

Start Here: What is the Total Contract Value (TCV) of Your Purchase?

TCV= Initial purchase price, plus any potential renewals or options

Total Contract Value= The initial purchase price plus any additional costs associated with the purchase, including shipping, trainings, installation, and any potential renewal costs, or recurring fees.

TCV should include all potential costs that would be incurred for maximum potential contract term. 7 or 10 Years (IT).

Total Contract Value of \$0-\$9,999.99

TO COMPLETE A PURCHASE

Submit a Requisition in SmartBuyMSU:

Goods: Choose one of the two options

- Punchout Catalog
- Non-Catalog Requisition (Use to purchase from any registered supplier that does not have a Punchout Catalog)

Services: Submit a Contract Request Form in addition to the Non-Catalog Requisition. Make sure to reference the Non-Catalog Requisition number in the Contract Request Form.

FOR ALL PURCHASES

- Register your suppliers early to ensure they are ready for use when you need them
- Do NOT sign any supplier agreements without Procurement & Contract Services review
- Foreign supplier (outside U.S. and Canada) purchases cannot currently be processed in SmartBuyMSU. Contact Procurement for assistance at procurement@montana.edu.

Total Contract Value of \$10,000-\$99,999.99

TO COMPLETE A PURCHASE

Same process as \$0-\$9,999.99

AND

Requires Procurement Justification in Non-Catalog Requisition Form in SmartBuyMSU:

- Limited Solicitation: Requires 3 viable bids for comparable products or services from different suppliers. Must award to lowest cost that meets specifications.
- Sole Source: Required if item or service is only available from one supplier. Objective specifications and full justification is required in supporting narrative.
- Brand Name: Submit if specific brand is required and multiple suppliers sell the brand. A limited solicitation is still required for brand name justification purchases.

Total Contract Value of \$100,000 or more

SOLE SOURCE

Requires Notice of Intent to Sole Source be publicly posted for 10 business days.

FORMAL SOLICITATIONS

Contact Procurement early in the process at procurement@montana.edu

Submit a Future Funding Approval Form in SmartBuyMSU to authorize funding.

Attach Specifications, Statement of Work and/or Draft Solicitation to Future Funding Approval Form.

TYPES OF FORMAL SOLICITATIONS

Invitation for Bid (IFB): Typically used when a department knows precisely what supplies or services it wishes to purchase and cost of the most important factor or consideration. Plan for at least one month timeline.

Request for Proposal (RFP): Typically used when a department needs to consider factors, in addition to cost, in obtaining the required goods or service. Department assists with the drafting process. Plan for at least three to five months timeline depending on complexity.

Procurement & Contract Services is here to help!

Access How-to Guides and Videos

Access step-by-step [guides and videos about SmartBuyMSU](#):

- Registering new suppliers
- Submitting a requisition
- Creating a receipt
- Updating an address
- And more!

[Click here to view Frequently Asked Questions](#)

Weekly Office Hours

Feel free to ask any questions you have about Procurement. You are welcome to join the meeting to listen and learn. A Procurement Officer will be present to address any purchasing and/or contract related concerns.

General Procurement & Contracting Questions

WHEN Every Tuesday from 3:00 to 4:00 pm

WHERE [Microsoft Teams](#)

SmartBuyMSU Related Questions

WHEN Every Wednesday from 11:00 am to Noon

WHERE [Microsoft Teams](#)

Contact Information

Questions Regarding Supplier Registration, Invoicing or Payments

Accountspayable.SmartBuyMSU@montana.edu

Suppliers should send SmartBuyMSU invoices to:

SmartBuyMSU.invoices@trustflowds.com

Invoice must include PO number.

Technical Issues or SmartBuyMSU Questions

smartbuymasu@montana.edu

For Purchasing Guidance, Contracting Questions, Procurement Planning, or Encumbrance Questions, submit a ticket to the Help Desk

procurement@montana.edu

406-994-3211

Purchasing Card (P-card) Questions

pcard@montana.edu

406-994-5727

Websites

[Procurement & Contract Services Homepage](#)

[SmartBuyMSU Homepage](#)

[SmartBuyMSU Teams Channel](#)

Meet the Staff

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