TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
Procurement Services

Procurement Services

Quarterly Meeting

Business Affairs · Accounting · Application Development · Contracting · FSM · General Services · Parking · Payment Services · Property · Purchasing · SBS

- Purchasing
  - Year End Purchasing Guidelines
  - Federal Funds
- Purchasing Email
  - Sciquest.com emails - Correct email: purchasing@ttuhsc.edu
- Payment Services
  - Year End Guidelines
  - Accounts Payable Reminders
  - Direct Pay Reminders
- Travel
  - Airfare
  - Meals
  - Registration
  - Lodging
  - Advances
  - Other

Agenda

- Pcard
  - Monthly Report Due Dates and Responses to Review Findings
  - Chrome River
- Contracting
  - Contracting Overview
  - Available System Tools
  - Solicitations
- Procurement Training
- Questions and Answer Period

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Procurement Services

Year End Purchasing Guidelines

FY2019 funded orders:

Orders using FY 2019 funding requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing by 5/31/2019 to ensure completion by year end. Non-Catalog TechBuy orders using FY 2019 funding not requiring bids must be submitted to Purchasing by 8/28/2019 to ensure completion by year end.

Punch-out and Catalog TechBuy orders using FY2019 funding must be submitted to the vendor by 8/30/2019 to ensure completion by year end.

Any order not completed by 8/30/2019 will be posted in September against FY 2020 funding.

Any award/PO/Contract requiring approval at the August BOR meeting will need to be completed and ready for submission in early July.

FY2020 funded orders:

All FY 2020 orders must have an accounting date of 9/01/2019 or later and can submitted starting 05/03/2019.

Orders needing to be in place on 9/01/2019 requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by 06/07/2019.

No TechBuy punch-out orders using FY 2020 funding may be entered/submitted prior to 9/01/2019.

Renewal orders based on current FY2019 orders must be submitted to Purchasing by 7/08/2019 to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities) To renew or extend there must be a renewal option available and the contract/agreement must be active/exist in FY20.

FY2019 E&G Funds:

Encumbrances on E&G funds (funds that start with a 10) will **only roll one year**. The encumbrance should be expended by the second year otherwise the <u>encumbrances will systematically be closed on 7/31/2019.</u>

The encumbrance roll process also rolls budget to the next year to cover the encumbrance. This budget can only be used for the associated encumbrance.

Releasing/closing prior fiscal year encumbrances on E&G funds does not release funding to be spent in the current fiscal year. When prior fiscal year encumbrances are closed the associated budgets will also be reversed.

To keep the funds available beyond 7/31/2019 requires action involving multiple Departments, so if there is a legitimate business need to reestablish or keep the FY 2018 encumbrance open please contact Purchasing no later than 8/06/2019.

- Implementation of Uniform Guidance for Procurement 9/01/2018
  - ➢ Micro-purchase limits are changing to TTUHSC Bid Limits
  - ➢ Sole Source and propriety purchases (no competitive process) requires negotiation of profit.
  - ➢ New TechBuy workflows for Federal Funds are been developed.
  - ➢ Procurement Standards Reference [2 CFR 200.318](2 CFR 200.318)

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
Procurement Services

Fiscal Matters
Appropriation Year Determination

A *state agency* must designate the *appropriation year* to be charged for a purchase on the voucher to request a payment.

Determining an appropriation year
Appropriation year determination rule

1. **Consumables**

   Consumables are goods that are expected to be used within the year they are purchased. A state agency must charge a purchase of consumables to the appropriation year in which the delivery of the consumables occurred. A state agency may prorate the purchase of consumables over appropriation years only if it is unreasonable to expect to entirely consume the consumables during the appropriation year in which the delivery occurred.

   A state agency may charge the immediately preceding appropriation year for a purchase of consumables even though the consumables were delivered during the current appropriation year if:

   o the contract for the consumables was entered into during the immediately preceding appropriation year and the delivery of the consumables was reasonably expected to occur during that year,

   o the delivery of the consumables was delayed until the current appropriation year for reasons beyond the control of the agency, and

   o The order quantity was no more than the agency could have consumed before the end of the of the immediately preceding appropriation year had the delivery occurred as originally expected.

➢ CFR Section 200.320 describes the five methods of procurements – (1) micro-purchase (less than to $3,500), (2) small purchase (less than $150,000), (3) sealed bids purchases (more than $150,000), (4) competitive proposal purchases(more than $150,000), and (5) Noncompetitive purchases (special circumstances which are applicable for all purchase levels).

➢ All five procurement types must comply with the Procurement Standards in section 200.318, which can be summarized generally as follows: (1) the purchase complies with the non-Federal entity's documented procedures in place, (2) purchases are necessary, (3) open competition (to the extent required by each method), (4) conflict of interest policy and (5) proper documentation for the purchases.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
Procurement Services

- **DO NOT** hit reply to system generated emails (emails that come from SciQuest). For example, automated email requesting receiving on a Purchase order.

- The email addresses, Purchasing SciQuest Support and SciQuest, are not TTUHSC Purchasing email addresses.

- Instead of replying, please forward the email to an intended recipient.

- To reach TTUHSC Purchasing, use the email address purchasing@ttuhsc.edu

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™
Procurement Services

- **Friday, August 23rd** – Last day for FY 19 PCard purchases to ensure posting by statement close date of 09/02/2019.

- **Monday, September 2nd** – PCard Statement Close Date for August Transactions – Statement available Wednesday, September 4th.

- **Wednesday, September 4th** – PCard Statement available to print for August Transactions.

- **Friday, September 6th** – PCard allocations for August transactions must be completed by 12:00 p.m.

- **Friday, September 6th** – FY 19 Travel Voucher and required documentation must be submitted and approved by the Travel Office

- **Friday, September 6th** – FY 19 Receiving Reports and Invoices due to Payment Services by 3:00 p.m.

- Recurring Purchase Orders
  - ➢ Please do not close Purchase Orders set up with recurring monthly payments unless you have confirmation from both Contracting and Accounts Payable verifying that all payments on the Purchase Order have been processed for the fiscal year.

- Attaching Invoices in TechBuy
  - ➢ If you receive an invoice from a vendor by email please include the email from the vendor when attaching the invoice in TechBuy. Please do not include documents that are already attached to the Purchase Order such as quotes - AP can access any documentation already in TechBuy if needed.

- Employee Reimbursements
  - ➤ **Should be a last resort** – PCard is the preferred method of payment for legitimate TTUHSC expenses
    - o Vendor could be on hold with the State of Texas – We cannot reimburse the employee
    - o Item might not be a reimbursable item – We cannot reimburse the employee
      - Awards, Prizes and Gifts
      - Donations
      - Subscriptions
      - Postage
      - Sponsorships
      - Flowers
  - ➤ Vendor Hold Search prior to employee paying for something or using PCard: https://fmcpa.cpa.state.tx.us/tpis/search.html

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
Procurement Services

- Airfare Receipts
  - ➤ Submit all receipts for changed or cancelled flights so that the Travel Office can track back to the original payment/receipt
  - ➤ LUV Vouchers are not reimbursable
  - ➤ BTA's should be submitted in a timely manner
- Meals
  - ➤ Meals at headquarters are not a reimbursable expense, considered personal therefore not allowed on the State Issued Travel Card
  - ➤ Provide copy of full receipt – must show location/date of purchase, itemized
  - ➤ Tips given should be reasonable and written on the receipt
  - ➤ Individual meal travel expenses should not be allocated to food and entertainment. Individual meals should be allocated to meal expense.
- Registration Fees
  - ➤ Preferred Method of Payment is Departmental PCard
  - ➤ Reimbursement to employee should be submitted through Direct Pay as soon as the employee has proof of payment
  - ➤ Reimbursement should not be requested when fees are paid on the department's PCard

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™
Procurement Services

- Lodging
  - ➢ Receipt to reflect $0 balance due
  - ➢ VRBO insurance is not reimbursable
- Advances – See TTUHSC OP 79.05
  - ➢ Prepaid Items – Expenses paid prior to travel such as Airline and Hotel deposits may be given in advance of the trip when submitted with the Travel Application. Proof of payment must be provided with the application. Proof of Payment can be a copy of the credit card/ debit card bank statement with the account number redacted or cancelled check and the airline or hotel receipt.
  - ➢ Cash Advances – Advances **must be realistic/relative to the actual expense** that will be incurred. Any **overages of advance must be reimbursed to the travel office upon completion of the Travel Voucher**. Advances will be denied if after two trips, the employee is sending to the Travel Office checks for overpayment of an advance instead of the employee receiving reimbursement from TTUHSC for the remaining expenses of the trip.

- Please make sure to enter the correct destination. For example, Washington, D.C. and Seattle, Washington are different states.

- Provide detailed explanation for business purpose. For example, attend XYZ conference to increase my knowledge on ABC which is required for my current position in lieu of attend conference.

- Redact personal information

  ➢ Verify all personal information is completely redacted and unable to read.

  ➢ Credit card statements state the credit card number in several areas please make sure all areas are redacted.

- Travel vouchers with no documentation uploaded will be returned

- Expense Reports Due Dates
  - Signed/Approved Expense Reports are due to the PCard Coordinator's Office in Payment Services on the last business day of the month following the transaction period. **If reports are not received by the last business day of the month, and/or required documentation missing, the card will be suspended.**

- Allocation of Expense
  - Allocations can and should be completed in Citi as soon as two business days after the PCard transaction is completed with the vendor.
  - PCard charges are uploaded to FOAP's in Banner approximately seven business days after the close of the monthly cycle. Allocations must be completed by noon on that date – no exceptions. Do not wait until the day of the upload!

- Online PCard Program *Coming Soon*
  - ➤ TTU System has determined the new online/paperless system to be Chrome River (an Ellucian/Banner product)
    - Upload Documentation for Transactions
    - Route Expense Reports for Approvals
    - Manage Allocations
    - Expense Transactions to FOAPs
  - ➤ Additional information coming soon.

Contracting.

Shawn Olbeter, Senior Director
Procurement Services

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
Contracting

AGENDA.
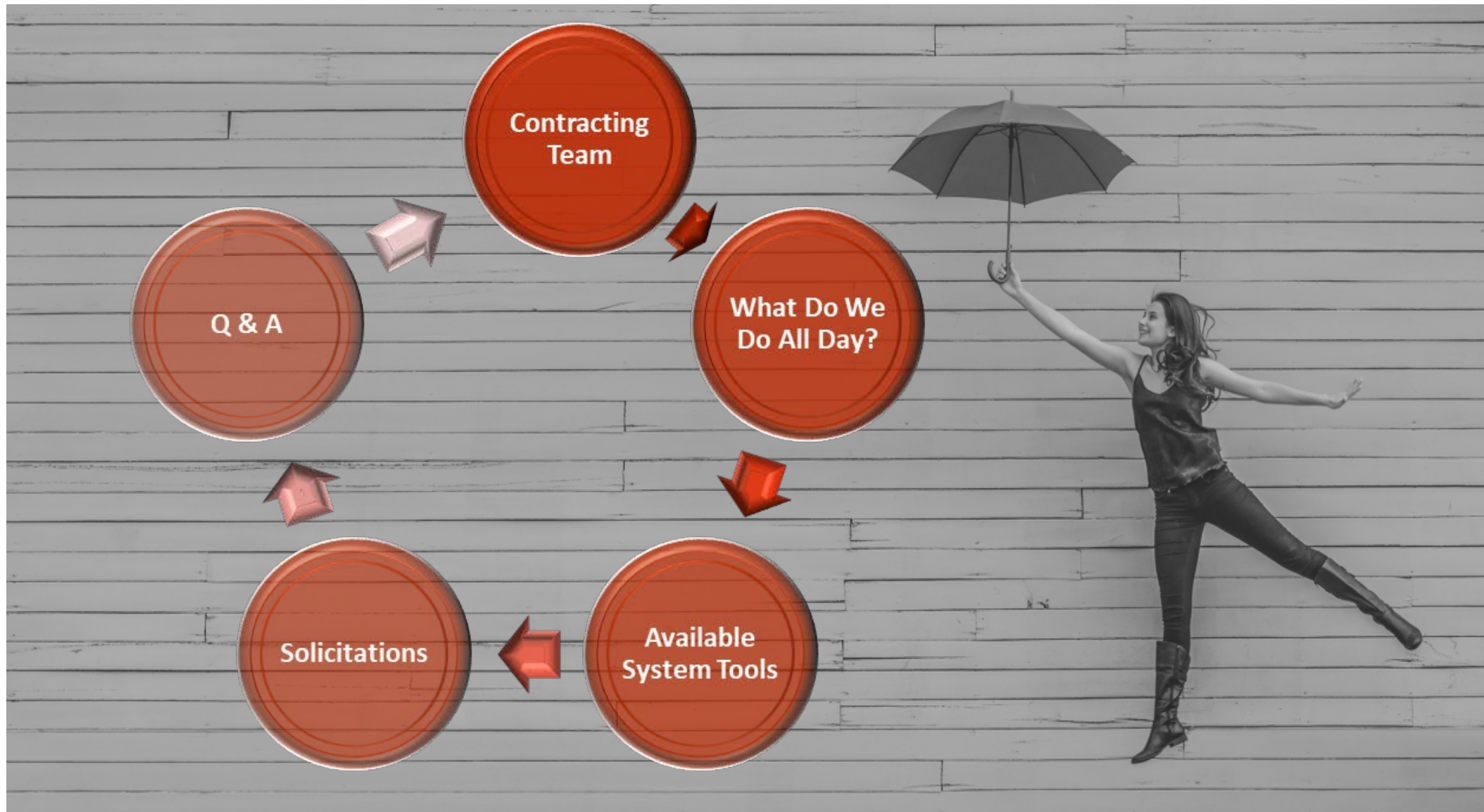
Team.

Shawn Olbeter:
Senior Director
with lots of
experience

Krista Ammons:
Assistant Director
who knows how to
pitch

Hayden Vest:
Analyst who does not
sleep
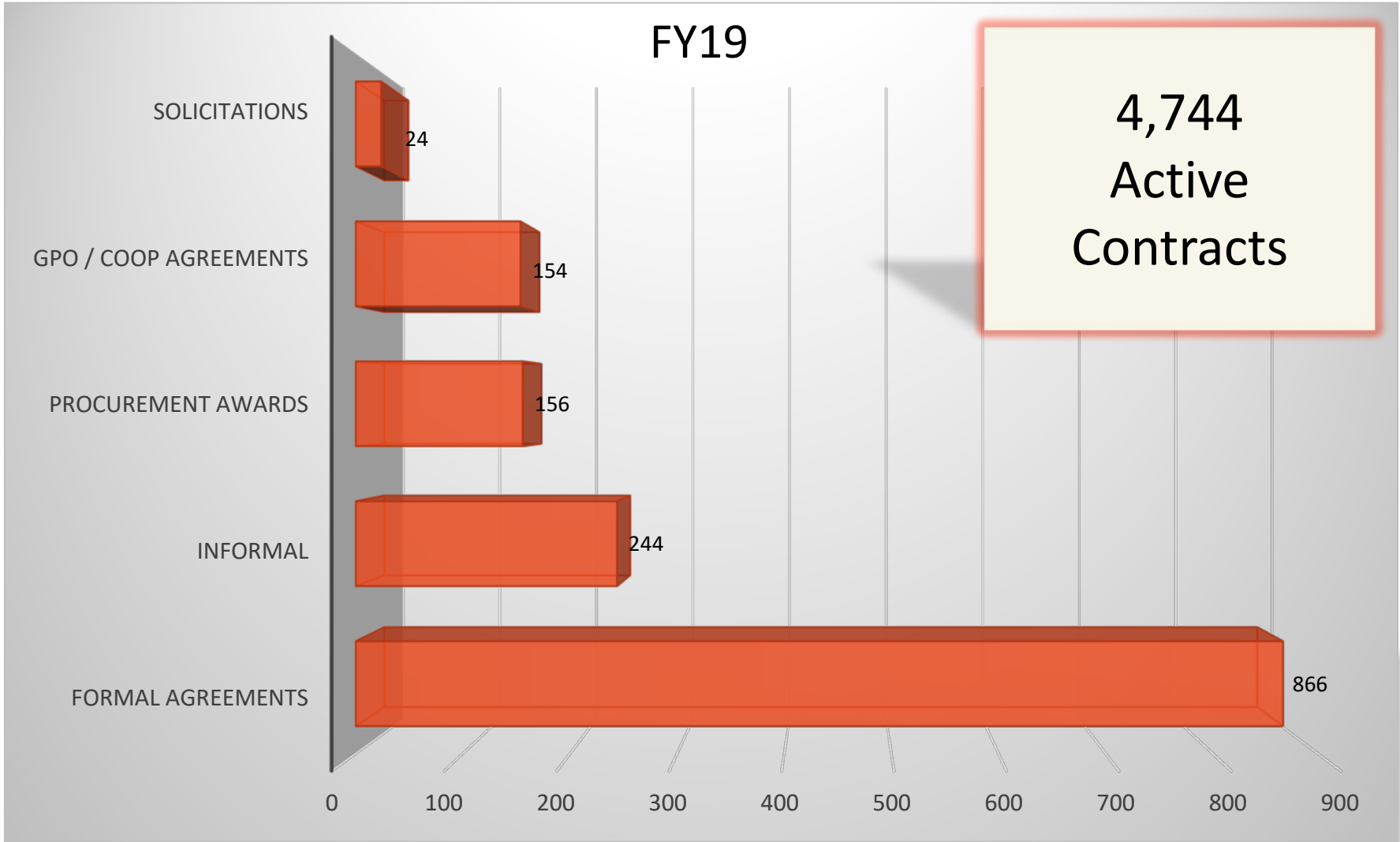
Link - Site
Link - Contacts

What We Do All Day.

FY19

SOLICITATIONS	24
GPO / COOP AGREEMENTS	154
PROCUREMENT AWARDS	156
INFORMAL	244
FORMAL AGREEMENTS	866

0   100   200   300   400   500   600   700   800   900

4,744 Active Contracts

Can Contracting Help You?

Group Purchasing/ Cooperative

Informal: Advertising, Hotel, Pcard, Transactional, etc

Procurement: Competitive Award (Master Agreement)

Contracting: Professional Services, Revenue, Lease, Affiliation, etc.

Solicitations: RFP, IFB, RFQ, RFI

TTUHSC GPO/COOP Contract Search Tool

Information about the TTUHSC Group Contract Purchasing Strategy
Choosing a contract vendor may mean bidding work has already been done for you!

Click on the icon below to search the 30,000+ record contract database:

Contract Tool

Group Purchasing / Cooperative Agreements

Link - Tool
Link - Strategy

Informal Agreements

Direct Pay/ PCARD

Techbuy Requisition

Minor Purchasing Contract/Agreement Submission for *Signature*

In an effort to more efficiently execute and track contract documents not directly associated with a TechBuy requisition, Purchasing requests that you submit your purchase related contracts thru the below contract application link.

SIGNATURE
REQUEST
LINK

Link - Tool
Link - Addendum

Can Contracting Help You?

Group Purchasing/ Cooperative

Informal: Advertising, Hotel, Pcard, Transactional, etc

Procurement: Competitive Award (Master Agreement)

Contracting: Professional Services, Revenue, Lease, Affiliation, etc.

Solicitations: RFP, IFB, RFQ, RFI

Contracting Tools.

Professional Services, Revenue, Lease, Affiliation etc.

CONTRACTS

Access to online systems that allow users to submit, review, amend, and search for agreements.

- New Contract
- Amend Contract
- Search for Contract
- New Vendor Request

AR/BILLING

A section of the contracting system that provides support for Accounts Receivable and Contract Billing.

Contract AR/Billing

RESOURCES

A collection of resources to assist with contracting procedures and policies.

Templates and Guidance Documents

Link – System
Link – Templates

Contract Document Workflow.

Solicitations: RFP, IFB, RFQ

Link - Bid Limits
Link - Solicitation Form
Link - System

Contact us

Contracting Contact:

Contracting@ttuhsc.edu

NEW Online Procurement training is coming soon.

The training is required to keep the institution in compliance with Texas Education code 51.9337 (b) (5), stating that the board of regents must establish each institution under the management and control of the board, training for officers and employees authorized to execute contracts for the institution or to exercise discretion in awarding contracts, including training in ethics, selection of appropriate procurement methods, and information resources purchasing technologies.

Procurement Services Contacts:

Purchasing – Purchasing@ttuhsc.edu

Accounts Payable – Accounts.Payable@ttuhsc.edu

PCard – PCard@ttuhsc.edu

Travel – Travel@ttuhsc.edu