

Procurement Policies

Construction Procurement Policy

MUSC	MUHA
State Permanent Improvement Plan (PIP) Process applies. MUSC can enter into construction contracts up to \$500,000 without OSE approval (this does not override the BOT \$250,000 approval requirement)	State Permanent Improvement Plan (PIP) Process <u>does not</u> apply
State Engineer provides code review Board of Trustees approves projects greater than \$250,000 and when projects change by 10% or \$250,000 whichever is less. or 20%.	State Engineer provides code review Board of Trustees approves projects greater than \$250,000 and when projects changes exceed the initial approval by 10% or \$250,000, whichever is less
NOTE: Construction Projects \$50,000 or greater require bonds. All contracts are reported to Board. Change orders are not.	
\$750,000 IDC. Contract Vendor cannot exceed \$150,000 including change orders for an individual project.	
Greater than \$50,000 not on IDC advertise in SCBO. Award takes at least two weeks from date we receive bids due to protest period.	
\$10,000 to \$50,000 advertise in SCBO under minor construction. Takes approximately a week. SCBO comes out on Mondays and Thursdays.	
\$2500 to \$10,000 solicit written quotes from a minimum of three qualified sources and award to lowest responsive and responsible vendor.	
Small construction contracts less than \$25,000 can be negotiated \$2500 no competition is required. Submit vendor quote on letterhead with Project Manager initials and statement that "price is fair and reasonable".	Small contracts less than \$50,000.00 can be negotiated (\$200,000 limit on fees paid in 24 month period). MUHA will not artificially split or segment projects to avoid selection requirements for A & E Services.

Check with Debbie. I'm pretty sure MUSC has 10% change limit, too.

Professional Services Procurement: Architects & Engineers

MUSC	MUHA
<u>Small Contracts</u> (Defined as less than \$25,000 fee). Negotiated contract based on set fee schedule. Less than \$25,000 letter proposal processed with form SE-230. Cannot be amended to exceed \$25,000 limit excluding reimbursables. Vendor's total work for MUSC on SE-230s is limited to \$75,000 during consecutive two year period. Letter proposals should be on vendor's letterhead and include funding source, project name and number, scope of work, deliverables, and estimate of construction cost, basic services and reimbursable fees, timeline for completion of services and signature of vendor and initials of project manager.	<u>Small Contracts</u> (Defined as less than \$50,000 fee). Negotiated contract. \$200,000 limit on fees paid in 24 month period. MUHA will not artificially split or segment projects to avoid selection requirements for A & E Services.
Contracts with fees Greater than \$25,000 not on IDC vendor must be selected by BOT using SE220 process. SE220 process includes advertising for resumes, interview with BOT, contract negotiation and MUSC/OSE approval. Total process usually takes at least two months.	<u>Contracts with fees greater than \$50,000</u>
Selected by Board of Trustees after short listed by MUSC Medical Center Staff??	Selected by Board of Trustees after short listed by MUSC Medical Center Staff
<u>\$300,000 Indefinite Delivery Contracts (IDC)</u> \$300,000 - Total Fee \$100,000 - Maximum/individual project fee excluding reimbursables including amendments. Requires letter proposal referencing the IDC contract.	<u>Indefinite Delivery Contracts (IDC)</u> \$1,000,000 - Total Fee \$300,000 - Maximum/individual project fee. Maximum excludes reimbursables. MUHA will not artificially split or segment projects to avoid selection requirements for Capital improvement projects with fees exceeding \$300,000.

2 Years - Term of Contract
 Selected by A & E Committee
 Board of Trustee Approval

3 Years - Term of Contract
 (with 2 one year optional extensions)
 Selected by Board of Trustees.

Construction Services Procurement:

MUSC	MUHA
<p><u>Small Contracts</u> (Defined as less than \$25,000 fee). Negotiated contract based on set fee schedule.</p>	<p><u>Small Contracts</u> (Defined as less than \$50,000 fee). Negotiated contract. \$200,000 limit on fees paid in 24 month period. Projects shall not be artificially split or segmented to avoid this approval process.</p>
<p><u>Contracts with fees greater than \$25,000</u> Competitively bid.</p>	<p><u>Contracts with fees greater than \$50,000</u> Competitively bid. Projects shall not be artificially split or segmented to avoid this approval process.</p>
<p><u>Indefinite Delivery Contracts (IDC)</u> \$750,000 - Total Fee \$150,000 - Maximum/individual project fee</p> <p>2 Years - Term of Contract Board of Trustee Approval</p>	<p><u>Indefinite Delivery Contracts (IDC)</u> \$2,000,000 - Total Fee \$500,000 - Maximum/individual project fee. Maximum excludes reimbursables. Projects shall not be artificially split or segmented to avoid this approval process.</p> <p>3 Years - Term of Contract Selected by Board of Trustees.</p>