

**Part I Chapter 29**  
**Procurement of Furniture, Fixtures, and Equipment for Public Universities**

**A. General Requirements.** Public Universities, including the universities within the State Systems of Higher Education, state-related universities, and other non-profit educational institutions and organizations may desire to use or be required to use Department of General Services' contracts and/or Department of General Services' contracting procedures for the procurement of furniture, fixtures, and equipment.

**B. Requirements.**

**1. Funding Source.** The available procurement options for purchases of furniture, fixtures, and equipment largely depends on the funding source. If funding for the procurement of furniture, fixtures or equipment for a capital project at a public university is allocated to the Department of General Services through Capital Budget Project Itemization legislation, the Department of General Services must purchase such items in accordance with Procurement Code requirements and Department policy as expressed in the Procurement Handbook. If the Department of General Services delegates the project to the public university, the university must abide by the Procurement Code and the Procurement Handbook.

The following chart provides a summary of the procurement options depending upon the funding source:

Funding Source	Procurement Options	Procuring Agency
<p><b><i>Direct Legislative Appropriation to the University</i></b>                      This does not include funding contained in the Capital Budget Project Itemization legislation as funding for original moveable furniture and equipment to complete a public improvement project.</p>	<ul style="list-style-type: none"> <li>• COSTARS Contracts</li> <li>• DGS Statewide Requirement Contracts</li> <li>• Stand alone procurement in accordance with applicable University procedures</li> </ul>	University would issue the procurement or the purchase order against a COSTARS or DGS Statewide Requirements Contract
<p><b><i>University Self-Funded</i></b>                      This funding could be from sources such as university-generated revenues or private donations.</p>	<ul style="list-style-type: none"> <li>• COSTARS Contracts</li> <li>• DGS Statewide Requirement Contracts</li> <li>• Stand alone procurement in accordance with applicable University procedures</li> </ul>	University would issue the procurement or the purchase order against a COSTARS or DGS Statewide Requirements Contract

<p><b><i>Furniture, Fixtures, and Equipment Funding</i></b>          This is Capital Budget Project Itemization appropriation funding for original moveable furniture and equipment to complete a public improvement project.</p>	<ul style="list-style-type: none"> <li>• DGS Statewide Requirement Contracts</li> <li>• Stand alone procurement in accordance with applicable Commonwealth procedures</li> </ul> <p>NOTE: If the Department of General Services has delegated the purchasing of original furniture, fixtures, and equipment to the University, the University must either utilize a DGS Statewide Requirements Contract or issue a stand alone procurement in accordance with applicable Commonwealth procedures. In this instance, DGS would issue the resulting contract or purchase order.</p>	<p>Department of General Services would issue the procurement or issue purchase orders against an existing DGS Statewide Requirements Contract</p>
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2. **Use of COSTARS Contracts.** Public universities are not permitted to use the Department of General Services' COSTARS contracts when the funding for the purchase is allocated to the Department of General Services under Capital Budget Project Itemization legislation. This applies even in those situations where the Department of General Services has delegated a project to the public university.
3. **Use of Pennsylvania Correctional Industries.** Public Universities are permitted to purchase furniture, fixtures, and equipment from Pennsylvania Correctional Industries, regardless of funding source, under the April 16, 2014, Letter of Agreement between the Department of General Services and the Department of Corrections so long as the Public University is a member of the COSTARS Program or the Department of General Services is acting as the purchasing agency.<sup>1</sup>

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<sup>1</sup> 08-10-2015: Revised to include use of PA Correctional Industries.