

Purchasing Options for Technical Furniture Designed for Dispatch, Radiology, Healthcare, Utilities, and Surveillance

If you're just getting started setting up or remodeling a workspace, first familiarize yourself with the procurement process at your organization.

How does purchasing work?

- Is there a purchasing department or procurement office?
- Who approves purchases?
- What information do they need?
- How long does the approval normally take?
- Is purchasing without an RFP allowed?

Where is the money coming from?

- Does the organization need to allocate funds to the expense?
- If so, where does the money come from and how long will it take?
- You may need to get preliminary quotes from vendors to understand how much money to request.
- Note that preliminary quotes are *preliminary* and as a result:
 - May not reflect exactly what you end up ordering.
 - Can expire as you go through the purchasing process.
- When requesting funds, consider adding a price adjustment to account for changes to a preliminary quote.

If the procurement process allows purchasing without an RFP, consider the various options available as outlined below.

Purchasing Option	How It Works	Who Is Eligible
Federal government's General Services Administration (GSA)	Prequalifies vendors to ensure quality and negotiates the best price; to use these contracts, work with the vendor	Federal government agencies* can purchase office furniture off GSA's Schedule 71 list of vendors without further review *State, city, and county agencies may be able to buy products from other schedules, but they cannot buy from Schedule 71 for technical furniture
State purchasing contracts	Prequalifies vendors with research and pricing	Counties, cities, and other governmental agencies within the state can purchase off these contracts without the need for an RFP



NASPO Cooperative Purchasing Organization	The National Association of State Procurement Officials has completed the due diligence and prequalified the vendors; states can elect to adopt this contract for the entire state or for cities and counties	Government agencies in participating states may be able to purchase off NASPO contracts, called Participating Addendums (PAs), and bypass the RFP process
H-GAC buying contracts	The Houston-Galveston Area Council is a cooperative that collects due diligence from government agencies and for-profit businesses, and provides purchasing contracts that are easy for customers to use	Government agencies and for-profit business may rely on the due diligence of the contracts and purchase without an RFP
Piggybacking on RFP from a similar agency	Rather than creating their own RFP, government agencies may be able to leverage the results of an RFP for a similar agency, and then buy according to the winning response; start by asking the vendor about recent projects that are similar to yours	Any organization whose procurement process allows them to rely on other's due diligence can benefit from piggybacking (in fact, some RFPs indicate that they may be used by other organizations)
General Purchasing Organization (GPO) such as Vizient or HealthTrust	Prequalifies vendors based on quality, availability, and price, and provides purchasing agreements	Hospitals, clinics, imaging centers, and other healthcare organizations
Sole Sourcing	If only one vendor meets a need for an organization, it may be able to bypass an RFP and purchase from that vendor; this might happen when using patented technologies or upgrading or matching existing equipment	Any organization with a specific need that can be met only by one vendor can justify sole sourcing

If you have questions about purchasing options, feel free to reach out to Xybix today: 303-683-5656 or info@xybix.com.



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