Important!
You must check-in to receive credit in your training history

Three ways for you to check-in:
- Click link in Chat Box provided by facilitator
- Use QR code (open camera on your smart phone)
- Open your browser and type in the web address below

https://mytraining.utsa.edu/apps/checkin

If you get an alert that you are not enrolled in the class, please let your facilitator know.

Enjoy your class!
Purchasing Rules and Regulations

AM580

Purchasing and HUB Services

www.utsa.edu/purchasing
Purchasing and HUB Services

- **Director** – TBD
- **Associate Director** – Ynes Alderson

**Procurement Specialists**
- Paul Duke, ext. 4064
- Karen Krueger-Guerrero, ext. 4974
- Lina Trejo, ext. 2512
- TBD, ext. 4062
- Brian Bird, ext. 4068
- Robin Davis, ext. 5077
- Michelle Bernal, ext. 5076
- Jeff Miller, ext. 4060

**HUB Program Manager**
- Bruce Williams, ext. 6491

**Procurement Systems Administrator**
- Elizabeth Raymond, ext. 4598
Purchasing & HUB Department

TBD
Director of Purchasing

Ynes Alderson
Associate Director of Purchasing

Paul Duke
Senior Procurement Specialist

Robin Davis
Procurement Specialist I

Michelle Bernal
Procurement Specialist II

Brian Bird
Procurement Specialist I

Karen Krueger
Senior Procurement Specialist

Bruce Williams
Manager, HUB eProcurement Systems

Elizabeth Raymond
Manager, HUB eProcurement Systems Administrator

Jeffrey Miller
Procurement Specialist I

TBD
Procurement Specialist III
Course Objectives

• Discuss and evaluate Purchasing Rules
  • Examine compliance in relation to Purchasing
  • Outline HUB requirements from the state and university
  • Evaluate Ethics
  • Review Spending Thresholds for procurement

• Breakdown and demonstrate various Procurement Methods

• Differentiate and discuss Small vs. High dollar procurement
Poll before we get started
Purchasing Terms

- **Requisition** – A request to purchase goods or services
- **Quotation** – Obtaining a price for a good or service
- **Purchase Order** – A formal agreement to purchase based on an offer to sell
- **Informal Bid** – Low value, low risk procurement conducted through informal methods
- **Formal Bid** – High value, high risk procurement conducted utilizing formal purchasing methods
- **Receiving Report** – A report informing appropriate parties of goods received by the University
- **Invoice** – A request for payment for goods or services which were delivered
- **Category/Commodity Code** - A code describing a commodity or a group of commodities pertaining to goods classification - UNSPSC 8-digit codes
Compliance
(State and UTSA Purchasing)

- Section 51.9335, Education Code definition of “Best Value”
- The Board of Regents' Rules and Regulations
- UTSA's HUB (Historically Underutilized Businesses) policies
- Senate Bill 20
- To Standards of Ethical Conduct
- All Applicable Laws, Rules, and Regulations
Historically Underutilized Business “HUB” Program

UTSA Historically Underutilized Business (HUB) initiative is to encourage and assist participation by such businesses in the contracting and purchasing process. It is UTSA's policy to be committed to maximizing, when available, the number and value of purchases with HUBs.

- Who, What, and Why? HUB?
- How do I find HUB vendors?
- HUB Outreach- UTSA holds, supports, and develops events for relationship building and development of our HUB vendors, local organizations and technical resources within the San Antonio area.
- The HUB Program and Purchasing department also host a HUB Vendor Fair every year for vendors to promote their products and services at both campuses to University personnel.
Historically Underutilized Business “HUB” Program

UTSA HUB Program Contact:
Bruce Williams
Email: Bruce.Williams@utsa.edu
Phone: 458-6491
Website: www.utsa.edu/hub
Procurement Ethics

• UTSA is committed to maintaining ethical business practices, both as an institution and as individual employees. Some examples of upholding high ethical standards in purchasing include (but are not limited to):

• Serving the best interest of UTSA, UT System, and the State
• Knowing and upholding laws, regulations, and policies governing purchasing
• Not accepting personal gifts or gratuities that might in any way result in an obligation to individuals or firms seeking business
• Obtaining maximum value for each dollar of expenditure
• Avoiding conflicts of interest
• Avoiding acts which are improper or give the appearance of impropriety
• Not disclosing confidential information

For more information see:

• UT Systemwide Policy University of Texas (UT) System UTS 134 — Code of Ethics for Financial Officers and Employees
• UTSA Handbook of Operating Procedures (HOP) 4.31 — Conflicts of Interest
• UTSA Handbook of Operating Procedures (HOP) 4.01 — Code of Ethics
Time for a Poll
Procurement Methods
Procurement Methods

- Best Value
- Competitive Bid
- Group Purchases
- Sole Source
- Request for Proposal (RFP)
- Emergency Purchase
- Exempt Purchases
Best Value Procurement

- **Best value** - optimum combination of economy and quality through specifications of its end user and the University.

- Section 51.9335, Education Code, authorizes The University of Texas at San Antonio to use "best value" procurement processes, which provide greater autonomy and flexibility in the procurement of goods and services. This policy provides guidelines for "best value" procurement.

- The university uses an evaluation criteria other than price alone to determine **Best Value**.
Competitive Bidding

- Purchases $15K and over, with no sole source justification, are required to have multiple quotes/bids from suppliers. A minimum of 3 with 2 suppliers from HUBs (Historically Underutilized Businesses).

- Competitive bidding may be accomplished either by a formal solicitation or informal solicitation.
## Procurement Spending Thresholds

<table>
<thead>
<tr>
<th>Dollar Range</th>
<th>Procedure</th>
</tr>
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<tbody>
<tr>
<td>$0.01 to $14,999.99 (Small Dollar)</td>
<td>- Authorization limit for department buyers. Bids are not required.</td>
</tr>
<tr>
<td></td>
<td>- Small dollar requisitions are created by Department Buyers</td>
</tr>
<tr>
<td></td>
<td>- Use HUBs (Historically Underutilized Businesses) when available</td>
</tr>
<tr>
<td>$15,000.00 to $49,999.99 (Informal Bid)</td>
<td>- Purchasing must compete the purchase order by competitive bidding (soliciting to a minimum of two certified HUB vendors)</td>
</tr>
<tr>
<td></td>
<td>- Purchase Orders are completed by Purchasing</td>
</tr>
<tr>
<td>$50,000.00 and over (Formal Bid)</td>
<td>- Purchasing must compete the purchase order by a formal proposal (soliciting to a minimum of two certified HUB vendors) with posting requirements</td>
</tr>
<tr>
<td></td>
<td>- Purchase Orders are completed by Purchasing</td>
</tr>
</tbody>
</table>
Group Purchases

The Program is designed to ensure that U. T. System institutions utilize contracts offered by GPOs including Texas state agencies performing GPO functions, only if the GPOs use sourcing processes accredited by U. T. System as meeting minimum procurement standards. GPOs are a highly recommended procurement resource.

- E&I Cooperative Services, Inc.
- Education Service Center - Region 19 (Allied States Cooperative)
- The Local Government Purchasing Cooperative d/b/a BuyBoard
- National Cooperative Purchasing Alliance (NCPA)
- Sourcewell, formerly National Joint Powers Alliance (NJPA)
- Premier Health Alliance, LP
- Texas Comptroller of Public Accounts (Statewide Procurement Division) (TPASS/TXMAS)
- Texas Department of Information Resources (DIR)
- The University of Texas System Supply Chain Alliance (UTSSCA)
Sole Source Purchase

• A Sole Source is defined as having availability from **ONLY** one source.

• Sole Source can only be used when:
  • Sole Manufacturer – **NO** distributors or retailers
  • Sole Brand – to avoid warranty issues

• **Exclusive Acquisition Justification**
Request for Proposal

• A Request for Proposals (RFP) is a written solicitation document for purchases acquired by means of the competitive sealed proposals procurement method.

• RFP is recommended when factors other than price are to be considered, negotiations are desired, requirements cannot be described by detailed specifications included in a PO, or the vendor is expected to provide innovative ideas.
Emergency Purchases

• Purchase of good(s) or service(s) so badly needed that UTSA will suffer financial or operational damage unless secured immediately

• Require written justification approved by Purchasing with Signature Authority
  • The reason for the emergency
  • The financial or operational damage/risk possible to the University
  • Why standard procedures could not be used to obtain the products/services
  • The reason and process used for selecting the vendor

• Use Emergency Purchase Justification form
Exempt From Procurement Competition

- Specific commodities and services are exempt from the required procurement competition process.
- Exempt purchases do not need a sole source justification.
- For a full listing of Exempt commodities and services, visit the Purchasing website.
Time for Poll
Purchasing Website

and additional purchasing information
Additional Purchasing Information

Business Contracts Office

- **NEVER** sign contracts or agreements
  - Only the President can delegate authority to sign contracts
- OGC (Office of General Counsel) provides sample contracts
- Departments should submit all purchasing contracts to the Purchasing Department

Construction, Renovations & Facilities

- Any proposed construction and/or renovations are to be routed through UTSA Facility Services via a work order
- Facility Services will determine the best way to procure the renovations

University Technology Solutions

- Any request for hardware or software should be coordinated through Information Technology. Visit the UTS website for Computer Standards.
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https://mytraining.utsa.edu/apps/evaluations

- Click ‘Load classes’ (orange tab)
- Click the name of the class you took today
- Click ‘Start Evaluation’
- Click ‘Give Feedback’
- IMPORTANT ‘1’ is LOW and ‘7’ is HIGH

Please add your comments in the open comment box at the end
Thank you for attending Rules and Regulations Course AM580. You can enroll in Rowdy Exchange Requestor Training Course CT990!