

PROCUREMENT AND CONTRACTS

PROCUREMENT AND
CONTRACTS
CAMPUS PURCHASING POLICY

SEPTEMBER 15, 2020

CSUDH

DIRECTORY

CSUDH

CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS

Introductions

Maria Hernandez, M.P.A., C.P.S.M.

Associate Director

Procurement and Contracts

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Aileen Madrid

Buyer II

Procurement and Contracts

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Who are we?

- State of California - Acting in a Higher Education Capacity
- Not a Nonprofit Organization
- Not a Tax-Exempt Entity
- We go by:
 - *State of California*
 - *Trustees of the California State University*
 - *The CSU*
 - *California State University, Dominguez Hills (CSUDH)*



Hierarchy of Governing Laws

- State Constitution
 - California Law Consists of 29 Codes (*Education Code, Government Code, Public Contract Code, Labor Code, etc.*)
 - California Statutes (*Chaptered Bills*)
 - Board of Trustees Resolutions
 - Chancellor's Office:
 - Coded Memoranda
 - Executive Orders
 - CSU Contracts and Procurement Policy
- <https://calstate.policystat.com/policy/7865355/latest/>



Procurement and Contracts Responsibilities

- Procuring Goods and Services
- Executing and Negotiating Contracts
 - ✓ Goods/Services/Construction/Student Placement Agreements
- Administration of the P-card Program
- Informal/Formal Solicitation Process
 - ✓ Goods/Services/Construction
- Provide Procurement and Contracting Support to the Campus
- Compliance with State and CSU Policies
- Open Competition for State Dollars
- Fair, Ethical, and Professional Business Practices



Responsibilities of Financial Departments

Budget

- Budget Planning
- Revenue Management
- Budget Reports
- Annual Cost Allocations
- Budget Transfers

Procurement & Contracts

- Requisitions
- Purchase Orders
- Service Orders
- Agreements
- Construction
- Lease Equipment
- Lease/License Real Property
- Student Placement Agreement
- P-card Program Administration

Accounts Payable

- Invoices & Payment
- Travel
- Direct Pay Form
- Hospitality
- P-card Statements (Audit)

Accounting

- CFS Chartfield Setup
- Record Transactions
- Expenditure Transfers
- Tax Compliance
- Annual Reporting to Chancellor's Office



CSU General Provisions (Terms and Conditions) & Insurance

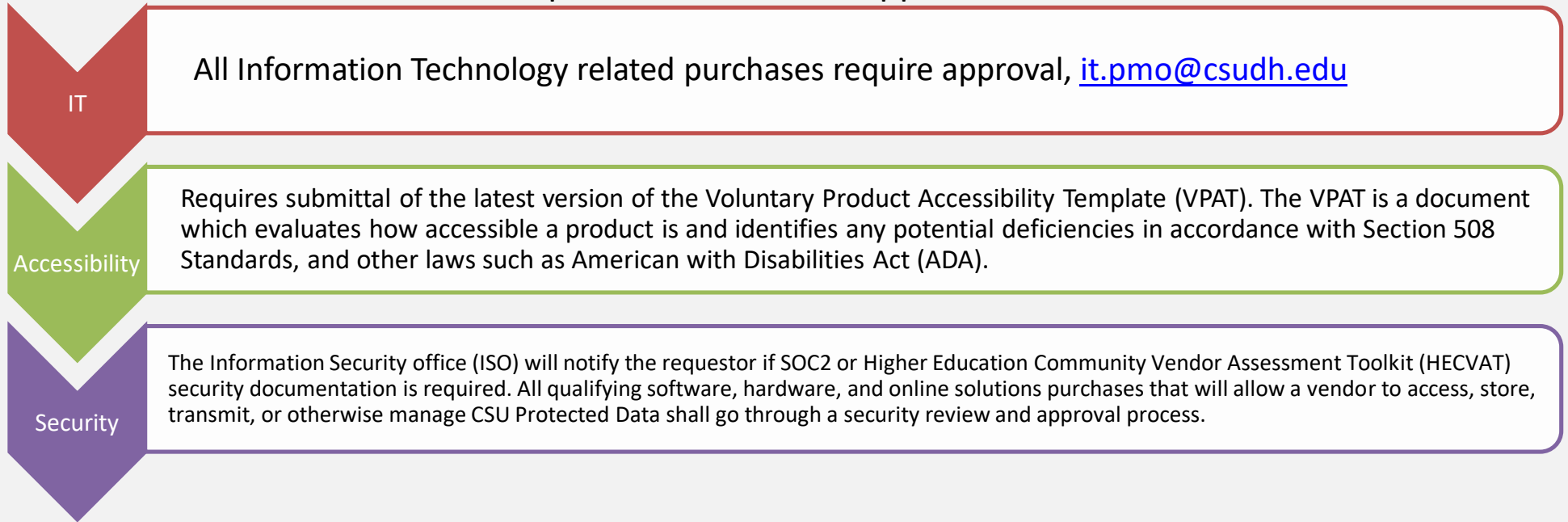
- General Provisions for Acquisition of Goods
- General Provisions for Acquisition of Services
- General Provisions for Information Technology Acquisitions
- General Provisions for Maintenance Tasks (Facilities Maintenance)
- General Insurance Requirements

<http://calstate.edu/csp/crl/gp/gp.shtml>



IT Supplemental Provisions

All information and communication technology (ICT) such as hardware (including peripherals), software, and online solutions require three levels of approval:



Insurance Requirements & Importance

- All contractors, vendors or service providers coming on to University premises to do work or provide services are required to have insurance.
- Procurement and Contracts obtains necessary insurance prior to services/work commencing.
 - ✓ **General Liability**
 - **Endorsement**
 - ✓ **Business Automobile Liability**
 - **Endorsement**
 - ✓ **Worker's Compensation**
 - ✓ **Professional Liability (Errors and Omissions)**
 - ✓ **Environmental Impairment (Pollution) Liability**
- **Why is it important?** Insurance is necessary to cover any claims or losses for which the contractor/vendor may be responsible for.



Delegation of Procurement Authority

- State of California
- ↓
- Board of Trustees (Appointed by the Governor)
- ↓
- Chancellor (Appointed by the Trustees)
- ↓
- Campus President (Appointed by the Trustees)
- ↓
- VP Administration/Finance/CFO
- ↓
- Procurement and Contracts
 - *Low-Dollar Limited Delegation Programs (campus users)*



Limited Delegation to Campus Users

- P-card Program (P-card Limits)

<https://www.csudh.edu/procurement/procurement-contracts/procurement-card>

- Direct Pay Form (Authorized Categories and Limits)

<https://www.csudh.edu/Assets/csudh-sites/accounting-services/docs/accounting-services-Direct-Pay-Form.pdf?CSUDH+Direct+Pay+Form>

AP USE ONLY		AP USE ONLY				
VENDOR #:		VOUCHER #:				
CSUDH		DIRECT PAY FORM Accounting Services WH-430 310-243-3807				
THIS FORM MAY ONLY BE USED FOR THE CATEGORY OF ITEMS LISTED IN THIS DROP-DOWN MENU						
Category: SELECT ONE - REQUIRED						
<small>NOTE: If you do not see an appropriate category, please inquire with A/P or create a requisition.</small>						
Check appropriate boxes (NOTE: LIMIT 1 INVOICE/RECEIPT PER FORM)						
Type of payment:						
<input type="checkbox"/> Vendor Payment	<input type="checkbox"/> Student Payment (Requires A/P pre-approval)					
<input type="checkbox"/> Employee Reimbursement	<input type="checkbox"/> Non-Employee Reimbursement					
Date:	Amount Requested:					
Name/Payable To:						
Payment address:						
Payment Method: <input type="checkbox"/> Mailed Check <input type="checkbox"/> Direct Deposit (hand deliver Direct Deposit form)						
Purchase justification (also attach required documents - receipts, invoices, membership forms, etc.):						
PeopleSoft Chartfields to be charged:						
ACCOUNT	FUND	DEPT ID	PROGRAM	CLASS	PROJECT	AMOUNT
I certify that the above information is true and correct and that payments for these items have not previously been received or sent.						
Requested by: (Name)		Signature:		Date:		
Approved by:		Title:		Signature:		Date:
‡ Must have signature authority on chartfields listed, and hold an employment classification of MPP, Dept. Head, Dept. Chair or Confidential						
Department Name:			Contact Name:		Phone #:	



Purchasing Mechanisms

Requisition
CSU Dominguez Hills

Ship To: SHIPPING & RECEIVING
HOURS OF OPERATION: 7:00 AM - 4:00 PM
CSUDH RECEIVING DEPARTMENT
1000 EAST VICTORIA STREET
CARSON CA 90747

Business Unit	DRCMP	APPROVED
Req ID	Date	Page
000002719	01/06/2020	
Requester	Telephone	Entered By
Monica Salsgas		Monica Salsgas

Line	Schd Dist	Description	Fund	Dept	Category	Quantity	UOM	Price	Extended Amt	Due Date
Distribution	Account				Projct					
Buyer:	Herandez,Maria									
Supplier:	000000787	STAPLES ADVANTAGE								
1-1		See attached quote for housing phase 3 dorm furniture.	42000	12000	LOT	1,403,534.23		1,403,534.23	01/07/2020	
1-1-1	607009	HT301	46030				SHPK001		1,403,534.23	
Line Total:									1,403,534.23	
Total Requisition Amount:									1,403,534.23	

See attached quote.

Requisition



Pcard

AP USE ONLY	AP USE ONLY
VENDOR #:	VOUCHER #:

CSUDH CLEAR FORM

DIRECT PAY FORM
Accounting Services WH-430
310-243-3807

THIS FORM MAY ONLY BE USED FOR THE CATEGORY OF ITEMS LISTED IN THIS DROP-DOWN MENU

Category: SELECT ONE - REQUIRED
NOTE: If you do not see an appropriate category, please inquire with A/P or create a requisition.

Check appropriate boxes (NOTE: LIMIT 1 INVOICE/RECEIPT PER FORM)

Type of payment:
 Vendor Payment
 Student Payment (Requires AP pre-approval)
 Employee Reimbursement
 Non-Employee Reimbursement

Date: _____ Amount Requested: _____

Name/Payable To: _____

Payment address: _____

Payment Method: Mailed Check Direct Deposit (hand deliver [Direct Deposit form](#))

Purchase justification (also attach required documents - receipts, invoices, membership forms, etc.):

PeopleSoft Chartfields to be charged:

ACCOUNT	FUND	DEPT ID	PROGRAM	CLASS	PROJECT	AMOUNT

I certify that the above information is true and correct and that payments for these items have not previously been received or sent.

Requested by: (Name) _____ Signature: _____ Date: _____

Approved by: _____ Title: _____ Signature: _____ Date: _____

† Must have signature authority on chartfields listed, and hold an employment classification of MPP, Dept. Head, Dept. Chair or Confidential

Department Name: _____ Contact Name: _____ Phone #: _____

Direct Pay Form

CSUDH CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Procurement and Contracts
Welch Hall B-485
310-243-3799
www.csudh.edu/procurement

Unauthorized Purchase Approval Request

Purchases for goods or services without written delegated authority or without an authorized purchase order/contract in place is considered to be an "unauthorized purchase." Submission of this request does not guarantee approval of payment. *Limit notification that approval is granted, the unauthorized purchase is not considered an obligation of the University and may lead to personal liability.*

DEPARTMENT AND VENDOR INFORMATION

Requestor Name: _____ Department: _____ Extension: _____

Vendor Name: _____ Total Amount: _____

Requested Item(s)/Service: _____

CHARTFIELD

Account: _____ Fund: _____ Dept ID: _____ Program: _____ Class: _____ Project: _____

JUSTIFICATION

The following justification information is required before payment will be considered. Attach proof (packing slip, freight bill or invoice) of delivery or services performed. Attach other necessary supporting documentation, including but not limited to limited to vendor form (if new vendor), hospitality approval (if applicable), and independent contractor (if applicable).

- Detailed facts explaining this situation and why the standard purchasing procedures were not followed:
- What steps have been taken to avoid another unauthorized purchase in the same or similar situation?

ACKNOWLEDGMENT & AUTHORIZATION

By signing below, I, the Requestor, agree to follow the University's procurement process. I understand that individuals who have not been given delegated purchasing authority and who make an unauthorized purchase of goods or services may be personally responsible for the payment of the charges incurred. I also acknowledge that this document will be kept on file for review and tracking.

Requestor: _____ Signature: _____ Name: _____ Date: _____

Dean/Chair/Administrator: _____ Signature: _____ Name: _____ Date: _____

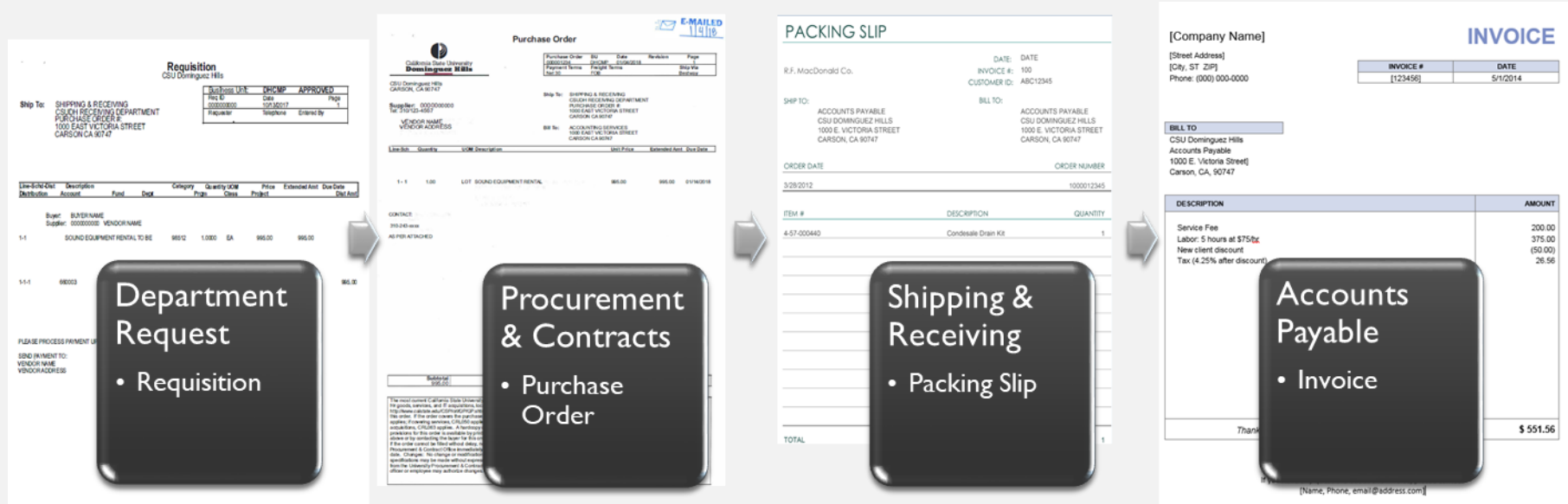
Procurement and Contracts: _____ Signature: _____ Name: _____ Date: _____

Rev. 5/2020

Unauthorized Purchase



Procurement Process Overview - Goods



<https://www.csudh.edu/procurement/procurement-contracts/purchasing-policy>



Requisition Submittal Instructions

- CFS requisition entry requires a Requestor and Approver
 - Contact Procurement and Contract for PeopleSoft Account request instructions
<https://www.csudh.edu/procurement/procurement-contracts/purchasing-policy>
- Information should be clear and accurate
 - Requestors must ensure that descriptions clearly identify what the University is procuring.
 - Example of poor description: “Services”
 - Example of clear and accurate description: “Campus wide Landscaping Services for Fiscal Year 19/20”
- Requisitions **MUST BE** itemized
 - If ordering 5 different items, Requestor **MUST** enter 5 lines.
 - Sales Tax will be entered by the Buyer on the PO (if applicable)
 - Shipping and Handling **MUST** be on a separate line (NEW REQUISITON COMMENTS)
 - Labor and Installation **MUST** be on a separate line
- Quote/Proposal (less than 30 days old) should be attached
 - If older than 30 days requestor must request an updated quote/proposal.



Requisitions Submittal Instructions

COMING SOON! (Training Scheduled For 9/24/20)

Header Comments

Vendor Contact Name:
Phone and Email:
New Vendor? If Yes, did you request 204 Form?

Department Contact and Extension:
Delivery Location (Building/Room):
Term of service:
Scope of Work (What service is vendor providing? Attach separate file if applicable)
Freight/Shipping: \$

Hospitality? If yes, did you upload the approved Hospitality Form?

Quote/Proposal? If yes, did you upload the quote/proposal?

Approvals Reminders (Please Attach if applicable):

- IT/ATI/Security Approval (Hardware, Software, and Online Solutions), it.pmo@csudh.edu
- Furniture (Drawing/layout, ADA compliance, Work Order)
- Independent Contractor Form
- Hospitality Form

Requisition

CSU Dominguez Hills

Business Unit	DHCMP	APPROVED
Req ID	Date	Page
000008797	01/26/2020	1
Requester	Employee	Entered By
Montano Susana		Montano Susana

Ship To: SHIPPING & RECEIVING
HOURS OF OPERATION: 7:00 AM - 4:00 PM
CSUDH RECEIVING DEPARTMENT
1001 EAST VICTORIA STREET
CARSON CA 90747

Line	Sched	Dist	Description	Field	Dept	Category	Quantity	UOM	Price	Extended Amt	Due Date
Distribution	Account					Projn	Class	Project			Dist Amt
Buyer: Hernandez, Maria Supplier: 000008797 STAPLES ADVANTAGE											
1-1			See attached quote for housing phase 3 dorm furniture.			42000	1.0000	LOT	1,403,534.23	1,403,534.23	01/07/2020
1-1-1		607009		HT301	46000			SHP4001			1,403,534.23
Line Total:										1,403,534.23	
Total Requisition Amount:										1,403,534.23	

See attached quote.

Vendor Contact Name:
Phone and Email:
New Vendor? If Yes, did you request 204 Form?

Department Contact and Extension:
Delivery Location (Building/Room):
Term of service:
Freight/Shipping: \$

Hospitality? If Yes, did you upload the approved Hospitality Form?

Approvals Reminders (Please Attach if applicable):

- IT Approval (Hardware, Software, and Online Solutions)
- Furniture (Drawing/layout, ADA compliance, Work Order)
- Independent Contractor Form
- Hospitality Form



Requisitions (After the Fact Submittal)

- AKA “Confirming Order”
- Occurs when a University Employee places an order directly with the vendor for goods and/or services without the issuance of an authorized Purchase Order by Procurement and Contracts. A requisition is entered into PeopleSoft After-the-Fact in an attempt to pay the vendor.
- It is an unauthorized commitment of University funds.
- Your requisition will be cancelled.
- Unauthorized Purchase Approval Request Form will be required (<https://www.csudh.edu/procurement/procurement-contracts/purchasing-policy>)



Why are After-the-Fact Purchases an Issue?

1. After-the-Fact purchases are a **violation of State Law and CSU policy**

The authority to purchase goods, services or to enter into contracts is delegated as follows:

- a. State law - (Education Code § 89036, Public Contract Code § 10430(a), 12100.5, and 12120)
- b. Board of Trustees of the CSU (Standing Orders of the Board of Trustees (S.O.), Chapter II)
- c. Chancellor of the CSU (ICSUAM 5101)
- d. Presidents (Executive Order 775 & ICSUAM 5102)
- e. Vice President/CFO and Associate Vice President, Administration and Finance
- f. Procurement (Ensures that all activity is consistent with ICSUAM policies)

Violations of these laws and policies can result in the individual being personally responsible for payment.



Why are After-the-Fact Purchases an Issue?

2. Audit finding
 - Delegation of Authority
 - Invoices that predate PO's

4. Potential Liability
 - Insurance (Risk Assessment)
 - Unfavorable terms and conditions signed by University personnel
 - Protecting the University

5. Missed Opportunities
 - Potential Procurement Benefit (Cost Savings)
 - Favorable Terms

6. Affects Supplier Relationships
 - Late Payment = Bad Reputation
 - Undermines the strong working relationships the University strives to create and sustain with its supplier partners.



Requisition Processing Delays

- Insufficient Information
 - [Vendor Data Record Form](#) (if a new vendor)
 - [Independent Contractor Form](#) (if applicable)
 - [Hospitality Form](#) (if applicable)
 - Vendor Contact Information (Contact Name, Phone, Email)
 - Quote/Proposal (not attached)
 - Pricing Discrepancies
- Quotes Older Than 30 Days
- Insurance Requirements (majority of services)
- Terms and Conditions Negotiations
- Informal/Formal Solicitation Process
- Department approvals from IT, ATI, Security, Furniture, etc.



Prohibited Practices

- After-the-Fact Purchases
- No employee shall place orders outside their limited delegation (P-card, Direct Pay).
- No employee may make or participate in decisions where there is a personal financial interest.
- Endorsements of products or services (Requires General Counsel approval)
- Restrictive specifications
- Splitting of orders to circumvent bidding policy
- Advance Payments* (allowed case by case)



Procurement Card Training

Procurement & Contracts – Campus Trainings

(click title to register in CSULearn)

P-Card Training	Wednesday	September 9 th	10:00 a.m. to 11:30 a.m.
	Wednesday	September 23 rd	10:00 a.m. to 11:30 a.m.
Procurement and Contracts - Campus Purchasing Policy Training	Tuesday	September 15 th	11:00 a.m. to 1:30 p.m.
	Thursday	December 10 th	11:00 a.m. to 1:30 p.m.
NEW PeopleSoft Requisition Training	Thursday	September 24 th	11:00 a.m. to 12:30 p.m.

P-card Policy: <https://www.csudh.edu/procurement/procurement-contracts/procurement-card>

Register for training: [Click Here](#) or the CSU Learn DH email communication



Mandated Programs

- Certified Small Businesses (SB)
 - *5% of total annual spend*
- Disabled Veteran Business Enterprise (DVBE)
 - *3% of total annual spend*
- Sustainability
 - Recycled Consists of 11 Categories
 - *Various post consumer content requirements (Paper, Plastic, Metal, Tires, Lubricating Oils, etc.)*

ANNUAL REPORTING TO SACRAMENTO

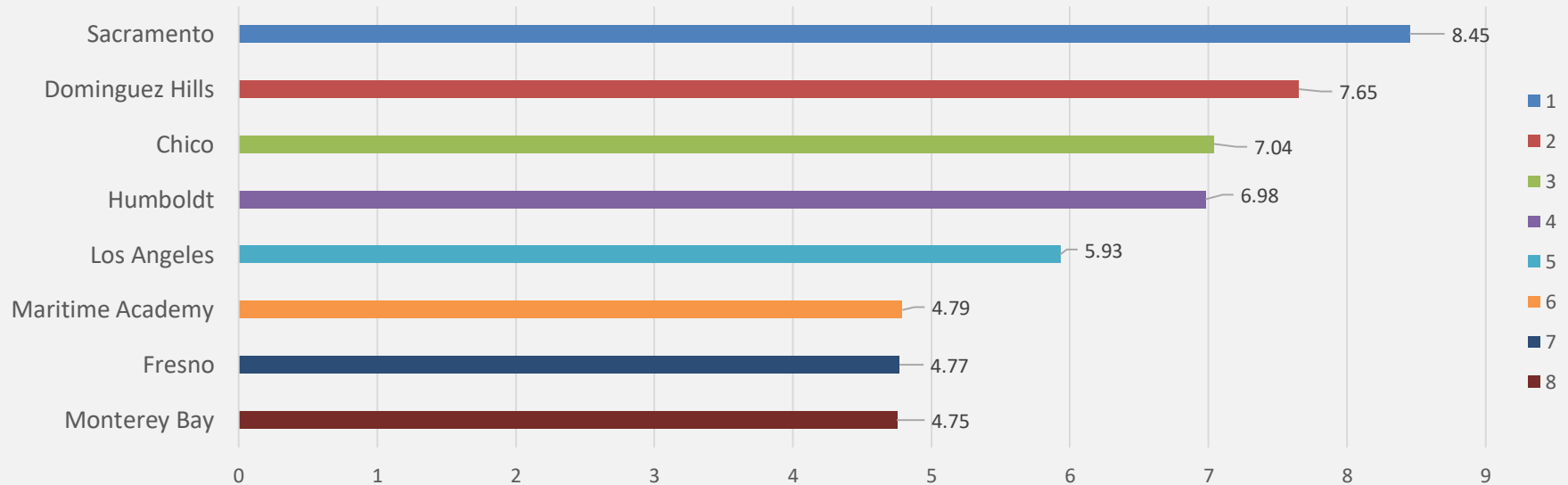


DVBE GOAL 3%, 18-19 FY

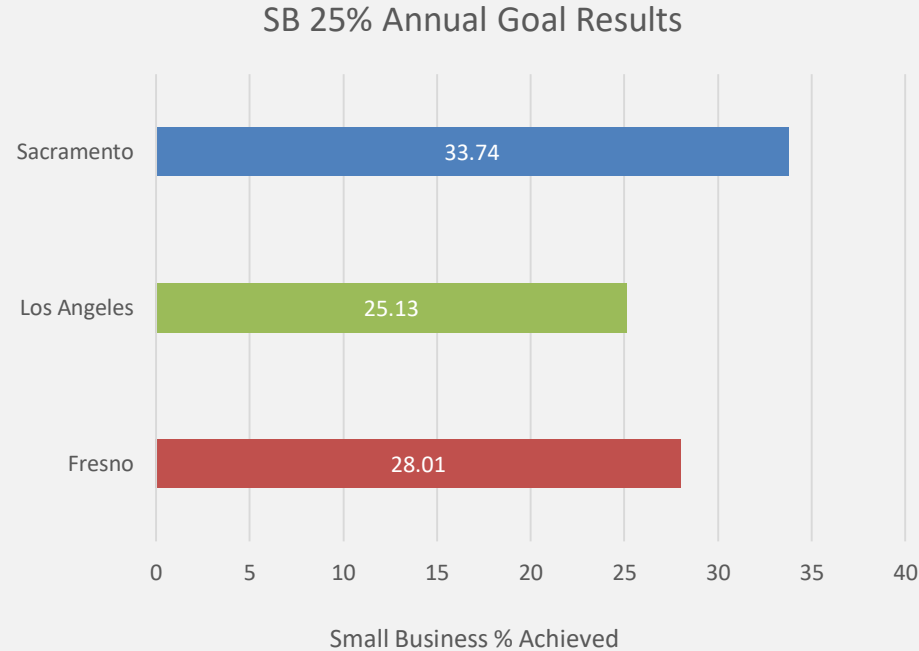
Total Spend

\$75,414,554

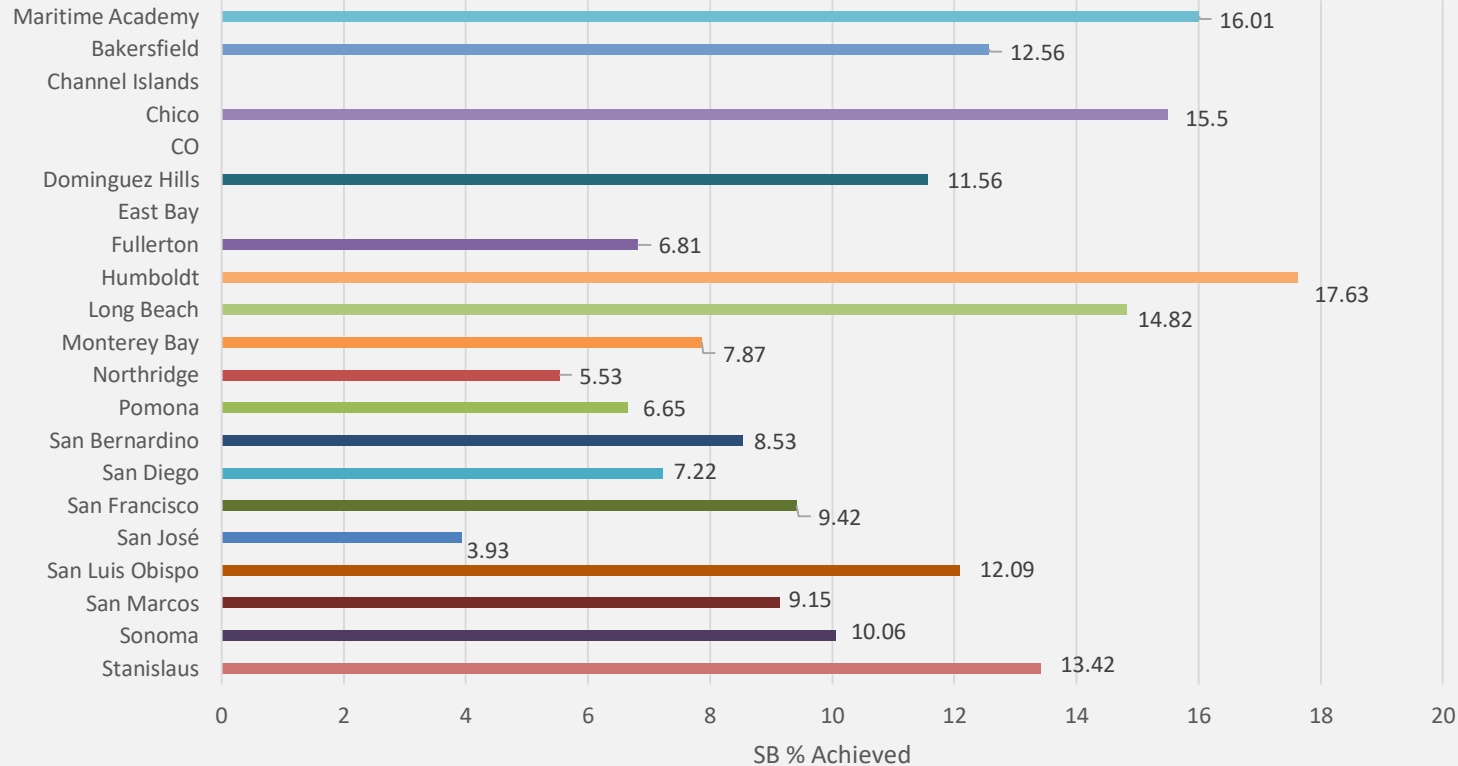
DVBE 3% Annual Goal Results



Small Business Goal 25%, 18/19 FY



SB Fiscal Year 18/19 Reporting – GOAL NOT MET



What can you do to help?

- Communicate with Procurement Early before starting your project
- Allow realistic timeframes to conduct competitive solicitations
- Reduce Maverick Spend
- Visit Procurement webpage for latest policy updates
- Encourage your staff to attend the Procurement and Contracts Training
- Remind your staff not to sign any vendor documents
- Communicate with your direct reports to provide feedback on Procurement issues (If we don't know, we can't help)



Master Purchase Programs

- CSU Systemwide Agreements
- Access to UC Agreements
- State of California Master Agreements
- National Cooperative & Consortium Purchasing Agreements
- Department of General Services (DGS)
- General Services Administration (GSA) Agreements



General Bid Thresholds (NON-IT)

- Goods
 - *Under \$50K – No Bid/Optional Bid*
 - *\$50K and above – Informal Bid*
 - *\$100K and above – Formal Bid (Advertisement)*
- Services
 - *Under \$50K – No Bid/Optional Bid*
 - *\$50K and above – Informal Bid*
 - *\$100K and above – Formal Bid (Advertisement)*
- Small Business/Micro Business
 - *Under \$250K – two bids from SBE/MBE*



Information Technology (IT) Bid Thresholds

- \$50K to \$500K– Informal Bid (verbal, fax, or e-mail quotes) or if buyer determines price is fair and reasonable.
- \$500K and above – Formal Bid (Advertisement)
 - A Solicitation Plan is required for all ITR projects that fall within the scope of CSU Executive Order 862 related to feasibility studies. Any requisitions for acquisitions that require a formal solicitation or that are considered high risk and/or critical to the success of the project must include an approved Solicitation Plan.
- All requests for IT goods and services are subject to the University Accessible Technology Initiative (ATI) Plan and Information Security Requirements:

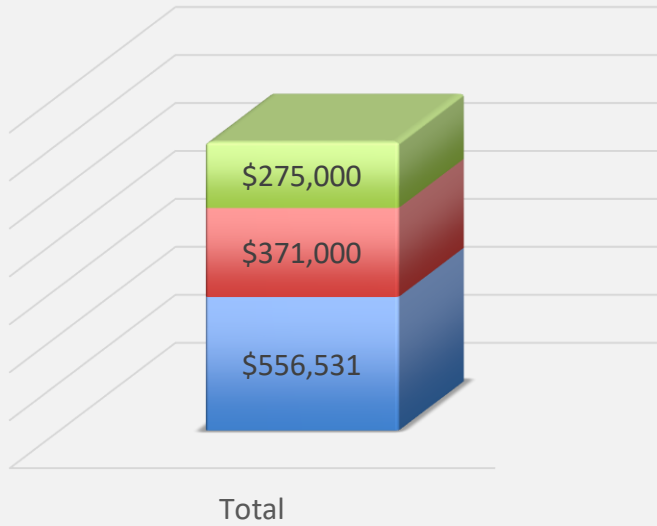
<https://www.csudh.edu/access/ati/>

https://csudh.service-now.com/it?id=kb_article&sys_id=0697ad31db6ad30025429ed6db96192a

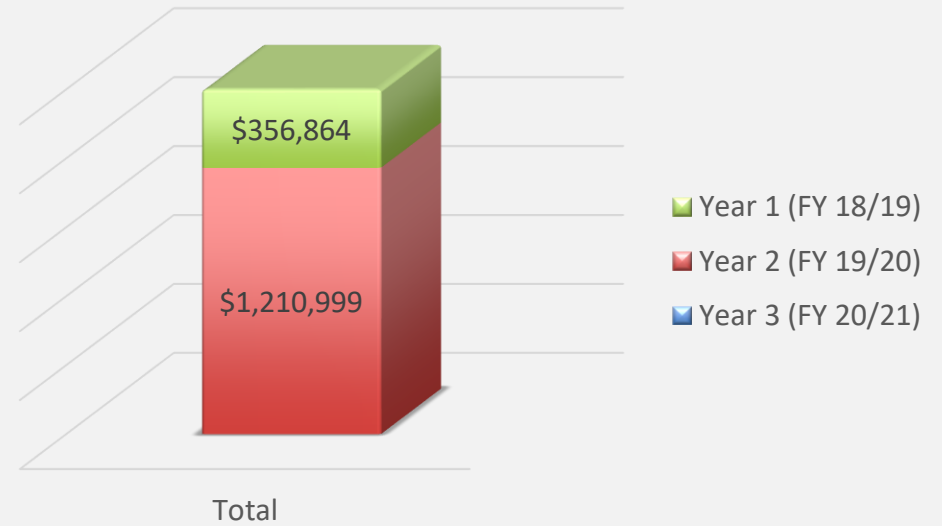


Procurement Benefit 3-year Goal (CSUDH)

3-Year Goal



Benefit Achieved



Important to Remember

- Contact vendors for quotes **but do not place order**. Advise vendors to wait for a Purchase Order.
- Never sign a vendor document – ever!
- PO problems should be discussed with Buyer.
- Requesters must follow-up on outstanding open orders.
- Signed Invoices should be sent immediately to Accounts Payable.



COVID-19 Policies and Procedures

STUDENT PLACEMENT AGREEMENT GUIDELINES DURING COVID-19

VENDORS AND CONTRACTORS COVID-19 GUIDELINES

REQUISITIONS

HOME DELIVERIES

STAPLES HOME DELIVERY PROCESS

P-CARD RECONCILIATION

<https://www.csudh.edu/procurement/>



Important Webpages

- Procurement and Contracts:
<https://www.csudh.edu/procurement/procurement-contracts/>
- Procurement Card:
<https://www.csudh.edu/procurement/procurement-contracts/procurement-card>
- Accounts Payable Forms
 - Direct Pay
 - Hospitality<https://www.csudh.edu/accounting-services/forms/>
- CSU Contracts and Procurement Policy
<https://calstate.policystat.com/policy/7865355/latest/>



Questions?



Contact Information

Thank You!

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Associate Director

Procurement and Contracts

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310-243-3249

Aileen Madrid

Buyer II

Procurement and Contracts

T: (310) 243-3247 | E: amadrid@csudh.edu

