

Procurement Training Q & A

Presented By: Procurement Services

September 17, 2024

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Overview

- Goals of Q & A
 - Provide a refresher on NYS Procurement & Travel requirements
 - Update on recent changes to Procurement & Travel

SUNY Makes Things Easy!



Procurement Program Objective

“The University’s basic procurement objective is to secure the most appropriate materials, supplies, equipment and services from the most reasonable and responsible sources, consistent with quality requirements and delivery needs as will best promote the interests of the University”

Sounds Simple, why is it so complicated?

- The State's process is designed to:
- Ensure fair and open competition;
- Guard against favoritism, improvidence, extravagances, fraud and corruption;
- Ensure that the results meet agency needs;
- Provide for checks and balances to regulate and oversee agency procurement activities; and
- Protect the interests of the State and its taxpayers.

**BEST ACHIEVED THROUGH A FAIR AND OPEN COMPETITIVE
PROCESS WHETHER FORMAL OR INFORMAL**

Fiscal Stability/Budget Considerations

- Do you need the item/service you're ordering?
- Funding source is irrelevant, except when it's not
- Have you done your homework before submitting the request?
 - Explore multiple potential suppliers
 - Make sure you are ordering the quantity you need
 - Take advantage of special offers and purchase discounts
- Talk to Business Affairs and Purchasing, especially with larger purchases

Procurement Hierarchy

- 1) Preferred source offerings;
 - Corcraft, NYS Department of Corrections, www.corcraft.ny.gov
 - NYSPSP, NYS Preferred Source Program for People Who Are Blind, Hosted Vendor in Jaggaer
 - NYSID, NYS Industries for the Disabled, Hosted Vendor in Jaggaer
- 2) OGS centralized commodity contracts; <https://ogs.ny.gov/procurement/ogs-centralized-contracts>
- 3) SUNY U-Wide contracts or existing Campus Contracts; www.suny.edu/business/contractsearch/
- 4) An “open market” procurement
 - Formal (IFB, RFP)
 - Discretionary

Procurement Tools

- We have different tools to get you what you need;
- Standing Purchase Order; Frequent small dollar purchases from the same vendor for a fiscal year
- Procurement card; If a pcard is the preferred tool, please note in Jaggaer.
- One time purchase order
- Contract

OSC Oversight Changes

In March of 2023, OSC rescinded the pre-existing procurement flexibility SUNY has enjoyed since 2011 and established new oversight authority for OSC on various SUNY Procurements. All contracts and purchases exceeding the following monetary thresholds must be sent to the Office of the Attorney General (OAG) and the State Comptroller for review and approval.

- All purchases for commodities, services, construction, and construction-related services valued at \$75,000.00 or more. The threshold previously was \$250,000.00. This includes purchases from NYS Preferred Sources, Minority and Women Business Enterprises (M/WBE), and Service Disabled Veteran-Owned Business (SDVOB).
- All purchases utilizing the Office of General Services (OGS) centralized contracts valued at \$200,000 or more. There was no requirement to do this previously.
- Consistent with state regulations, contracts requiring AG/OSC review are not considered fully executed until OSC has approved.

Thresholds

- Under \$200 Approved by Procurement Services
- \$201-\$24,999 Approved by Spending Review Team (they meet Mondays & Thursdays from 1:30pm to 2:30pm)
- \$25,000 & over SUNY Budget



Thresholds: Purchases up to \$2,500

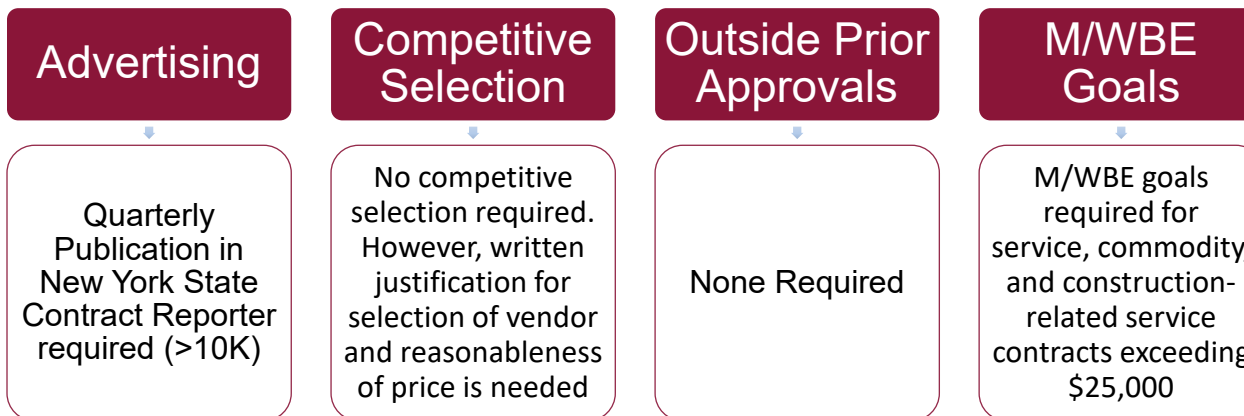
- No formal documentation required....
 - But should still comply with procurement hierarchy and be able to justify reasonableness of price and selection of the vendor
 - Under \$200 Approved by Procurement Services
 - \$201 - \$2500 Approved by Spending Review Team

Advertising	Competitive Selection	Outside Prior Approvals	M/WBE Goals
No Advertisement Required	No Formal Competition Required	None Required	None Required



Thresholds: Purchases between \$2,500.01 and \$49,999.99

- Need to have written documentation supporting reasonableness of price and selection of vendor (3 comparable quotes)
- M/WBE Goals (if over \$25,000)
- \$2500.01-\$24,999 Approved by Spending Review Team
- \$25k & over approved by SUNY Budget



Thresholds: Purchases between \$50,000 and \$74,999

- Must advertise for 15-days
- Need minimum three quotes
- M/WBE Goals
- \$25k & over approved by SUNY Budget

Advertising

15-day notice in New York State Contract Reporter required

Competitive Selection

Competitive selection required. Must solicit a minimum of three informal quotations from vendors⁴

Outside Prior Approvals

None

M/WBE Goals

M/WBE goals required for service, commodity, and construction-related service contracts > \$25K and construction > \$100K



Thresholds: Purchases above \$75,000

- Must advertise for 15-days
- Must engage in formal procurement (RFP, IFB)
- Need M/WBE Goals
- \$25K & over approved by SUNY Budget



Advertising

15-day notice in New York State Contract Reporter required

Competitive Selection

Formal RFP / IFB Required

Outside Prior Approvals

Must be pre-approved by the Attorney General and Office of State Comptroller

M/WBE Goals

M/WBE goals required

Common Procurement Issues

- Not obtaining appropriate approvals
- Not justifying reasonableness of price, or business purpose
- Confirming orders/Non-Encumbered payments (i.e. College Store purchases)
- Sales tax on your pcard purchase
- When obtaining a quote from a vendor, if there is freight on the quote, you should enter a line for the freight on your Jaggaer requisition.
- Not allowing enough time for the review or bidding process to take.
- Split Ordering to avoid procurement thresholds

Problematic Expenditures

- Alcohol
- Bottled Water
- Cash
- Gifts, Gift Cards
- Insurance



Who Can Sign Contracts?

Authorized Contract Signatories: Contracts may only be signed by authorized officials whose signatures have been filed with the Office of State Comptroller (S.T.F. Article VII, § 110). Therefore, all purchases must be first approved by Purchasing and Payables prior to orders being placed. Individuals who place orders without appropriate authorization may be held **personally liable** for the expense since they do not possess the **legal authority** to place the order.

The only authorized officials on our campus are, President Smith, Brent Parker, and Susie Cobb.

This applies to all contracts/agreements, not just Procurement related contracts.

If you have a contract that needs to be signed and there is a dollar value tied to it, you must enter a requisition in Jaggaer and attach the contract/agreement along with the business purpose justification.

Miscellaneous Requirements

Procurement Lobbying: For procurements valued at \$15,000 or above, vendors are prohibited from communicating with anyone except designated officials. They must refrain from any communication designed to unduly influence the award, denial or amendment of a contract. Report all contacts to Purchasing and Payables (S.T.F. Article IX, § 139 j-K).

Once Procurement starts the bidding process, you cannot speak to a vendor regarding the RFP/IFB. This lasts until the contract has been approved by the AG & OSC if applicable.

Procurement Responsibilities

- Requester
 - Confirm it is an allowable, appropriate purchase
 - Prepare purchase requisition in Jaggaer
 - Attach supporting documentation
 - As needed, confirm goods or services received and in acceptable condition
- Account Owner / President's Council Designee
 - Review justification and confirm the purchase is allowable, appropriate and a documented business need
 - Confirm funding is available
 - Approve purchase requisition in Jaggaer

Best Practices for Ensuring a Successful Procurement

- Tip # 1: Requisitions should be completed, accompanied by supporting documentation, and include appropriate justification for the business need and criticality.
- Tip # 2: For purchases above \$2,500, obtain two comparable quotes from comparable vendors. Screenshots are not allowed. When a vendor knows we are purchasing a larger quantity, they often will give you better pricing.
- Tip #3: Use Intivity as the vendor of choice rather than Grainger. They are an authorized MWBE reseller.
- Tip #4: If the vendor will take a pcard for low dollar order please document this in the comment section of Jaggaer. The more information we have readily available, the faster the review process will be.
- Tip #5: You must have CTS review all software and hardware purchases before the requisition reaches our office and the approval needs to be documented in Jaggaer.
- Tip # 6: Consult with Procurement Services on procurement valued at \$50,000.00 or more. At this level, there are significantly more formal requirements and can take 5 to 6 months to go through the advertising/RFP/IFB/Approval process.
- Tip #7: When entering a requisition for a new supplier, obtain and attach their W9 in the Jaggaer requisition before submitting.
- Tip #8: Procurement has lots of rules...if you need help, please let us know!

How does a vendor get paid?

- We have a dedicated email address for vendors to send invoices to. electronicinvoicing@potsteam.edu
- If you receive an invoice for material or service that was on a purchase order, you can upload it into the Jaggaer PO and tag Invoices4AP. If you don't tag us, we don't know there is an invoice there for payment.
- If it is for a service, the department is responsible for creating a receiver. We will prompt you if we need to!
- We have 30 days to pay for a purchase order once we receive the material and invoice. The 30-day clock starts on the latter of the two dates.
- You can view in the Jaggaer voucher of your purchase order, the check date, check number/ACH and date issued.
- All payments are made from OSC in Albany, not from SUNY Potsdam, either via paper check or ACH.
- OSC will lump any payments made on the same day by any New York State Agency, so we encourage vendors to sign into SFS to view their payments. It will breakdown by agency what their lump sum is for.
- If you have an "Urgent" payment, please let us know so we can get the vendor their payment in a timely manner.

Questions

References

- [SUNY Contracts and Purchasing Policy](#)
- [New York State Procurement Guidelines](#)
- [Purchasing and Payables Website](#)
- [Office of State Comptroller Guide to Financial Operations](#)
- [JCOPE Plain Language Guide to Public Officer's Law](#)
- [JCOPE Plain Language Guide to Procurement Lobbying](#)
- [Project Sunlight Website](#)
- [Glossary of Terms](#)

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