Frequently Asked Questions for the
Rutgers Biomedical Health and Sciences (RBHS)
And the Cancer Institute of New Jersey (CINJ) Units

What is the bid threshold?

The formal bid threshold is $50,000 and requires University Procurement Services to issue a formal RFP. To initiate a formal RFP please contact the appropriate buyer for your campus as soon as the need is identified. Departments are required to obtain 3 or more quotes for all purchases between $5,001 and $50,000. University Procurement Services can assist with obtaining these quotes if you contact the appropriate buyer for your campus.

Does my RFP need to be publicly advertised?

Rutgers does not require RFP’s to be publicly advertised, however there is a process that will need to be followed and will still require involving our department as soon as possible. We will publish guidelines for the RFP process by September. In the meantime please contact the appropriate buyer for your campus with questions.

Will Rutgers require the same compliance paperwork that UMDNJ required before a Purchase Order can be issued?

Rutgers does not require all of the same paperwork to be collected prior to the issuance of a Purchase Order, however, there are still requirements that suppliers must meet to do business with Rutgers. University Procurement Services will work with suppliers to obtain the required information.

What is the bid waiver process?

For RBHS and CINJ units there is little change to the bid waiver process. The one change is that the bid threshold is now $50,000. Stan Makarevic remains the main point of contact for bid waivers for RBHS and CINJ units. Detailed procedures will be available in August.

Will Contract Management still be working with my department on contract renewals and extensions?

Yes, Contract Management will continue to be part of University Procurement Services and will be providing the same services to RBHS and CINJ units.

How do I purchase something from a legacy Rutgers department of vice versa?

This process is currently being managed by the Rutgers Controller’s and Accounts Payables Departments. For more information please see [http://rbhs.rutgers.edu/purchweb/words_download/Final_Intra_Rutgers_Communication.pdf](http://rbhs.rutgers.edu/purchweb/words_download/Final_Intra_Rutgers_Communication.pdf).

What is the small dollar transaction amount?

In order to align RBHS and CINJ with Rutgers, the small dollar threshold was moved to $5,000. Orders above this amount will result in a Purchase Order that will need to be reviewed by University Procurement Services.

What system will I use to issue a Requisition for Purchase Order?

RBHS and CINJ units will continue to use Maketplace to issue Requisitions for Purchase Orders and legacy Rutgers departments will continue to use RIAS.
How do I set up a new supplier?

The process for setting up suppliers remains the same.

Who is authorized to sign procurement contracts?

The Executive Director of University Procurement Services will execute all Procurement Contracts. If you have a contract that needs to be reviewed, please contact the appropriate buyer for your campus.

Who do I contact with purchasing questions?

Our organizational charts can be found at [http://purchasing.rutgers.edu/](http://purchasing.rutgers.edu/) under About Us.

For the most part, your former contacts in Purchasing and Contract Management will remain the same. The former UMDNJ Purchasing and Contract Management departments will support the RBHS and CINJ units. The legacy Rutgers campuses in New Brunswick/Piscataway will continue to be served by the team at ASB III. The Camden campus will continue to be served with a dedicated senior buyer in Camden. The Newark campus that was part of Rutgers prior to the merger will continue to be supported by the dedicated team in Newark.

General questions may be directed as follows:

- George Street Location servicing RBHS and CINJ units: 732-235-9001
- ASB III Location servicing New Brunswick/Piscataway campuses: 848-932-4375
- Newark Location servicing the Newark Campus: 973-353-5338
- Camden Location servicing the Camden Campus: 856-225-6140

Where can I get more information?

Over the next several months we will create one website to provide the university community with all relevant information about purchasing and contracting at Rutgers. In the meantime information can be found at [http://purchasing.rutgers.edu/](http://purchasing.rutgers.edu/) and [http://rbhs.rutgers.edu/purchweb/](http://rbhs.rutgers.edu/purchweb/).

In addition, we will hold procurement training sessions at all campuses in the fall. We will distribute dates and times for these sessions in August or early September.