



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.

- Whom To Contact
- Where do I start?
- Delegated Authority
- Procurement Card
- Specifications/Scope of Work
- Bid Thresholds
- Procurement/Acquisition Options

Who Are We and How to Reach Us

Procurement Director

Director

John Guion 8-5860 jguion@csus.edu

Contracts Staff

Contract Mgt Specialist Suzanne Swartz 8-5797 swartzsd@csus.edu
Contract Specialist Michelle Johnson 8-7410 michelle.johnson@csus.edu
Contract Specialist Danielle Rogers 8-7439 danielle.rogers@csus.edu

Procurement Staff

Procurement Mgt Specialist Dale Clack 8-7405 clackd@csus.edu
Buyer III Chris Wessendorf 8-7333 cwessend@csus.edu
Buyer II Michelle Bianco 8-8607 biancom@csus.edu
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Buyer I Vacant
Procurement Specialist Kim Holmberg 8-7403 Kholmberg@csus.edu

Administrative Support Staff

ASC II Karen Massey 8-7330 masseyk@csus.edu
ASA II Vacant

Main Office # 8-7322

ATI Compliance/Procurement Training Specialist
Katie Beekman 8-2588 kbeekman@csus.edu

Procurement Web Site

<http://www.csus.edu/proc>

Visit our web page to view our manuals, 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 - CFS

Requisition

Purchase Order

Service Order

Agreement

Amendment

Bid (Formal/Informal)

Equipment

ATI (Accessibility Technology Initiative)

Pro-Card (University Credit Card "Visa")

Procurement Card (ProCard)

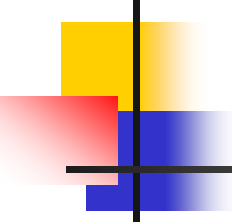
- Procurement Card Manual

- Located on the Procurement Website:

- www.csus.edu/proc

The screenshot displays the Sacramento State Procurement & Contract Services website. The header includes the Sacramento State logo and navigation links such as 'My Sac State', 'Contact', and 'Directories'. The main navigation menu lists 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'ATHLETICS', and 'MAKE A GIFT'. The page title is 'ADMINISTRATION & BUSINESS AFFAIRS' and the main banner reads 'Procurement & Contract Services'. The central content area features a 'WELCOME TO PROCUREMENT & CONTRACT SERVICES' message and a photograph of a person working at a computer. To the left, there is a sidebar with links for 'Procurement & Contract Home', 'About Procurement & Contract', 'Procurement & Contract Staff', 'Committees', 'Forms', 'Directory', 'Financial Services Home', and 'ABA Home'. Below the sidebar is a 'CONTACT US' section with address, phone, and fax information, as well as office hours for Fall/Spring and Summer. To the right of the main content, there are two boxes: 'Procurement Quick Links' with links to 'Procurement Card Calendar', 'CFS Guides & Resources', 'FAQs: Financial Services Areas', 'IRT - Desktop Services', 'Hospitality', and 'Accounting Services'; and 'Initiatives' with links to 'Accessible Technology', 'Small Business/DVBE', 'DGS-SB/DVBE Search Engine', 'Sustainability', and 'Year End Deadlines'. At the bottom, there are three columns of links: 'GENERAL PURCHASING' (CSU Campus Marketplace, Sac State Marketplace, How to Buy, Stockless Office Supplies, Procurement Card), 'CONTRACTORS/VENDOR' (Vendor Corner, Bid Information, Public Works, Post-Consumer Certification), and 'PROCESSES/GUIDELINES' (Procurement 101, Procurement/Contract Guide, Procurement Card Manual, Independent Contractor/Employee, Employment Advertising). A red arrow points to the 'Procurement Card Manual' link in the 'PROCESSES/GUIDELINES' section.

Procurement Card (ProCard) - Cont.....

- 
- Make sure reconciliation statements have all appropriate documentation attached (receipts, invoices, approval, justifications, EIT Checklist etc.)
 - Make sure your reconciliation statement is turned in on-time.
 - Make sure your purchases are consistent with:
 - Hospitality expense procedures
 - Restricted Purchase Requirements
 - Dot.com – Books
 - Custodial Supplies
 - Booths and Tabletop Events
 - Prohibited Purchase Requirements
 - After-The-Fact Invoices
 - Invoices may not be paid for products that were secured outside of the billing cycle they were purchased. The invoice date must be consistent with the purchase date
 - Within your per transaction limit/monthly transaction limit
 - No splitting orders



Accessible Technology Initiative (ATI)

- The University is required to purchase Electronic and Information Technology products and services that support faculty, staff and students regardless of disability. There is no longer a dollar threshold for obtaining E&IT review and approval. E&IT procurement reviews are now based solely on impact, with high impact items receiving the most thorough reviews.
- You are encouraged to visit the website for E&IT Procurement at <http://www.csus.edu/irt/techprocure>. Katie Beekman is the IT/ATI Procurement Specialist. Katie can be reached at kbeekman@csus.edu or 8-2588.



Accessible Technology Initiative (ATI) Continued

- September 2007 – ATI affected orders valued over \$50K
 - September 2008 – ATI affected orders valued over \$15K
 - November 2011 – ATI affected orders valued over \$2.5K
 - February 2015 – All ATI affected orders
-
- The process involves completing an EIT (Electronic and Information Technology) Checklist, and requesting the vendor provide a VPAT (Voluntary Product Evaluation Template). VPATs are required for high impact items, and preferred for low-impact items. Some of the larger companies already have VPATs in-place for products. The EIT Checklist and VPAT are forwarded to Katie for review/approval for ATI Compliance; Dave Crawford reviews for information security. ATI approvals must be uploaded and attached to your requisition. Departments should also use Category Code 91900.



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.



Procurement/Acquisition Options

- Requisition
- Procurement Card
- Campus Marketplace (ecommerce portal)
- Stockless Office Supply Program (Staples)
- Direct Pay Program (Administered by A/P)

Requisition Authorization

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

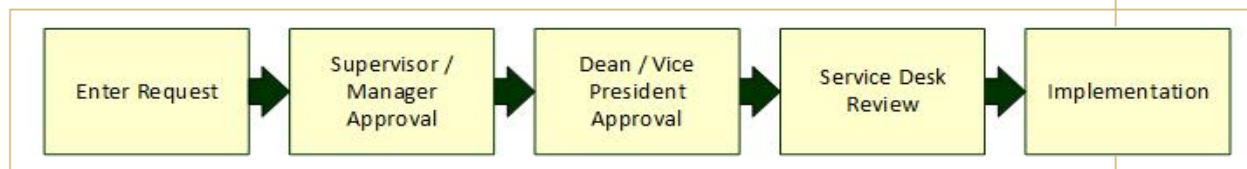
Such individuals may delegate his/her authority to any of their staff. CARS is the process used for access

COMMON ACCESS REQUEST SYSTEM (CARS)

During the Spring 2015 semester, the CMS Access Request process was transitioned to a paperless workflow based process using OnBase.

**** Please Note : You must be on the approved list of users in order to be able to submit requests using CARS****

Process Flow for CMS CARS Requests



<http://www.csus.edu/irt/is/cars/>

Types of Funds

Know the Color of Money



General Fund vs Trust Fund vs Grant Money

All funds issued by the University in which acquisition, procurement or contracting activity is administered by the Procurement & Contract Services Department must be handled consistent with State of California statutes & Integrated CSU Administrative policy.



Turnaround Times

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

More complex processes such as ATI, insurance or bidding will take longer to process.

Procurement Planning

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



Life Cycle of a Requisition

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

Requisition is entered by campus department

Upload ATI documentation

Requisition is approved by department

Requisition prints in Procurement

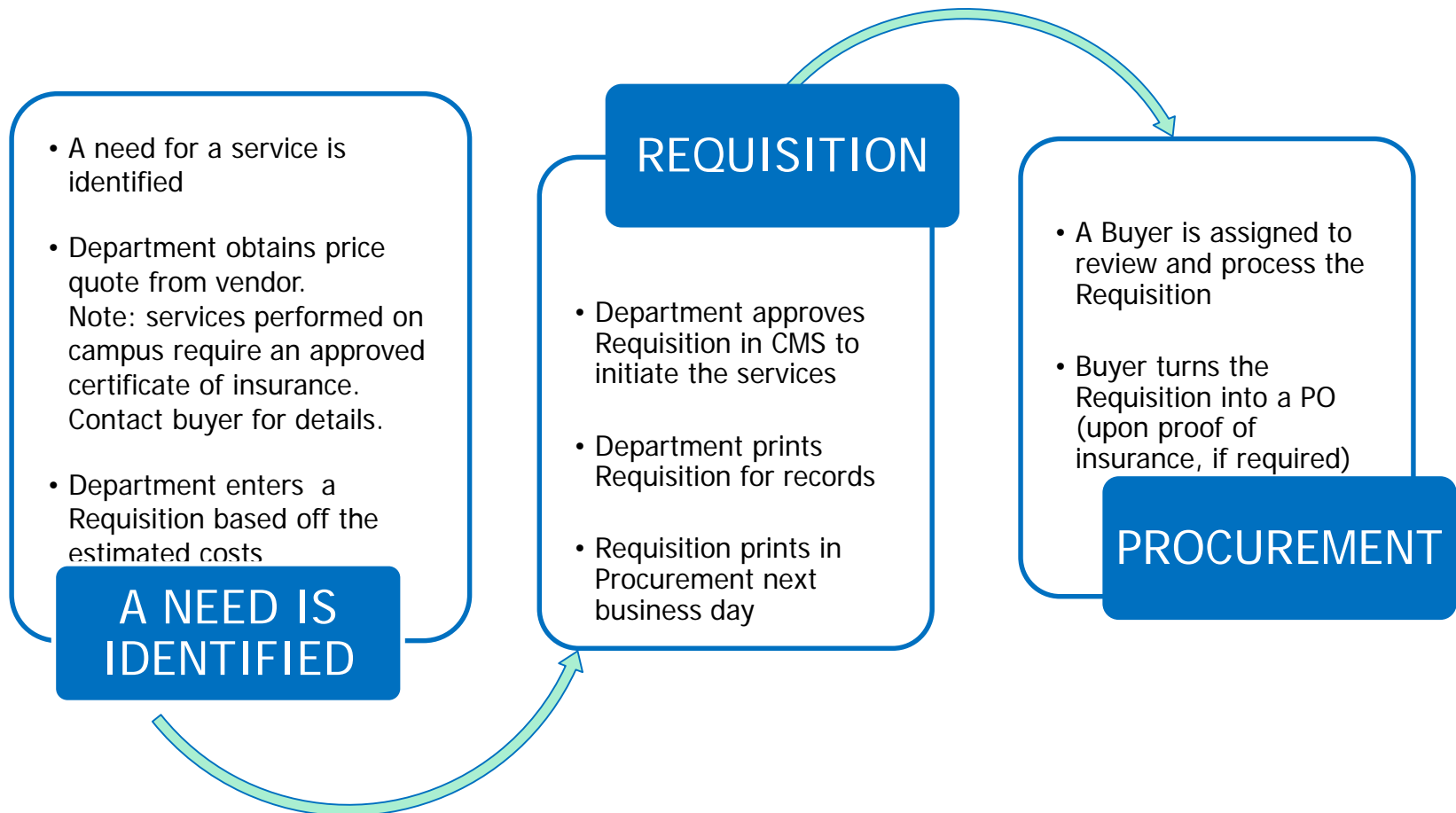
Assigned a buyer

Evaluated, reviewed and worked up by buyer

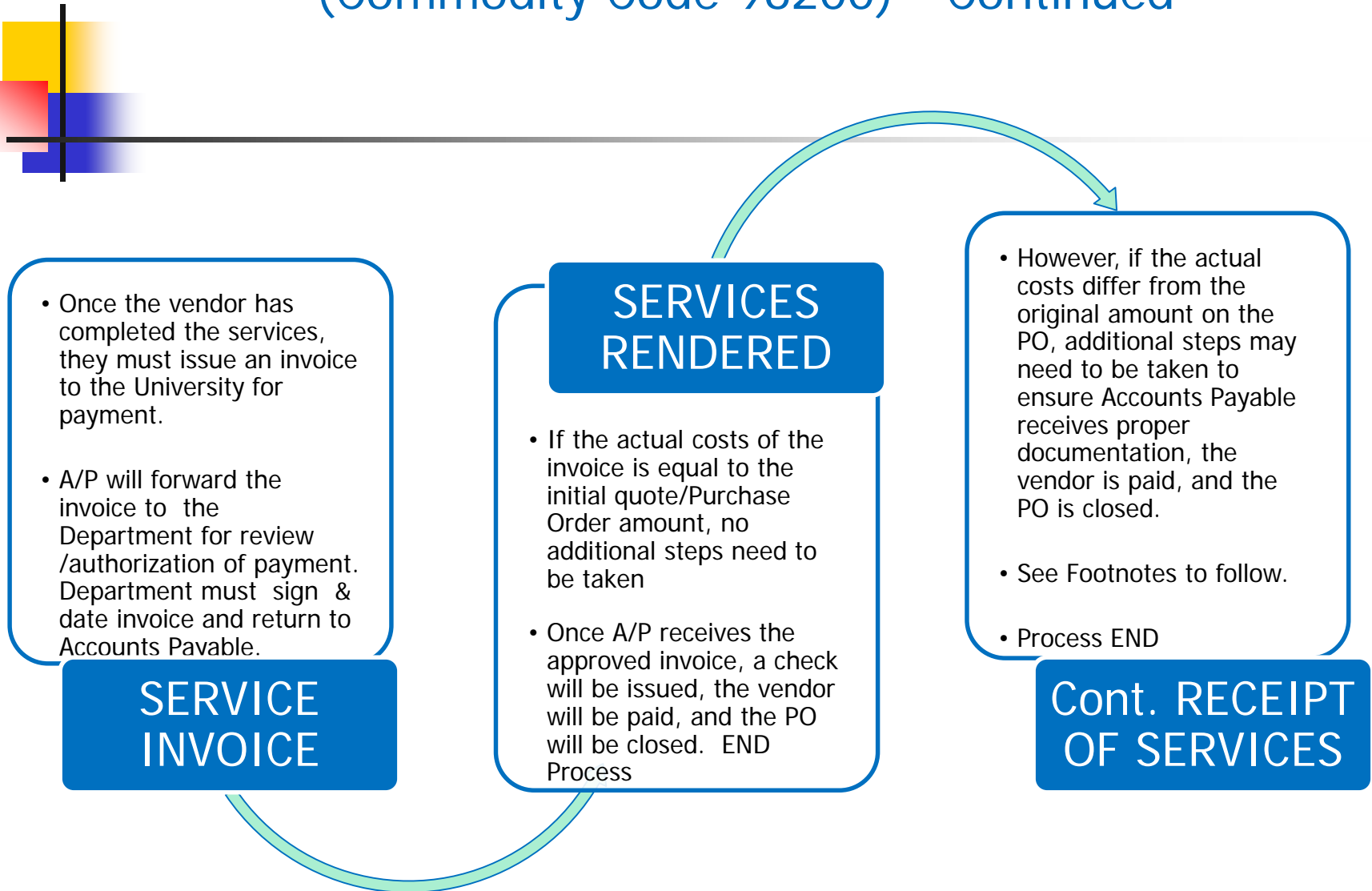
Converted to a purchase order

Purchase order faxed, emailed or mailed to vendor

Requisition-to Purchase Order Flow Chart – Services (Commodity Code 96200)



Requisition-to Purchase Order Flow Chart – Services (Commodity Code 96200) - Continued





Requisition For Services: Footnotes

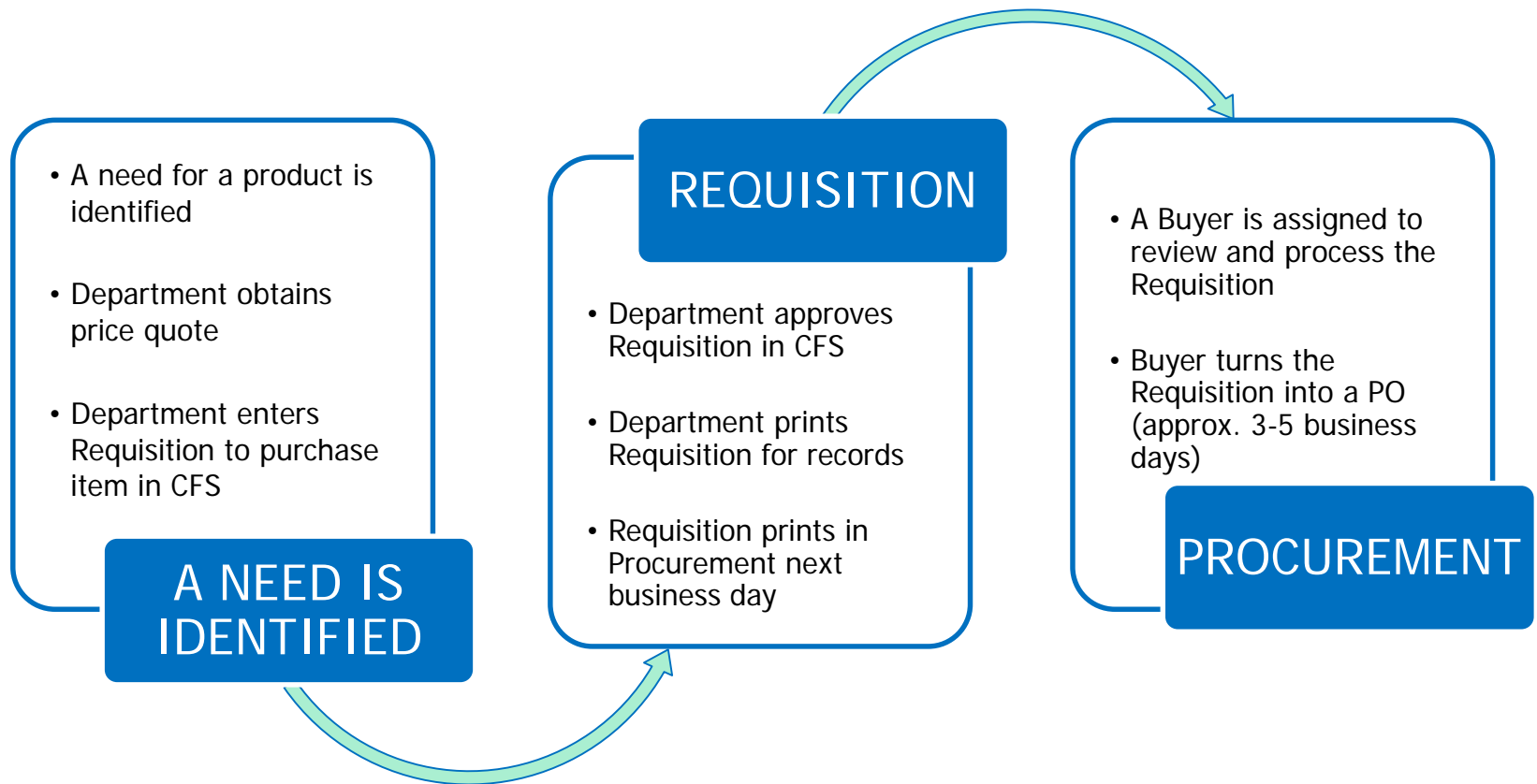
The “proper” procedure for requesting a service is to enter a Requisition at the time you discover the services are needed and have received a quote from the vendor. Considering the nature of a service is such that the exact price may be unknown until the service is completed, the Requisition amount entered would be based on an estimate. The Requisition is then turned into a PO, but payment will not be issued to the vendor until the service is complete and an approved invoice is received by Accounts Payable.

Once the service is completed, you can request for the vendor to send the invoice directly to the University. The invoice needs to be signed by an individual with signature authority from the originating department and then sent to Accounts Payable. If the actual invoice amount is different from the original estimate, additional steps will need to be taken.

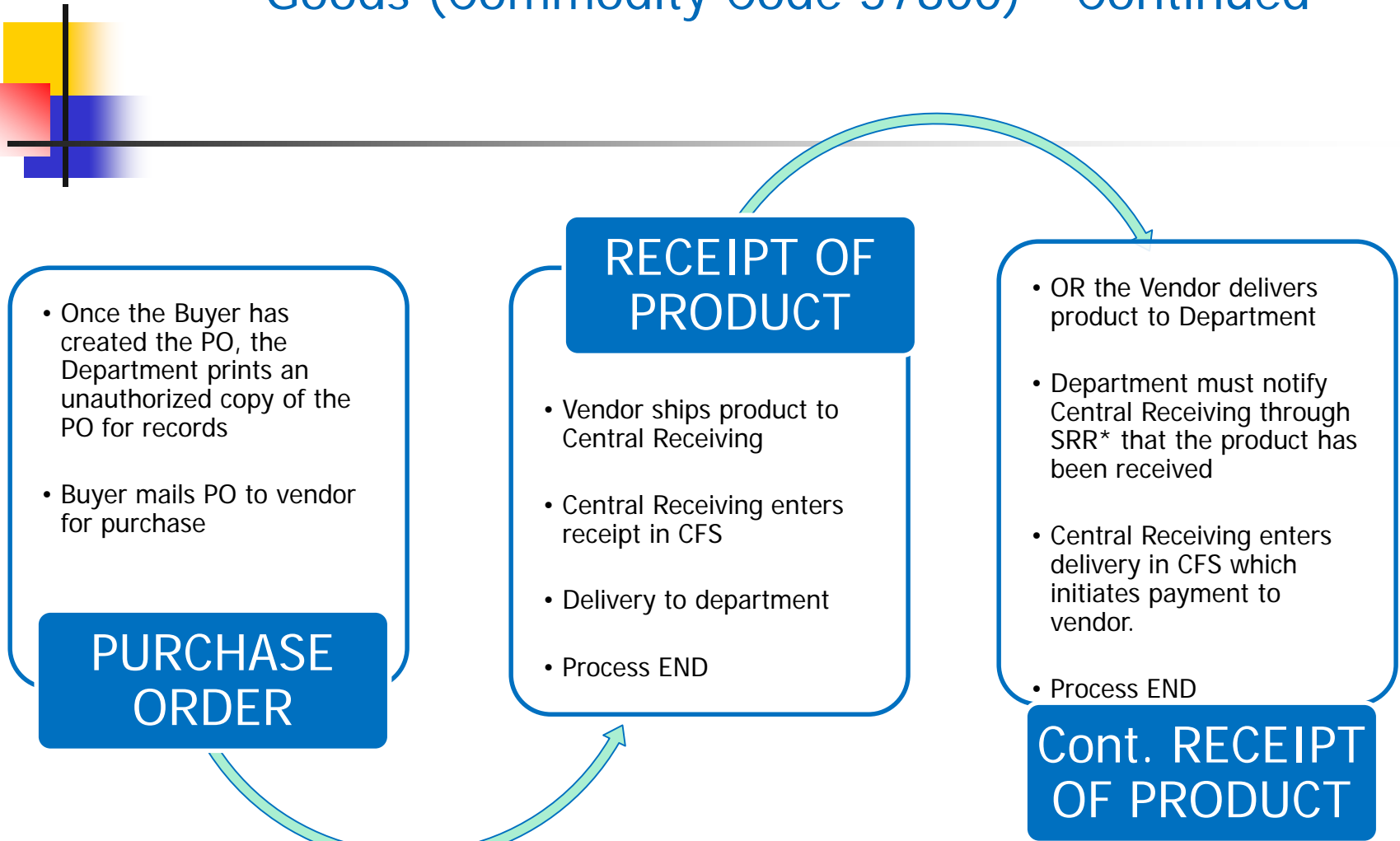
Scenario #1: If the actual costs were less than the original estimate, the individual with signature authority will sign and date the invoice, forward to A/P for payment, and request for the PO to be closed. Note: this information is simply handwritten on the invoice; if you do not indicate for the PO to be closed, A/P will assume that there will be additional invoices to follow.

Scenario #2: If the actual costs are more than \$100 in excess of the original estimate, an Amendment needs to be completed prior to signing the invoice authorizing payment. The Amendment needs to be sent to Procurement and the approved invoice must be sent to Accounts Payable.

Requisition-to Purchase Order Flow Chart – Tangible Goods (Commodity Code 57800)



Requisition-to Purchase Order Flow Chart – Tangible Goods (Commodity Code 57800) - Continued



***SRR: Stock Received Report (copy of PO) signed by department, indicating the product was received and therefore payment can be released to vendor**



Who Is the Buyer?

If you need to know which buyer a requisition has been assigned to, utilize CFS (*see enclosed document*) or call our office at X87322. Provide us the requisition number and we can let you know the buyer.



Emergency Requests

If an emergency arises contact the buyer to see if a purchase order can be issued quickly. You can determine the “Buyer of Record” by contacting our department.

<http://www.csus.edu/aba/procurement/staff.html>

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.



Requisition – What Is Needed?

- Complete description
- Specification
 - For Commodity/Goods
 - Manufacturer/Model #/Part #
 - For Services
- Who? What? When? Where? How?
- Shipping costs, if any
- Other information you want the buyer to know. (use comments section in CFS)



Tips For Entering Requisitions

- Sending Procurement attachments
 - Visit our website at csus.edu/proc look for “Procurement Quick Links” on the right-hand side of web page; click on “CFS Guides & Resources”
- What to send
 - Copies of Agreements/Contracts/Proposals/Quotes/ATI/Back-up procurement documentation for files.
- Date or term of service on all requisition for service orders
- Examples (do’s and don’ts)



Sales Tax

- As a general rule all purchases for commodities, equipment and supplies are taxed and most 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 should not be applied or added as a line item to requisitions. The buyer will evaluate and add tax to the purchase order where and when appropriate.



How to Check Status of a Requisition or Purchase Order

By checking in CFS you can get answers to the following questions ([see enclosed handout](#)):

“Requisition Document Status”

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 value.



Formal Competitive Bidding

All requests which exceed the bid limit of \$50,000.00 requires bidding (formal or informal unless a sole source is justified, or the SB/DVBE option is utilized.

Allow a minimum of 6-8 weeks for the formal 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 under \$50,000.00. All services which exceed \$50,000.00 will be processed as a formal agreement. Extra time must be allowed to process a formal agreement as signatures for all parties are required (vendor & Sac State).



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 CFS. The department must notify Central Receiving when they receive an order that was not delivered to them by the Receiving Department.



Stock Received Reports (can'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

Central Receiving

<http://www.csus.edu/aba/central-receiving/index.html>

- Upon receipt and line item verification of the purchase order, the department shall access the online Stock Received Report form at: <https://onbase.csus.edu/obforms/eforms/aba/finance/stockreceived.aspx>
- Fill out the Stock Received Report form, including the Purchase Order Number. If the purchase was received in full, simply check the box indicating all goods in the purchase had been received and submit the form.
- If there are goods remaining to be received, fill out the associated Purchase Order line number, and quantity received before submitting the form.
- Contact Info: receiving@csus.edu or 278-6274



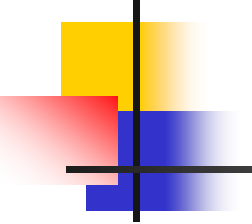
Return Merchandise Authorization Form

If for any reason a item needs to be returned to the vendor, a Return Stock Merchandise form must be completed by the department and submitted to Procurement. The form is located on the Procurement website (look under forms).

Please do not return product without completing this form.



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

A/P can pay up to \$100 over the value of an order.



Small and DVBE Program

- 25% Small Business Goal - Annually
- 3% DVBE Goal - Annually

- Locating SB/DVBE Suppliers
 - Procurement Website
 - www.csus.edu/proc
 - DGS SB/DVBE Search Engine
 - <https://caleprocure.ca.gov/>

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

Hospitality Expenses



General Fund vs Trust Fund

Hospitality Guidelines can be found at <http://www.csus.edu/proc> click on “Hospitality” Under Procurement Quick Links

- Food
- Awards/Plaques
- Gift Certificates
- No Alcoholic Beverages – unless Trust Funds



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.



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.



Additional Training Available

CFS

Procurement Card Program

Campus Marketplace "ESM"

Staples- Stockless Office Supply

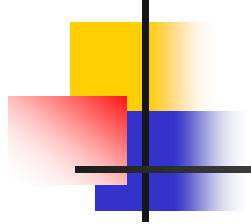
ATI – Contact Katie Beekman

kbeekman@csus.edu



Miscellaneous Information

- Invoices
- Signing documents provided by a vendor - Never
- Master Calendar of Deadlines
 - http://www.csus.edu/aba/accounting/documents/year_end_department_deadlines_2016_2017_as_of_aug_2016.pdf
- Phoning/Faxing order to vendor(s)
- Purchase Order Copy – Unauthorized vs Authorized.



Questions and Answers