RI Division of Purchases

Purchasing Business Processes

Creating Requisitions

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Important General Information:

- Requisitions will pre-encumber funds from the agency's budget when the requester submits the requisition for approval.

- It is important to cancel requisitions to remove this pre-encumbrance if the item is not desired.

- You must NOT cancel a requisition that has gone out to bid without discussing with the buyer.

- Requisition should be for like items, and No Requisition should have lines reflecting different vendors or purchase agreements (blankets or contracts).

- Before creating a requisition check for a Master Price Agreement that may have the product for which you are looking. You will find the list of Master Price Agreements on the Purchasing website along with a listing of the items available. Master Price agreements may be set up in RIFANS as Blanket Purchase Agreements or Contract Purchase Agreements. For an Agreement set up as a Blanket Purchase Agreement, you would use a Blanket Release to purchase items. For an Agreement set up as a Contract Purchase Agreement, you would use a Contract Release to purchase items. All office supplies should be purchased through the Office Supply Master Price Agreement.

- If submitting a requisition based on Delegated Authority, you must attach your Delegated Authority Letter from the Chief Purchasing Officer/Director of Administration to your requisition. If you do not have a letter authorizing Delegated Authority, you must provide back-up indicating why your request should be considered Delegated Authority before submitting your requisition. The Chief Purchasing Officer/Director of Administration will review these transactions and issue a letter if deemed appropriate.

- Requisitions may be returned to the preparer if the incorrect NIGP Code (Category Code) is used. The current list of NIGP Codes is located on the Purchasing website (www.purchasing.ri.gov) within the Agency Information Center.

- Before creating a requisition for an existing Purchase Agreement (Contract or Blanket), you can determine whether the Purchase Agreement for which you are looking is a blanket (Catalog Request) or a contract (Non Catalog Request) by following the directions on the "Blanket Purchase Agreement_Contract Purchase Agreement Guide".

- RIFANS will not allow you to submit a requisition for approval when the dollar amount exceeds the agreed amount (control value). If your requisition is a release off a MPA please contact the buyer requesting an increase in the agreed amount. If it is an agency specific blanket purchase agreement or contract purchase agreement complete a RIFANS Paper Change Order form requesting the appropriate increase. This request should be for service type agreements only. Specific project based increases require the creation of a RIFANS change order requisition.

- Any Guides referenced in this document can be found on the purchasing website (www.purchasing.ri.gov) within the Agency Information Center.

- Any Forms referenced in this document can be found on the Purchasing website at www.purchasing.ri.gov in the Agency Information Center. User name – agency prefix from RIFANS without the "0" and Password – agency prefix plus three zeros. For example, for the Department of Administration, User name = 68 and Password = 68000.

- All attachments must be in PDF format before being attached as specified below.

- Any documentation that includes large electronic files such as plans and specifications should be forwarded on a disk to the Division of Purchases. Please be sure to address the disk to the Division of Purchases, not a specific individual. You must attach a copy of the requisition to the documentation. The package will be given to the buyer along with the assigned requisition.

- Your requisition will be routed properly through RIFANS and can be handled by the Division of Purchases more efficiently by choosing the correct "Document to Create" and "Type of Requisition" and by completing and attaching any required forms prior to submitting your requisition for approval.

  - Requisitions for purchases utilizing Capital funds (RICAP) should be created as $0 Purchase Agreements. Please be sure to include the total project amount as an attachment "Internal to Requisition" along with the intended project timeframe.

- Please review the Controller's Website for transaction types that do not require competitive bidding and should be paid for using a Direct Purchase Order/batch payment.

- When requesting a Purchase Agreement, the University of Rhode Island, Rhode Island College, and the Community College of Rhode Island should submit requisition line details via an excel spreadsheet if the request is over 20 lines. Purchase Agreements for these entities will always be set up as Contracts.

- At the beginning of each fiscal year agencies should create master releases for anticipated services for the entire fiscal year. Although quantities will be estimated and based on historical data, the RIFANS Electronic Change Order Process allows for quantity revisions throughout the fiscal year.

- Notifications (RIFANS Worklist) are an integral part of the RIFANS system as they provide corrective action for requisitions in incomplete status, requests for approvals when appropriate, and other requests for action. Therefore it is extremely important to monitor your notifications daily.

- **Other Approvals:**

- Many transactions require approvals outside of your agency hierarchy:

  o **Architects, Engineers, and Consultants < $20,000** – requires approval of the Chief Purchasing Officer/Director of Administration, this approval occurs outside of RIFANS
  o **Architects, Engineers, and Consultants > $20,000** – needs to go out to bid by the Division of Purchases unless there is a MPA in place for these services. Refer to specific MPA for project threshold limits.
  o **Legal Services** – requires approval of the Central Legal Office, approval occurs outside of RIFANS.
  o **Delegated Authority** – prior approval required by the Chief Purchasing Officer/Director of Administration.
  o **Information Technology** – approval depends on rules and regulations set up for your agency, and routed electronically
    - Agency IT Manager
    - DOIT Management
  o **New Construction & Asset Protection > $10,000** – requires approval of Building Code Commission, routed electronically, and potentially the Fire Code Commission. If subject to Critical Expense process the approval occurs outside of RIFANS to the Building Code Commission and when applicable, the Fire Code Commission.
  o **Land** – requires approval of the State Properties Committee, routed electronically through RIFANS
  o **Leases** – requires approval of the State Properties Committee, routed electronically through RIFANS
  o **Vehicles** – requires Budget Office approval and State Fleet Approval, routed electronically through RIFANS
  o **Bond Funds** – requires Budget Office and Director of Administration or Designee approval, routed electronically through RIFANS
  o **COP or Garvee Funds** – requires Budget Office approval, routed electronically through RIFANS

Requisition Statuses

  o **Approved -** Approved by all required approvers and is either pending auto-creation or purchasing review
  o **Cancelled -** Cancelled either by the requester, an approver, or by the Division of Purchases
  o **In Process -** Pending approval within your Agency's approval hierarchy
  o **Incomplete -** Missing required information before it can be submitted for approval
  o **Pre-Approved -** Approved by your Agency's approval hierarchy, but is in process of obtaining other required approvals
  o **Rejected -** rejected by an approver, funds not encumbered
  o **Requires Reapproval -** A change was made to the requisition requiring it to be re-approved
  o **Returned -** returned by the Division of Purchases, funds not encumbered

"Type of "Document to Create"

Type	Description
Blanket Release	Used to create a release from a Catalog Request (Store) off of an existing Blanket Purchase Agreement. The result will be a Blanket Release.
Change Order	Used to make certain changes to a Purchase Order or Release. Some changes will require a paper form be sent to Purchasing.
Contract Release	Used to create a release from a Non Catalog request off of an existing Contract Purchase Agreement. The result will be a Standard Purchase Order with supplier site of 99.
Purchase Agreement	Used to request a Blanket Purchase Agreement or a Contract Purchase Agreement to be set-up. Sourcing may be required. Purchasing will make the determination whether your request should be a Blanket Purchase Agreement or a Contract Purchase Agreement.
Standard Purchase Order	Used to request a one-time purchase. Sourcing may be required.

"Requisition Type"

Name	Description
*Other	All other purchases not described below.
Arch, Eng & Consult	Used to request Architect, Engineer, and Consultant Services.
Construction	Used for new construction or asset protection purchases.
Delegated Authority	Used for purchases that the Chief Purchasing Officer/Director of Administration has approved as delegated authority to your agency. You must have a letter from the Chief Purchasing Officer/Director of Administration indicating so. These purchases can be either under or over $5,000.
Emergency	Used for purchases to prevent an imminent threat (damage is highly likely) or a threat (if action is not taken, damage is highly likely). The threat is to human life, public health or safety, and/or public property or infrastructure.
Grants	To be used for requesting a Purchase Order for a Grant or Legislative Grant.
IT Purchase	Used for purchases that are of Information Technology nature, such as computers, servers, consultants to set up or modify software or hardware, telephones, copy machines, etc.
Legal Services	Used to request a Purchase Agreement be set up for outside Legal Services.
Out-of-State Travel	Used to purchase out-of-state travel whether using the State's Travel Agent or not. Please see the Out-of-State Travel Guide for more information.
Single/Sole Source	Used for transactions that you are requesting Purchasing to approve as a Single or Sole purchase.

Critical Expense Request	Used for all requisitions that include at least one restricted account.
Sole Source/Critical Expense	Used to create a purchase order for single/sole source request and when at least one account is restricted.
Leg Grant	Used for requesting a purchase order for a legislative grant.
Disaster Recovery	Used to create a purchase order when the Federal Government declares a state of emergency or there is a potential for such declaration as in the case of hurricanes or floods.

Types of Purchases

Blanket Release – Catalog Request:

Blanket Releases are created through the Stores from a Blanket Purchase Agreement. A separate requisition should be created for each vendor from a Catalog request.

- **Goods and Services**
  - Document to Create – Blanket Release
  - Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - Purchase Order – Auto Created, Agency to provide to Supplier

- **Equipment Lease**
  - Document to Create – Blanket Release
  - Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - Special Requirements –
    - Leases should be released for the full year at the beginning of the new fiscal year to ensure that funds are encumbered for the full amount of the yearly payment.
    - Attach quote to the requisition header – internal to requisition
  - Purchase Order - Auto Created, Agency to provide to Supplier

- **Single/Sole Source**
  - Document to Create – Blanket Release
  - Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - Purchase Order – Auto Created, Agency to provide to Supplier

- **Legal Services**
  - Document to Create – Blanket Release
  - Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - Purchase Order – Auto Created, Agency to provide to

- **Delegated Authority**
  - Document to Create – Blanket Release
  - Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - Purchase Order – Auto Created, Agency to provide to Supplier

- **Information Technology**
  - Document to Create – Blanket Release
  - Type of Requisition – IT Purchase or Critical Expense (based on natural account selection)
  - Special Requirements –
    - These requisitions will route to the Information Technology Department if required.
  - Purchase Order – Auto Created, Agency to provide to Supplier

- **Information Technology Lease**
  - Document to Create – Blanket Release
  - Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - Special Requirements –
    - Leases should be released for the full year at the beginning of the new fiscal year to ensure that funds are encumbered for the full amount of the yearly payment.
    - Attach quote to the requisition header – internal to requisition
    - These requisitions will route to the Information Technology Department if required.
  - Purchase Order – Auto Created, Agency to provide to Supplier

- **Property Lease**
  - Document to Create – Blanket Release
  - Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - Special Requirements –
    - Leases should be released for the full year at the beginning of the new fiscal year to ensure that funds are encumbered for the full amount of the yearly payment.
  - Purchase Order – Auto Created, Agency to provide to Supplier

Contract Release – Non-Catalog Request:

- **Goods and Services - Contract Release**
  - Document to Create – Contract Release
  - Type of Requisition - *Other or Critical Expense (based on natural account selection)
  - Special Requirements –
    - Enter the Contract Number in the Contract Number field. The Supplier and Supplier Site will automatically populate.
  - Purchase Order – Auto Created, Agency to provide to Supplier

- **Architects, Engineers, and Consultants – Contract Release**
  - Document to Create – Contract Release
  - Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - Special Requirements –
    - Enter the Contract Number in the Contract Number field. The Supplier and Supplier Site will automatically populate.
  - Purchase Order – Auto Created, Agency to provide to Supplier

- **Single/Sole Source - Contract Release**
  - Document to Create – Contract Release
  - Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - Special Requirements –
    - Enter the Contract Number in the Contract Number field. The Supplier and Supplier Site will automatically populate.
  - Purchase Order – Auto Created, Agency to provide to Supplier

- **Delegated Authority - Contract Release**
  - o Document to Create – Contract Release
  - o Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - o Special Requirements –
    - ▪ Enter the Contract Number in the Contract Number field. The Supplier and Supplier Site will automatically populate.
  - o Purchase Order – Auto Created, Agency to provide to Supplier

- **Grants - Contract Release**
  - o Document to Create – Contract Release
  - o Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - o Special Requirements –
    - ▪ Enter the Contract Number in the Contract Number field. The Supplier and Supplier Site will automatically populate.
  - o Purchase Order – Auto Created, Agency to provide to Supplier

- **Information Technology - Contract Release**
  - o Document to Create – Contract Release
  - o Type of Requisition – IT Purchase or Critical Expense (based on natural account selection)
  - o Special Requirements –
    - ▪ Enter the Contract Number in the Contract Number field. The Supplier and Supplier Site will automatically populate.
    - ▪ These requisitions will route to the Information Technology Department if required.
  - o Purchase Order – Auto Created, Agency to provide to Supplier

- **Construction - Contract Release**
  - o Document to Create – Contract Release
  - o Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - o Special Requirements –
    - ▪ Enter the Contract Number in the Contract Number field. The Supplier and Supplier Site will automatically populate.
  - o Purchase Order – Auto Created, Agency to provide to Supplier

Purchases < $500 – Non-Catalog Request:

Purchases for less then $500 should be purchased using a purchase card. If a purchase card is not available, use the following information to create your requisition. Exception: If a Master Price Agreement (MPA) exists for the item(s) always use the MPA and create blanket or contract release depending on the purchase agreement type.

- **Goods and Services < $500**
  - o Document to Create – Standard PO
  - o Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - o Special Requirements – None
  - o Purchase Order – Auto Created, Agency to provide to Supplier

Small Delegated Purchases - Non-Catalog Request:

Before creating a requisition for a purchase please make sure there is not already a Master Price Agreement for the good or service you are requesting.

- **Goods and Services - $500 - $5,000**
    - Document to Create – Standard PO
    - Type of Requisition – *Other or Critical Expense (based on natural account selection)
    - Special Requirements –
        - The agency is required to have 3 quotes obtained and recorded on the 3 quote form which can be found on the Agency Information Center. Agency should make every effort to solicit quotes from Rhode Island vendors and one of those vendors should be Minority Business certified.
        - The 3 quotes can be acquired by the requisitioner or an approver. This is a business decision to be made by each agency.
        - The 3 quote form must be attached to the requisition in a PDF format to the header section – "Internal to Requisition'.
    - Purchase Order – Auto Created, Agency to provide to Supplier

- **Architects, Engineers, and Consultants - < $20,000**
    - Document to Create – Standard PO
    - Type of Requisition – Arch, Eng & Consult
    - Special Requirements –
        - The agency is required to have 3 quotes obtained and attached in PDF format to the requisition in the header section – "Internal to Requisition'. Agency should make every effort to solicit quotes from Rhode Island vendors and one of those vendors should be Minority Business certified.
        - The 3 quotes can be acquired by the requisitioner or an approver. This is a business decision to be made by each agency.
        - Purchasing will acquire the appropriate approvals by the Chief Purchasing Officer/Director of Administration after review.
    - Purchase Order – Purchasing will create the Standard Purchase Order and provide it to the Supplier.

- **Information Technology - $500 - $5,000**
    - Document to Create – Standard PO
    - Type of Requisition – IT Purchase or Critical Expense (based on natural account selection)
    - Special Requirements –
        - The agency is required to have 3 quotes obtained and recorded on the 3 quote form which can be found on the Agency Information Center. Agency should make every effort to solicit quotes from Rhode Island vendors and one of those vendors should be Minority Business certified.
        - The 3 quotes can be acquired by the requisitioner or an approver. This is a business decision to be made by each agency.
        - The 3 quote form must be attached to the requisition in a PDF format to the header section – "Internal to Requisition".
        - These requisitions will route to the Information Technology Department if required.
    - Purchase Order – Auto Created, Agency to provide to Supplier

- **Construction - < $10,000 (When no Master Price Agreement exists)**
  - Document to Create – Standard PO
  - Type of Requisition – Construction or Critical Expense (based on natural account selection)
  - Special Requirements –
    - Sourcing is to be completed by the agency and is required to have 3 quotes obtained and recorded on the 3 quote form which can be found on the Agency Information Center. Agency should make every effort to obtain quotes from Rhode Island vendors and one of those vendors should be Minority Business certified.
    - The 3 quotes can be acquired by the requisitioner or an approver. This is a business decision to be made by each agency.
    - The 3 quote form must be attached to the requisition in a PDF format to the header section – "Internal to Requisition"
  - Purchase Order – Auto Created, Agency to provide to Supplier

Large Purchases – One Time – Known as Non-Catalog Request in RIFANS:

Before creating a requisition for a purchase please make sure there is not already a Master Price Agreement for the good or service you are requesting.

- **Goods and Services - > $5,000**
  - Purchased by creating a "maximum amount" requisition. "Maximum amount" means the maximum dollar amount that the agency is willing to spend on the item(s).
    - When requesting item(s):
      - Enter the per item "maximum amount" as the unit price
      - Enter the number of units required as the quantity
      - Do not enter a Supplier
      - Create a text attachment, "Internal to Requisition" for a suggested supplier
  - Document to Create – Standard PO
  - Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - Special Requirements –
    - Attach any specifications of the product or service required in PDF format to the first line of the requisition – "To Supplier" as a line item attachment to the first line.
    - Purchasing will source and award the bid.
  - Purchase Order – Purchasing will create the Standard Purchase Order and provide it to the Supplier.

- **Single/Sole Source (Requisition amount exceeding $500)**
  - Document to Create – Standard PO
  - Type of Requisition – Single/Sole Source
  - Special Requirements –
    - Attach the quote in PDF format to the requisition header – "To Supplier".
    - Complete and attach the appropriate justification form in PDF format to the requisition header – "Internal to Requisition".
    - The forms can be found in the Agency Information Center.
  - Purchase Order – Purchasing will create the Purchase Order and provide it to the Supplier.

- **Delegated Authority (This differs from Small Purchases Delegated Authority)**
    - Document to Create – Standard PO
    - Type of Requisition – Delegated Authority or Critical Expense (based on natural account selection)
    - Special Requirements –
        - Attach the quote in PDF format to the requisition header – "To Supplier".
        - Attach the signed Delegated Authority approval letter from the Chief Purchasing Officer/Director of Administration to the requisition header – "Internal to Requisition"
    - Purchase Order – Auto Created, Agency to provide to Supplier

- **Grants – One year**
    - Enter "1" in the unit price
    - Enter the "grant amount" as the quantity
    - Document to Create – Standard PO
    - Type of Requisition – Grant or Critical Expense (based on natural account selection)
    - Special Requirements –
        - Attach any supporting documentation in PDF format to the first line of the requisition – "To Supplier".
    - Purchase Order – Autocreated, Agency to provide to Supplier.

- **Information Technology - > $5,000**
    - Purchased by creating a "maximum amount" requisition. "Maximum amount" means the maximum dollar amount that the agency is willing to spend on the item(s).
        - When requesting items:
            - Enter the per item "maximum amount" as the unit price
            - Enter the number of units required as the quantity
            - Do not enter a Supplier
            - Create a text attachment, "Internal to Requisition" for a suggested supplier
    - Document to Create – Standard PO
    - Type of Requisition – IT Purchase or Critical Expense (based on natural account selection)
    - Special Requirements –
        - Attach any specifications of the product or service required in PDF format to the first line of the requisition – "To Supplier".
        - Purchasing will source and award the bid.
        - These requisitions will route to the Information Technology Department if required.
    - Purchase Order – Purchasing will create the Purchase Order and provide it to the Supplier.

- **Construction - > $10,000 (See Master Price Agreements first for specific project threshold limits as some MPA's work order limits have been raised.) (If no MPA exists, this applies to smaller construction projects for completion within the same fiscal year; otherwise create $0 purchase agreement requisition)**
    - Purchased by creating a "maximum amount" requisition. "Maximum amount" means the maximum dollar amount that the agency is willing to spend on the item.
        - Enter the "maximum amount" as the unit price
        - Enter "1" as the quantity
        - Do not enter a Supplier
        - Create a text attachment, "Internal to Requisition" for a suggested supplier

- o Document to Create – Standard PO
- o Type of Requisition – Construction or Critical Expense (based on natural account selection)
- o Special Requirements –
    - Attach any plans and specifications required in PDF format to the first line of the requisition – "To Supplier" attachment.
    - Purchasing will source and award the bid.
- o Purchase Order – Purchasing will create the Purchase Order and provide it to the Supplier.

Large Purchases – Multi-Year/Multiple Payments – Non-Catalog Request:

Before creating a requisition for a purchase please make sure there is not already a Master Price Agreement for the good or service you are requesting.

- **Goods and Services - > $5,000**
    - o Purchased by creating a "Zero dollar" requisition.
        - Enter the ".0000000001" as the unit price
        - Enter the number to be purchased as the quantity
        - Enter appropriate unit of measure
        - Do not enter a Supplier
        - Create a text attachment, "Internal to Requisition" for a suggested supplier
    - o Document to Create – Purchase Agreement
    - o Type of Requisition – *Other or Critical Expense (based on natural account selection)
    - o Special Requirements –
        - Create a text attachment, "Internal to Requisition" listing the "agreed amount" requested broken down by year along with the effective period.
        - Attach any specifications of the product or service required in PDF format to the first line of the requisition – "To Supplier".
        - Purchasing will determine whether the purchase order will be set up as a Contract Purchase Agreement or Blanket Purchase Agreement.
        - Purchasing will source and award the bid.
    - o Purchase Agreement – Purchasing will create the Purchase Agreement and cancel your $0 purchase agreement requisition with a note advising of the purchase agreement number.
    - o Purchase Order – Created by Agency as Release either as a Catalog request (Blanket Release) or as a Non Catalog request (Contract Release).

- **Equipment Lease**
    - o Purchased by creating a "Zero dollar" requisition.
        - Enter the "monthly rate" as the unit price
        - Enter .00000000001 as the quantity
        - Do not enter a Supplier
        - Create a text attachment, "Internal to Requisition" for a suggested supplier
    - o Document to Create – Purchase Agreement
    - o Type of Requisition – *Other or Critical Expense (based on natural account selection)

- o Special Requirements –
  - Create a text attachment, "Internal to Requisition" listing the "agreed amount" requested broken down by year and the effective period of the agreement.
  - Attach supporting documentation in PDF format to the first line of the requisition – "To Supplier".
  - Equipment Leases will be set up as Blanket Agreements.
  - o Purchase Agreement – Purchasing will create the Blanket Purchase Agreement and cancel your $0 purchase agreement requisition with a note advising of the purchase agreement number.
  - o Purchase Order – Created by Agency as a Blanket Release.

- **Architects, Engineers, and Consultants - > $20,000 (Note: Please refer to the Architect and Engineering MPA first as the Division of Purchases is currently creating a Master Price Agreement with higher project threshold limits.) (In addition, there are several consultant based MPA's)**
  - o Purchased using a "Zero dollar" requisition.
    - Enter the "0" as the unit price
    - Enter "1" as the quantity
    - Do not enter a Supplier
    - Create a text attachment, "Internal to Requisition" for a suggested supplier
  - o Document to Create – Purchase Agreement
  - o Type of Requisition – Arch, Eng & Consult or Critical Expense (based on natural account selection)
  - o Special Requirements –
    - Create a text attachment –" Internal to Requisition" listing the "agreed amount" requested broken down by year and the effective period.
    - Attach a scope of work – " Internal to Requisition"
    - Purchasing will source and award the bid.
    - Purchasing will determine whether the request should be a Contract Purchase Agreement or Blanket Purchase Agreement.
  - o Purchase Agreement – Purchasing will create the Purchase Agreement and cancel your $0 purchase agreement requisition with a note advising of the purchase agreement number.
  - o Purchase Order - Created by Agency as a Non Catalog request (Contract Release) or Catalog request (Blanket Release).

- **Single/Sole Source**
  - o Purchased by creating a "Zero dollar" requisition.
    - Enter the quote amount as the unit price
    - Enter .00000000001 as the quantity
  - o Document to Create – Purchase Agreement
  - o Type of Requisition – Single/Sole Source or Critical Expense (based on natural account selection)
  - o Special Requirements –
    - Create a text attachment, "Internal to Requisition" listing the "agreed amount" requested broken down by year and effective period.
    - Attach the appropriate signed justification form in PDF format to the requisition header – "Internal to Requisition".
    - Purchasing will determine whether the request should be a Contract Purchase Agreement or Blanket Purchase Agreement.
  - o Purchase Agreement – Purchasing will create the Purchase Agreement and cancel your $0 purchase agreement requisition with a note advising of the purchase agreement number.

- o Purchase Order – Created by Agency as Release either as a Catalog request (Blanket Release) or as a Non Catalog request (Contract Release).

- **Legal Services**
  - o Purchased by creating a "Zero dollar" requisition.
    - Enter the "hourly rate" as the unit price
    - Enter .00000000001 as the quantity
    - Do not enter a Supplier
    - Create a text attachment, "Internal to Requisition" for a suggested supplier
  - o Document to Create – Purchase Agreement
  - o Type of Requisition – Legal Services or Critical Expense (based on natural account selection)
  - o Special Requirements –
    - Create a text attachment, "Internal to Requisition" listing the "agreed amount" requested broken down by year and effective period.
    - Attach a Request for Legal Services form (RLC) in PDF format to the header section – "Internal to Requisition".
    - Requests for Legal Services will be set up as Blanket Purchase Agreeements
  - o Purchase Agreement – Purchasing will create the Blanket Purchase Agreement and cancel your $0 purchase agreement requisition with a note advising of the purchase agreement.
  - o Purchase Order – Created by Agency as a Catalog Request (Blanket Release).

- **Delegated Authority**
  - o Purchased by creating a "Zero dollar" requisition.
    - Enter the "not to exceed" amount as the unit price
    - Enter .00000000001 as the quantity
  - o Document to Create – Purchase Agreement
  - o Type of Requisition – Delegated Authority or Critical Expense (based on natural account selection)
  - o Special Requirements –
    - Attach the quote in PDF format to the requisition header – "To Supplier".
    - Create a text attachment, "Internal to Requisition" listing the "agreed amount" requested broken down by year and effective period.
    - Attach your Delegated Authority Letter from the Chief Purchasing Officer/Director of Administration to the requisition header – "Internal to Requisition".
  - o Purchase Agreement – Purchasing will create the Blanket Purchase Agreement and cancel your $0 purchase agreement requisition with a note advising of the purchase agreement number.
  - o Purchase Order – Created by Agency as a Catalog request (Blanket Release).

- **Grants – Multi-year**
  - o Purchased by creating a "Zero dollar" requisition.
    - Enter the "not to exceed" amount as the unit price
    - Enter .0000000001 as the quantity
  - o Document to Create – Purchase Agreement
  - o Type of Requisition – Grants or Critical Expense (based on natural account selection)
  - o Special Requirements –
    - Create a text attachment, "Internal to Requisition" listing the "agreed amount" requested broken down by year and effective period.
    - Attach supporting documentation in PDF format to the first line of the requisition – "To Supplier".
    - Grants will be set up as a Blanket Purchase Agreement.

- Purchase Agreement – Purchasing will create the Blanket Purchase Agreement and cancel your $0 purchase agreement requisition with a note advising of the purchase agreement number.
- Purchase Order – Created by Agency as a Catalog Request (Blanket Release).

- **Information Technology - > $5000**
    - Purchased by creating a "Zero dollar" requisition.
        - Enter the "0" as the unit price
        - Enter the number to be purchased as the quantity
        - Do not enter a Supplier
        - Create a text attachment, "Internal to Requisition" for a suggested supplier
    - Document to Create – Purchase Agreement
    - Type of Requisition – IT Purchase or Critical Expense (based on natural account selection)
    - Special Requirements –
        - Create a text attachment, "Internal to Requisition" listing the "agreed amount" requested broken down by year and the effective period.
        - Attach any specifications of the product or service required in PDF format to the first line of the requisition – "To Supplier".
        - Purchasing will determine whether the request should be a Contract Purchase Agreement or Blanket Purchase Agreement.
        - Purchasing will source and award the bid.
        - These requisitions will route to the Information Technology Department if required.
    - Purchase Agreement – Purchasing will create the Purchase Agreement and cancel your $0 purchase agreement requisition with a note advising of the purchase agreement number.
    - Purchase Order – Created by Agency as Release either as a Catalog request (Blanket Release) or as a Non Catalog request (Contract Release).

- **Information Technology Lease**
    - Purchased by creating a "Zero dollar" requisition.
        - Enter the "monthly rate" as the unit price
        - Enter .00000000001 as the quantity
        - Do not enter a Supplier
        - Create a text attachment, internal to requisition for a suggested supplier
    - Document to Create – Purchase Agreement
    - Type of Requisition – IT Purchase or Critical Expense (based on natural account selection)
    - Special Requirements –
        - Create a text attachment, "Internal to Requisition" listing the "agreed amount" requested broken down by year and effective period.
        - Attach supporting documentation in PDF format to the first line of the requisition – "To Supplier".
        - Information Technology Leases will be set up as Blanket Agreements.
        - These requisitions will route to the Information Technology Department if required.
    - Purchase Agreement – Purchasing will create the Blanket Purchase Agreement .
    - Purchase Order – Created by Agency as a Blanket Release. and cancel your $0 purchase agreement requisition with a note advising of the purchase agreement number.
    -
- **Construction - > $10,000 (See Master Price Agreements first for specific project threshold limits as some MPA's work order limits have been raised.) (If no MPA exists, this applies to large construction projects that cross over the fiscal year.)**

    - Purchased using a "Zero dollar" requisition.
        - Enter the "0" as the unit price
        - Enter "1" as the quantity

- Do not enter a Supplier
- Create a text attachment, "Internal to Requisition" for a suggested supplier
  - o Document to Create – Purchase Agreement
  - o Type of Requisition – Construction or Critical Expense (based on natural account selection)
  - o Special Requirements –
    - Create a text attachment, "Internal to Requisition" listing the total estimated project amount or total dollars allocated for the project when using RICAP funds broken down by year and effective period.
    - Attach a scope of work, "Internal to Requisition"
    - New Construction & Asset Protection requests will be set up as Contract Purchase Agreements
    - Purchasing will source and award the bid.
  - o Purchase Agreement – Purchasing will create a Contract Purchase Agreement.
  - o Purchase Order - Created by Agency as a Contract Release.

Other Purchases – Non-Catalog Request:

Before creating a requisition for a purchase please make sure there is not already a Master Price Agreement for the good or service you are requesting.

- **Emergency Purchases**
  - o Document to Create – Standard PO
  - o Type of Requisition – Emergency or Critical Expense (based on natural account selection)
  - o Special Requirements –
    - Attach the quote to the requisition header – "To Supplier".
    - Complete and attach the appropriate justification form in PDF format to the requisition header – "Internal to Requisition".
    - The form can be found in the Agency Information Center.
  - o Purchase Order - Purchasing will create the Purchase Order and provide it to the Supplier.

- **Legislative Grants**
  - o Document to Create – Standard PO
  - o Type of Requisition – Grants
  - o Special Requirements –
    - Item description "LEG GRANT – the description of the grant"
    - Category Code – 999.24
  - o Purchase Order – Purchasing will create the Purchase Order and agency will provide it to the Supplier.

- **Land**
  - o Purchased by creating a "maximum amount" requisition. "Maximum amount" means the maximum dollar amount that the agency is willing to spend on the item.
    - When requesting the item:
      - Enter "1" as the unit price
      - Enter "maximum amount" as the quantity
  - o Document to Create – Standard PO
  - o Type of Requisition – Land and Leases or Critical Expense (based on natural account selection)
  - o Special Requirements –
    - Attach specifications in PDF format to the first line of the requisition – "To Supplier".
  - o Purchase Order – Purchasing will create the Purchase Order and provide it to the Supplier.

- **Property Leases**
  - Purchased by creating a "Zero dollar" requisition.
    - Enter the "monthly rate" as the unit price
    - Enter .00000000001 as the quantity
    - Do not enter a Supplier
    - Create a text attachment, "Internal to Requisition" for a suggested supplier
  - Document to Create – Purchase Agreement
  - Type of Requisition – Land and Leases or Critical Expense (based on natural account selection)
  - Special Requirements –
    - Create a text attachment, "Internal to Requisition" listing the "agreed amount" requested and effective period.
    - A separate line must be entered for each distinct payment and for any fluctuating rates such as utilities. Enter fluctuating line items as unit price of "1" and .0000000001 as the quantity.
    - Leases will be set up as Blanket Purchase Agreements.
  - Purchase Agreement – Purchasing will create the Blanket Purchase Agreement.
  - Purchase Order – Created by Agency as a Blanket Release.

- **Vehicles – (For other vehicles – see Vehicle MPA's first prior to initiating a requisition)**
  - Purchased by creating a "maximum amount" requisition. "Maximum amount" means the maximum dollar amount that the agency is willing to spend on the item.
    - When requesting the item(s):
      - Enter the per item "maximum amount" as the unit price
      - Enter the number of units required as the quantity
  - Document to Create – Standard PO
  - Type of Requisition – *Other or Critical Expense (based on natural account selection)
  - Special Requirements –
    - Attach specifications in PDF format to the first line of the requisition – "To Supplier".
    - Purchasing will source and award the bid.
  - Purchase Order – Purchasing will create the Purchase Order and provide it to the Supplier.

Change Orders

- **Change Order – Adding a Line**
    - Requested by creating a non-catalog request requisition
    - Document to Create – Change Order
    - Type of Requisition – *Other or Critical Expense (based on natural account selection)
    - Special Requirements –
        - Prior PO – leave blank
        - Change Order – Y
        - PO to be Changed – (enter PO number)
        - Over $5K – (Y/N)
            - Include all pertinent attachments to requisition to justify change order request – "Internal to Requisition" as header attachment.
    - Purchase Order – Purchasing will make the requested changes to the Purchase Order once reviewed and approved.

- **Change Order – Other types**
    - Requested using a RIFANS paper Change Order Form
    - Special Requirements –
        - One change form must be created per Purchase Order
        - Form must be signed by an Authorized Agent with approval authority to cover entire transaction not just change
    - Purchase Order – Purchasing will make the requested changes to the Purchase Order once reviewed and approved.

Updated General Information – Discretionary Spending

For those agencies affected by discretionary spending, the following guidelines will apply:

Requisitions that include "allowable" natural accounts should be created in accordance with the procedures outlined on pages 7 – 20 of this document. "Allowable" are those natural accounts that, when entered on a requisition, are processed without further review.

"Restricted" are those natural accounts that, when entered on requisitions, require further review by the Division of Purchases. Given the continued focus of statewide spending restrictions/reductions, agencies should take every measure to limit the creation of requisitions that include restricted accounts.

Attach the signed, completed Critical Expense Request Form as an attachment "Internal to Requisition" in PDF format. The Critical Expense Request Form can be found on the Purchasing Website at www.purchasing.ri.gov in the Agency Information Center.

Requisitions that include restricted natural accounts, based on specific dollar amounts and fund and/or source code, will follow their customary approval path and be routed to the Division of Purchases for further review. The specific dollar amounts that require review by the Division of Purchases will vary from time to time based on direction from the Administration. These requisitions will not "autocreate" (when the system automatically generates a purchase order), rather, the Division of Purchases will create the purchase order if approved. Therefore, it is important to remember that not all purchase orders (blanket releases, contract releases and standard purchase orders less than $5000) will systematically generate within minutes of requisition approval.

Approved purchase orders that include restricted accounts and list the buyer as "Autocreate" should be printed by the agency and sent to the Supplier. A notification will be sent to the Requisitioner informing him/her of the purchase order number once approved.

The Division of Purchases will continue to send purchase orders to suppliers for any requisitions that normally route to the office for bidding and/or purchase order creation (ie..sole source).

For requisitions that include restricted natural accounts, attach all other supporting documentation such as sole source, three quote form etc…

When creating requisitions agencies should not circumvent controls by using "allowable" natural accounts in place of "restricted" accounts.

Updated General Information – Contractor Reporting

Each agency is required by the Legislature to report annually on all contractors working for the State of Rhode Island. Going forward, the RIFANS system has been modified to capture this information electronically as additional fields have been added to the requisitioning process.

Examples of Master Price Agreements (MPA's) subject to contractor reporting include the following:

MPA-54   Interpreting Services
MPA-137   Stenographic Services
MPA-157   Personnel Services, Temporary
MPA-210   Technical Assistance/Support Services
MPA-229   Computer Training Services
MPA-230   Computer Technical Support Services
MPA-309   Technical Assistance Contract Services
MPA-358   Interpreter – Sign Language
MPA-393   Temporary Employment Services Statewide Agreement

Agency Pricing Agreements (APA's) for Nursing Services is another example that is subject to this reporting requirement.

Individuals subject to the public hearing process and/or contractor reporting will be captured in RIFANS when utilizing certain category codes and natural accounts. Once submitted, the contractor requisition will become incomplete if the preparer does not enter the required information. Be sure to always check RIFANS notifications for important information relating to incomplete requisitions.

When creating requisitions for contractors, agencies **should not circumvent controls** by using other accounts/category codes unrelated to the contracting process.

Any existing policies regarding contractor updates will remain in effect. For example, agencies will continue to submit changes to MPA-393 via a spreadsheet to Human Resources and State Budget Office for approval.

Agencies must estimate funding requirements for the entire fiscal year with regards to contractor information. The RIFANS Electronic Change Order Process is available to make adjustments as necessary (see additional information below). **Each requisition line must represent one individual and must include all other pertinent contractor information.** Therefore, if an agency contracts for five (5) Physical Therapists the requisition would include five (5) requisition lines.
Zero dollar requisitions with Document to Create of "Purchase Agreement" will not require contractor information. This information will be required at the time of creating the requisition to generate the blanket/contract release.

Answering "Yes" to RI State Supervision and "No" to Renewal/Continuation from Previous Year is subject to the public hearing process. Requisitions will be held in RIFANS until completion of the scheduled public hearing and fifteen days thereafter before a purchase order can be created. Although still subject to the public hearing process, answering "Yes" to RI State Supervision and "Yes" to Extension of Previous Year/Continuation will allow the system to capture the necessary information but will route to the Division of Purchases for purchase order creation. (Agencies exempt from the public hearing process include Judiciary, Attorney General, Treasury, Secretary of State and Legislature.)

Contractor requisitions must be set up for like items. Answering "**Yes**" to RI State Supervision and "**No**" to Renewal/Continuation from Previous Year **must be listed on one separate requisition** and cannot be combined with any other scenarios.

On a requisition, if the same line item is utilized multiple times from a blanket purchase agreement because of different accounts, the end result is a consolidation of these lines into one line on the blanket release. Therefore, in this instance, it is advisable to create a separate requisition for each line in order to facilitate the receiving/payment process.

If the individual's name is unknown at time of requisition creation, enter "To be Determined" in the "Employee Name (Initial Holder)" field. If the name is unavailable because the individual is part of a temporary pool, enter "Unknown" in the "Employee Name (Initial Holder)" field. Requisition preparers are reminded that although "Unknown" or "To be Determined" is utilized; only one individual per requisition line is allowed.

RIFANS Electronic Change Order Process:

For contractor purchase orders/releases, utilization of the RIFANS Electronic Change Order process will be allowed for line cancellations and decreases only.

Increases must be processed as a RIFANS Change Order requisition to the existing purchase order.