CSUSB

PROCUREMENT 101 *-Lite*

WHO WE ARE
&
HOW WE SERVE CSUSB

OBJECTIVES

- Procurement & Contracts Team

- Procurement Responsibilities Regulations

- How do I purchase goods & service?

  - Understanding of the Requisition process

  - Scope of Work – Quote

  - Solicitation Process – Thresholds – Timelines

- UPECS

- Procurement vs Payables

- Moving Forward – Trainings

MEET THE TEAM

Procurement & Contract Staff

Amy Beran, CPPB
Facilities/Equip

Alma Sanchez
Software/Equip

Robin Bewley
Commodities/
Hospitality

Ashley Alcazar
P-Card/
Supplies

Lead
Procurement &
Contract
Specialist
Recruiting

Dusty Rushia
PW/CIP/A&E

Angelica Jara
LSA/MOU/PS

Ruben Gomez
Commodities/
Guest Speakers

ASC

Rod Melesio
Team Support

Karo Hernandez
Executive
Assistant

Teresa M. Villa, C.P.M., CPPB

Executive Director

DID YOU KNOW?

- Procurement is the only <u>department</u> authorized to bind CSUSB into Agreements/Purchase Orders/Contracts.

- It's not enough to do the right thing, we must document that we did the right thing.

- Procurement holds the public trust to spend tax dollars not just appropriately but also wisely.

ADVOCATE FOR THE TAXPAYER
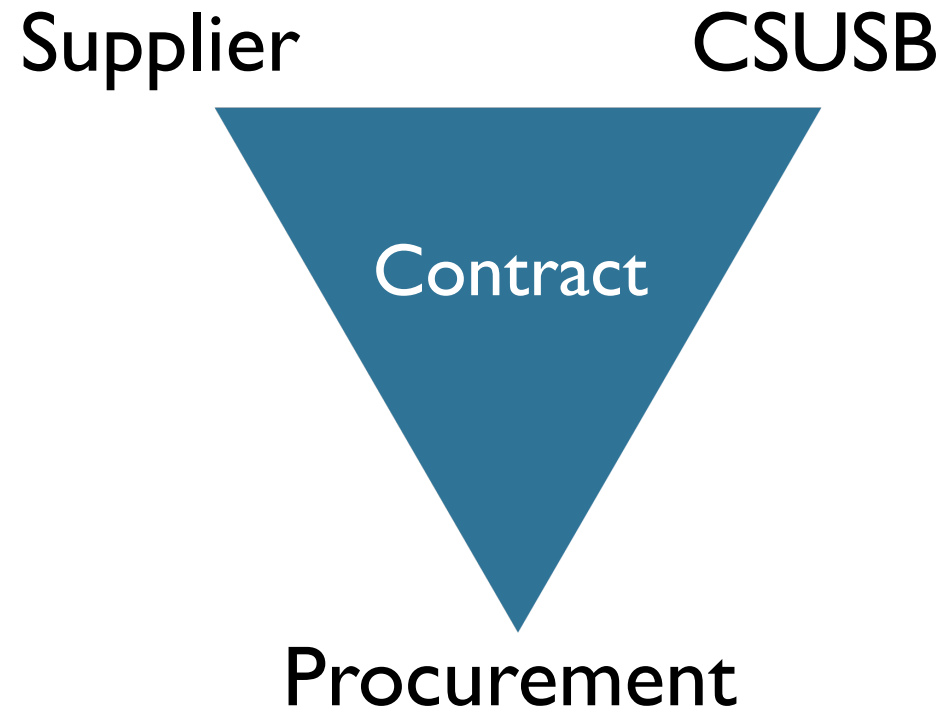
Supplier   CSUSB

Contract

Procurement

REGULATIONS, CODES, POLICIES, PROCEDURES, ETC.

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FAR

SCM

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ANTI-KICKBACK LAWS

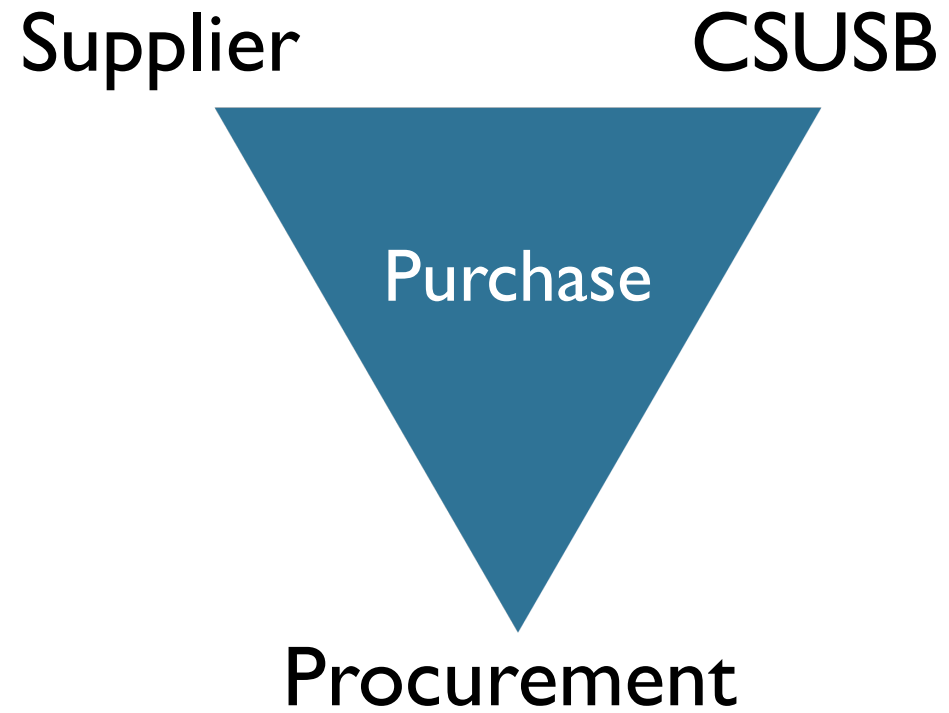DAVIS BACON

BROOKS ACT

MINI-BROOKS ACT

BUY AMERICA

DVBE/SBA

CSU PROCUREMENT POLICY

COUNTY CODE

MUNICODES

AND SO MANY MORE…

ADVOCATE FOR THE TAXPAYER

Supplier   CSUSB

Purchase

Procurement

COMPLIANCE

CSUSB REVIEWS

CSU AUDITS

CALIFORNIA STATE AUDITORS

PUBLIC WATCHDOG GROUPS

PUBLIC RECORDS REQUESTS

HOW DO I PURCHASE GOODS & SERVICES?

Step 1: Determine the need(s)/requirement(s)

A. Are the required needs for goods or services, or both?

B. What is the dollar value for the purchase? Thresholds matter

C. Is there a Scope of Work (SOW) or Specifications?

D. Can the Department buy this good or service with a ProCard?

Does the service require insurance? Is it on file?
Consult with Procurement before using a ProCard for services (and allowable goods)

E. How urgent is the need? "Urgent" can be a relative term

HOW DO I PURCHASE GOODS & SERVICES?

Step 2: Prepare the Documents for the Requisition

A. SOW

B. Quote (If available)

C. Identify potential suppliers (if known)

D. Obtain necessary approvals

E. Create a requisition & include a "**Need By**" date

POTENTIAL VENDORS

- Do you have an idea of who provides the good or service?*

- Is it an existing supplier?

- Do you have contact information?

Include in the "Comments" of the requisition

- *Did they help you with your SOW? – DQ*

Remember: Just because a supplier is listed, does not necessarily mean that's the supplier from whom we purchase the goods/services

REQUISITIONS-THIS IS WHAT STARTS THE PROCUREMENT PROCESS

The 5 W's for a Requisition

- Who   For you, are you buying for someone else?

- What   Description, part number, stock number?

- Where   Delivery address

- When   Time sensitive, year end, shelf life

- Why   Operations, Special project,…why?

BEFORE SUBMITTING THE REQUISITION

<u>Before</u> a requisition can be submitted, your goods/services might require one or more of the following:

- ICT Review
- IC Review
- ITS Review
- Strat Comm Review
- Risk/EH&S Review
- Hospitality Form

- Right of 1st Refusal: Catering
- Right of 1st Refusal: Printing Services
- Facility Review
- UPD Review
- Over $10k Form

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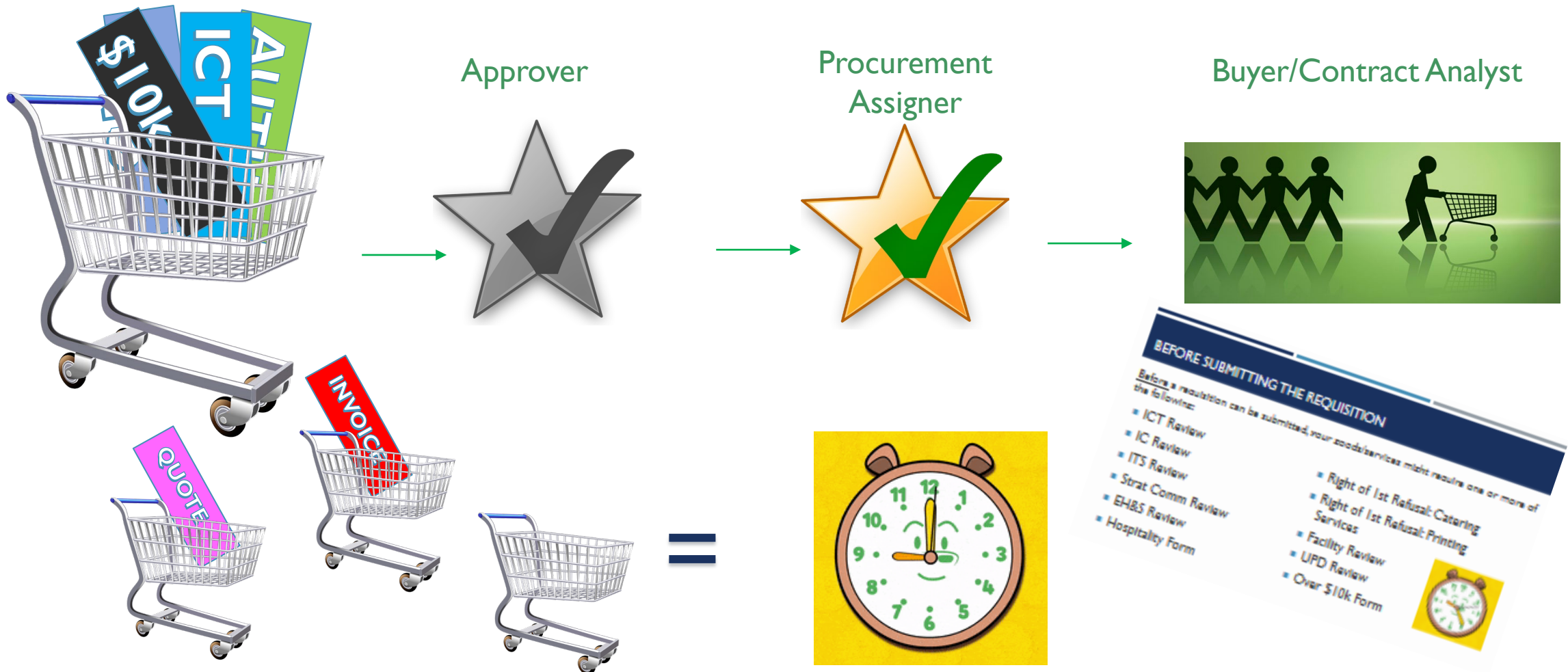CSU PROCUREMENT POLICY

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AND SO MANY MORE…

READY TO SUBMIT A REQUISITION

- Now you know what you want

- You have the necessary approvals

- You have a quote from a potential supplier

- And you've completed your CFS requisition

- Now what?

REQUISITION JOURNEY

THRESHOLDS AND SOLICITATION PROCESS & TIMELINES

- Informal Procurements <$50,000
  - Approximately 10-90 days (dependent upon complexity & vendor's interest) once approved requisition has been received.
- Formal Procurements >$50,000
  - Approximately 3-9 months (dependent upon complexity & vendor's interest), once approved requisition has been finalized.
- Emergency Procurements
  - Subject to CPO approval (Submit memo)
  - Timelines are waived
  - Requirements still applicable

- *IT/PW have different thresholds*

UNAUTHORIZED PURCHASE EXPLANATION/CERTIFICATION

- What happens when these steps and processes are circumvented?

- Just fill out a UPEC and we're all good…right?!

- A UPEC is not a payment method

- It documents that CSUSB does not follow our own rules, in other words:

  We are not good financial stewards of taxpayers' dollars

- What's the big deal?

PROCUREMENT OR PAYABLES, WHAT'S THE DIFFERENCE?

Ask Procurement about:

- Requisition Status
- Purchase Order Status
- Anticipated Delivery Date
- Negotiations
- Contract Status

Ask Payables about:

- Invoices
- When Payment Will Be Issued
- 204 Form
- Payment Options: Check/ACH
- Adding a NEW Vendor

UPCOMING TRAININGS & PRESENTATIONS

- Procurement 101
  - Who should attend?
  - In person for introductory session, followed by annual webinars
- NEO Training
- Pop in with Procurement
- Summer Newsletter will be out in the next 2 weeks
- ProCard Program transitioning to C-Card Program
- Coming soon: *New website and mycoyote tile*

SUMMARY

- Please plan-ahead in order to ensure all the needs are met on time.

- Consider the following:

   1. SOW must be detailed enough to ensure requirements are described such as technical, warranty, goods, and/or services, and deliverables

   2. Obtain proper approvals before submitting requisition

   3. Allow adequate time for applicable sourcing

   4. Each solicitation has different time frames, each is individual

   5. Procurement is the only department able to bind CSUSB into agreements and/or contracts for the protection of our university.

QUESTIONS

Thank you!