



SACRAMENTO
STATE

Procurement 101

Presented By Procurement &
Contract Services



WELCOME

The Procurement and Contract Services Office works to procure the best products and services for the University.

Our services are available to you whenever you need them.

We are here to help!



Purpose of this presentation

The purpose of this presentation is to introduce and familiarize you with the services that Procurement provides for your acquisition of supplies, equipment, materials, and services



Who Are We and How to Reach Us

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Procurement Web Site

www.csus.edu/proc

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



Delegated Authority

Only the Procurement Office is authorized to commit University funds and enter into agreements by which contractors provide services and/or materials to the University.

Only a delegated Procurement Officer can sign a purchase order, service order or agreement.



Procurement Terms

Oracle/PeopleSoft - CMS

Requisition

Purchase Order

Service Order

Agreement

Amendment

Bid

Equipment



Procurement Critical Expense Justification

Purpose

Mandatory cost savings measure per Chancellor Reed

Areas Affected

- Consultant/Guest Speakers & Food >\$1,000
- Equipment/Commodities/Services/Computers/Software/Other >\$5,000

Documentation Required

- Completion of Procurement Critical Assessment Expense Justification Form
 - Located on our website – <http://www.csus.edu/proc>
- Who signs the document:
 - Requesting Department (Person who entered the requisition)
 - Program Center/College (Chair, Director, Department Head)
 - Division/VP (Dean, VP, Provost)

Amendments: A second form will be requested if the value increases > \$100



Definitions

- Requestor: Campus end user who submits requisition
- Buyer: Procurement staff member with fiduciary responsibility authorized by the campus President to act as an agent for the State.



Turnaround Times

Procurement can process most routine requests within 3-5 days once we receive the requisition.

More complex purchases and service requests such as ATI will take longer to process.

Make sure to allow Procurement plenty of time to process each request.



Emergency Requests

If an emergency arises contact the buyer to see if a purchase order can be issued quickly.

Please do not give out a requisition number to the vendor.



Definition Of An Emergency

- A sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, property or essential public service.



Procurement Options

- Requisition
- Procurement Card
- Direct Pay Program



Requisition Authorization

Authority to issue requisitions for Procurement and Contract Services acquisitions/purchases is vested in the Vice Presidents, Deans, and Department heads.

Such individuals may delegate his/her authority to any of their staff. Visit our website at <http://www.csus.edu/proc> click on Signature Authorization for step by step instructions.

The Business/Information Systems Unit within IRT is responsible for setting up access to the CMS system.
<http://www.csus.edu/irt/acs/forms/index.stm>



Life Cycle of a Requisition

Requisition is entered by campus department

Requisition is approved by department

Requisition prints in Procurement

Assigned a buyer

Evaluated and worked up by buyer

Converted to a purchase order

Purchase order mailed to vendor

If ATI is required departments need to secure an EIT Checklist and VPAT



Who Is the Buyer?

If you need to know which buyer a requisition has been assigned to, call our office at X87322. Give us the requisition number and we can let you know the buyer or you can check in CMS.



Requisition – What Is Needed?

- Complete description
- Specification
- Who? What? When? Where?
- Shipping costs, if any
- Other information you want the buyer to know.



Tips For Entering Requisitions

- How to send us attachments
 - Copies of Agreements/Contracts/Proposals
- When to send quotations to Procurement
- Date on all service orders
- Examples (do's and don'ts)



Sales Tax

- As a general rule all purchases are taxed and services are not. The University still pays sales tax on out of state purchases even if the vendor does not collect it. This is called use tax.
- Tax does not show up on the requisition but will be added on the order where appropriate.



How to Check Status of a Requisition or Purchase Order

By checking in CMS you can get answers to the following questions:

Has the requisition been approved?

Has PO # been assigned?

Date order was issued?

Buyer assigned to order?

What vendor was assigned to order?

What is the final price on the order?



Issuance of Orders

Only the Procurement staff delegated by the President can commit state funds and therefore issue an order.

The Buyer checks to see if information is complete, obtains missing information, checks if insurance is required and determines best vendor to obtain item(s) at best price.



Formal Competitive Bidding

All requests which exceed the bid limit of \$50,000.00 must be formally bid unless a sole source is justified, or the SB/DVBE option is utilized.

Allow a minimum of 6-8 weeks for the bid process.



Sole Source Justification

A sole source justification is only needed for requests which exceed the bid limit. Sole source forms are located on our website.

Sole Source vs Sole Brand



Service Order vs Agreement

- Most requests for services under \$50,000.00 will be placed on a service order. Procurement Services may choose to use a formal agreement for some services. All services which exceed \$50,000.00 must be processed as a formal agreement. Extra time must be allowed to process a formal agreement as signatures are required.



Stock Received Reports For Purchases

- A SRR is a document which indicates which items have been received on a order. Service orders do not need SRR. The vendor can not get paid if the SRR has not been filed. Central Receiving enters all SRR into CMS. The department must notify Central Receiving when they receive an order that was not delivered to them by the Receiving Department.



Stock Received Reports (con't)

Examples of orders in which the department must submit a SRR to Central Receiving are as follows:

- Pick up order
- Items received via mail/Fed Ex/etc.
- Furniture or any other large item delivered directly to the department



Submitting A SRR

- A Stock Received Report can be:
 - A copy of the purchase order
 - A copy of the packing list
 - Any other document that lists what was received and includes the PO#. Do not send a copy of the requisition as a SSR

Department to indicate a partial or complete shipment of the order.



Return Stock Reports

If for any reason a item needs to be returned to the vendor, a Return Stock Report must be completed by the department and submitted to Procurement.

RSR forms may be ordered through the Reprographics Department, form # SS 97



Amendments

Changes that affect the order must be submitted on the Amendment Request form available on the Procurement web site.

Common changes include:

Change in quantity of an item

Change in price of an item

Cancellation of a line or entire order



Problems or Concerns With Vendors

- If you experience problems with a vendor regarding an order notify the buyer so we will be aware of the level of service our vendors are providing to the University.



Small and DVBE Program

25% Small Business Goal

3% DVBE Goal

The Buyer may choose to redirect an order to a small or dvbe business to aid us in reaching University goals established by statute.



Accessibility Technology Initiative (ATI)

- The University is required to purchase Electronic and Information Technology products and services that support faculty, staff and students who have both hearing and visually impaired disabilities. Currently the acquisition value is \$15,000.00 and above.
- You are encouraged to visit our website at <http://www.csus.edu> click on “New” Accessibility Technology Initiative (ATI). Dawn Futrell was recently hired as the ATI Compliance-Procurement Training Specialist. Dawn can be reached at futrell@csus.edu or 8-7643.



Accessibility Technology Initiative (ATI) Continued

- September 2007 – ATI affected orders valued over \$50K
- September 2008 – ATI affected orders valued over \$15K
- June 2010– ATI could affect orders as low as \$2.5K (that has yet to be finalized).
- The process involves completing an EIT (Electronic and Information Technology) Checklist and requesting a vendor provide a VPAT (Voluntary Product Evaluation Template). Some of the larger companies already have VPATs in-place for products. The EIT Checklist and VPAT are forwarded to Dawn for review/approval for ATI Compliance. Dawn forwards a copy to the buyer after she has approved the documents and then the requisition is converted to a PO.



Hospitality Expenses

General Fund vs Trust Fund

- Food
- Awards/Plaques
- Gift Certificates
- No Alcoholic Beverages – unless Trust Funds
- Hospitality Guidelines can be found at <http://www.csus.edu/proc> click on Business-Related Hospitality Expense Guidelines



Risk and Insurance

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

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

A service order will not be issued until the insurance has been verified by Procurement and approved by the Risk Mgr.



Additional Training Available

CMS

Procurement Card Program (Under
Revision)

Office Max

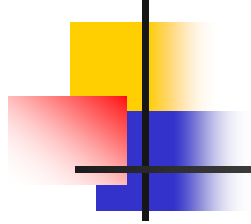
ATI – Contact Dawn Futrell

futrell@csus.edu



Miscellaneous Information

- Invoices
- Signing documents provided by a vendor - Never
- Master Calendar of Deadlines
- Phoning/Faxing order to vendor
- Purchase Order Copy – Unauthorized vs Authorized.



Questions and Answers