

Use of Existing Contracts

General

The University of Kentucky Purchasing Division, along with the Commonwealth of Kentucky and the Kentucky Educational Purchasing Cooperative (KEPC) have established many contracts for goods and services. University Price Contracts established by the Purchasing Division shall be used when making the purchase for any good or service covered by these contracts. Other contracts that may be used by the University are contracts established by the Commonwealth of Kentucky, State Price Contracts; contracts established by Kentucky Educational Purchasing Cooperative (KEPC), KEPC Contracts; and contracts established by the Purchasing Division based on current General Services Administration (GSA) contracts. Consideration will be given to establish a contract any time it is determined that a contract would provide enhanced services or prices for the requirements needed.

If the requirement is not covered by an existing contract, there are other methods of procurement that may be used by University Departments to secure the supplies, equipment and services necessary to accomplish the mission of the University. These methods are listed in section B-3-2, Delegated Procurement Authority (DPA) for University Departments. Departmental requirements that are not covered by existing contracts or are not included in a DPA delegation must be submitted to the Purchasing Division via an on-line requisition. The on-line requisition process is detailed in Section B-3-3.

University Departments and Administrators do not have authority to sign contracts that obligate the University for goods and services. Vendors requiring any document be signed in response to any departmental delegated purchase must forward all associated documents to the Purchasing Division for review and appropriate disposition. The Purchasing Division will insure any required document is in accordance with procurement statutes and university policy and will secure the appropriate university signatures. After signatures are obtained, the vendor agreement and associated documents will be returned to the requesting department for transmission to the vendor. Any questions about dealing with vendor's contract terms should be addressed to authorized representatives of the Purchasing Division.

A. University of Kentucky Price Contracts

University of Kentucky Price Contracts are established when it is determined there is a continuing need for a certain types of products or services. These contracts are usually established after issuing a formal, advertised Invitation for Bids (IFB) or Request for Proposal (RFP). The contract is usually established for one year with clauses allowing renewal for one or more additional years.

B. State Price Contracts

Contracts established by the Commonwealth of Kentucky may be used by all state agencies. These contracts may be used in the same manner as the university established contracts.

C. KEPC Contracts

The Kentucky Educational Purchasing Cooperative bids and establishes contracts for the use of Kentucky colleges and universities. These contracts may be used in the same manner as the contracts established by UK and the state.

D. GSA Contracts

The General Services Administration has established contracts for a wide variety of products for the use of governmental agencies. The University may purchase from these contracts provided the contract holder agrees to sell the product to the university at the GSA contracted price and under the same terms and conditions. The Purchasing Division will establish a UK contract based on the GSA contract. The contract established may be used by University departments in the same manner as UK Price Contracts.

Revision Date: July 1, 2008

Next Review Date: July 1, 2012