

UPAD History

The following summarizes the revisions to the University Procurement Authority Delegation and Procedures (UPAD) document dated January, 2011. Each revision was issued via e-mail to the Purchasing Committee members on the date of notification stated below. Any and all revisions are considered incorporated into the UPAD on the effective date indicated below.

Date of E-Mail Notification	Effective Date	Section Revised	Summary of Changes
1/27/11	1/27/11	I. Procurement Authority Delegated-paragraph J. (page 4)	<p>Delete: All public works/capital improvement (design, construction, renovation and repair of state facilities) procurements must be reviewed by the Office of Administration, Division of Facilities Management, Design and Construction per chapter 8, RSMo (http://www.moga.mo.gov/STATUTES/C008.HTM).</p> <p>Note: Section 8.110 RSMo exempts higher education institutions from Office of Administration, Division of Facilities Management, Design and Construction's purview.</p>
5/20/11	5/20/11	II. REQUIREMENTS and PROCEDURES, D. Competition, paragraph 1 (page 6)	1. The phrase "solicit competitive bids" means that the university must provide legitimate opportunity for prospective vendors to compete. Pursuant to section 34.065, RSMo, when it is impractical to solicit all potential bidders, requests for bids must be sent to different vendors on a rotational basis.
7/28/11	7/28/11	I. Procurement Authority Delegated-paragraph E and its subparagraphs 1 and 2. (page 3)	Delete paragraph E and its subparagraphs 1 and 2 in their entirety.
12/01/11	08/28/11	II. REQUIREMENTS and PROCEDURES, L. Energy Star Program	Section 8.305, RSMo, pertaining to appliance purchases and the Energy Star Program has expired. However, the university is encouraged when purchasing Pursuant to section 8.305, RSMo, the university should ensure that any appliance purchased with state moneys or a portion of state moneys shall be an that the appliance that has earned the Energy Star under the Energy Star program. The term "appliance" shall have the same meaning as in section 144.526, RSMo.
12/01/11	12/01/11	II. REQUIREMENTS and PROCEDURES, Y. Protests	The university may use the following procedures for handling bid protests. A bid or proposal award protest must be submitted in writing and must be received by the university within ten (10) calendar business days after the date of award. If the tenth day falls on a Saturday, Sunday, or state holiday, the period shall extend to the next state business day. A protest submitted after the ten (10) calendar business day period should include the following information: shall not be considered.