

OFFICE OF PROCUREMENT & STRATEGIC SOURCING (“PROCUREMENT”)

UMBC FURNITURE PURCHASE GUIDELINES MARYLAND CORRECTIONAL ENTERPRISES (MCE)

Overview: We are required to purchase all furniture from MCE (regardless of quantity or cost) unless a waiver is requested by UMBC and granted by MCE to allow the purchase to be made from another source.

Waiver Process: A waiver may be requested if MCE does not provide the desired item of furniture. A waiver may be requested in two (2) ways as follows:

1. *Option #1:* The University Department (“Department”) can verify that MCE does not provide the item through the MCE website: www.mce.md.gov and send an email or contact the MCE sales representative, Anna Schwartz (anna.schwartz@maryland.gov or 410-540-5463); if Ms. Schwartz concurs, she may grant a waiver through email.

Upon receipt of the waiver documentation, the Department can proceed with obtaining pricing from an alternative vendor (such as AJ Stationers or Rudolph’s Office Supply, who are under contract with UMBC) if the purchase is under \$25K.

- Purchases of \$25K or less: The Department will need to submit a requisition along with the alternative vendor quotation and the MCE waiver documentation to the attention of Ann Fusselbaugh (fusselba@umbc.edu) in Procurement so a purchase order can be issued.
 - Purchases over \$25K: These purchases require a competitive procurement to be conducted for the desired furniture items. The Department will need to submit a requisition with the associated specifications to Donna von Paris (Dvonparis@umbc.edu) to conduct this procurement.
2. *Option #2:* Same as Option #1 except that D. von Paris can obtain the MCE waiver. With this option, an email will need to be sent to D. von Paris with an explanation of how the Department verified that MCE did not have the desired product and why a waiver is being requested. D. von Paris will then request a waiver from MCE and subsequently forward a copy of the waiver to the requesting individual or advise if MCE denied the waiver request and the associated reasons

Notes:

- If MCE is able to supply the desired item, MCE will not grant a waiver, *regardless of the lead time before delivery*. Individuals with situations where time is of the essence should consider a product that is part of MCE’s quick ship program as these products are generally available within two (2) weeks after MCE receives the order (see <https://store.mce.md.gov/c-33-quick-ship-program.aspx>).
- MCE purchases under \$5,000 may be made using the PCard.
- This information is being provided to clarify the process for ordering furniture and does not modify the policy that is currently in effect except to allow MCE purchases to be made on the PCard
- For any additional questions, please feel free to contact Donna von Paris: 410-455-3915 or dvonparis@umbc.edu.