

Leveraging Purchasing Services as an Enabler of Research



When to engage the Purchasing Team?

- Early and often
 - Request for Information (RFI) or Request for Proposal (RFP) process
 - Prevention of rework
 - Identification of other contracting avenues
- Anytime a supplier is asking for a signature related to purchase of goods or services regardless of dollar amount
- Guidance on purchasing processes
- Anytime a supplier is not performing in accordance with contract terms

The Purchasing Process

- It all starts with the Requisition
 - New requirements
 - Change Orders
 - Chatfield String Changes
 - Contract Reviews
- What are we looking for?
 - Well defined requirements
 - Directional comments and Points of Contact
 - Supporting Documentation
 - Scope of Work/Product List
 - Supplier Quotes
 - Data-Protection Checklists
 - Waiver of Competition (Complete)
 - Trade-In Documents
 - Business Associates Agreements (BAA)/Confidentiality Agreements (CDA)/Non-disclosure Agreements (NDA)

Purchasing Thresholds

The solicitation method is generally determined by the estimated dollar value of the product or service to be purchased. The following dollar thresholds apply:

		Dollar Range	Solicitation Process	
SMALL PURCHASE	}	\$0	\$5000	<ul style="list-style-type: none"> Buy Carolina – UNC-CH most preferred option for small purchases. Gives access to cross catalog shopping and individual supplier punch-out catalogs. Contracts – existing state, consortium, and university contracts in place to facilitate small purchase. PCARD – allows for purchase below \$5,000 and does not require supplier to be added to the system.
		>\$5000	\$25,000	<ul style="list-style-type: none"> Buy Carolina – UNC-CH most preferred option for small purchases. Gives access to cross catalog shopping and individual supplier punch-out catalogs. Contracts – existing state, consortium, and university contracts in place to facilitate small purchase. Requires a requisition to ensure all Capital Assets are identified, tagged and tracked in accordance with State policy. No Waiver of Competition required. Seeking multiple quotes still highly encouraged.
INFORMAL BID		> \$25,000	\$100,000	<p>Informal solicitation requiring at least 3 quotes.</p> <ul style="list-style-type: none"> > \$25K- 100K- Quotes will be solicited via a University Request for Quote (RFQ) which will include University terms as well as EO50 language for North Carolina businesses.
FORMAL BID		> \$100,000	+	<p>Formal competitive solicitation by Purchasing Services may be required. When the expected value of the total contract is expected to exceed \$100,000, departments should consult with purchasing services staff to determine the most appropriate procurement method. Solicitation is required to be advertised on the state IPS system. Waiver of Competition and customer justification may be used as appropriate if competitive products or services cannot meet required specifications.</p>

Competition is Your Friend

- Plan ahead for Procurement Lead Times
 - RFP/IFB/RFI/RFQ
 - Contract Reviews
- Beware of the exploding quote
 - Understanding the sales cycle
 - If you want it bad, you'll get it bad
- DPQs/BAAs/CDAs
- Waiver of Competition should be the exception, not the rule

Waiver of Competitor

- Are you using the latest form?

<https://finance.unc.edu/wp-content/uploads/sites/298/2021/07/1232-1-1f.pdf>

- Brand Specific vs Sole Source – What's the difference?
- Section 1 of the form – Choose your reason(s)

1232.1.1f – Customer Request for a Brand/Vendor-Specific Waiver of Competition

(See [1232](#) – University of North Carolina at Chapel Hill Policy on Sole Source or Brand-Specific Purchases).

This request is a (please choose one): Brand Specific or a Sole Source Request

I. Please check the appropriate justification(s) below for a waiver of competition, pursuant to the North Carolina Administrative Code ([01 NCAC 05B 1401](#)):

1. Where performance or price competition is not available.
2. Where a needed product or service is available from only one source of supply.
3. Where emergency action is needed.
4. Where competition has been solicited but no satisfactory offers are received.
5. Where standardization or compatibility is the overriding consideration.
6. Where a donation predicates the source of supply.
7. Where personal or particular professional services are required.
8. Where a particular medical product or service, or prosthetic appliance is needed.
9. Where a product or service is needed for the blind or severely disabled and there are overriding considerations for its use.
10. Where additional products or services are needed to complete an ongoing job or task.
11. Where products are bought for “over the counter” resale.
12. Where a particular product or service is desired for educational, training, experimental, developmental or research work.
13. Where equipment is already installed, connected and in service, and it is determined advantageous to purchase it.
14. Where items are subject to rapid price fluctuation or immediate acceptance.
15. Where there is evidence of resale, price maintenance or other control of prices, lawful or unlawful, or collusion on the part of companies, which thwarts normal competitive procedures.
16. Where the amount of the purchase is too small to justify soliciting competition or where a purchase is being made and a satisfactory price is available from a previous contract.
17. Where the requirement is for an authorized cooperative project with another governmental unit(s) or a charitable non-profit organization.
18. Where a used item(s) is available on short notice and subject to prior sale.

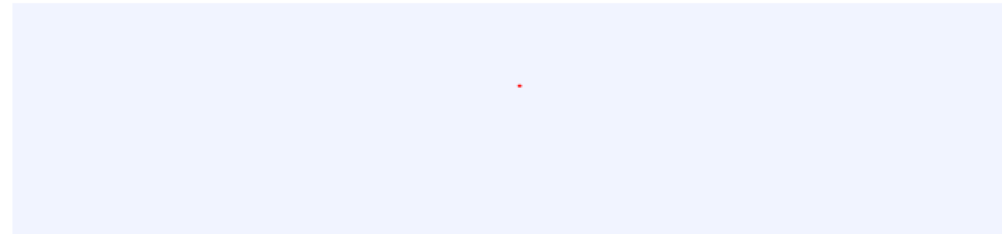
Waiver of Competition (cont.)

- Section II – What color green are you using?

II. Funding Source: State Trust Contracts & Grants F&A

- Section III – Why is this the Only Product or Supplier Capable of meeting your need?
 - Comments Block has 1000 character limit
 - If you need more room, just say “See attachment” and attach separate document.

III. Customer's Statement (please elaborate on your justification(s) designated above by giving specific details:



Waiver of Competition (cont.)

- Section IV – Conflict of Interest

IV. Conflict of Interest Certification:

I certify that I am requesting end user (must be Principle Investigator for Contract & Grant funding sources) and that this requested procurement does not violate [1211- University of North Carolina at Chapel Hill Policy on Avoiding Vendor Conflicts of Interest](#).

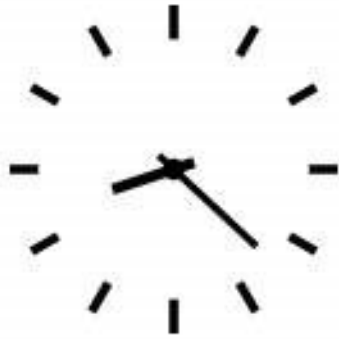
- I (or spouse or partner) have no financial interests or relationships (such as board or volunteer positions, etc.) and do not have specific knowledge of any University Employee having financial interests with the proposed vendor or
- I (or spouse or partner) have an interest or relationship with the proposed vendor which has been reviewed through the applicable COI process (approval attached).

- Signature Block

- Not Signed or Dated = Not Valid
- Signature should be the individual attesting to no conflict of interest (PI, unit rep requiring the goods or services, business officer, etc.)

Customer's Signature: _____ **Date:** _____

Print out completed form and sign; of if using Adobe Pro, Choose Fill & Sign Tool at Right, a signature option will appear at the top of the page. Select signature and drag and drop on the signature line.



Q & A time



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