



KEAN

WORLD-CLASS EDUCATION

# Procurement Quick Guide

Office of Research & Sponsored Program



# Competitive Bidding

## Threshold Categories:

- As of 08/12/2025, the State increased the public bidding threshold for New Jersey's state colleges and universities:
- **Public Works: The bid threshold for public works contracts has increased to \$42,600.**
- **Non-Public Works: The bid threshold for non-public works contracts has increased to \$119,800.**
- As a result of this increase, some requirements have changed.

# Current Kean University Purchase Thresholds

<u>Contract/Purchase Value</u>	<u>Requirements/Recommendations</u>
Up to \$25,000.00	<ul style="list-style-type: none"> <li>• <b>\$0 - \$25,000</b> — Competitive quotes are not required. University staff must use good judgment to ensure that the best value is obtained on all purchases, price and other factors considered.</li> <li>• <b>\$0 - \$17,970 — New Jersey Business Registration Certificate is not required.</b>  <b>Note:</b> Any vendor that will be paid \$17,970.01 or more in a fiscal year will be required to provide a N.J. Business Registration Certificate (NJBRC)</li> <li>• University Procurement &amp; Business Services may request additional information to ensure compliance with University policies.</li> </ul>
\$25,000.01 - \$119,800	<ul style="list-style-type: none"> <li>• 3 written quotes are required. The quotes must be obtained by the requisitioning department and submitted to University Procurement and Business Services.</li> <li>• All written quotes must be attached to the <a href="#">Competitive Quote Form</a> upon submission.</li> </ul>
\$119,800.01 or above	<ul style="list-style-type: none"> <li>• This requires a formal public bid or Bid Waiver with Kean University Board of Trustees approval.</li> </ul>
\$500,000 and above	<ul style="list-style-type: none"> <li>• The Kean University Board of Trustees Approval is required.</li> </ul>

Note: These threshold values are cumulative, meaning that if multiple departments utilize the same vendor in a given fiscal year, the value of all purchase orders will be aggregated to determine if a threshold is met. These threshold values do not apply to public works or prevailing wage

# Awarding Contracts

- **Standard:** Award to the most advantageous responsible bidder considering price and other factors (Section 8.1).
- **Lowest Bidder:** Preferably award to the lowest responsible bidder, but higher bids may be accepted with written justification (Section 8.2).
- **Equal Bids:** Contract can be awarded to any qualifying bidder based on the University's discretion (Section 8.2).
- **State Comptroller Notification:**
  - \$2.5M - \$12.5M: Notify within 20 business days post-award.
  - \$12.5M+: Notify at least 30 days before public solicitation.
  - Emergency Contracts >\$2.5M: Notify within 30 business days post-award (Section 8.3).



# Exceptions to Public Bidding

## **Bid Waivers:**

- Granted by the Board of Trustees under specific circumstances.
- Requires submission of a Bid Waiver Form with supporting documentation (Section 9.1).

## **Certain Goods & Services:**

- Purchases without bids include professional services, unique supplies, IT services, construction management, etc. (Section 9.2).

## **Contracts with Public Entities:**

- Agreements with government bodies can bypass public bidding (Section 9.3).

## **Failed Public Bids:**

- If bids are not received or are unreasonable after two attempts, contracts may be awarded with Board approval (Section 9.4).

## **Other Exceptions:**

- Utilize existing state contracts, federal schedules, cooperative agreements, etc. (Section 9.5).



# Contract Terms

## Maximum Duration:

- Up to five years, extendable with CFO approval if in the University's best interest (Section 10).



# Emergency Purchases

**Definition:** Immediate need to protect property or continue operations without time for standard procedures.

**Approval:**

- Must be authorized by the CFO or designee with a written request detailing the emergency (Section 11).

**Reporting:**

- Include details of the emergency, costs, and vendor information in the next Board meeting report (Section 11).



# Cancellation and Alterations of Purchase Orders

## Canceling Requisitions:

- Allowed before purchase order issuance (Section 13.1).

## Canceling Purchase Orders:

- Allowed if the vendor hasn't accepted.
- Notify vendor and UPBS via email with relevant details.
- Consult UPBS if a binding contract exists (Section 13.2).

## Change Orders:

- Must be in writing and approved by the CFO or designee.
- Changes exceeding 20% require Senior VP and CFO approval (Sections 13.3 & 13.4).
- Regular reporting to CFO on all change orders (Section 13.5).



# Ordering Gift Cards for External Grants

**Please follow these steps to complete the purchase:**

**Note:** The purchase must not be made through ESM unless the gift cards are from the campus Barnes & Noble.

All other gift card purchases require a departmental Amazon Business Account.

## Authorization Form:

- Complete the gift card authorization form for ORSP VP approval.
- Retain a copy of the emailed approval for procurement purposes.

## Request for Purchase:

- Your department support will be responsible for working with procurement to place the order through Amazon Business.
- Ensure the purchase is made using your departmental Amazon Business account once procurement grants approval.
- Email the approved authorization form and your request to purchase gift cards to:
  - Jennifer Strahan (jestraha@kean.edu)
  - Yelena Khaytin (ykhaytin@exchange.kean.edu)
  - Copy Judy Pavese (jpavese@exchange.kean.edu)

**Note:** Always refer to the complete [UPBS Rules and Procedures document](#) for detailed guidelines and consult the Associate Vice President of Procurement & Business Services for specific inquiries or clarifications.

**For any questions, please feel free to contact at:**

**Email: [postaward@kean.edu](mailto:postaward@kean.edu)**

**ORSP staff are available**

**Monday – Friday**

**9:00am-5:00pm**

**Thank You!**

