

## 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.

**Order Process:** Review the MCE website: [www.mce.md.gov](http://www.mce.md.gov) and identify what items meet your needs. UMBC’s sales representative is Brent Sanders ([brent.sanders@maryland.gov](mailto:brent.sanders@maryland.gov); 443-687-1763) and he will assist with reviewing options. Once the order has been finalized, you will pay in one of two ways: 1) P-card if less than \$5,000, or 2) Purchase Order (PO) through PAW.

Regardless of payment method, MCE requires that orders be placed via their [Order Submission Form](#). When paying by PO a copy of that PO needs to be included with the approved quote to complete an order submission. When paying by P-Card a completed copy of their credit card form (supplied by MCE) needs to be used in place of a copy of the PO. UMBC’s customer number is 360205.

**Waiver Process:** A waiver may be requested if MCE does not provide the desired item of furniture.

The waiver request must be precise and include:

1. items requested for purchase
2. quantity of each item
3. competitor name
4. competitor price
5. pictures and/or specifications of competitor’s product
6. reason for the waiver

The University Department (“Department”) can verify that MCE does not provide the item through the MCE website: [www.mce.md.gov](http://www.mce.md.gov) and send an email to Todd Deak ([todd.deak@maryland.gov](mailto:todd.deak@maryland.gov)) and Colden McAllister ([colden.mcallister@maryland.gov](mailto:colden.mcallister@maryland.gov)). If approved, you will receive written notification within 3 business days. If denied - you will receive written notification with a quote form attached indicating the MCE product that meets your desired specification

Upon receipt of the waiver documentation, the Department can proceed with obtaining pricing from an alternative vendor (such as Staples by RGH, 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 in PAW along with the alternative vendor quotation and the MCE waiver documentation 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, along with the quote, to David Clurman ([clurman@umbc.edu](mailto:clurman@umbc.edu)) to conduct this procurement.

#### Notes:

- If MCE can 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>).
- This information is being provided to clarify the process for ordering furniture and does not modify the policy that is currently in effect.
- For any additional questions, please feel free to contact David Clurman: 410-455-2071 or [clurman@umbc.edu](mailto:clurman@umbc.edu).