POLICY STATEMENT

The purchase of photocopying, duplicating, and printing services by the University of North Dakota (UND) must be done in the best interest of the university, as economically as possible with consideration given to quality and service, and within fair and ethical standards.

UND requires all photocopying, duplicating, and printing of official UND stationery (letterhead and business cards) to be performed by Duplicating Services. Orders for envelopes must be purchased through the awarded bidder(s) listed on Procurement and Payment Services website along with contracted purchase price. Other printing may be ordered by following the Purchasing: Commodities policy.

REASON FOR POLICY

As a public institution, the University must demonstrate the prudent use of funds entrusted to it by its various constituencies. The general public, legislators, students, donors, and granted organizations and individuals must be assured that funds are wisely spent and do not personally benefit University officials and employees.

Moreover, NDCC 46-02-15 specifies, if practicable, all state, county, and other political subdivision public printing, binding, and blank book manufacturing, blanks, and other printed stationery must be awarded to a resident North Dakota bidder as defined in NDCC section 44-08-02.

UND requires the centralization of printing, duplicating and photocopying to ensure branding compliance and equipment consistency across campus. Centralization also increases UND’s ability to leverage volume discounts.

SCOPE OF POLICY

This policy applies to:

- President
- Vice Presidents
- Deans, Directors & Department Heads
- Area Managers & Supervisors
- Faculty
- Staff
- Students
- Others
WEB SITE REFERENCES

This policy: http://und.edu/finance-operations/_files/docs/2-35-purchasing-printing.pdf
Policy Office: http://und.edu/finance-operations/policy-office/
Vice President for Finance & Operations: http://und.edu/finance-operations/

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RELATED INFORMATION

| NDCC 44-08-01 – Preference to North Dakota Bidders, Sellers and Contractors | www.legis.nd.gov/cencode/t44c08.pdf |
| NDCC 44-08-02 - Resident North Dakota Bidder, Seller, and Contractor Defined | http://www.legis.nd.gov/cencode/t44c08.pdf |
| NDCC 54-44.4 – State Purchasing Practices | www.legis.nd.gov/cencode/t54c44.pdf |
| NDUS Procedure 803.1 – Purchasing | http://ndus.edu/makers/procedures/NDUS/default.asp?PID=492&SID=60 |
| North Dakota State Procurement Office | https://www.nd.gov/omb/agency/procurement |
| Purchasing: Commodities Policy | http://UND.edu/finance-operations/_files/docs/2-33-purchasing-commodities.pdf |

CONTACTS

Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Department Email / Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Content &amp; Clarification</td>
<td>Procurement and Payment Services</td>
<td>(701) 777-2681</td>
<td><a href="http://und.edu/finance-operations/purchasing">http://und.edu/finance-operations/purchasing</a></td>
</tr>
<tr>
<td>Business Cards</td>
<td>Duplicating Services</td>
<td>(701) 777-5088</td>
<td><a href="http://und.edu/finance-operations/duplicating/">http://und.edu/finance-operations/duplicating/</a></td>
</tr>
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<td>Envelopes</td>
<td>Procurement and Payment Services</td>
<td>(701) 777-2681</td>
<td><a href="http://und.edu/finance-operations/purchasing">http://und.edu/finance-operations/purchasing</a></td>
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<tr>
<td>Letterhead</td>
<td>Duplicating Services</td>
<td>(701) 777-5088</td>
<td><a href="http://und.edu/finance-operations/duplicating/">http://und.edu/finance-operations/duplicating/</a></td>
</tr>
<tr>
<td>Photocopying</td>
<td>Duplicating Services</td>
<td>(701) 777-5088</td>
<td><a href="http://und.edu/finance-operations/duplicating/">http://und.edu/finance-operations/duplicating/</a></td>
</tr>
<tr>
<td>Printing Specifications for Outside Orders</td>
<td>University and Public Affairs Marking and Communications Group</td>
<td>(701) 777-2681</td>
<td><a href="http://und.edu/finance-operations/purchasing">http://und.edu/finance-operations/purchasing</a></td>
</tr>
<tr>
<td>UND Identity Guidelines</td>
<td>University and Public Affairs Marking and Communications Group</td>
<td>(701) 777-2731</td>
<td><a href="http://UND.edu/identity/">http://UND.edu/identity/</a></td>
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DEFINITIONS

<table>
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<tr>
<th>Term</th>
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<tbody>
<tr>
<td>Alternate Procurement Request</td>
<td>A product or service is so unique that only one vendor is able to furnish the product or service.</td>
</tr>
<tr>
<td>Bid/Quote Request Form</td>
<td>A form to complete when requesting procurement and contract services department issue a bid.</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.</td>
</tr>
<tr>
<td>NDCC</td>
<td>North Dakota Century Code – Codification of all general and permanent law enacted since statehood.</td>
</tr>
<tr>
<td>NDUS</td>
<td>North Dakota University System – The unified system of higher education in the state of North Dakota governed by the State Board of Higher Education.</td>
</tr>
<tr>
<td>Purchase Justification Form</td>
<td>Form required for any bid not awarded to the lowest bidder.</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for proposal</td>
</tr>
<tr>
<td>SBHE</td>
<td>State Board of Higher Education – The policy setting and advocacy body for the North Dakota University System and the governing body for the North Dakota’s publicly supported colleges and universities.</td>
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PRINCIPLES

**OVERVIEW** – The purchase of photocopying, duplicating, and printing services by the University of North Dakota (UND) must be done in the best interest of the university, as economically as possible with consideration given to quality and service, and within fair and ethical standards.

UND requires all photocopying, duplicating, and printing of official UND stationery (letterhead and business cards) to be performed by Duplicating Services. Orders for envelopes must be purchased through the awarded bidder(s) listed on Procurement and Payment Services’ website along with contracted purchase price. Other printing may be ordered by following the Purchasing: Commodities policy.

As a public institution, the University must demonstrate the prudent use of funds entrusted to it by its various constituencies. The general public, legislators, students, donors, and granted organizations and individuals must be assured that funds are wisely spent and do not personally benefit University officials and employees.

Employees with a real or perceived conflict of interest must review UND’s Conflict of Interest Policy and the guidelines therein to identify potential conflicts and to manage those conflicts in ways that balance the integrity and interests of UND with those of each university employee and the purchase(s) being made.

Moreover, NDCC 46-02-15 specifies, if practicable, all state, county, and other political subdivision public printing, binding, and blank book manufacturing, blanks, and other printed stationery must be awarded to a resident North Dakota bidder as defined in NDCC section 44-08-02.

UND requires the centralization of printing, duplicating and photocopying to ensure branding compliance and equipment consistency across campus. Centralization also increases UND’s ability to leverage volume discounts.
PROCEDURES

UN SOLICITATED OFFERS OF SCHOLARSHIPS, ENDOWMENTS AND OTHER PREMIUMS – Unsolicited offers of scholarships, endowments, and other premiums will not be considered when evaluating vendor responses to bids and requests for proposals (RFP).

Procurement and Payment Services will not include as part of a bid a request for these types of premiums. Fairness to the vendors and the need to establish value of such offers is contrary to the intent of Procurement and Payment Services, which is to award bids on lowest cost meeting specifications.

Purchasing Thresholds
Procurement and Payment Services must be involved in a purchase of any threshold that involves vendors offering scholarships, endowments, gifts, or other premiums.

Printing purchases totaling less than $10,000 may be purchased at the department’s discretion. Departments are required to request quotes from a minimum of three North Dakota print vendors unless an alternate procurement request is required. Documentation of quotes obtained should be kept within the department.

Printing purchases totaling $10,000 or more must be coordinated through Procurement and Payment Services.

Quotes and Bids
Purchases may not be artificially divided (split) to avoid issuing an informal quote or formal bid. Moreover, departments with planned repetitive annual purchases must combine the estimated purchase value for all purchases in a formal bid or proposal processed by Procurement and Payment Services.

Printing purchases totaling less than $10,000 may be purchased at the department’s discretion. Departments are required to request quotes from a minimum of three North Dakota print vendors unless an alternate procurement request is required. Documentation of quotes obtained should be kept within the department.

Procurement and Payment Services can require a quote or bid at its discretion regardless of threshold.

Informal quotes are required for printing purchases valued between $10,000 and $49,999. Purchases must be coordinated with Procurement and Payment Services. If an informal bid or request for proposal is not issued the alternate procurement request form is required.

Using Duplicating Services
All photocopying, duplicating, and printing of official UND stationery (letterhead and business cards) must be performed by Duplicating Services.

Duplicating Services will instruct the department to contact Procurement and Payment Services if it determines it is unable to complete the job.

Using Outside Vendors
Per NDCC 46-02-15, if practicable, all public printing, binding, and blank book manufacturing, blanks, and other printed stationery must be awarded to a resident North Dakota bidder.

ENVELOPES – Orders for envelopes must be purchased through the awarded bidder(s) listed on Procurement and Payment Services’ website along with contracted purchase price.

PROJECTS GREATER THAN or EQUAL to $10,000 – Printing and duplicating needs not performed by Duplicating Services that are greater than or equal to $10,000 must be submitted to Procurement and Payment Services. Procurement and Payment Services will issue informal quotation requests for these printing needs.
unless a contract has been created with a vendor through a previous quote, bid, or RFP issued by Procurement and Payment Services.

Departments initiate a print project greater than or equal to $10,000 by submitting a bid/quote request form to Procurement and Payment Services. The request should include:

1. Complete specifications (contact University & Public Affairs for assistance with writing specifications),
2. Quantity,
3. Required delivery date, and
4. Other pertinent information as needed.

Procurement and Payment Services will present the bid to qualified bidders. Departments must inform Procurement and Payment Services as soon as possible of their request to allow adequate time to present a quality bid to vendors.

Vendors are required to submit responses to Procurement and Payment Services before the due date and time indicated on the bid. Vendor responses are opened during a public reading. Responses are sent to the department for review.

Unless it is determined to be advantageous to the university to select a contractor through an RFP using other or additional criteria, departments are required to review the bid and work with a UND buyer to select/award the lowest bidder that meets specifications, terms of delivery, quality, and serviceability. A purchase justification form is required for any award that is not to the low bidder.

The department submits a completed purchase requisition if the department chooses to issue an award of the bid. Instructions to complete a purchase requisition are available on Procurement and Payment Services’ website (see Related Information). The department must notify Procurement and Payment Services if they decide not to move forward with a purchase.

Printing purchase greater than or equal to $10,000 are not permitted to be ordered on an electronic payment request or on a department’s p-card. Procurement and Payment Services will either issue a purchase order or charge the purchase to the Procurement and Payment Services’ p-card.

**Request for Proposal (RFP)**

A request for proposal (RFP) may be used for a purchase of any value.

An RFP is used when seeking to find solutions to solve a problem or achieve a goal or when seeking unique products or services. The RFP allows vendors to propose solutions.

Departments initiate the request for the RFP and must contact Procurement and Payment Services to develop the scope of work to create the RFP document.

Procurement and Payment Services will present the RFP in a clearly written document to qualified vendors. Procurement and Payment Services needs time to prepare the RFP document. Departments must inform Procurement and Payment Services as soon as possible of their request to allow adequate time to present a quality RFP to vendors. RFPs typically give vendors a minimum of four weeks to allow the vendors optimum time to seek out the best solution.

Vendors are required to submit their proposals before the due date and time indicated on the RFP. Procurement and Payment Services opens responses and sends them to the evaluation committee for review. A staff member from Procurement and Payment Services will attend the evaluation committee meeting.

The evaluation committee is responsible for selecting the proposal that provides the best qualifying solution using predefined evaluation criteria to which all proposals will be scored. The best qualifying solution may not be the low bid; RFPs are not required to be awarded to the low bid. Evaluation criteria are included in the RFP. The evaluation committee is responsible for documenting selection in accordance with published criteria.
Based on evaluation scores, Procurement and Payment Services issues the intent to award. Procurement and Payment Services works with the department and vendor to prepare a contract or purchase order as required.

Alternate Procurement Requests
There are times when circumstances exist that a purchase cannot follow the entire competitive procurement process. This exists for sole source purchases, limited competition purchases, emergency purchases as well as purchases made from discount contracts under a group alliance or consortium. A sole source means that the product or service is unique and that the vendor, to the best of the requestor’s knowledge, based on the thorough research of the requestor, is the only vendor able to furnish the product or service. The University follows SBHE policy 803.1 for non-competitive purchases.

To initiate a non-competitive or limited competition purchase, submit a completed alternate procurement request form (formerly sole source justification form) containing justification to Procurement and Payment Services. Procurement and Payment Services will make the final determination if the purchase is a valid sole source or limited competition purchase and provide notification of approval to the requestor. This approval must be received before making the purchase with the vendor.

RESPONSIBILITIES

| Department Head or Designee | • Submit all photocopying, duplicating, and printing requests to Duplicating Services  
|                           | • When feasible, obtain quotes for printing needs if Duplicating Services is unable to complete the work  
|                           | • Submit a purchase requisition to Procurement and Payment Services if printed materials are to be completed off campus if over $10,000, as directed by Duplicating Services (justification needed if requisition is not lowest bid)  
|                           | • Collect information for procurement and contract services’ use in presenting RFP  

| Duplicating Services | • Make photocopies and duplicate materials as requested  
|                     | • Print UND stationary (letterhead and business cards)  
|                     | • Inform department to contact Procurement and Payment Services if Duplicating Services cannot complete a job  

| Procurement and Payment Services | • Prepare and issue bids for qualified vendors  
|                                 | • Assist departments with preparing RFPs  
|                                 | • Issues RFPs  
|                                 | • Prepare and issue bids for qualified vendors  
|                                 | • Prepare purchase orders and/or contracts for purchases  

FORMS

| Alternate Procurement Request Form | http://und.edu/finance-operations/purchasing/_files/docs/alternate-procurement-request.pdf  
| Bid/Quote Request Form | http://und.edu/finance-operations/purchasing/_files/docs/bid-quote-request-form.pdf  
| Letterhead Order Form | http://und.edu/identity/letterhead-form.cfm  
| Note Sheet Order Form | http://und.edu/identity/note-sheet-form.cfm  
| Purchase Justification Form | Contact Procurement and Payment Services
APPENDICES

There are no appendices for this policy.

REVISION RECORD

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>12/15/2000</td>
<td>Policy Implementation</td>
</tr>
<tr>
<td>06/27/2016</td>
<td>▪ Separated printing information from all-encompassing purchasing policy</td>
</tr>
<tr>
<td></td>
<td>▪ Put in F&amp;O policy format</td>
</tr>
<tr>
<td></td>
<td>▪ Changed name of Purchasing department to Procurement and Payment Services</td>
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