

A wide-angle photograph of a university campus. In the foreground, a paved walkway curves from the left towards the center. To the right of the path is a large, well-maintained green lawn. In the background, a large, modern, multi-story building with a curved facade and many windows is visible. The sun is shining brightly from behind the building, creating a lens flare effect. The sky is blue with scattered white clouds. A tall, modern street lamp stands on the path.

PROCUREMENT & CONTRACTS PROCUREMENT 101 TRAINING

WHAT IS OUR PURPOSE?

Purchase Goods & Services

- Purchase order management
- Signature Authority to bind CSUSM
- Administration of solicitations (Request For Proposals)
- Strategic sourcing
- Small Business and Disabled Veteran Business Enterprise programs
- Contractual insurance compliance
- MOUs, agreements, leases and contracts
- Contract review and signature when obligating resources
- Office supplies program

CODE OF ETHICS

Responsibility through actions

- Transparency
- Maintain compliance
- Negotiate and settle issues fairly
- Honest, fair and ethical practices
- Decline Gifts
- Avoid conflicts of interest
- Know and adhere to the spirit and letter of the law



California State University
SAN MARCOS

FAIR AND OPEN COMPETITION

- Needed for all purchases \$50,000 and over. Remember, **\$50,000** is the magic number!
- The intent of fair and open competition is to protect the public from misuse of public funds; encourage sound fiscal practices; provide qualified firms with a fair opportunity to do business with the State; eliminate favoritism, fraud and corruption; and to obtain the best value for the CSU.
- Fair and open competition may involve gathering 3+ quotes; going through a formal request for proposal process, or finding an available strategic sourcing option.
- Come to Procurement as soon as possible if a contract may exceed \$50,000.
 - Applies to entire contract term.
 - Cannot split the transaction to avoid bidding thresholds.
 - The Contract should include all anticipated phases from the beginning, even if it is included as an option to add a phase at a later date.
 - Some MEA's through the Chancellor's Office require some form of competition (3 quotes).
 - Procurement may be able to help by using another entity's competitively bid contract.
 - A written scope may be required for formal and informal competition.

DELEGATION OF AUTHORITY

Why Can't I Sign?

We are “Trustees of the California State University acting through its San Marcos Campus”

Who can sign an agreement?

Trustees ->Chancellor ->President ->CFO->AVP
Administration ->Procurement & Contracts
Department

Unless you have delegated authority as specified above, do not make any contractual commitments, written or verbal (or handshake!) to any suppliers or other parties.

DELEGATION OF AUTHORITY

Why Can't I Sign?

Only with Delegation can you obligate University resources including:

Committing the University to spend money

Committing University resources, expertise, facilities, or supplies (not just money)

Signing a contractual document (i.e. agreements, contracts, permits, MOUs, terms and conditions, confirmations, click-through agreement, etc.)

Negotiating terms and conditions

When in doubt – ASK!

DELEGATION OF AUTHORITY

Procurement/Signature Authority

- Authority to make a commitment on behalf of the University to another party (Contract, PO, MOU, etc.).
 - *Example:* A Professor wants to allow an outside company to use lab equipment or space for research. Procurement & Contracts has the authority to negotiate and sign the use of space contract.

Payment/Fiscal Authority

- Authority to approve requests from one's budget to authorize Procurement & Contracts to purchase or contract on their behalf. After the purchase is properly authorized by Procurement, the individual with payment/fiscal authority may authorize payment.
 - *Example:* A Dean needs a new software. They have authority to approve the request for the financial expenditure, and after purchased/contracted by the Procurement Authority, fiscal/payment authority allows the department to authorize payment.

Why Can't I Sign?

WHAT'S THE HOLDUP?

Why does it take so long?

- California Law
- Education Code
- CSU Policy
- CSU Initiatives
- Fair and Open Competition
- Internal policies and red tape
- Stakeholder reviews
- Negotiations - MUST use CSU template!
- Insurance (as required by CSU Policy 6946217 (California State Insurance Requirements) and Executive Order 1069.

PROCUREMENT FLOW





PROCESS OVERVIEW & RESPONSIBILITIES

REQUESTER

- Know your needs (Scope)
- Know when it is needed (Scope)
- Know what you need to provide to complete the purchase
- Initiate supplier setup (Form 204 payee data record)
- Enter Requisition

PROCUREMENT

- Make the purchase
- Contract negotiations
- Contract execution
- Ensure compliance
- Work with vendor

AP

- Receive and process invoices
- Cut the checks
- Make the payment
- Manage ProCard program
- Supplier setup



GENERAL TURNAROUND TIMES

PROCARD

Immediately for goods under \$4,500

GOODS AND SERVICES

UNDER \$50K

Up to 4 weeks

\$50K - \$100K

4-6 weeks

OVER \$100K

8 - 16 weeks

Please note that the timeframes may be altered if extensive negotiations are required or if the supplier cannot provide the required insurance documentation in a timely manner. The supplier should not provide goods or commence services until Procurement has issued a contract or purchase order.



SETTING EXPECTATIONS

FACTORS

Value of your purchase

Type of purchase (defined
by CSU Policy)

Complete scope of work

Risk level

OPTIONS

Contract/agreement

Requisition/PO

Informal bid

Formal bid

ProCard

TIME

Value

Complexity

All required documents

Negotiations

Insurance

Stakeholder review

Contact us early!



INSURANCE REQUIREMENTS

Why are they required?
Why are they so strict?

One of the biggest challenges we face in finalizing contracts and POs.



HOW CAN YOU HELP?

It all starts with you!

- Provide the right information
- Provide properly completed paperwork
- Tell other party we can't use their template
- Get them started on insurance (Doing Business with CSUSM website)
- Don't wait for the last minute - contact us early

WE ARE HERE TO HELP!

SCOPE OF WORK

WHAT IS NEEDED?

- Who, what, when, which, why...
 - Item part #s
 - Services provided
 - Project requirements
 - Milestones
 - Deliverables
 - Schedule

WHO IS RESPONSIBLE FOR WHAT?



California State University
SAN MARCOS

HOW DO I KNOW WHAT FORMS AND DOCUMENTS I NEED?

Procurement and Contracts Webpage

Total Costs	Items Required to be Submitted with Request	Time to Completion (after receipt of all required documents)
Less than \$49,999 - Online Requisition	Required documentation: <ul style="list-style-type: none">• Online requisition• Quote from preferred vendor	Up to 4 weeks



PROCUREMENT AND THE ITR

NOT JUST SOFTWARE LICENSES!

Don't know if you need an ITR?

ASK IITS!

ITR@csusm.edu

- The ITR required for all online subscriptions, online platforms, Software-as-a-Service, IT professional services.
- Procurement collects the ITR prior to finalizing a contract or PO
- ITR guides contracting process and schedule
- A late ITR can delay negotiations or issuing PO
- May be agreement or PO depending on risk

REMINDER: Above \$50k require multiple quotes for the purchase – reach out to Procurement asap to perform a solicitation.



ITR must be completed before the purchase is made

The ITR process is not a Procurement process

IITS assesses for information security, accessibility, and system compatibility

Required on all Information & Computer Technology services, regardless of price, including annual renewals

When in doubt, fill it out

ITR@csusm.edu

ACCESSIBLE TECHNOLOGY INITIATIVE

The Accessibility review is both a Chancellor's Office initiative and Federal law – part of the Americans with Disabilities Act (ADA)

CSUSM uses the Information Technology Review (ITR) to ensure accessibility.

Managed and owned by IITS, please contact IITS for questions

ITR@csusm.edu



PROCUREMENT METHOD

AGREEMENT/ CONTRACT

- Level of risk
- Counter signature
- Negotiated terms
- Length (term) of contract

PURCHASE ORDER

- Clear scope of purchase
- No negotiations
- Over the ProCard threshold
- Typically doesn't cross Fiscal Years

REQUISITION

Goods above \$4,500 and all services

1,044

Purchase Orders
issued in 2021

\$25,394,032

- **Required Documents:**
 - Quote or preferred supplier if below bidding thresholds (or agreement # if you already have one)
 - Scope of work or services
 - Supplier number
 - ITR if software, online subscription, webpages, SaaS
 - HR Determination, if applicable
 - When do you need the product or service?
 - Additional items may be required
- **Requisition Comments:**
 - Company name, contact name, phone # and email
 - Delivery requirements
 - Priority level or desired start date
- *Always enter **complete** description*

CONTRACTS, MOUS & LEASES

3,356
active
agreements

- Services, software, maintenance, and goods contracts
- Clinical placements, Internships , and Community Partnerships
- Memorandum of Understandings (MOUs)
- International agreements (house of record)
- Extended Learning off campus agreements
- Facility use agreements
- Sponsorships
- Leases/Licenses
- Equipment loan agreements
- Revenue generating agreements
- Institute for Palliative Care agreements

contracts@csusm.edu



PURCHASE ORDER AMENDMENTS (POA)

Adobe Sign Form

POA is used to:

- Change price
- Add a new line
- Change quantity
- Change a chart field (if the line has not been paid against)
 - Close a PO

or the easier option -

Finalize your invoice & no POA is required to close a PO

Amendments are used to update agreements/contracts

INDEPENDENT CONTRACTORS

Potential ICs must be evaluated and approved by your Human Resources Analyst

Once approved by HR, enter a requisition and attach the HR Determination and signed IC agreement with a complete scope of services.

If the supplier is not set up already, complete the payee data record through the Adobe Sign workflow on Accounts Payables' website

Note: Some IC agreements may require insurance depending on the scope of services

Please contact Procurement with any questions on the scope of services or IC Process. We can assist with scope or process reviews prior to submission.

PROCARD

Goods - Less than \$4,500

No services without prior approval

No splitting of transactions

Subject to ProCard Manual and CSU Policy

Managed by Accounts Payable

pcard@csusm.edu



CSU System Partners

Contracted Pricing & Rebates

STAPLES

Office supplies delivered to your desk generally w/in 24 hours

- \$50 minimum order amount
- Complete user request found at <https://www.csusm.edu/procurement/procurementservices/officesupplies/index.html> for access

MARKETPLACE

Amazon Business, B&H Photo, Dell, CDW, HP, Grainger, Fastenal, Waxie, Fisher Scientific, Sigma-Aldrich, Carolina Biological, VWR and others

marketplace@csusm.edu

PUBLIC WORKS

Public works projects involve the erection, construction, alteration, painting, repair, or improvement of any state structure, building, road, or other state improvement of any kind.

- What do I do if I have a public works project?





MAINTENANCE

Maintenance tasks include routine, recurring and usual work for the preservation, protection and keeping of any publicly owned or publicly operated facility (plant, building, structure, ground facility, utility system or any real property) for its intended purposes in a safe and continually usable condition for which it has been designed, improved, constructed, altered or repaired.

- What do I do if I have a maintenance task?



CSU System Initiatives

Reported annually to the California Department of General Services

SB/MB

25% of ALL Campus Spend
Small Business or Micro Business
California Certified **Only**

DVBE

3% of ALL Campus Spend
California Certified Disabled Veteran Business Enterprise



YOUR PART IN SUSTAINABLE PURCHASES

Look for eco-conscious, recycled content,
and recyclable purchases

Typically found in items such as: pens, paper, toner,
furniture, appliances, giveaway items

sustainability@csusm.edu



HOW TO REACH US

REQUISITION STATUS & GENERAL QUESTIONS

by phone at x 4555

procurementservices@csusm.edu

CONTRACTS

contracts@csusm.edu



HOW TO REACH ACCOUNTS PAYABLE AND TRAVEL

AP


All invoice, payment, and hospitality form questions
accountspayable@csusm.edu and
hospitality@csusm.edu

PROCARD

pcard@csusm.edu

TRAVEL DESK

traveldeskt@csusm.edu

A wide-angle photograph of a modern university campus. A paved walkway leads from the foreground towards a large, multi-story building with a curved facade and a prominent overhang. The sun is shining brightly from behind the building, creating a lens flare effect. The sky is filled with large, white clouds. In the foreground, there is a green lawn and a tall, modern street lamp. The overall scene is bright and open.

NEED ADDITIONAL INFORMATION OR TRAINING?

It is always available at www.csusm.edu/procurement

How To's & Forms

or call, email or stop by



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