



The below quick reference sheet of general purchasing guidelines is not all-inclusive but, rather, is intended to address some key, frequently asked questions related to RISD's purchasing policies and the process for acquiring items within specific commodity groups.

## GENERAL PURCHASING GUIDELINES

<b>RISD PAYMENT TERMS</b>	Current payment terms for vendors are net 30 days from invoice date.
<b>COMPETITIVE BID / RFP POLICY</b>	<p><b>Purchases between \$10,000 and \$25,000-</b> Require two (2) written quotes/bids from vendors.</p> <p><b>Purchases of \$25,000 or greater</b> – Require three (3) written quotes/bids from vendors.</p> <p>Quotes should be submitted to Purchasing with the purchase requisition through the E-procurement system (for enabled users) or via email with applicable attachments, account number, and appropriate approvals. If the low bidder is not selected, a short explanation must also be submitted in writing to the Purchasing Department.</p> <p>Large, institution-wide, capital projects require a formal Request for Proposal (RFP) process. An effective RFP process takes several months; therefore, Purchasing should be engaged in the project planning process, as early as possible.</p>
<b>COMPUTER / PRINTER PURCHASES</b>	For computer and network printer purchases, please refer to the <a href="#">ITS Department</a> .
<b>FURNITURE PURCHASES</b>	<p>Departmental furniture purchase inquiries/requests should be directed to Purchasing. Please note that the standard lead time on commercial furniture is 5-6 weeks from order date, so it is important to submit your furniture inquiry well in advance in order for effective sourcing and bidding (if applicable) to occur, and for delivery and installation to take place by the department's need-by date.</p> <p>RISD has established relationships with several service-oriented, commercial furniture vendors and designers that are able to source numerous lines of high-quality, warrantied furniture. Purchasing can assist departments by facilitating on-site vendor consults for needs assessment, sourcing, and identification of options.</p> <p>The process for large, capital furniture projects is that Campus Planning/Facilities engages Purchasing, as early as possible, especially for those projects that require an RFP process.</p>
<b>OFFICE SUPPLY PURCHASES</b>	<p>Standard office supply purchases should be made with WB Mason, as Purchasing has negotiated contract pricing with this vendor that is based on volume spend of commonly used office supplies that are purchased by most campus departments. These purchases must be made through either RISD's E-procurement system (for enabled users) or via the link you were provided with when your individual or departmental account was set up. If you are not sure which method applies to you, please contact Purchasing for assistance.</p> <p>*Of note, please do not access the WB Mason online catalog through a general internet search, as those are public prices that will not reflect RISD's discounted contract pricing. This applies to other vendors as well (B&amp;H, Grainger, etc.).</p>
<b>PREFERRED VENDORS</b>	Purchasing has negotiated pricing agreements and established relationships with several vendors – either directly or through consortium membership. Placing orders through the public website or online catalog of these vendors (outside of E-Procurement catalogs) will not reflect RISD's pricing and may also result in sales tax charges, so please check with Purchasing to assist you with sourcing and ensuring correct pricing.
<b>CONTRACTS</b>	RISD contract signing authority lies with the CFO or the President. Vendor contracts should first be submitted to Purchasing for review, editing, and submission to either the CFO or the President for signature. The initiating department will be the contract holder and is responsible for management of its terms.
<b>For additional information and contacts, please visit the <a href="http://info.risd.edu/procurement/">Procurement Page</a> of info.risd.edu: <a href="http://info.risd.edu/procurement/">http://info.risd.edu/procurement/</a>.</b>	