



**Northern Illinois  
University**

# **Commodities Procurement**

**BOT Ad Hoc Committee**

17 Dec 2015

# BOT Regs Section V. Subsection b.2.a.



## 2. ADMINISTRATIVE APPROVAL

### a. Purchases

The Board of Trustees shall adopt rules governing procurement and bidding in coordination with the other senior governing boards of higher education in the State of Illinois. The university is authorized to conduct its own purchasing activities in accordance with the following:

- (1) The university is authorized to enter into purchase transactions for utility services, library books and periodicals, textbooks, food products, approved generic commodities bid through the Illinois Public Higher Education Cooperative, and items authorized for resale to individuals and non-university organizations regardless of amount.
- (2) The university is authorized to enter into purchase transactions for equipment and other materials or services associated with capital improvement projects if the bid estimates or the actual bids do not exceed the budgets previously approved by the Board of Trustees. (See Regulation Section VI.B.1.)
- (3) The university is authorized to enter into contracts with visiting performers, regardless of amount, provided that payment is to be made from gate receipts and student activity funds.
- (4) Transactions not listed above involving an obligation of \$250,000 or more, regardless of the source of funds, shall be approved by the Board of Trustees.

# Subsection B.2.a.(1)



- (1) The university is authorized to enter into purchase transactions for:
- utility services,
  - library books and periodicals,
  - textbooks,
  - food products,
  - approved generic commodities bid through the Illinois Public Higher Education Cooperative, and
  - items authorized for resale to individuals and non-university organizations regardless of amount.

## Commodity categories available through IPHEC:

- Furniture/Furnishings
- Office Supplies
- Maintenance/Janitorial
- Paper Products
- Scientific/Laboratory
- Financing
- Insurance
- Search Firms Services
- Transportation Services
- Travel Services
- Computers
- Computer Software
- Food
- Misc. Services

# Subsection B.2.a.(2)



(2) The university is authorized to enter into purchase transactions for equipment and other materials or services associated with capital improvement projects if the bid estimates or the actual bids do not exceed the budgets previously approved by the Board of Trustees. (See Regulation Section VI.B.1.)

excerpt

All capital improvement projects and/or transactions for equipment and materials or other services associated with capital improvement projects with:

- project budgets of \$250,000 or more, regardless of the source of funds, and
- all capital improvement projects, regardless of budget, involving significant new space or significant programmatic expansion

shall be approved by the Board of Trustees prior to the development of preliminary plans and specifications.

# Subsection B.2.a.(3)



(3) The university is authorized to enter into contracts with visiting performers, regardless of amount, provided that payment is to be made from gate receipts and student activity funds.

Examples:

- Convocation Center performances

# Summary



- B.2.a.(1) (Specified exemptions):
  - Many commodity-type buys are necessity purchases (i.e. utilities, food, consumables, etc.)
  - Allow Administration & Finance to propose revised regulation language that might meet BOT intentions
- B.2.a.(2) (Approved projects):
  - Already has a detailed approval process in Section VI
- B.2.a.(3) (Performances):
  - Rare for obligations to exceed \$250K
- B.2.a.(4) (All other actions >\$250K):
  - Currently being followed