ACADEMIC
MAJOR PURCHASES FOR
BOARD OF TRUSTEES’ APPROVAL

Description of Purchase: (describe requested purchase)

Estimated Cost of Purchase: (cost of purchase) This is a combined total of number(s) 3, a & b, 4, and 5 from attached Financial Information page.

Requisition Number: (Requisition number if applicable, if not applicable, indicate same and reason why. Example: No requisition needed because there is no cost factor – only generated revenue.)

Department Name(s) and UDAK numbers(s): (Dept. Name and Full UDAK – Project name and source of funding)

Department Contact Person: (available person to answer questions)

Name of Procurement Specialist: (this will be filled out by University Purchasing)

Method of Purchase: (procurement method used to purchase, ie., RFP, IFB, Sole Source, Agency contract, etc.) If not applicable, ie., exempt from Procurement Code, indicate same. Type in methodology per attached definitions.

Vendor Name (If Sole Source): This is new information requested by the Board of Trustees to be included in the information provided to them on proposed major purchases for approval if the Sole Source Procurement method is used. If the IFB or RFP method is used, state the vendor will be determined by the IFB or RFP method. VENDOR NAME: (Please provide the vendor name if the Sole Source method of procurement is used) (If the IFB or RFP method is used, please put ‘to be determined by IFB or RFP’) SPELL OUT IFB OR RFP. (If not sole source, put, ‘Not applicable to this purchase). NOTE: IF THE PURCHASE IS A SOLE SOURCE, PLEASE PROVIDE A JUSTIFICATION AS TO WHY THE PURCHASE IS A SOLE SOURCE.

New Purchase __ Yes __No (indicate yes or no by filling in an ‘x.’)

New Contract for Existing Services? ____Yes _____No (indicate yes or no by filling in an ‘x.’)

Extension of Existing Contract? _____Yes _____No (indicate yes or no by filling in an ‘x.’)

Replacement of Existing Item(s) ____ Yes _____No (indicate yes or no by filling in an ‘x.’)

Name of Item(s) Being Replaced:

Name and Value of Equipment the Requested Purchase Will Be Used In Conjunction With: (fill in names of equip.
and value if applicable below)

Name of Equipment: Value:

How Will This Purchase Benefit MUSC: (Clarify benefits derived from purchase)

Why and How This Purchase Will Benefit MUSC By Having a Vendor Provide This Service Vs. MUSC Staff Providing the Service: (explain, if applicable)
Item to be approved for purchase: (refer to description on first page of Major purchase)

1. **Source of Revenue/Savings:** (identify whether revenue or savings and delete other)

2. **Amount of Revenue/Savings to be generated:** (identify whether revenue or savings and delete other)

3. **Initial cost:** Note: This is a combined total of number(s) 3, a & b, 4, and 5 to be listed in “estimated cost of purchase.”
   
   a. **Item:** (Fill in cost of major purchase in its entirety)
   
   b. **Physical Plant Requirements (renovations):** (identify any P.P. cost associated with the purchase - if none, indicate none required)

4. **Annual cost (Maintenance, supplies, etc.):** (identify any annual cost associated with the purchase)

5. **Personnel Cost (to include base salary, fringes, training, etc.):** (identify any new personnel cost associated with the purchase)(This does not include existing personnel)

6. **Financial Analysis:** (identify complete financial information related to the major purchase)
1. Invitation for Bid (IFB) – The bid will be awarded to the lowest responsive, responsible vendor.

2. Request for Proposal (RFP) – The award will be made to the most responsive, responsible offeror whose proposal is determined in writing to be the most advantageous to the State, taking into consideration price and the evaluation factors set forth in the Request for Proposal.

3. Sole Source – This type of purchase is necessary when needs demand an item(s) be supplied through a sole offeror and written justification is submitted from the requestor to that effect.

4. Emergency – This type of purchase if made when there exists an immediate threat to the public health, welfare, and in this, a threat to the critical economy and efficiency of the Medical Center or University.

5. State Contract – self explanatory

6. Exemption for Specific Item: Made in compliance with application section from the SC Consolidated Procurement Code which exempts from purchasing procedures.

7. Best Value Bid – The bid will be awarded to the lowest responsive, responsible bidder whose bid is determined to be the most advantageous to the State, taking into consideration price and the evaluation factors set forth in the Best Value Bid.

8. Lease – self explanatory