



Knowing your customers' needs as the end of fiscal year approaches

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Special points of interest:

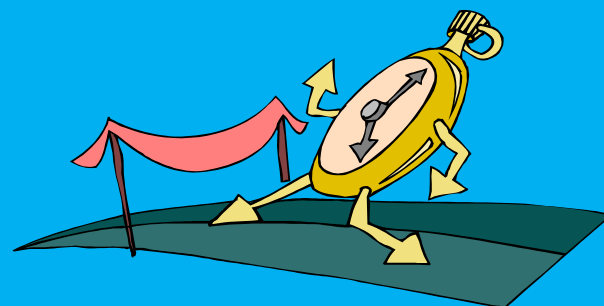
- Customer need
- Supplier COI
- Bottle water service
- Production Dashboard

As the fiscal year (FY) 2012 heads for the finish line on August 31st, agency purchases will accelerate. Purchasing, contracting and budgeting teams need to step back and ask, 'What did we do last year that we should do differently this year?' as this really crazy-busy season approaches that is about to be experienced. And, especially with the continuing budget resolutions coming from Congress, it's even going to be busier in FY 2013 compared to past years.

The key thing professional purchasers do at the end of the fiscal year is reach out to their customers and end-users and make sure that purchasing is aware of all their needs and the priorities of those needs.

As the curtain comes down on FY 2012, purchasers evaluate their business processes to maximize efficiencies. Make sure that all the responsible parties are in place when they are needed, including evaluation teams, if that's appropriate for that purchase. Key players include pricing analysts and signing authorities from both budget and contracting operations.

Lastly, Purchasers use the collective wisdom of their teams as a tool to eliminate surprises and emergencies that may crop up as the end of the fiscal year approaches.



Minimum Insurance Requirements

Contractors and vendors performing services on TTUHSC property must provide a current certificate which meet or exceed coverage listed below. The certificate must name Texas Tech University Health Sciences Center as certificate holder.

For contracts or P.O. of \$100,000 or less:

Automobile Liability - \$500,000 each accident limit for bodily injury and property damage. Commercial automobile insurance is preferred.

Personal automobile insurance is acceptable if properly endorsed and rated for business use of personal automobile.

(The certificate of insurance must clearly state the personal auto policy has been rated and endorsed for business use.)

Commercial General Liability (must include products and completed operations) - \$500,000 per occurrence bodily injury and property damage

Workers' Compensation - Coverage A in compliance with Texas law.

Coverage B \$100,000/\$500,000/\$100,000.

For contracts or P.O. exceeding \$100,000:

Automobile Liability - \$1,000,000 each accident limit for bodily injury and property damage

Commercial General Liability (must include products and completed operations) - \$1,000,000 per occurrence bodily injury and property damage, \$2,000,000 aggregate.

Workers' Compensation - Coverage A in compliance with Texas law.

Coverage B \$1,000,000/\$1,000,000/\$1,000,000

Please review link to database of vendors with a current insurance certificates prior to requesting document;

<http://www.fiscal.ttuhscc.edu/purchasing/collateral/Insurance%20Certificate%20Index.pdf>

Proprietary Purchase Justification Form

The existing sole source form has been revised to a fillable PDF form. The text boxes are formatted to provide space for extended explanation converting to a scrollable box. When document is saved the entire description will be viewable.

<http://www.fiscal.ttuhscc.edu/purchasing/collateral/Sole%20Source%20or%20Proprietary%20Purchase%20Justification.pdf>

Insurance requirements
Revised Proprietary
Justification Form

Bottle Water Services

HSC has multiple contracts for bottle water service available specific to each campus. If you would like to initiate new service for your department please email Shawn Olbeter at shawn.olbeter@ttuhsc.edu for your campus location supplier and contract information. A TechBuy Standing order form is required submitted with two line items for \$1.00 each. The first line item will be for bottles of water ordered and second line item for rental of the equipment. No encumbrance will be established as this is for documentation purposes only to identify your delivery location. Payments are required processing through Direct Pay System, transactions are forwarded to Accounts Payable for payment processing. Bottle water service payment cannot be made on department p-card. You can view Job Aid 13 from the below link for additional assistance with transaction;
<http://www.fiscal.ttuhsc.edu/training/TechBuy%20Job%20Aids/index.pdf>

New TechBid System

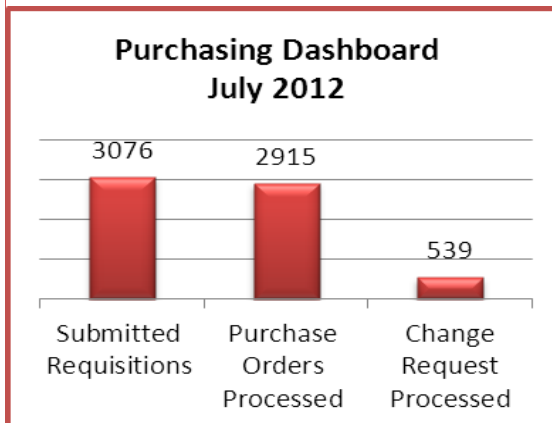
Texas Tech Health Sciences Center and all campuses will be converting to a new bidding/proposal system. It is the requirement of each vendor/user of this system to register in the new system. The link for the new site is <https://suppliers.sciquest.com/texastech>. Additional information will be available in the new bid/RFP site and on the following website: <http://www.fiscal.ttuhsc.edu/purchasing/>

Welcome to HSC Purchasing Lora Turpin, she will be performing duties as Purchasing Section Manager bringing her purchasing knowledge and views for future growth.

- Bottle water service**
- TechBid System**
- New Purchasing Employee**
- Production Dashboard**

Purchasing Department Contacts
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Dollie Banos, Purchaser - 743-7391	Linda Anderson, Analyst II - 743-7388



Stay updated and informed!

For TechBuy news, information and updates be sure to sign up at: <http://www.fiscal.ttuhsc.edu/banner/usergroups/UserGroups.aspx>

