Navigating the Procurement Process

Mark Sillman – Deputy Director of Purchasing Services
Christy Baldridge – Travel and Events Category Manager
Procurement Services

September 27 - 28, 2023

Agenda

- Procurement Process
- Engaging with Purchasing
- Requisition Overview
- Change Orders
- Signature Authority
- Contract Review Only
- Resources
- Q&A

- Define the Scope of Work

  - Description of good/service
  - Quantity needed
  - Quality of good/service
  - Date required
  - Estimated total cost
  - Criteria for evaluation

- Solicitation of Written Quote/Proposal

- Evaluation and Supplier Selection

- Third Party Reviews

- Contract Negotiation and Award

- Issuance of Purchase Order/Contract

- Delivery & Receipt

- Payment

Procurement Process

September 27 - 28, 2023

How do I engage Purchasing?

It all starts with the requisition!

- New Requirements
- Adding or removing funds from a PO
- Chartfield Changes
- Contract Reviews (even if $0)
- Contract amendments

Follow your Departments processes for requirements submission

- RASR
- ServiceNow
- Business Office Processes

Small Purchase (< $25K)

- Quote from the preferred supplier
- Competition is not required (but strongly encouraged)
- Data Protection Checklist (DPC) if applicable (software, equipment, service)

Informal Purchase ($25K to $100K)

- Detailed description of products, or Statement of Work/Scope (SOW) for services
- Contact information for three suppliers if known
- Waiver of Competition (WOC) if supplier is only supplier capable of meeting need
- DPC, if applicable
- A supplier quote if available for requisition valuation

Formal Purchase (> $100K)

- Detailed description of products, or SOW for services needed for RFP/IFB
- Evaluation Criteria for supplier selection
- WOC if desired supplier is only supplier capable of meeting need
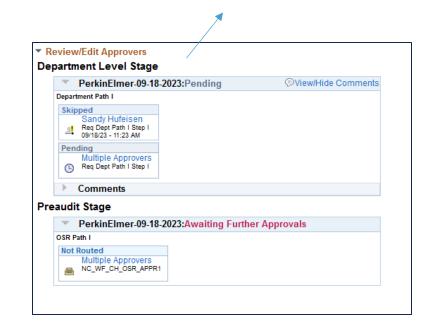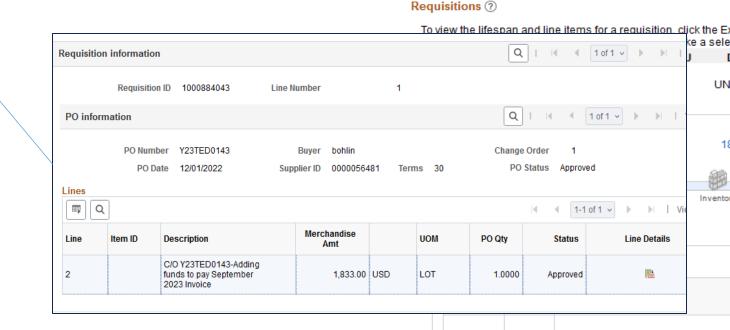- DPC, if applicable

September 27 - 28, 2023

What to include in my Requisitions?

What is the status of my Requisition?

- ## Manage Requisitions

Request State
- Open – not submitted
- Pending – requires dept/OSP approval
- Approved – In Purchasing for processing
- PO(s) Created – Requisition has been placed on a PO
- Cancelled – Requisition has been cancelled

The many faces of the Change Order (C/O)

Adding funds to a PO
- Funded requisition in the amount to be added to each line
- Document describing change in scope, products, or circumstances driving the increase
- Increase should not push total engagement over a solicitation threshold
- Ensure the PO# being changed is referenced in the requisition comments

Removing funds
- $0 requisition requesting deduction of funds
- Indicate in line and comments amount to be deducted and new total for each line
- Do not use negative dollars on the requisition
- Ensure the PO# being changed is referenced in the requisition comments

The many faces of the Change Order (C/O) continued

Chartfield String Changes
- Chartfield is not changed on original line, new line is created and old line closed
- Requisition should include new funded line(s) for the amount being moved to new CFS and request liquidation of line(s) being replaced
  - (e.g. Line Description: Line 1 of requisition replaces Line 1 of PO under new CFS for the balance of $5,000)

Liquidations
- $0 requisition requesting liquidation of a line or entire PO
- Requisition should include an acknowledgement that all invoices have been paid or that the outstanding requirements have been cancelled with the supplier
- Do not use negative dollars on the requisition
- Ensure the PO# being changed is referenced in the requisition comments
- If project budget is closed, OSP will need to reopen to process req and PO liquidation

Note: Do not submit requisitions for liquidation of BuyCarolina orders. These are handled by cancelling your order with the appropriate supplier and emailing acknowledgement to eprovendors@unc.edu

The many faces of the Change Order (C/O) continued

Change in contract period of performance

- $0 requisition required requesting a change in the contract end date
- If a contract exists between UNC and the supplier, an addendum may need to be created and signed by both parties, and attached to the request
- Attach justification for the change in period of performance

Signature Authority - Do you have it?

Signature authority is delegated by Chancellor per policy Signing University Contracts & OSP 200.02

- Deans, Directors, PIs **do not** have authority to enter into purchase agreements with suppliers or direct work > $5K be performed in advance of a Purchase Order

Contracts for goods and services? NO

- falls under Central Purchasing

Subcontracts? NO

- research falls under the purview of Office of Sponsored Programs

Internal agreements? YES

- For example, with Rizzo Center, Carolina Inn and Friday Center department may sign and will be billed through Customer Billing Module (CBM)

Contract Review Only

Used for contracts or quotes **<$5K** that still require a customer signature for terms and conditions, or scope of work

Submitted on a **$0** requisition

Supplier name "**Contract Review Only**" alleviates need to add supplier to Connect Carolina if paying with P-CARD

Contract should be **submitted in Microsoft Word** document to allow for edits ensuring terms are consistent with state requirements

Not used for sign now, pay later – this should follow normal funded PO process.

September 27 - 28, 2023

Contacts and Resources

Purchasing related questions
- Purchasing Website
- Purchasing Directory – Identifies Purchasing Specialist by Category
- Purchasing email - Purchasing_teams@unc.edu

BuyCarolina Orders
- eprovendors@unc.edu

P-CARD and T&E Card Questions
- pcard@unc.edu
- travel_team@unc.edu

Invoicing and Payment Information
- accountspayable@unc.edu

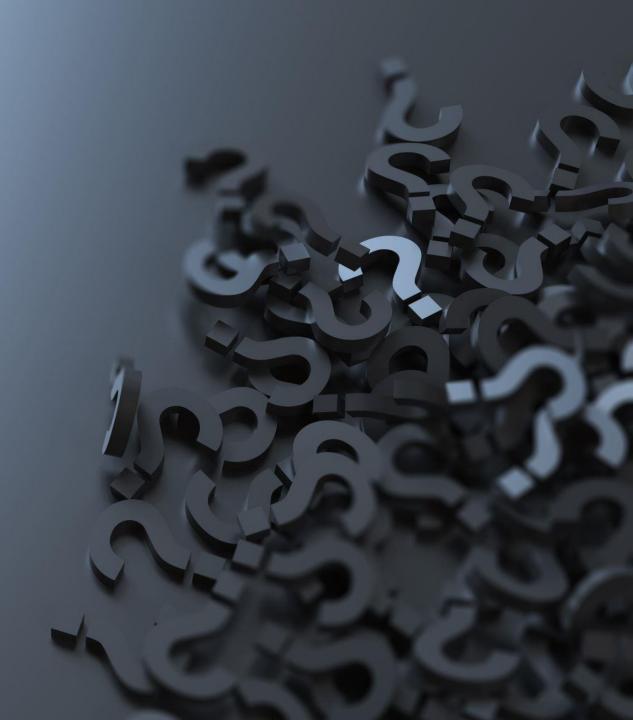Technical issues w/submission of reqs, invoices, receiving, etc.
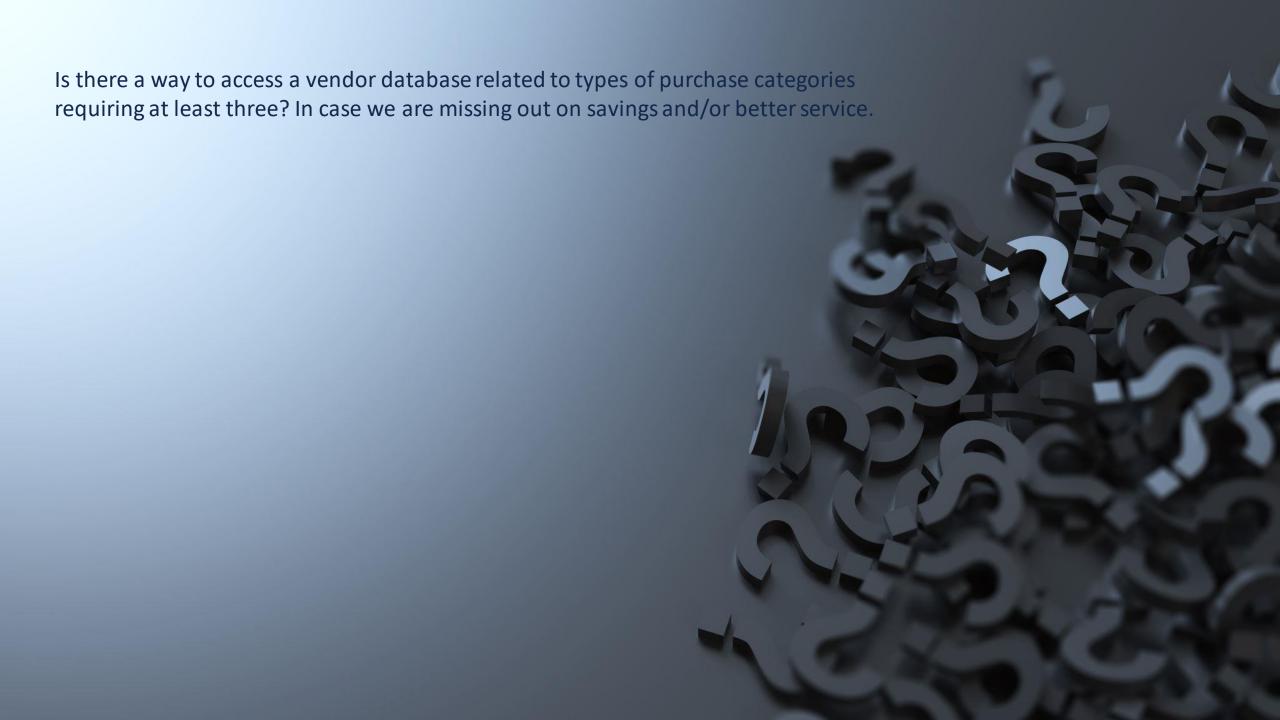- help.unc.edu - Submit a Help Ticket fully explaining issue

Sponsored Projects budget errors or status issues
- help.unc.edu - Submit a Help Ticket routing to OSP-HELP
- OSPHelp@unc.edu

September 27 - 28, 2023

Questions?

Is there a way to access a vendor database related to types of purchase categories requiring at least three? In case we are missing out on savings and/or better service.