

Texas Tech University Health Sciences Center

PURCHASING QUARTERLY
MEETING

TTUHSC PURCHASING



Agenda

- Purchasing Staff Changes
- *Coming Soon*
 - New Training Videos
 - New Purchasing Website
- Solicitation Requests
- Purchasing Email
 - Sciquest.com emails
 - Correct email: purchasing@ttuhsc.edu
- PCard
 - Scan Ready Expense Report
 - Expense Report Due Dates
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- Travel
 - Rental Car Contract Rates
 - State of Texas Issued Travel Card
- Accounts Payable
 - Receiving
 - Vendor Invoices
 - Recur Payments
- Questions and Answer Period

Purchasing Staff Changes

- Thi “T” Bui has joined the Purchasing staff as a Senior Purchaser.
- *Coming Soon*
 - New trainings videos will be posted to the Purchasing website.
 - The Purchasing website will be updated by the end of the year.

Solicitation Requests

- Bid Limits
 - The Purchasing Department has the responsibility to assist departments to make the best value acquisition of quality materials and services in accordance with Texas Procurement laws.

Texas Tech University Health Sciences Center Bid Limits

<u>\$0 - \$15,000 – No Bid Required</u>	<ul style="list-style-type: none"> • Use of vendor of choice, unless otherwise directed by Purchasing. • Departments are encouraged to use contract vendors to practice good faith to award based on best value.
<u>\$15,000.01 – \$40,000 – Informal Bid Process</u>	<ul style="list-style-type: none"> • Three (3) responsive written quotes with a minimum of two (2) certified HUB businesses (minority-owned or female-owned) required unless the Proprietary Purchase Justification form is attached to the requisition and approved by Purchasing. • Departments are encouraged to practice good faith and award based on best value.
<u>\$40,000.01 and higher – Formal Bid Process</u>	<ul style="list-style-type: none"> • The formal solicitation process is completed by the Procurement Department. • Department assistance is required. • All formal solicitations are posted on the Electronic State Business Daily (ESBD) by Purchasing.

Rules To Be Followed for All University Purchases:

- Over \$15,000 SAM Federal System for Award Management www.sam.gov document to be attached by Purchasing.
- Over \$100K requires HUB Subcontracting Plan (HSP) to be attached to the requisition.
- Over \$1 Million for the full term of the contract requires Board of Regents approval.
- Only TTUHSC signature authority can sign Procurement related contracts and agreements, issue Purchase Orders and conduct Formal Bids.

Solicitation Requests

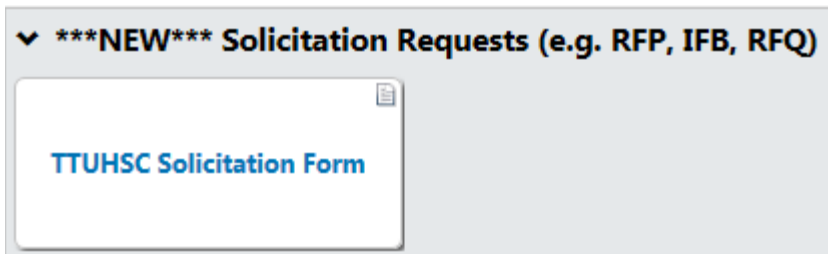
- How to request a solicitation.
 - Instructions are listed on the TechBuy Shopping Home Page in the announcements section.

****NEW** Steps to Requesting a Solicitation (e.g. Bid, RFP, RFI)**

Department submits a TechBuy Requisition on TTUHSC Solicitation Form.

A.	Complete the Solicitation Form.
B.	**NOTE YOUR REQUISITION (Cart) NUMBER**
C.	Upon completion and submission of the solicitation form, visit the following link to formalize your request to the Purchasing Office. Solicitation Request Website

- Select the TTUHSC Solicitation form on the TechBuy Shopping Home Page







Solicitation Requests

- Complete form and submit through the TechBuy System. The instructions are listed in the left hand side of the form. Please remember to note your requisition number when submitting this form.

TTUHSC Solicitation Form

Available Actions: 

Instructions ?	TTUHSC Solicitation Form ?
SOLICITATION REQUEST INSTRUCTIONS <ul style="list-style-type: none">Complete the form information to the right.**NOTE YOUR REQUISITION (Cart) NUMBER**Upon completion of the form visit the following link to formalize your request to the Purchasing Office thru the Solicitation System. https://www.fiscal.ttuhscc.edu/contractsubmission/solicitation/newSubmit this requisition to evidence workflow approvals and project funding.	Solicitation Information Purchase Budget \$ <input type="text"/> Description of Need <input type="text"/> 2000 characters remaining expand clear Department Point of Contact <input type="text"/> Contact Email <input type="text"/> Supplier Solicitation Request Fulfillment Address PO Purchase Order 1: 3601 4th St Stop 9021 Lubbock, TX 79430-0002 US Supplier Phone +1 (806) 743-7841
Links ? Solicitation System  Solicitation Templates  ESBD  TechBid 	Total 0.00

Solicitation Requests

- Upon completion of the form visit the following link to formalize your request to the Purchasing Office thru the Solicitation System.
 - <https://www.fiscal.ttuhscc.edu/contractsubmission/solicitation/new>
- Complete the New Solicitation form and click submit.




New Solicitation

TechBuy Requisition

* TechBuy Requisition #

General Information

* Specification Document  Word format document preferred.

Only one file permitted. Please contact contracting@ttuhscc.edu if you need to submit additional documents.

TTUHSC Department Request Details

* Short Description of Need

Vendors to be Notified

* Approved Budget Allocation \$

* Preferred Posting Date

* Preferred Closing Date

* Point of Contact

TTUHSC Departmental Contact Information

Requestor Lora Anne Turpin (R00895973)

Purchasing Email

- **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

PCard

- Scan Ready Expense Report
 - Place receipts and other required documentation behind the signed Expense Report
 - Receipts and required documentation must be in the same order as transactions appear on the credit card Expense Report
 - Remove staples and paper clips except when including cash or check reimbursement with documentation
- Expense Report Due Dates
 - Signed Expense Reports must be received by the PCard team no later than the last day of the month following the Expense Report ending date or risk suspension of their PCard
- Review Findings
 - The PCard team will relay findings to departments and request additional documentation or reimbursement if necessary
 - Departments must respond and resolve reported findings in a timely manner or risk suspension of their PCard

Travel

- Rental Car Contract Rates -
<http://www.fiscal.ttuhscc.edu/busserv/travel/links.aspx>
 - Be aware of the State of Texas Contracted car rental rates

Texas Rates for All Locations within Texas						
Car Type	Avis/Budget		Enterprise/National		Hertz	
	Daily	Weekly	Daily	Weekly	Daily	Weekly
Standard	\$33.00	\$165.00	\$37.00	\$222.00	\$32.00	\$192.00
Compact	\$31.00	\$155.00	\$35.00	\$210.00	\$29.00	\$174.00
Economy	\$31.00	\$155.00	\$35.00	\$210.00	\$29.00	\$174.00
Intermediate	\$32.00	\$160.00	\$37.00	\$222.00	\$32.00	\$192.00
Full-size	\$33.00	\$165.00	\$39.00	\$234.00	\$33.50	\$201.00
Minivan	\$47.00	\$235.00	\$52.00	\$312.00	\$51.00	\$306.00
Passenger Van	\$71.00	\$355.00	\$94.00	\$564.00	\$90.00	\$540.00
Small SUV	\$47.00	\$235.00	\$56.00	\$336.00	\$47.00	\$282.00
Medium SUV	\$48.00	\$240.00	\$56.00	\$336.00	\$50.00	\$300.00
Premium SUV	\$76.00	\$380.00	\$99.00	\$594.00	\$84.00	\$504.00

Out of State Rates						
Car Type	Avis/Budget		Enterprise/National		Hertz	
	Daily	Weekly	Daily	Weekly	Daily	Weekly
Standard	\$35.00	\$175.00	\$37.00	\$222.00	\$33.50	\$201.00
Compact	\$33.00	\$165.00	\$35.00	\$210.00	\$31.00	\$186.00
Economy	\$33.00	\$165.00	\$35.00	\$210.00	\$31.00	\$186.00
Intermediate	\$34.00	\$170.00	\$37.00	\$222.00	\$33.50	\$201.00
Full-size	\$35.00	\$175.00	\$39.00	\$234.00	\$35.50	\$213.00
Minivan	\$49.00	\$245.00	\$52.00	\$312.00	\$57.00	\$342.00
Passenger Van	\$73.00	\$365.00	\$94.00	\$564.00	\$91.00	\$546.00
Small SUV	\$49.00	\$245.00	\$56.00	\$336.00	\$52.00	\$312.00
Medium SUV	\$50.00	\$250.00	\$56.00	\$336.00	\$52.00	\$312.00
Premium SUV	\$78.00	\$390.00	\$99.00	\$594.00	\$86.00	\$516.00

Travel

- State of Texas Issued Travel Card
 - Use for travel charges only and is not for personal use
 - Misuse may be reflected in annual performance evaluation and personnel records
 - Misuse will result in termination of card and ineligibility for travel advances or BTAs
 - Card holder is responsible for prompt payment of all charges resulting from the use of the travel card
 - Citibank will suspend or cancel the card for non-payment
 - Cancellation for non-payment will result in ineligibility for travel advances or BTAs
 - Travel Offices monitors Citi Travel Cards for personal use and delinquency status

Accounts Payable

- Receiving
 - Cost receipts: for services or bulk purchases of “LOTS” where either price or quantity are undetermined with the establishment of the Purchase Order
 - Quantity receipts: for items where number of items and price is known with the establishment of the Purchase Order
 - Remove line items if not received (entering a zero causes TechBuy to mark items as received)
- Vendor Invoices
 - Attach vendor invoices to comments in the Purchase Order, not the Requisition and name the file the Vendor Invoice number. Example: 12378945.pdf or Z43T486.pdf
 - Include Accounts.Payable@ttuhsc.edu as an email recipient of the comment

Accounts Payable

- Recurring Payments
 - Fixed monthly charges. Examples: lease/rent payments, monthly pest control, answering service, etc.
- Set Up Guidelines
 - Select the “Recurring Payment” indicator for the line item
 - Product Description should begin with “RECUR” – RECUR item XXX
 - Size/Packaging should be set up as “EA” or “MO” (Unless for Quarterly Payment – Example: Size/Packaging 1/mo, or 1/ea, Quantity 12)
- Copiers cannot be set up as recurring payments
- Receiving is not required
- Monthly Vendor Invoices are not required
- Payments issued automatically on the 1st business day of the month

Questions & Answers

Questions?