> prior to services.	<i>Certificate of Insurance</i> must be received and approved by <u>Risk Management</u> prior to services.	<i>Certificate of Insurance</i> must be received and approved by <u>Risk Management</u> prior to services.	Approved <i>IT Procurement Review</i> (ITPR) required including <i>Vendor Product Accessibility Template</i> (VPAT).	Approved <i>IT Procurement Review</i> (ITPR) required including <i>Vendor Product Accessibility Template</i> (VPAT).	

2/15/19

* Quotes & bidding may not be required if using competitively bid contracts.

¹ Quotes: Online price sheet, vendor correspondence and quotes.

² Attachments: Vendor quote w/model/part #, brand, catalog #, detailed description, engineering drawings, expected delivery dates.

5 W's for requisitions: "Who? What? Where? When? Why?"