



# University of Missouri System Purchasing Contracts/Agreements

Company Name: Printing Services  
Contract Number 19-9025-DH-U  
Contract Period: March 15, 2019 through March 14, 2024  
Initial Terms: 1 year  
Renewal Terms: Plus 4 one-year renewals.

Description of Products: UM System Printing Services

**NOTICE:** Departments please see the detailed instructions below regarding the requirements when purchasing printing under said contract.

## How to purchase Printing Services

**Contract Number:** 19-9025-DH-U

**Supply Chain Contact:**

Leyanna Long  
Phone: 573.882.3228  
Email: [higginsdj@umsystem.edu](mailto:higginsdj@umsystem.edu)

**Background Information:**

The University of Missouri System Supply Chain (Procurement Services), developed a Request for Qualifications (RFQ) procurement event on behalf the Curators of the University of Missouri in January 2019. The goal of the RFQ is to qualify vendors in which the University of Missouri may engage with over a period time for printing projects on a case-by-case basis.

**What is a Request for Qualifications (RFQ):**

A RFQ refers to the pre-qualification stage of the procurement process. Only those proponents who successfully respond to the RFQ and meet the qualification criteria will be included in the subsequent Request for Quote/Request for Proposal process.

**What I need to know/do when purchasing printing.**

The following information is based on the printing RFQ. For additional procurement, related questions please contact UM System Supply Chain for advisement at, 573.882.3201.



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1. Purchases \$10K and under can be purchased at the department level for a single purchase. (A purchase including multiple projects/transactions to circumvent the competitive bidding requirements, or avoid authority levels is considered stringing and prohibited.)
2. Purchases over \$10K require (3) three-quotes.
3. Purchases over \$25K require competitive quotes. In accordance with University of Missouri Purchasing Policy. Departments should request quotes from all approved vendors by category. (see the attached Pre-Qualified Supplier List)  
*For example; if a department is seeking to purchase yearbook printing with a cost greater than \$25K, a request for quote should be sent to vendors that provide yearbook printing.*

## **How to request a quote from a pre-qualified Supplier:**

1. Once you have a project, you will need to provide vendors as much information as possible to provide a complete competitive quote.

### **Request for Quote Checklist:**

- ✓ Detailed Specifications (provide vendors as much information as possible)
  - ✓ Completion Date
  - ✓ Delivery Expectations
  - ✓ Indicated if alternate solutions will be accepted
  - ✓ Due Date for responses
  - ✓ Line item cost and total project cost
2. Evaluation Process: Upon receipt of response(s) received by due date you will evaluate each response based on the detailed specifications. The vendor meeting the specifications, with the low best cost may be awarded project.
  3. Award: **Prior to notifying a vendor of an award, contact procurement services; Leyanna Long to review the project. Leyanna Long, Strategic Sourcing Specialist 573.884.3228, email: [Longlk@umsystem.edu](mailto:Longlk@umsystem.edu)**

**Contracted Suppliers:** See attached spreadsheet