University
of Houston
Clear Lake

**Business
Operations**

Procurement

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INTRO

The Business Operations unit provides an array of support services for the procurement of goods and contract services, including:

- Guidance on procurement processes & management
- Supplier relationship management
- "HUB" - Historically Underutilized Business program use
- P-Card administration
- Contract review and completion
- RFI/RFP/RFQ solicitation support
- Vendor negotiation
- Identification of UHCL-wide contract opportunities

We are focused on these TOP 6 themes:

- *Customer satisfaction* - we delight you!
- *Cost control* - we find best-in-class value!
- *Ethical supplier relationships* - we have fair and above-board, long-term relationships!
- *Compliance* - we meet local, state and federal standards!
- *Environment* - we contribute to an environmentally friendly & sustainable environment!
- *Quality* - we represent world-class services by staying current in industry practices

We will ask for your feedback... and hear you:

- Annual surveys - yes, this will be a new activity!

FISCAL CONTROLS

What if my delivered order is incomplete or defective?

If incomplete...	If the Department receives only some of the goods and they are in good working order, or some of the goods are on back-order you would submit a receiving report showing "partial" status:
Then...	Accounts Payable would *not pay the full invoice*.
If damaged...	If the Department receives all or any portion of the order that is damaged you would submit a receiving report showing "partial" status:
Then...	Accounts Payable would *not pay the full invoice*.
Receiving Dock and Your Task...	Receiving Dock notifies Accounts Payable of partial or damaged condition via receiving report, and
	Department notifies vendor that goods are damaged. Department and vendor negotiate agreement to replace goods or issue a credit. The receiving report is uploaded to the Purchase Order.
	If there are *ongoing issues* with vendor performance and/or quality then the Department should not use the vendor in the future, and *seek guidance from Procurement* about alternate vendors.

Please note:

If you are dissatisfied with vendor performance within 30 days (30-day UHCL contract cancellation clause is standard), or beyond for performance breach, **please contact procurement** for potential termination letters!

AMAZON

UHCL has a Business Account with Amazon. Here is what you should know:

- To obtain an account email:UHCLProcurement@UHCL.edu
- You need a University email address and P-card for an account.
- Purchases for business use are tax-exempt.
- Free shipping on eligible orders.
- No Business Prime membership fees.
- More items are available on Business Prime, pricing is lower.

Purchasing Thresholds:

» **$15,000** - All purchase requisitions for ≥$15,000 must provide a procurement method under Texas statute [Title 34, Part I, Chapter 20, Subchapter C, Division 2, Rule §20.206]. Examples include sole-source justification, RFP process, Cooperatives, e.g.

» **OIT PRE-APPROVALS** - *C*omputer purchases and software and any related hardware and peripherals that touch the network must be approved by the Office of Information Technology *before* purchase.
  - Computers, desktops, laptops, and tablets, and software **may not be purchased via p-card.**
  - Computer related means any item connected to the UHCL network and hardware, such as wireless keyboards, mice and cabling, etc.
  - This OIT category includes audio-visual equipment such as televisions and any related AV technology. These items must be approved by the Office of Information Technology before purchase **these items may not be purchased via p-card**.

» **GRANTS** - All purchases using grant funds require Office of Sponsored Programs (OSP) approval. If grant dollars are intended to cover the cost of an IT item (see above) then it must also be approved by the Office of Information Technology and **may not be purchased via p-card.**

» **TAGGING ASSETS** - All controlled assets >$500, as defined by the state of Texas, such as TVs and cameras, must be tagged as UHCL property. Please contact 281-283-2140 for assistance.

» **UHCL ASSET TAGGING** – All items purchased for $5000 or more must be identified as an inventory asset and tagged as UHCL property. Please contact 281-283-2140 for assistance.

PURCHASING GOODS*

Funding Sources		Procurement Process	Solicitation Process	Approval Level
Federal	**State/Local**			
$0 - $4,999.99	$0 -$5,000.00	P-card/voucher	None	Department
$5,000 - $9,999.99	$5,000 - $14,999.99	Requisition	None	Department
$10,000 - $249,999.99	$15,000 - $24,999.99	Requisition	informal; 2 must be HUB.	Department
$250,000	>$25,000.00	Requisition	Formal; 2 must be HUB.	Department
>$1 Million	>$1 Million	BOR Approval	UHS manages	BOR Approval

Services are purchased by contract, approved by UHS; see next section.

Choose HUB Vendors for Purchase Orders

Historically underutilized businesses are "HUBs"

- Purchase orders are legally binding documents that describe the details of your purchase and delivery terms

- The supplier then fulfills that order and bills UHCL for payment

Contact Procurement for additional information
281-283-2152

For more information visit mycpa.cpa.state.tx.us/tpasscmblsearch

PURCHASING SERVICES

Funding Sources		Procurement Process	Bids	Solicitation	Signature Authority	Requires Legal Review
Federal	**State/Local Range**					
$0 – 4,999.99	$0 -$5,000.00	Requisition	None	None	VP/President FMC AVP	No, unless revisions
$5000 - $9,999.99	$5,000 - $14,999.99	Requisition	None	None	VP/President FMC AVP	No, unless revisions
$10,000 - $249,999.99	$15,000 - $24,999.99	Requisition	Informal; 2 must be HUB	None	VP/President FMC AVP	No, unless revisions
$250,000.00	$25,000.00 - $50,000.00	Requisition	Formal	Formal	VP/President FMC AVP	No, unless revisions
	>$50,000.00	Requisition	Formal	Formal	VP/President FMC AVP	Yes
	>100,000.00 Construction	Requisition	Formal	Formal	VP/President	Yes
	>$300,000.00	Requisition	Formal	Formal	Vice Chancellor	Yes
	>$500,000.00	Requisition	Formal	Formal	Chancellor	Yes
>$1 Million	>$1 Million	BOR Approval	UHS manages	UHS manages	BOR	Yes

Vendors may present **informal bids** via email or fax.

When procurement receives a **formal bid** request they must publish it on the state's Electronic State Business Daily website for up to 21 days. The bids are evaluated by a UHCL committee to determine the one(s) with the best value to the University.

REQUISITIONS FOR GOODS via CONTRACT

Departments must include a vendor quote/proposal along with their requisition as documentation for goods purchases. The purchase order is created within procurement and Peoplesoft based on the requisition. A purchase order confirms the sale with the vendor so they can ship/deliver the order.

UHCL Standard Contracts

- Standard contracts are either a UHCL **Standard Purchasing Agreement (SPA)** OR a non-standard vendor purchasing agreement WITH a UHCL **Standard Contact Addendum (SCA).**

- **Legal review and approval is required:**
  - Standard contracts for $\geq$50,000
  - Construction contracts for $\geq$$100,000
  - Any contracts with vendor red-lining or modifications

- **No legal review is required:**
  - Standard contracts for <$50,000
  - Construction contracts for <$100,000

- **Contracts submitted to UHS require the following or they will be rejected:**
  - OCA coversheet
  - Agreement
  - Proposal/quote
  - Certificate of Insurance
  - SCA (if applicable)

The procurement department forwards any agreement that must be sent to the Office of Contract Administration (OCA) for review/approval.

Once the approved contract is received back from OCA, Procurement will notify the department; you will then create a requisition and obtain appropriate signatures.

If your supplier quote contains terms and conditions then ask them to sign a CONTRACT ADDENDUM.

If they refuse to sign the addendum then the terms and conditions must be reviewed and approved by UHS legal before the order can be placed. Please allow time for this.

REQUISITION SAMPLE

Please find a sample blank Requisition form below. The form is used as a means of obtaining <u>internal pre-approval</u> for a purchase.

Requisition Coversheet
Requisition

Business Unit:
Dept. Name:

Requestor:
Requestor Ph #:

Address:

Vendor ID:
Name:

Address:

Phone: Fax:

Gross Amount:

Budget Check:

Line#	Account	Fund	Dept ID	Program	Project	Budget Ref	Chartfield1	Amount	Due Date

Line#	Category	Description	Quantity	UOM	Price	Ext. Amount
1						

Signature: _____   Date: _____
           _____   _____

Prepared By: Date:

Comments

PURCHASE ORDER SAMPLE

Please find a blank Purchase Order form below. Purchase orders are externally facing documents that describe purchase details for the vendor.

PURCHASE ORDER

Univ. of Houston - Clear Lake
PHONE: (281)283-2150
FAX: (281)283-2156
2700 BAY AREA BLVD
HOUSTON TX 77058
USA

Purchase Order	Date	Revision	Page
Payment Terms Net 30	**Freight Terms**		**Ship Via**
			Fiscal year

Ship To:

Bill To: UNIVERSITY OF HOUSTON-CLEAR LAKE
ATTN: ACCOUNTS PAYABLE, MAIL CODE 105
2700 BAY AREA BLVD
HOUSTON, TX. 77058
USA

Vendor:
Fax: Phone: Contact:

PO Type:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield	Dist Amt	Location	PO ID
Line-achd	Item		Description	Quanity		UOM	PO Price	Extended Amt	Due Date

Total PO Amount

File Copy

STATE SALES TAX EXEMPTION CERTIFICATE: Procurement process is authorized by Education Code 51.9335.
The undersigned claims an exemption from taxes under Chapter 20,Title 122A Revised Civil Statutes of Texas for purchase of
tangible personal property described in this numbered order, purchase from contractor and/or shipper listed above, as this
property is being secured for the exclusive use of the State of Texas.
Univ. of Houston - Clear Lake IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

P-CARDS

The P-Card is an alternate purchasing/payment method for local, not State-funded, low-ticket items, however, purchases made using this vehicle must still comply with all University compliance and internal control rules and guidelines discussed in this material and the documentation referenced below.

☞ | **Note: Please request a Tax Exemption letter from Procurement before making P-Card purchases.**

More information can be found on the **P-card guide**.

Quick Processing Checklist

☐ Correct **reporting cycle dates** on transaction log & expense report

☐ Clear expense description and benefits statement

☐ Receipts for every transaction scanned in GCMS expense report order

☐ Scanned documentation oriented correctly

☐ Pre-Approvals:

    ☐ Transactions over $500 (**vendor hold status**)

    ☐ Advertising (**HumanResources@uhcl.edu** for employment ad,

       BrandGuide@uhcl.edu for all other) Also upload ad as backup.

    ☐ Computer related items (OIT @ **SupportCenter@uhcl.edu**)

    ☐ Food Service Waiver Request Form (**UHCLProcurement@uhcl.edu**)

    ☐ Gift Card Request Form (**AccountsPayable@uhcl.edu**)

    ☐ Grant Funds (**Office of Sponsored Programs**)

    ☐ Promotional Items (**BrandGuide@uhcl.edu**)

☐ **Account code restrictions** (Check with your CBA/DBA) for assistance.

☐ Print name & sign transaction log & expense report.

P-CARD REALLOCATIONS

It is critical that you comply with the Accounts Payable schedule for reallocating your purchases to the correct account codes on time.

The end of month cycle requires reallocation in accordance with the P-Card reporting cycle.

We are tracking this, and repeat offenders may lose their P-Card privileges.

If you or your staff need additional training, please contact us at 281-283-2152.