

**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 and the procurement is less than \$100,000, the University must either utilize a DGS statewide requirements contract or issue a standalone procurement in accordance with applicable Commonwealth procedures. In this instance, DGS would issue the resulting contract or purchase order. For furniture, fixtures, and equipment purchases over \$100,000, please refer to Section C, Procedures, of this Chapter.</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.

**C. Procedures.**

1. **For FFE procurements over \$100,000 that are NOT on a DGS Statewide Contract, the process should be as follows:**
  - a. The University should send an email to the DGS, Bureau of Financial and Management Services (BFMS) Resource Account at [RA-GSFFPROCUREMENT@PA.GOV](mailto:RA-GSFFPROCUREMENT@PA.GOV) with a request for the needed items. Please include at a minimum: the BOP-1208 (formerly the GSPUR-PO) that lists the contact person, ship-to information, WBS Element, Fund, description of requested item(s), estimated cost, and the signature of the individual requesting the order. In addition, please attach a Statement of Work or detailed specifications of the items requested.
  - b. DGS, BFMS will create a shopping cart in SRM for the requested items and forward via workflow to the Bureau of Procurement (BOP).

- c. BOP will then formally bid those items, create the PO(s), and send a copy of the PO to the awarded vendor(s).
- d. BOP will email a copy of the fully executed PO to the DGS, BFMS Resource Account.
- e. DGS, BFMS will email the PO to the University and issue the Goods Receipt once BFMS is notified by the University that the items were received.

**2. For FFE procurements over \$100,000 that ARE on a DGS statewide contract, the process should be as follows:**

- a. If the University anticipates that the needed items will exceed \$100,000, they should get a quote from a contracted supplier and email it to the DGS, BFMS Resource Account for review.
- b. DGS, BFMS will forward the email to the appropriate BOP Associate Commodity Manager (ACM) for their review. If the ACM deems that there could be significant savings from the contracted prices due to the nature and scale of the purchase, they will solicit a quote from the contracted suppliers.
- c. Once the BOP process is complete, they will email the DGS, BFMS Resource Account with an update, then DGS, BFMS will create the PO(s).

**3. For FFE procurements that are under \$100,000 the University should follow the current process in accordance with Commonwealth Procurement Policies and Procedures.**