

AUGUSTA UNIVERSITY

PURCHASING MANUAL

*Policies and Procedures for Purchasing Activities at
Augusta University
(Home of the Jaguars)*

2019

Augusta University
Purchasing Department

PHYSICAL ADDRESS:
1225 Walton Way
Augusta, GA 30901

MAILING ADDRESS:
1120 15TH Street, PL BLDG
Augusta, GA 30912

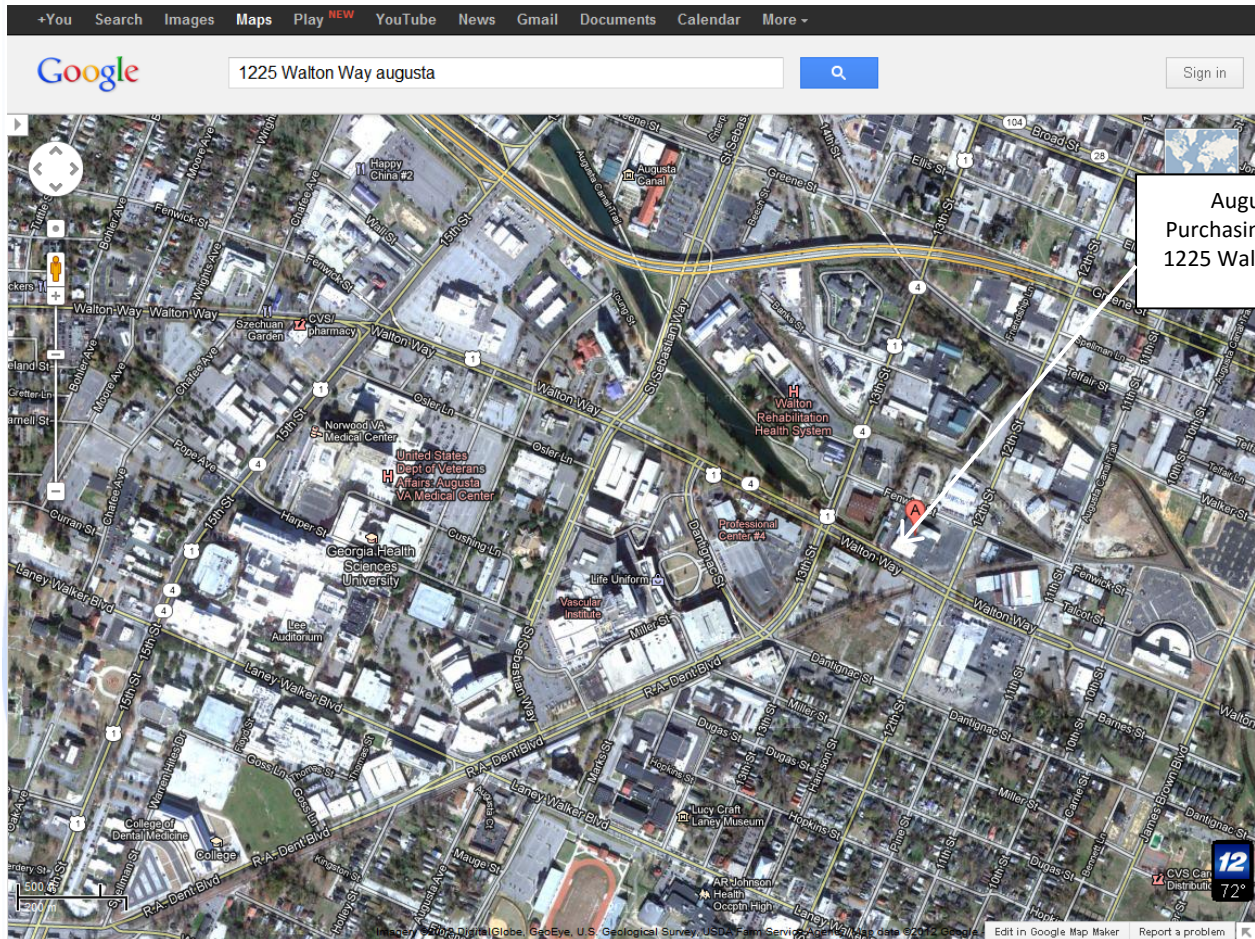
Hours of operation: 8:00 AM until 5:00 PM

Phone: 706-721-2216

The Purchasing Department is located downtown near University Hospital and Johnson Cadillac.



Augusta University
Enterprise Supply Chain / Purchasing Department
1225 Walton Way, Augusta, GA 30901
706-721-2216 or 706-721-9584



Augusta University Supply Chain Department (**Purchasing for Campus**) is located at:

1225 Walton Way, Augusta, GA 30901. (Near University Hospital and Johnson Cadillac)

To reach our office, drive down Walton Way towards University Hospital.

In approximately a quarter mile, University Hospital will be on the right.

Drive past University Hospital and a rail road crossing will shortly be in view.

At that point, the Purchasing Department will be on the left hand side.

Please look for the “White and Blue” sign that says “1225 Walton Way”.

If you need assistance, please call either number above.

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Augusta University Mission

Our mission is to provide leadership and excellence in teaching, discovery, clinical care, and service as a student-centered comprehensive research university and academic health center with a wide range of programs from learning assistance through postdoctoral studies.

Augusta University Vision

Our vision is to be a top-tier university that is a destination of choice for education, health care, discovery, creativity, and innovation.

Our Values

Collegiality – reflected in collaboration, partnership, sense of community, and teamwork.

Compassion – reflected in caring, empathy, and social responsibility.

Excellence – reflected in distinction, effectiveness, efficiency, enthusiasm, passion, and quality.

Inclusivity – reflected in diversity, equality, fairness, impartiality, and respect.

Integrity – reflected in accountability, ethical behavior, honesty, and reliability.

Leadership – reflected in courage, honor, professionalism, transparency, and vision.

Purchasing's Mission Statement

Our mission is to provide leadership and excellence in the purchase of supplies, equipment, and services at the lowest total life-cycle-cost to the institution. The Purchasing Team is dedicated to delivering quality value-added service to the university by developing an understanding of our customers' needs, by forming business partnerships (between Purchasing, the vendor community, and our internal customers), by placing orders in the most efficient means possible, and by monitoring delivery schedules on behalf of our internal customers.

We are available to assist faculty, researchers, and staff with purchasing requirements, purchasing system support, supplier sourcing, negotiations, and relationship management issues. While obligated to work within applicable state purchasing laws and the Board of Regents policies and procedures, we remain flexible and innovative in our approach.

General & Organizational Information

The day-to-day procurement activities are carried out by the Purchasing Team. These duties include processing routine purchase orders, conducting bids for goods and services, agency contract administration, purchasing card program administration, training to end-users, and for reviewing the Georgia Procurement Manual and communicating updates from DOAS to staff and faculty when needed.

Augusta University is a unit of the Board of Regents of the University System of Georgia (BOR) and an agency of the State of Georgia. All procurement activities are conducted according to the policies and regulations established by DOAS, O.C.G.A. and the BOR. This manual is intended to provide procedural guidelines at the local level and does not supersede any information set forth by higher authorities.

State of Georgia Purchasing Policies: The Department of Administrative Services, State Purchasing Division

The Department of Administrative Services (DOAS) regulates the procurement activities of state agencies within Georgia. DOAS was created by the Official Code of Georgia Annotated (O.C.G.A.) Section 50-5-1, and operates as an agency of the executive branch of state government. The State Purchasing Act authorized DOAS as the unit of state government responsible for the establishment of contracts, leases, purchase orders or other agreements for the procurement of supplies, materials, equipment, services, and construction, and for overseeing statewide contracts and other contracts serving multiple state entities. DOAS created the State Purchasing Division (SPD) to administer these procurement duties and functions on its behalf.

The Georgia Procurement Manual (GPM) is the written reference guide to applicable Georgia law governing state government purchasing. All purchases made by Augusta must adhere to the provisions of the Georgia Procurement Manual (GPM) unless exempted under Section 1.2 of the manual. Please refer to the GPM for specific purchasing policies and guidelines:

http://pur.doas.ga.gov/gpm/MyWebHelp/GPM_Main_File.htm

Board of Regents of the University System of Georgia Policies

As a unit of the Board of Regents of the University System of Georgia, and a State Agency, Augusta University is expected to strictly adhere to policy. The following is taken directly from the “General Policy 7.7.1” of the Board of Regents of the University System of Georgia:

“The USG shall utilize the sources of the Georgia Department of Administrative Services (DOAS) rather than establish a separate control purchasing office. In doing so, the Board directs that each of its institutions comply with the various statutes, rules, and regulations governing purchases with state-appropriated funds. In addition, the same regulations shall apply to purchases from funds to which the USG has title.”

“All purchasing by USG institutions will be centralized under the direct management and control of the chief business officer of the institution concerned.”

“Funds held by USG institutions in an agency capacity are not subject to the rules and regulations of the central purchasing agency of the State, although the services of that agency may be used for purchasing from agency funds at the election of the chief business officer. Refer to [Section 14.0, Agency Funds, of the Business Procedures Manual](#) for more information on agency funds.”

“When purchases are made by a USG institution, as opposed to being made by the central purchasing agency of the State, professional practices for purchasing in the public environment are to be employed at all times.”

http://www.usg.edu/policymanual/section7/policy/7.7_purchasing/

The purchasing guidelines established by the Board of Regents are contained within the Business Procedures Manual, Section 3:

http://www.usg.edu/business_procedures_manual/

Authority to Commit University Funds

The authority to commit University funds for supplies, materials, equipment, and certain contractual services has been delegated to the Purchasing Department within limits established by the Department of Administrative Services, State Purchasing Division.

Through the Purchasing Card Program, this authority has been extended to department level cardholders and approvers. The cardholder Single Transaction Limit is set by the State, while the monthly credit limit is set by the department based on their needs and budget. The single transaction limit may not exceed \$4,999.99 for open market purchases. Exceptions may be made for purchases from statewide purchase contracts. Participants in the program are required to follow all purchasing policies and guidelines as established by DOAS, the Board of Regents, and Augusta.

Authority to Sign Contracts

The Board of Regents of the University System of Georgia has authorized the President of Augusta University to sign specific contracts on behalf of Augusta. In the execution of construction contracts, contracts for professional services, execution of contracts for new buildings, etc., the President has given such signature authority to the Contract Administrators in Purchasing. For all other purchasing related contracts such as office supplies, research supplies and equipment, technology items and equipment, patient care supplies, etc., DOAS has authorized the University Purchasing Officer (or his/her designees) the authority to sign.

No other persons on campus are authorized to sign purchasing related contracts.

Please be aware that vendor contracts frequently contain language that is unacceptable to the State of Georgia. Any contract, received by the Purchasing Department will go through a thorough review process by the appropriate officer.

Vendor / Supplier Relations

Augusta University encourages open competition and utilizes the State of Georgia online Georgia Procurement Registry and eSource system when posting solicitation events. All Augusta University bid opportunities are posted through these electronic systems, and vendors are encouraged to register in the systems in order to receive email notifications of bid postings. Vendors must be registered in the system in order to respond to a solicitation event, but may browse for bids without being a registered user. The link for browsing is: <https://ssl.doas.state.ga.us/PRSapp/>.

DOAS maintains a supplier website with helpful information on vendor registration, legal issues, and minority business certification. Any supplier interested in doing business with a state agency should be familiar with this site, found at: www.doas.ga.gov

Additional information to assist Vendors and Suppliers with registering in the eSource system and bidding on Augusta solicitations is available in the Appendix Section.

Open Records Act

All public records of an agency are subject to inspection under the provisions of the Open Records Act. If Augusta receives a request for a record or a procurement file, the Agency must allow inspection unless the records are excluded from the Act. Public records must be made available for inspection or copying within three (3) business days of the receipt of an open records request. Where responsive records exist but are not available within three (3) business days of the receipt of an open records request, Augusta must provide a written description of such records, together with a timetable for their inspection and copying within three (3) business days of the request.

In tandem with the Legal Office, the Purchasing Department is responsible for handling open records requests for solicitations developed by Augusta. For onsite inspections, an Augusta employee must be present during the time the records are inspected. If the requestor prefers to receive copies of the records, Augusta may charge the requestor a reasonable amount for copying, administrative and research costs.

All bid information, including supplier names and pricing, is subject to open records requests according to the timeline determined by the State Purchasing Act. This information will be publicly available within one business day of the posting of the Notice of Intent to Award (NOIA) or the Notice of Award (NOA), whichever comes first. Suppliers should specifically identify and mark any proprietary information; however, any marked materials will be evaluated by the Augusta Purchasing staff to verify that an exempt applies.

Order of Precedence for Purchasing

The Georgia Department of Administrative Services, State Purchasing Division, has established a *mandatory* order of precedence for all purchasing activities within the state. There are four tiers which determine the available supplier options. The order of precedence applies to purchases made by purchase order and by P-Card. Note: Compliance with the Order of Precedence is mandatory per state – not Augusta - regulations. Augusta University cannot grant permission to a university department to bypass a mandated vendor.

- **Mandatory Statewide Contracts (Tier 1)** – Statewide mandatory purchase contracts are established by State Purchasing for use by all state entities. Mandatory contracts *must* be used when purchasing the applicable goods or services. Examples: Furniture, Computer Peripherals and Audio Visual, Multifunctional Devices (copiers), Vehicles, etc.
- **State Entity or Agency (Augusta) Contracts (Tier 2)** – Augusta University develops agency level contracts through a competitive bid process. Establishing a contract allows Augusta to establish an ongoing relationship with a vendor and alleviates the need to conduct annual bids for the same services. Augusta may not create an agency contract if a mandatory statewide contract is already in place. Agency contracts may be renewed up to four (4) times, but may not exceed a total of five (5) years. Examples: Elevator maintenance, fire alarm testing and inspection, Physical Plant uniforms, Augusta Athletics team travel, etc.

- Statutory Sources (Mandatory) (Tier 3) – Certain products and services have been certified as mandatory. State entities are required – by legal statute – to purchase these products.
- Convenience Contracts - Convenience Contracts (Office Supply Contract as an example) may be utilized by state entities and do not require a bid process. These are State Purchasing contracts and the state has already performed the bid process but has determined that these contract items are not mandatory, leaving the state entity the option to seek other sources. NOTE: Purchases made from convenience contract vendors are not subject to bid requirements because this has already been done by the state. Purchases made from non-contract vendors must be evaluated and bid when necessary.
- Open Market – Open market purchases or transactions are those made to non-contracted vendors. Open market orders may be a result of small dollar transactions that do not require bidding or may result from competitive bid situations. All open market transactions are evaluated to determine if competitive bidding is required or if bidding would achieve better pricing for the state entity.

Georgia Statewide Purchasing Contracts

DOAS, and the Statewide Purchasing Division, create statewide purchasing contracts for use by state agencies. The contracts developed through competitive solicitation are identified as Mandatory or Convenience. Mandatory Contract goods, services and vendors must be used. Convenience Contract goods, services and vendors may be used but are not required. However, if a convenience contract is used, the purchase is not subject to the \$25,000 bid requirement that applies to non-contract purchases.

The Purchasing Department is responsible for monitoring requisitions and P-Card purchases to ensure that Augusta is using the appropriate contract vendors and that competitive bidding is used when required.

Augusta University Purchasing Contracts

The Purchasing Department also creates Agency Contracts for goods and services, which exceed \$25,000 and that are not available through statewide contract sources. Agency Contracts can be developed for a wide variety of services, and the Purchasing Department is constantly seeking opportunities to save money and to develop mutually rewarding relationships with our vendors.

We currently have several contracts in place for services such as elevator maintenance, fire alarm testing, chemical water treatment, ITS battery backup maintenance, Physical Plant uniforms, garbage pickup, Augusta Athletics team travel bus service, and printing of the Bell Ringer and Phoenix student publications.

Sole Source / Sole Brand Purchases

Sole Source and Sole Brand Purchases are closely audited and are viewed by the public as an attempt to limit competition. Written justification by the end user department must be submitted to the Purchasing Department before these purchase methods will be considered.

Sole Source means that only one company can provide the good or service that is being requested. Sole Source procurements may not be used as an attempt to contract with a favored service provider.

All justifications must address the following issues:

1. Context of the sole source (function, use, operational environment, previous experience, or history)
2. Identify department-level efforts to locate other possible sources
3. Provide the unique or exclusive capabilities of the supplier that make them the only source
4. Provide Original Equipment Manufacturer letter for products with exclusive patents or copyrights

Sole Source procurements must be posted on the Georgia Procurement Registry (GPR) as a "Notification of Intent to Award" for five (5) business days before a purchase order can be issued. Vendors may not submit a bid for a sole source, but may challenge the legitimacy of the sole source designation.

A Sole Brand procurement is not necessarily a sole source. Sole brand purchases occur occasionally due to the need to maintain compatibility with existing equipment, or to achieve standardization of equipment. If the sole brand is also a sole source, it is posted on the GPR as a sole source. If it is a sole brand but there are multiple vendors able to supply the good or service, it will be posted on the GPR as a competitive bid.

Forms: Departments desiring to purchase sole source and/or sole brand items or services must complete the sole source and/or sole brand form found on the Forms page of our website. The Purchasing Department will review the information to ensure that it meets the minimum requirements for a sole source and/or sole brand. The department may be asked to provide additional justification. If the Purchasing Department determines that the procurement is not a true sole source and/or sole brand, we will coordinate with the department to conduct a competitive bid.

Items / Services Exempt from State Purchasing

The items/services listed on the following link are exempt from current state purchasing rules. The items listed as "exempt" may be purchased in amounts that exceed the standard competitive bid limit of \$25,000. Therefore, the items/services may be purchased without following the rules for competitive bidding. For the full list of exemptions, please see:

www.doas.ga.gov

Purchases Requiring Bidding

O.C.G.A. §50-5-69 requires competitive bidding for all open-market purchases anticipated to be \$25,000 or more. The PeopleSoft ePro requisition is the primary vehicle used to initiate the bid process. The ePro requisition encumbers the funds and provides assurance that the department intends to purchase the selected goods or services. In addition to the requisition and a vendor quote or information, the department is responsible for writing specifications detailed enough for vendors to know what the department is looking for. Vendor product information sheets, website printouts, or catalog pages are not normally accepted as specifications because they are designed to identify that vendor's products and not to encourage open competition. Identifying a vendor's product specifications as the minimum acceptable requirement may be considered to be an attempt to block other vendors from submitting bids. It is possible to reference another product as "meeting desired minimum technical and quality levels," but the initiating department will be required to evaluate the bids based on the specifications or scope of work.

Additional information for Vendors and Suppliers regarding registering in the eSource system and bidding on Augusta solicitations is available in the Appendix Section.

Specifications: A guide to assist Augusta departments in writing specifications is available on the Purchasing website

Emergency Purchases

In accordance with O.C.G.A. Section 50-5-71, the DOAS State Purchasing Division has granted the authority to state entities to purchase urgently needed items arising from unforeseen causes. This includes, but is not limited to, extreme weather conditions, property damage, essential equipment failure, or official declared emergencies. Any request for an emergency purchase will be evaluated to determine if an emergency exists.

Emergency purchases are an exception to the standard Order of Precedence. An emergency procurement is handled outside of the normal competitive process due to the need for expediency. However, it is always a good business practice and is in the best interest of the state to make the procurement as competitive as time permits by contacting more than one vendor. State Purchasing does not require prior notification of emergency purchases, but Augusta must follow up with the appropriate paperwork to document all emergency transactions.

NOTE: Poor planning or the pending expiration of funds does not constitute a valid justification for an emergency purchase.

Purchasing Process

- A. Two primary methods are used to obtain goods and services at Augusta:
 - 1. Purchase Orders
 - 2. P-Card (The rules governing use of the P-Card are contained in a separate procedures manual titled “Purchasing Card User’s Guide” and can be located on the Purchasing Department’s website).
- B. The Purchase Order process begins with a requisition created by the department who needs to buy goods or services.
 - 1. Augusta uses an electronic Requisition created in the PeopleSoft eProcurement system. This system is utilized by all Augusta departments. Within the requisition system, end users can connect to an external website with prenegotiated contracts for Augusta’s most frequently bought items (SciQuest). SciQuest orders, if fully approved by 1:30 PM, are placed automatically with the vendor the same day.
 - 2. The requisition automatically routes to the authorized departmental approver.
 - 3. Depending on the items / services procured, Informational Technology, Grant, Chemical or Radiological items, etc. route for separate approval based on the NIGP category code used on the requisition.
 - 4. Additional approvers can be ad hocked to the requisition for approval beyond the department level.
- C. The Purchasing Department reviews all fully approved requisitions:
 - 1. Is the requisition within the Augusta Delegated Purchasing Authority?
 - 2. Has the purchasing Order of Precedence been followed?
 - 3. If this will be an open market purchase, should a competitive solicitation be conducted?
 - 4. Will a bid be for a one-time purchase or should an agency contract be created?
- D. A purchase order is submitted to the vendor following the review or the bid process. Purchase orders may be faxed, emailed, or sent by US mail if no other option is available.
- E. The vendor may respond with an order acknowledgement or confirmation.
- F. Delivery of physical goods usually occurs within 1 – 90 days, depending on whether the order is filled from inventory or requires manufacture. The Purchasing Department follows up on orders that have remained open (not received or paid) past 60 days. Purchasing contacts the vendor and comments are placed on the PO as to status of order.
- G. The Augusta Central Receiving department is responsible for signing for delivered goods and for logging them in as “received” in PeopleSoft when “Receiving” is selected as the delivery location. Asset Management tags inventory items and adds them to the appropriate departmental inventory list. Small value items may also be “desktop delivered” to the end-user’s desk. In these instances, the end-user will “receive” the items into PeopleSoft via the Receive Items function under eProcurement.
- H. Augusta uses a three-way match system for purchasing. The Purchasing Department issues the order; Central Receiving (end-user for desktop delivered items) accepts delivery of the

goods and inspects them for defects or damages; and Accounts Payable processes payment of the invoices.

Hazardous and Restricted Materials

- A. Augusta laboratories are considered restricted areas due to the presence of hazards such as radiological materials, bio hazardous agents, hazardous chemicals, lasers, and other devices and supplies. Personnel working in labs are provided training on how to work safely with these materials and often have been medically screened. Restricted areas are placarded as shown below as part of the required hazard communication program.



- B. People, such as delivery personnel, who have not received such training should not be allowed in the laboratory. This is both for their protection and to safeguard the materials in the laboratory. The Department of Homeland Security requires that several chemicals used in Augusta laboratories be secured and accessible only to authorized staff members.
- C. The Environmental Health & Safety division and the Institutional Chemical Safety Committee are working with Augusta Purchasing Department to help ensure the safety of delivery personnel and the security of our research operations by directing deliveries to non-laboratory locations wherever practical. We encourage PIs, Department Managers, Building Coordinators, and all end-users who place orders, to specify a non-restricted location such as an administrative office where packages can be delivered and picked up. Packages may still be delivered to the laboratories as long as the delivery person does not enter the laboratory but is met at the door by an Augusta laboratory staff member.

Purchasing Lead Times

The Augusta Purchasing Department is committed to completing departmental purchases in a timely manner. Many factors affect the time required to complete a purchase transaction, including, but not limited to: state procurement regulations, commodity purchased, funding, vendors, and contract requirements. The following is provided as an estimate of the average lead times from ePro requisition approval to issuance of purchase order:

- | | |
|--|-----------------|
| • Open Market purchases (\$24,999.99 and less) | 24 to 48 hours |
| • Exempt purchases (any amount, per exempt list) | 24 to 48 hours |
| • Bids (\$25,000 and greater)* | 30 working days |
| • Sole Source/Sole Brand | 10 working days |
| • State Contract purchases | 24 to 48 hours |

*This timeline is based on departmental specifications submitted in a bid-ready format. Specifications created and provided by the preferred vendor or copied and pasted from a vendor's website tend to limit competition and will require revision before a bid can be submitted. Any Sole Source / Sole-Brand bids will require justification from the user department prior to the bid posting.

How to Purchase

Advertisements

- Staffing / Postdoctoral Positions: Classified Advertisements
 - All classified staffing positions can be entered as a requisition or P-Card. Prior to entering a requisition, confirmation & approval should be received from Joni Thurmond in Human Resources.
 - Once approval has been received from HR, the requisition, when utilized, should reference the following information in the long description of the "requisition form" section.
 - **HR# (Approval Number)**
 - **Title/Position #**
 - **Size of Ad**
 - All approval documentation must be forwarded via email to Carolyn Ward, the Buyer responsible for processing. Reference the requisition number in your email.
 - Classified staffing requisitions are usually processed within 48 to 72 hours of completing your requisition. Reference any additional comments in your "Header Comments." If it requires immediate attention, please notify Carolyn Ward of its priority.

- Faculty Positions: Faculty Recruitment Advertisements
 - All faculty positions should be placed on your P-Card. Prior to placing an ad, confirmation and approval by the Faculty Recruitment Office of the Human Resources Division is required.
 - All approval documentation must be forwarded to Carolyn Ward, the Buyer via email. An ACH (Clearing House) approval number must be provided with documentation.

- Final Approval from the Buyer will be sent to Requester, P-Card Coordinator, and Faculty Recruitment Coordinator.
- Ads
 - Can use the Purchasing Card, but the department must obtain prior approval from University Advancement Office of Strategic Communications.

Computer Hardware, Peripherals, and Software

Audio-Visual equipment, software, computers, peripherals (such as printers & scanners), computer components (such as hard drives and memory), and other technology related systems, must be approved by ITS *before* purchasing when routed via workflow in eProcurement. Small value computer equipment up to \$300 for supplies (memory, hard drives, keyboards, etc.) and up to \$1,000 in value per item for more expensive devices (not including computers, tablets, printers, scanners, wireless devices, etc.) can be bought on a P-Card.

- **Computer Equipment and Software-** Computer equipment and software must be approved by the ITS department before the purchase is made. The ITS website contains purchasing information for standard desktop computers and laptops. This information includes the product description, account code, category code, price, and quotation number. For printers, Apple products, peripherals and other needs, please contact ITS if questions arise.
 - **P-Card:** Some IT items are allowed on a P-Card. Please see the P-Card / Purchasing “Do’s and Don’ts” guide on the P-Card / Purchasing webpage. IT Items / services not allowed on a P-Card must therefore be ordered via requisition / PO.
 - **Purchase Order:** ePro requisitions for ITS related goods and services, including software, will route to ITS for approval through PeopleSoft. This routing is based on the purchasing category code, and if an incorrect code is used, the routing may bypass this required approval. If that occurs, the requisition will be returned to the department approver for correction.

Equipment Repairs

When an item is covered under a maintenance agreement and needs repair, the department may call the contracted vendor to schedule the repair service. Prior to calling, the department should locate the model and serial number of the equipment, or the local dealer tag or machine number. The department caller should be familiar with the problem in case the vendor is able to troubleshoot via phone and not make a service call.

When an item is not covered under a maintenance agreement, the department should call the vendor to get an estimate of their hourly rate, prepare a requisition with the model and serial number and the nature of the problem and the Purchasing Department will call in or, send a Purchase Order for the repair. The P-Card may also be an option to pay for service or repair calls not covered by maintenance agreements. Already-received orders are acceptable for maintenance work. Please consult your Buyer for further guidance if necessary.

Someone in the department should check the equipment, **BEFORE THE TECHNICIAN LEAVES**, and be sure it is operating satisfactorily before signing a receipt for the work.

Equipment with Utility Requirements

Requests to purchase equipment requiring increased or additional utilities (electrical, gas, water, and/or drain lines) should be reviewed with the Facilities / Physical Plant Department before the requisition can be processed.

Furniture

Standard Office Furniture

Office Furniture (excluding metal filing cabinets) is covered by Mandatory Statewide Purchasing Contract # SWC60748. There are currently approximately 70 manufacturing vendors on this contract. Because of the size and scope of this contract, Augusta Purchasing does not maintain vendor catalogs for this product line. We normally work with an installing vendor to provide a manufacturer's quote and to handle the actual delivery and installation of furniture items. Most of the manufacturer's on the contract have website information listing the dealers who may represent their products. You may also directly contact the vendors shown below for information on the product lines they represent:

Augusta Business Interiors

3127-C Damascus Road
Augusta, GA 30909
Contact: Jon Mayo or Charles Squires
706-737-3014
706-737-9484 (Fax)
Manufacturer Lines: Hon, Indiana, Krug

Modern Business Systems

1445 Greene Street
Augusta, GA 30901
Contact: Dianne Tant
706-724-8700
706-724-4654 (Fax)
Manufacturer Lines: Haworth, Groupe Lacasse, Indiana, Kimball, National Office Furniture

McWaters

Point of Contacts: Wesley Harper
3708 Benchmark Drive
Augusta, GA 30907
706-396-5400 (Business)
706-396-5401 (Fax)
Manufacturer Lines: Steelcase, Kimball, Bretford, OFS

- The following important information relates to furniture orders:
- Furniture ordered from SWC60748 is considered a "custom" order. Please choose carefully. ***Once we order it, unless it has a manufacturer's defect, we own it.***
 - Fabric: Fabric type and color must be selected in advance.
 - Wood finish or color: The wood finish or color must be selected in advance.
 - Staples is not a vendor on the furniture contracts.

- Furniture Requisitions:
 - The requisition should be made out to the manufacturer – not to the installing vendor
 - Items listed individually on the quote should be entered on separate requisition lines

Metal Filing Cabinets

Certain products and services have been certified as mandatory in accordance with O.C.G.A. Section 50-5-73. Metal filing cabinets, both standard and lateral, are covered under this requirement and must be ordered from Georgia Correctional Industries (GCI). The Purchasing Department has color chips available for review for any department considering a metal cabinet purchase. Please contact GCI directly for pricing information. Note: Inside delivery should be specified when requesting a quote.

Georgia Correctional Industries (GCI)
2984 Clifton Springs Road
Decatur, Georgia 30034
Phone: 404-244-5100
Fax: 404-244-5141
[Georgia Correctional Industries Website](#)[®]

Maintenance and Service Agreements

Centralized control of equipment maintenance contracts and certain service contracts is the responsibility of the Purchasing Department. Purchasing will act as the liaison between equipment manufacturers and suppliers and the using departments. Maintenance contracts are obtained at the request of the department and renewed by the Purchasing Department after receiving a requisition. This is not an automatic procedure. On an annual basis, Purchasing staff reaches out to end users to determine if contracts should be renewed or not. In general, maintenance contracts for equipment and services will be negotiated and renewed annually with a common expiration date of June 30.

Newly purchased equipment, such as medical / research / lawn equipment, etc. has a manufacturer's warranty to cover repairs and/or maintenance for a specified time following delivery and installation. Preventative maintenance and repair contracts may be purchased to cover the equipment once the manufacturer's warranty has expired. If it is the intention of the department to purchase a maintenance agreement, a requisition should be submitted 30 days prior to expiration of the existing warranty. It is best practice to negotiate the maintenance agreement at time of equipment purchase to achieve the most leverage on prices.

Maintenance and Service Agreements may *not* be paid for by P-Card.

Media and Audio Visual Equipment

Audio-Visual equipment requests are routed to IT for review and approval. The Purchasing Department works closely with IT and the end-user to ensure review state-wide contracts that may be the best source for audio-visual items.

Printing

The Communications and Marketing Team must approve requests for custom-printed brochures, newsletters, or other major publications that will be sent off campus. A PeopleSoft requisition and purchase order should be created prior to placing any order. An IDR should be submitted to Communications and Marketing to begin the process. End-users are encouraged to consult with the Copy Center as well on cost-effective printing solutions.

Wireless Communication Devices

Where communications needs cannot be met with other available alternatives such as a paging device, a radio, or standard telephone equipment, a department may acquire a WCD/cellular telephone service for an employee. Examples of conditions under which a WCD/cellular telephone and service may be obtained include the following:

- A WCD/cellular telephone is required to directly enhance an employee's job responsibility of protecting the physical safety of the general public.
- A WCD/cellular telephone is required for an employee to respond better to environmental emergencies.
- A WCD/cellular telephone is required for additional protection for the employee in potentially hazardous working conditions.
- An employee cannot adequately meet communications needs with other available alternatives such as paging device or a radio.
- A WCD/cellular telephone is required for on-call personnel required to respond to critical system failures or service disruptions.
- A WCD/cellular telephone is determined to be the most appropriate means of responding to campus emergencies or to achieve business efficiencies.
- Cost savings are realized when an employee combines or eliminates landline and/or other telecommunications services (i.e. pagers).

Departments can request approval from the appropriate department head to purchase WCD/cellular telephone by having the Wireless Approval Form signed. Please visit the Purchasing web site to locate the form.

(Approval can only be given at the department director or above level.)

They must maintain a copy of the approved justification documentation for each WCD/cellular telephone device/service in its inventory. The original approved justification or a copy is forwarded to Purchasing:

- to purchase the equipment either via a requisition or on the account which would later be paid for with the end-users P-card
- to pay for any activation fees, and
- to establish or upgrade the service.

The business needs must be determined and an appropriate airtime package selected that meets these needs.

The department should review all call activity on a monthly basis to ensure that the appropriate airtime bundle has been selected and that no additional charges were incurred due to personal calls. If personal calls are identified which creates additional charges and which have not been

reported by the affected employee, the department will collect the cost of such call(s) from the employee and take any appropriate disciplinary action.

After review, the statement must be approved and signed by someone administratively senior to the user, or someone designated by the appropriate Vice President. Approved statements must be retained for 5 years and are subject to audit by the Board of Regents Auditors, State Auditors, the University's Internal Auditors, or Telecommunication Department.

If employee who has an Augusta cell phone leaves a department (transfer or termination), that department must reclaim the device for reissue or turn-in as surplus property.

Turn in all surplus wireless communication devices to Asset Management.

Purchasing must sign all contracts or service agreements. Also they will process requests for WCD/cellular phones (equipment and activation fees) and service upon receipt of an approved purchase requisition and Wireless Device Approval Form.

Purchasing will procure these items via standing agreements available to the University. In special circumstances, Purchasing may utilize other agreements obtained from any carrier who best meets the needs of the University upon agreement by the unit requesting the purchase.

The user should take the appropriate safety precautions when choosing to use a WCD/cellular device including the use of a "hands free" device when talking on a cellular telephone while operating a motor vehicle.

Cellular telephone conversations are not secure; therefore employees must not discuss protected health information (PHI) or other confidential information.

The user has sole responsibility for their cellular telephones. They are responsible for all incoming and outgoing calls and shall only be used by Augusta employees.

In the event a telephone is lost or stolen, it must be reported immediately to the service provider, Augusta Public Safety, Information Technology Support Services and departmental manager. Failure to do so could make the employee personally liable for payment of all calls made against the lost or stolen cellular telephone. Employees may also be held personally responsible for any charges to replace cellular telephones that are lost or stolen. If the phone is damaged, it should be reported to your department manager.

There are smart phones, tablets, etc. that also function as a WCD. Augusta might purchase the unit as and the user may then purchase the WCD from personal funds. In this way, the user has a single multi-user (device plus WCD) that allows the user to have personal wireless access and portable work related data in one unit.

WCD/cellular phones assigned to University faculty or staff members are for Official business use. It is a violation of this policy to use any institutional source of funds (e.g., state funds or funds from a private, cooperative organization such as PPG or the Augusta Foundation) to purchase a WCD/cellular phone for a personal purpose or to use institutional source of funds to pay for service fees for personal use. Any charges identified with a personal use shall be the personal responsibility of the individual incurring those charges and the individual employees is to notify their department head or supervisor and reimburse the University for those calls that create additional charges (i.e. roaming, long distance, directory assistance, airtime charges).

Reimbursement to Augusta for any WCD/cellular call for personal use must be deposited with the Controller's Office by the department, along with a copy of the annotated bill noting the personal call and cost within 30 days of the bill date.

WCD/cellular services will be billed directly to the ordering department, based upon the information on the purchase order (FPO). Object code 77350 Cellular Services, will be used to account for WCD/cellular telephone costs. Departments will review and verify WCD/cellular phone bills on a monthly basis and use their p-card to pay the monthly bill.

P-Cards **will not** be used to *INITIALLY* acquire WCD/cellular equipment or activate services (unless approved by Purchasing); however P-Cards must be used to pay recurring monthly service charges; also, upgrades for *EXISTING* equipment is allowable on the P-Card.

Reimbursement for Business Use of Privately Owned WCD/Cellular Telephone

The acceptable method of reimbursement is use of a formula to determine the per unit of usage charge for calculating the reimbursement rate for business related communications. Business related communications made using minutes or measured service within a user's pre-paid service plan shall not be reimbursed. Business related communications made using minutes or measured services in excess of the pre-paid service plan are reimbursable.

- When a business related communication occurs over and above the pre-paid service plan's limit, Augusta will reimburse at the actually accrued per minute charge billed by the service provider. Augusta will reimburse for roaming, long distance or other applicable charges for business related purposes.
- Employees may be reimbursed for personal calls made using minutes or measured service in service in excess of the pre-paid plan but only to the extent required to offset business related communication minutes or measured service within a user's pre-paid service plan.

The user must accumulate \$25.00 in reimbursable charges within a 90-day period before requesting reimbursement.

Used Equipment / Trade-Ins

Used Equipment - It is required by law that we only purchase new equipment unless it is deemed beneficial to the State to purchase Used Equipment. The department is ultimately responsible for warranting that the purchase meets the requirements of the exception.

Trade-Ins – It is unlawful to sell or dispose of State property except through the Surplus Property program or through a trade-in on the purchase of new like equipment. All trade-ins require the Surplus Property Manager's prior approval.

Used Equipment:

- The department must obtain the following information from the vendor (letterhead or quote):
 - Complete description of unit or system
 - Year equipment was manufactured
 - If equipment is Used, Reconditioned, or Demo
 - Present condition - Fair, Good, or Excellent)
(The department is responsible for verifying condition)
 - Price if purchased new
 - Current selling price
 - Guaranties or warranty information (if covered and how long)
- The department must complete the Used Equipment form
- Enter REQ in system and attach Vendor's letterhead, quote, Used Equipment form, etc.
- Purchasing will process per standard purchasing procedures

Trade-In Equipment:

- The department must perform cost analysis to justify trade-in
- The department must enter a requisition and add attachments that contain:
 - Complete description, model #, cost, and etc. of new equipment and value of trade-in equipment. Quote will list complete description of new equipment and AU's trade-in unit or system along with Model #, Serial #, Condition, Age, etc.
 - Requisition comments should contain Asset Tag # and room location for trade-in items.
 - Attach quotes, cost analysis to justify trade-in, etc.
- Purchasing (Buyer) will obtain approval from the AU Surplus Property Manager via e-mail prior to placing order on new equipment.
- If approved by Asset Management, Buyer to keep copy of approval as attachment to PO.
- Purchasing will process per standard purchasing procedures

Our Asset Management Team / AU Surplus Property Manager require the following to submit the trade request to DOAS / Surplus (the Buyer will relay such on the department's behalf):

Receiving company Name	Equipment Description
Receiving company Address	Equipment Serial Number
Receiving company Contact	Equipment Model
Receiving company Phone	Equipment Acquisition Cost
Receiving company Email	Equipment Asset #

NOTE: Copy of quote for equipment being traded must be obtained from Vendor. Quote needs to list new equipment being bought and old equipment being traded with value of trade as well.

Special Approval Commodities

Purchasing is unable to process any REQs that do not have the required approvals. The commodities and approvers are:

- Radioactive Materials – User Authorization # - Environmental Health & Safety (EHOS)
- Position Ads – Classified – Authorization # - Human Resources (HR)
- IT Equipment – EDP # - IT
- Sponsored Funded Equipment – Sponsored Project Accounting (if IT equipment, both IT and Sponsored Project Accounting must approve)
- Autos – Vehicle Services

The department must:

- Obtain prior approval for IT, radioactive materials, ads per Approval Department procedures
- Enter on-line REQ (all authorization #s must appear in the first of the long description and most REQs must be left in Pending Approval status)
- Follow standard purchasing procedures
- The workflow process in eProcurement automatically routes the req for approvals based on commodity codes prior to the req reaching the Purchasing Department.

Purchasing will process PO per standard Purchasing practices.

Purchasing With Federal Funds

To purchase items with Federal funds the Department/Principal Investigator (PI) should:

- Submit a requisition (REQ) to request the needed equipment, goods, or service
- Provide detail specifications, scope of work for services and copy of quote or proposal
- Be prepared to meet with the buyer to explain or clarify the details as necessary
- Request only items necessary and specifically identified in the grants/sponsored account approval

Sponsored Program Administration (SPA)

- Upon approval of a federal grant, ensure proper budgets and project numbers are established and entered into the financial system
- Ensure the PI is aware of the spending restrictions on the grant funds
- Approve requisitions prior to the purchasing process to avoid the purchase of unnecessary or unauthorized items

Purchasing

Upon receipt of a properly approved requisition (REQ), initiate “best practices” purchasing procedures in accordance with Federal Purchasing guidelines to include as appropriate:

- Validate Sole Source justification
- Use of competition in the selection process, where appropriate
- Perform a cost/price analysis
- When purchasing equipment consider new vs. use/lease vs. purchase and associated expenses, to include a total cost of ownership (TCO) analysis
- Review analysis results and recommendations with the department/PI

- Maintain documentation of the complete purchasing process
- Review the results with the department/PI prior to award
- Make the purchase based on what is most economical/practical and/or the best value
- Determine that entities receiving subawards equal to or exceeding \$25,000 and their principals, are not suspended or debarred by verifying such on the General Services Administration's Excluded Parties Listing System (EPLS) via www.epls.gov

For Federal Awards, Augusta University will continue to follow the procurement standards outlined in OMB circular A-110 until June 30, 2018. Effective July 1, 2018, Augusta University will follow the procurement standards specified in the OMB Uniform Guidance 2 CFR 200.

Augusta University follows the Office of Federal Contract Compliance Programs (OFCCP) regulations concerning veterans and individuals with disabilities. The regulations require federal contracts to contain the following sections:

1. **VETERANS:** To be included in every new or modified subcontract or purchase order of \$100,000 or more. The clause may be incorporated by reference by citing 41 CFR 60-300.(a), and by including the following sentences in bold text immediately following the citation:

“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.”

2. **INDIVIDUALS WITH DISABILITIES:** To be included in every new or modified subcontract or purchase order of \$10,000 or more. The clause may be incorporated by reference by citing 41 CFR 60-741.5(a), and by including the following sentences in bold text immediately following the citation:

“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.”

OFCCP guidelines state that these clauses should be kept separate and not be combined.

Change Orders / Returns / Replacements

Change orders - will only be processed under certain circumstances. If approved, Change Orders should be limited to no more than 10% of the original purchase.

Department

- Will e-mail the buyer with the request for a Change Order – referencing the PO number, line number, dollar amount and reason for change
- Fax any new attachments required for the Change, referencing the original PO number

Purchasing

- Change Order will be processed in the system (If there will be changes on previous year funds, Purchasing must get approval from the Controller prior to actually processing. Not all previous year funded changes can be made, due to auditing regulations.)

Returns for Credit

Department

- Contact the vendor for Return Authorization number, complete shipping address and name of person given the authorization
- Complete the Augusta Discrepancy form, retain one copy for your files
- E-mail the form to your Buyer. If an attachment is required by the vendor put hard copy of Authorization form with the goods.
- Place goods in original container, if available. If a container is required, contact Shipping (9222) to pick one up or process an IDR to Facilities Management if a wooden crate is required
- Contact FED EX or UPS to coordinate pick up of goods and ship package(s) to vendor or End user may contact Shipping, Receiving, and Distribution Department if assistance is necessary.
- End Users may also contact their respective Buyer for assistance / guidance

Purchasing

- Receive Discrepancy form and note issues in PeopleSoft.
- Assist end-user with pick up of goods (if necessary) and advice on Return Authorization process.

Repairs, etc.

Department

- Enter on-line REQ in system (If repair on equipment, the REQ must reference: Serial & Property Record numbers, if covered under warranty, replacement value, estimated repair cost)
- Once REQ is processed schedule pickup via UPS / FED EX or arrange with vendor
- Ship package(s) out to the vendor

Purchasing

- Purchasing will process per the standard Purchasing practices. P-Cards are also acceptable for payments for one-time services for repairs. Service Agreements on the other hand should be handled via requisition / PO.

Already Received Orders

On occasion, but not preferred, small-dollar purchases can be made without a PO up front. The purchase is made and the invoice is sent to the department by the vendor. Examples of “Already Received” Orders are: Emergency orders, orders against an Agency Contract, equipment repairs, medical gases, indefinite quantities, etc. Preapproval from Purchasing Manager / Supervisor / Buyer should be obtained. In these rare instances the following business process should be followed:

Department

- Request pre-approval from Purchasing (Purchasing Manager / Supervisor / Buyer). E-mail strongly preferred. Copy of E-mail pre-approval should be attached to Requisition.
- Order supplies or service
- Receive Invoice from Vendor
- Enter REQ into system, stating ALREADY RECEIVED, Invoice #, description of item, in the Description box. (Note – REQ lines should match Invoice lines).
- Attach copy of invoice to REQ and e-mail copy of invoice to accountspayable@augusta.edu
- Attach copy of E-mail pre-approval to REQ
- Hold **original** invoice until PO is cut
- Write PO number on **original** invoice
- Send **original** invoice to Accounts Payable

Purchasing

- When REQ is entered in system, create PO and use “Z” as the alpha. (Does not apply to GCHC orders). Buyer will only use “Z” when the “already received” order is known at time of placing order.
- Have order received in PeopleSoft.

Accounts Payable

- Pay invoice

Rush Orders

End-users are to call and e-mail their Buyer the REQ # on Rush orders. REQs must budget check successfully and be fully approved by all approvers prior to processing by Purchasing. Purchasing will make all efforts to order the item that day and will expedite shipping for next day delivery when possible.

New Vendors

End-users are to enter the REQ using “0000000000” as the vendor #. End-users are to acquire a W-9 from the vendor and attach it to the REQ. Purchasing will complete the New Vendor Form and will send it and the W-9 to Accounts Payable for setting up the vendor in PeopleSoft.

Request For Quote (RFQ), Request For Proposal (RFP), Request For Information (RFI)

Augusta follows the Georgia Procurement Manual Administrative Rules. Thus Purchasing, in accordance with Georgia state law, must obtain competitive pricing or cost analysis on institutional purchases in excess of \$25,000. Purchases shall be awarded to the lowest responsible bidder within considerations of quality, conformity to specifications, discounts, delivery date, and price or to the vendor who presents the best value to the State. Any variance to this procedure will occur only in extreme emergencies and in accordance with State law.

Department

- Determines need for the large purchase or service
- Enters on-line REQ with complete specifications
- Processes approval program if appropriate (Obtain any Special Approval if required)
- Forward /fax all attachments to Buyer, referencing the REQ number (Proposal, Sole Source, Check List, etc.)

Purchasing

- Buyer reviews REQ for required documents, proper coding & approvals and specifications
- Buyer determines and develops, along with the department, the RFI/RFQ/RFP solicitation documents
- Buyer posts the solicitation documents to the DOAS/GA Procurement Registry website

Request for Quotation

A Request for Quotation (RFQ) is a formal solicitation method that includes a well-defined specification or scope of work and contains all contractual terms and conditions. The RFQ solicits price quotations or bids from prospective vendors and seeks to obtain price quotes from qualified vendors using the lowest quote as the determining factor for awarding the contract. RFQs are not limited in amount and are the most common solicitation method.

- Buyer coordinates a Pre-Bid conference, if necessary
- Buyer coordinates all addendums as required (unlawful for there to be any communication with the vendors except through the Buyer)
- Buyer completes the RFQ tabulation and seeks consensus from department on the lowest cost responsive / responsible vendor.
- Once consensus is reached, Buyer awards the RFQ and issues a PO

Request for Proposal

A Request for Proposal (RFP) is a formal solicitation method that seeks to leverage the creativity and knowledge of business organizations in order to provide a solution to a unique procurement. The RFP solicits sealed price proposals from prospective vendors and seeks to obtain the “best value” for the State. The RFP method does not use the cost of the project as the single determining factor, but rather uses a combination of lowest cost plus best proposed solution to determine the award. RFPs \$1,000,000 and above are typically handled by DOAS; those under \$1,000,000 are handled by Augusta Purchasing staff. An RFP is the second most common solicitation method

- Buyer coordinates a Pre-Proposal conference, if necessary
- Buyer coordinates all addendums as required (unlawful for there to be any communication with the vendors except through the Buyer)
- Buyer completes the RFP Mandatory Requirements Evaluation form
- Buyer assembles and coordinates dissemination of documentation to Project Evaluation Committee for review
- Buyer facilitates proposal Evaluation process.
- Buyer, in consort with Project Evaluation Committee, determines need for negotiations and best and final offers.
- Once the Evaluation process is completed, the project is awarded to the vendor who presents the best value to the State (RFPs may be processed and awarded by DOAS/Atlanta)
- Buyer coordinates a Pre-award conference, if required
- Buyer processes a letter of intent and contract documents to the vendor for signatures
- Once the required documents are signed and returned by the vendor, the Buyer issues a PO and enters it in the system
- Buyer coordinates Post-award conference, if required
- Buyer maintains a hard copy file of the RFP and associated contract.

Request for Information

A Request for Information (RFI) is a quasi-formal method for soliciting information from vendors who have knowledge or information about an industry, product, or service. The RFI method is not intended to result in a contract award but is designed to allow for the collection of industry information that will then be used to determine if an RFQ or RFP solicitation method is appropriate. An RFI is the least common solicitation method.

- Buyer coordinates an Offerors conference, if necessary
- Buyer coordinates all addendums as required (unlawful for there to be any communication with the vendors except through the Buyer)
- Buyer assembles and coordinates dissemination of documentation to department or Project Evaluation Committee for review
- Information is discussed and analyzed. The Buyer, in consort with the Project Evaluation Committee, determines if the project is worth pursuing through the RFQ or RFP process.
- If so, those processes, respectively, are followed.

Service Agreements

The Institution is permitted to make payment for certain services, fees, and expenses. The Department of Administrative Services (DOAS) may contract some service without prior approval. Typical services are listed below. This procedure is for those services that are over \$25,000; require multiple payments regardless of the dollar amount and/or equipment maintenance. Provisions of the Fair Labor Act will not apply to valid contractual agreements. Contracts, which include reimbursable expenses, should reflect the Georgia State rates for the per diem charges. The Contract Administrator is the only authorized person to sign and issue contracts to a contractor or individual.

Disallowed Services:

- Individuals for services that should and are typically performed by classified employees. Individuals should be either recruited by Human Resources to fill vacant budgeted positions on a temporary basis or through the Extra Duty process (personnel who are currently employed in other budget units). These individuals will be paid through the normal Payroll system. Services such as data entry, IT services, clerical, routine technical or laboratory services, custodial, maintenance, etc.
- Budget unit that provides like services. The Interdepartmental Request (IDR) should be used for procuring those services from other budget units. Services such as: Medical Illustration, Printing, Copying, Security, Moving, etc.
- Temporary or part-time employees. Human Resources should be contacted for employment processing when the service time is to exceed 12 months. If short term, the requester should obtain the list of staffing vendors from Human Resources for staffing provided by a Temp Agency. Payments for these agencies should be a Check Request processed to AP.
- Guest Lectures, Continuing Education Guest Faculty and Preceptors. These must be processed on a Check or Payment Request through AP
- Engineering and Architectural services requested directly from a department (Renovation Request form must be processed through Facilities Management)
- No employee, for himself or for any business in which he or his family has a 25% or more interest, can transact any business with the agency he is employed.
- Retirees must first be reviewed and approved by HR prior to utilization of services. HR may deem that the individual should be re-hired as an employee instead of as an independent contractor.

Approved services

- Professional Services: Services that meet the dollar and payment criteria which are defined by law as only services rendered by a member of one of the following professions (these do not require DOAS approval):
 - Certified Accountant
 - Attorney
 - Physician
 - Dentist
 - Architect
 - Engineer
 - Psychologist
 - Land Surveyor
 - Chiropractor
 - Optometrist

- Veterinarian
 - Interior Designers
- Non-professional Services: Those not included, as professional services are consultants, computer, clergy, paralegals, draftsmen, etc.
 - Construction Contracts: All renovation requests must be processed through Facilities Management. Typically, a public bid opening is held for each project (depending on the cost of the project). The bids are posted on the Georgia Procurement Registry and at area Plan Rooms. These do not need DOAS approval but do need to meet BOR guidelines.
 - Annual Maintenance: These contracts will only be encumbered for the term within the current fiscal year (exception when there is a one-time annual payment fee). They must reflect the start & end dates, serial & property record numbers, room locations and payment schedule (monthly or annually).
 - Miscellaneous Services: Termed contract either for a specific time frame or by the “job” for specific dollar amount, these will require a signed formal contract.

Department

\$24,999 or Less

- Complete the “Check List for all Services / Major Services”, W9 (if new vendor), “Service Agreement Request” (SAR), and , obtain all necessary signatures
- Enter REQ in system
- Fax all forms: Check List, Attachment A, vendor proposal and/or contractual document to the Contract Administrator, referencing the REQ number

\$25,000 or more

- Complete the “Check List for all Services / Major Services”, W9 (if new vendor), “Service Agreement Request” (SAR), and obtain all necessary signatures.
- Complete a Sole Source form, if applicable
- Obtain all appropriate signatures
- Enter the REQ in system
- Fax any and all of the above forms or documents to the Contract Administrator, referencing the REQ number

Multiple Payments Regardless of Dollars

- Complete the necessary forms stated above
- Enter the REQ in the system
- Fax all forms and documents stated above to the Contract Administrator, referencing the REQ number

Purchasing

- The Contract Administrator will review the attachments for completeness and compliance with Purchasing procedures.
- If the service is less than \$25,000 but with multiple payments or over \$25,000 and Sole Sourced, the Contract Administrator will prepare contract documents and attach the Attachment A to forward to the service provider for completion and signatures
- If over \$25,000 and not Sole Sourced, the Contract Administrator will prepare a Request for Information (RFI), Request for Quote (RFQ), or Request for Proposal (RFP) to as many providers as possible. The RFI, RFQ, or RFP and all related documents will be posted on the Georgia Procurement Registry.
- Renovation projects will be processed by the same standard practices with the addition of possibly being posted in the various Plan Rooms.
- The Contract Administrator will review the responses for compliance and forward the results to the requester or task committee if need be. After approval by the requester or committee, all contract documents will be forwarded to the service provider for signatures. (Renovation project responses are open at a public bid opening in Facilities Mgmt. If the project is within budget, a Letter of Intent, contract document and Insurance & Bond requirements are forward to the contractor for signatures).
- If the returned contract documents meet all the criteria of an independent contractor, and all requirements are met for the Renovation project, a Notice to Proceed and signed contract will be issued to the provider with a copy to the requestor. The REQ will be then, and only then, processed into a Purchase Order in the system.
- If the returned documents do not meet the independent contractor criteria for services, the department will be notified by Purchasing with instructions to contact Human Resources.
- In the event there are legal issues with the provider, a copy of the contract documents will be forwarded to the Legal Office to resolve.
- The Contract Administrator maintains a hard file for all contracts documents.
- Required renewals will be electronically sent to the original requester approximately 60-90 days prior to expiration of the contract. If no response is received, the contract will be canceled and if the requester still needs the service, a new contract will have to be written following the above procedures.

Supplier Diversity Statement

One of our goals is to provide equal access to procurement opportunities for minority-owned enterprises (MBEs). In addition, Augusta encourages majority suppliers to support minority-owned firms through supplier development assistance, subcontracting opportunities, mentoring and/or the purchase of products from MBE sources. We are committed to ensuring that our supplier diversity initiative strengthens the minority businesses that are critical to the future of our business and the community we serve.

Veterans and individuals with disabilities are encouraged to participate in procurement opportunities.

Sustainability (Green) Status Statement

In an effort to demonstrate to the community Augusta's commitment to sustainability, the Purchasing Department will seek out vendors with similar commitments by utilizing the following two statements in contracts, terms and conditions, bids, RFPs, RFI's, RFQs, the website, etc.:

- "Vendor / contractor acknowledges that Augusta, as a responsible community partner, is continually striving to meet higher standards of environmental performance through the adoption of environmentally sensitive or socially responsible "green" policies, processes and technologies which are intended to reduce its overall impact on the environment."
- Vendor / contractor further acknowledge that, when possible, Augusta prefers to conduct business with others who have a similar commitment. In recognition thereof and to the extent it has not already done so, Vendor / contractor agrees to consider the adoption of appropriate and financially sustainable green processes and technology, and to consult with Augusta from time to time regarding potential opportunities to increase each party's "green" initiatives."

Code of Ethics

- We will carry out our official duties for the benefit of our institution, and the public.
- We will avoid actual and apparent conflicts of interest between our official obligations and our personal interests.
- We will disclose conflicts of interest, both actual and apparent, and they must be properly managed.
- We will not accept improper gifts and favors.
- We will adhere to the laws, rules, regulations and policies that apply to us.
- We will maintain the confidentiality of all sensitive information.
- We will treat everyone with respect and dignity.
- We will be honest.
- We will uphold this code of ethics.

Monitoring Purchase Orders and Monthly Cleanup Processes

Step 1: Identify Open Purchasing Module Encumbrance Balances by running two reports:

- BOR_PO_OPEN_AMOUNT_ALL: This query assists with identifying problem POs. POs with a Completed or Canceled status may be retrieved if the PO encumbrances were not properly liquidated and an encumbrance balance remains.
- BOR_PO_NOT_COMPLETE: This query assists with identifying Purchase Orders and their remaining encumbrances where the status is not complete or not canceled. We will review each purchase order / line to determine the cause of a PO not closing. Some possible causes may be: PO due dates not yet passed, PO Processing not completed, PO Receiver lines not appropriately canceled.

Step 2: Buyers and the Office Specialist will scan the POs monthly to determine any that can or should be closed and finalized. Departments may be consulted as well on complicated purchases. POs that are in approved status (A) must be completely processed to a dispatched status.

Step 3: POs that are already complete that still appear on report will require Troubleshooting measures. Office Specialist will determine if POs are properly budget checked, if the requisitions are in complete status and / or if the POs due dates have lapsed. If possible Purchasing will manually close POs via Reconciliation Workbench.

Step 4: POs that cannot be closed manually via Reconciliation Workbench will require further review. The Office Specialist will evaluate POs by utilizing the “document status” and “PO Accounting Entries” functionality in PeopleSoft to determine if a balance remains. These PO balances or other issues will be reported to the Manager of Financial Information Systems & Reporting for further action on POs to clear them on the reports.

Step 5: Purchasing will reconcile Open PO Encumbrance Balances in Purchasing to Open PO Encumbrance Balances in Commitment Control by comparing the following two queries:

- BOR_PO_OPEN_AMOUNT_ALL
- BOR_PO_OPEN_ENCS_KK

Step 6: Purchasing will report any issues found that we cannot rectify to the Manager of Financial Information Systems & Reporting and / or Manager of Cost Reimbursement & Analysis, Sponsored Program Administration, for further handling and correction.

Glossary

- SAR: This form was designed as an evaluation tool that will be used by Purchasing and Accounts Payable to determine whether a service provider meets the guidelines of a contractor or Augusta employee. The provider, prior to the actual service being performed or the processing of either a Check Request or Contract, must complete these forms. Depending on the service provider's response, Human Resources may need you to begin employment-processing procedures. The department and Purchasing must coordinate with Human Resources to initiate those procedures.
- Check List for All Services / Major Purchases: This is a complete description of the scope of work or deliverable, start and end dates, payment schedule and sources reviewed.
- Sole Source: This is a justification for exemption from Georgia state laws and certain purchasing processes. It should reflect specific reasons why the service should be obtained from a particular vendor. Those reasons must state the specific capability of the vendor that is not available from other vendors and why those capabilities are needed for the particular job.
- Proposal: This should be a document on the vendor's letter head stating what they are offering to provide, the estimate price structure and any special terms or conditions for performing the job.
- Vendor Agreement/Contract - This is a standard contractual document from the vendor. This document should never be signed by anyone other than the Contract Administrator

Appendix

The Appendix section contains specialized information relating to registering in the eSource bid system and bidding on Augusta University solicitations.

eSource Registration to Bid on Augusta University Contracts for Goods and/or Services

Any open market purchase of \$25,000 or more must be competitively bid as stated in Section 1.3.4.5 of the Georgia Procurement Manual and O.C.G.A. 50-5-69 unless an exception applies. Augusta University complies with this regulation and publicly posts all bids for goods and services contracts on the Georgia electronic eSource database. This creates an electronic bid that may be accessed by any supplier, regardless of location. Because this is an electronic bid, the bid is posted through this system and the vendor bid response is submitted back to Augusta through eSource. If a bid is posted through eSource, Augusta is not allowed to receive mailed, emailed, faxed or hand-delivered bids from vendors. All eSource bids may be identified through the letters ES at the beginning of the bid number.

Public Works Construction bids for Augusta are exempt from DOAS regulations, but are subject to guidelines established by the Board of Regents. These bids are processed through the Georgia Procurement Registry instead of eSource. Public Works Construction bids require notarized documents and are the only ones that Augusta may accept at a sealed bid opening.

eSource:

eSource is part of Team Georgia Marketplace™ and any vendor may browse for bids by using this link: www.doas.ga.gov

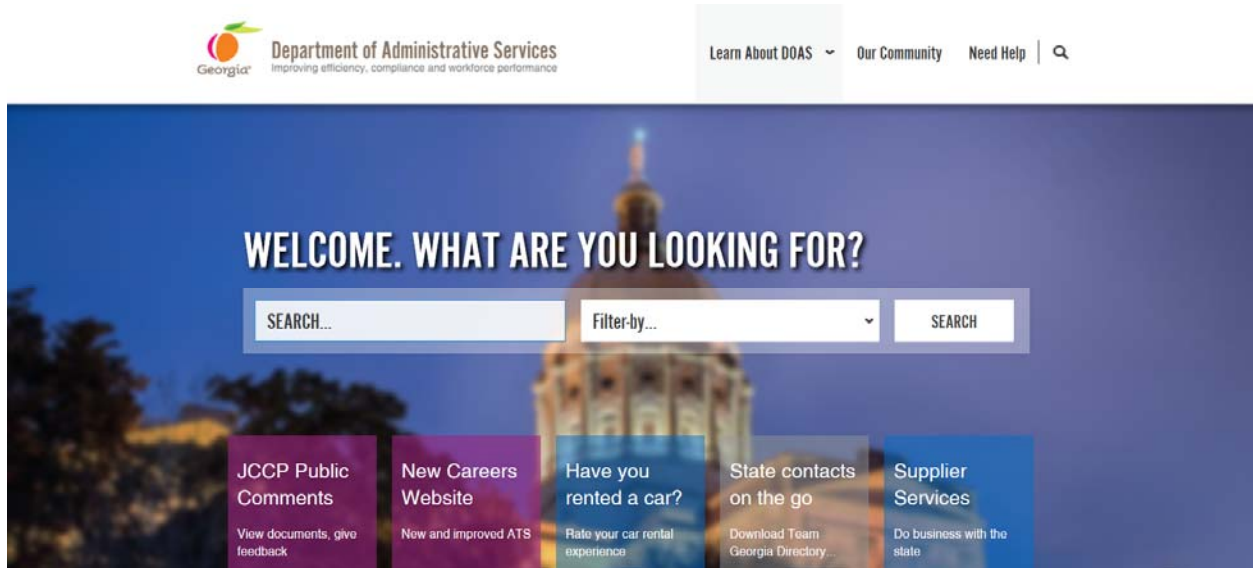
A supplier's guide to eSource is available at: www.doas.ga.gov

IMPORTANT: eSource is a state-managed website. Augusta University is not able to register vendors in eSource or to provide assistance to vendors with any problems related to the eSource system.

TO REGISTER:

Go to: www.doas.ga.gov

DOAS website Homepage:



Select: **Supplier Services** or **Suppliers**

Click On: **Getting Started**

Click On: **Team Georgia Marketplace™** Services

Step 1: Select One:

Sourcing Bidder: If your company provides goods or services but, has never had a purchase order, received a remittance, or been awarded a contract by the State of Georgia, you need to register as a sourcing bidder.

Supplier: If your company has had a purchase order, received a remittance, or has been awarded a contract by the State of Georgia, you need to register as a supplier. A company in this category will have a Team Georgia Marketplace™ vendor number in our Financials system.

Important – The University System of Georgia uses a different financial system than regular state agencies. If you have provided services to a member of the University System but NOT to other state agencies, you should register as a Sourcing Bidder.

Steps 2 – 5: Continue following the on-screen instructions relating to business type, address, contacts, etc.

Step 6: Select **SIC-NIGP** Codes: These codes identify the type of service to be performed. All eSource bids include at least one code and you may register with multiple codes in order to receive other bid notifications.

Step 7: Terms and Conditions- The standard terms and conditions for eSource are provided in this step. You must check that you “Agree” to the Terms and Conditions and click Finish in order to complete your registration.

Assistance:

To receive help-desk assistance for eSource or Team Georgia Marketplace™ (for example, you cannot sign on, a screen does not display, etc.), contact the State Purchasing Division's (SPD) help desk:

- By sending an email to the Help Desk at procurementhelp@doas.ga.gov

or

- By calling the Help Desk at **404-657-6000**.

General Information for Bidders of Goods and / or Services

1. Augusta posts bids for goods and services through the State of Georgia electronic eSource program. This is the only method Augusta is allowed to use for any bidding other than Public Works / Construction.
2. All bids must be submitted electronically. Augusta may not accept a mailed, emailed, faxed, or hand delivered bid.
3. The electronic (eSource) bid is a form of "sealed bid." The bid information is not available to Augusta until the bid closing date and time.
4. The State of Georgia requires certain documents to be submitted with eSource bids. These include the Supplier Information Worksheet, Immigration and Security Form (or Security and Immigration Compliance Act Affidavit), and the Tax Compliance Form.
5. All required documents are available online, or through the eSource, and may be uploaded as electronic documents.
6. Adobe PDF forms may also be used. These must be filled out, scanned into a computer, and then uploaded into your bid. NOTE: The forms must be in an electronic format for audit purposes.
7. An eSource bid may contain one, or many, line items. This bid has two line items. Your bid response must be to both line items and the award will be based on the total for both lines.

Contact with Augusta personnel:

1. Vendors may **NOT** contact any Augusta personnel other than the Purchasing Agent listed on the bid after the Pre-Bid meeting.
2. All questions must be in writing – phone calls are not allowed.
3. Having all questions in writing provides auditable information for the State of Georgia. This is why questions are answered through bid Addendums and posted to the eSource.
4. Questions should be submitted through email. Vendors who call will be asked to submit their questions in writing. The response will be emailed to all attendees of the Pre-Bid meeting and posted to the eSource as an Addendum.
5. Faxed questions are acceptable. However, because the bid is electronic, vendors are encouraged to have email accounts and Internet capability. Faxed questions will be responded to, but again, no faxed bid may be accepted by Augusta.

Submitting a Bid:

1. The eSource bid must be responded to through the eSource website.
2. Augusta may not accept any other method of bid submission for this bid.
3. Bidders may submit a bid at any time prior to the bid closing date and time.
4. Bidders may submit a bid, and then edit the bid, prior to the bid closing date and time.
5. Augusta may see that a bidder has submitted their bid, but may not access the actual bid until after the bid closing date and time.
6. Once the bid closing date and time has been reached, the bid is officially “CLOSED” and no bids may be submitted or accepted.