Business Partners Roundtable
Procurement/Contract Services Update

Presented By Dale Clack
Procurement Update Topics

- Procurement Card Update

- Small Business (SB)/Disabled Veteran Business Enterprise (DVBE) – Assembly Bill (AB) 31

Procurement Card Update

• Chancellors Office
  • Bid award January 2010
  • Contract negotiations

• US Bank selected as new Procurement Card provider
  • “VISA” Card

• Implementation
  • Tentatively scheduled for April 2010
SB/DVBE - Assembly Bill (AB) 31

- SB/DVBE Overview

- AB 31 Overview
  - SB/DVBE Option
  - Increases informal bid limit from $100,000.00 to $250,000.00
  - Quote by Fax/Email/Phone
25% Small Business Goal

3% DVBE Goal

The Buyer may choose to redirect an order to a SB or DVBE business to aid us in reaching University goals established by statute.
SB/DVBE – AB 31 Continued

- Where can I find SB/DVBE vendors (suppliers)?
  - Sacramento State – Procurement & Contract Services Website
    - [http://www.csus.edu/proc](http://www.csus.edu/proc)
  - Department of General Services (DGS)
    - [http://www.dgs.ca.gov](http://www.dgs.ca.gov)
2010/2011
Standard Agreements/Contract Renewals

Agreement/Contract - vs - Service Order

- Agreement/Contract Renewals
  - Bi-lateral documents created by the University Procurement Department endorsed by both the University and the Vendor.

- Service Order
  - Created by the University Procurement Department signed only by a procurement staff member (buyer) with appropriate delegated authority.
2010/2011
Standard Agreements/Contract Renewals Continued

Agreement/Contract Renewal Process

- Procurement sends copy of current year (2009/2010) agreement/contract to department
- Review agreement and make appropriate changes if necessary
- Create hard copy requisition (available on our website)
- Return agreement/contract and hardcopy requisition to appropriate buyer
- Contract Renewal Due Date - April 4, 2010 or the date identified on the memorandum received from the buyer
Risk and Insurance

Risk to the University must be assessed on a case by case basis by Procurement and the University Risk Manager.

Proof of insurance is required for all vendors coming to the campus to perform a service including installation.

A contract or service order will not be issued until the insurance has been verified by Procurement and approved by the Risk Mgr.
Contract Renewal Flow Chart – Services

A NEED IS IDENTIFIED

• A need for a service is identified
• Buyer sends memorandum and copy of contract renewal to department.

REQUISITION

• Department creates hard-copy requisition (available on our website (see forms) at http://www.csus.edu/proc)
• Department sends hard-copy requisition and copy of contract renewal to buyer of record by the timeline identified in memorandum.

PROCUREMENT

• The Buyer reviews both the hard-copy requisition and contract.
• The Buyer forwards the contract renewal to the vendor for review. During this review process the vendor may make/offer changes to pricing or services.
• Upon receipt of the contract from the vendor, the Buyer reviews the contract and if appropriate prepares a contract for signature and final distribution.
• The vendor must have valid insurance on file with the Procurement Department prior to finalization of the contract.
• Department evaluates the contract to determine if the services will be required for next fiscal year.

Department reviews scope of work/specifications and makes any necessary changes to contract document.

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Procurement/Contract Services
Web Site

http://www.csus.edu/proc

Visit our web page to view our manual, forms, program information, frequently asked questions, and much more!

Our services are available to you whenever you need them.

We are here to help!
Questions and Answers