



Procurement Service Center Purchasing Process

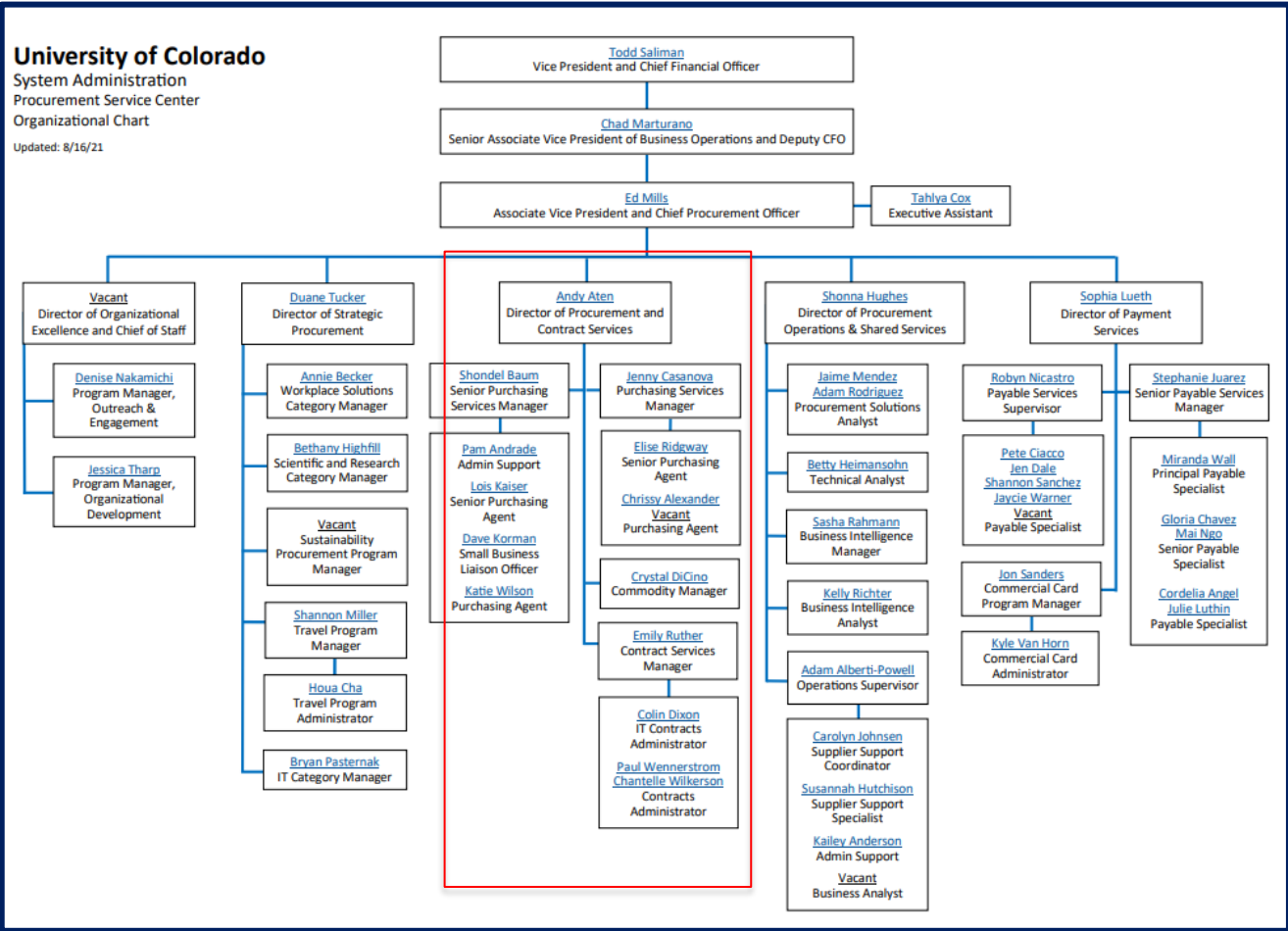
Commodity Manager, Crystal Di Cino



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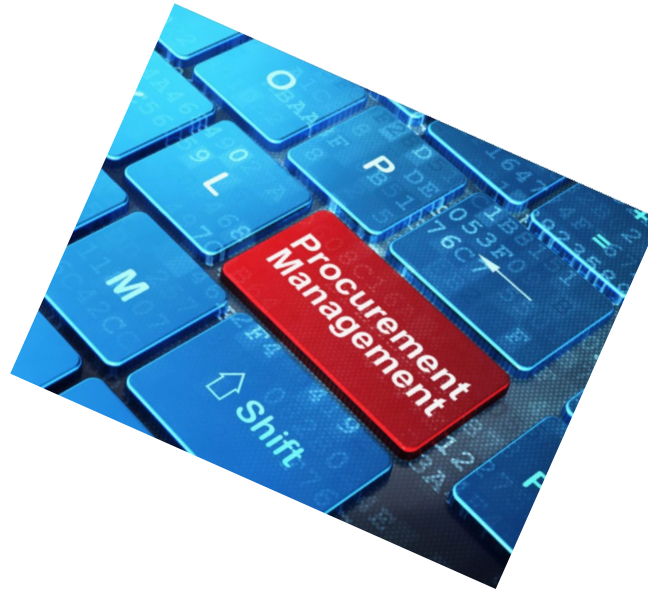
PSC Organization



PURCHASING THRESHOLDS

***MARKETPLACE IS PREFERRED PROCUREMENT METHOD**

- **\$10,001 and Under – Processed by department**
- **\$10,001 for goods**
- **\$10,001 for goods and services – using federal funds**
- **\$50,001 for services**



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PURCHASING BIDDING THRESHOLDS AND BID TYPES

- **Goods** \$10,001 through \$500,000 =
Competition via Documented Quote
- **Services (federal funds)** \$10,001 through \$500,000 =
Competition via Documented Quote
- **Services** \$50,001 through \$500,000 =
Competition via Documented Quote
- **Goods** or **Services** over \$500,000 =
Competition Request for Proposal



\$10,000 AND UNDER

- **PO auto generated after financial approval**
- **When to Involve Purchasing**
 - <https://www.cu.edu/psc/commodity-listing>
 - When terms and conditions apply
 - Clickthrough's included
 - \$0/trials included
 - When Compliance Language is required
 - Sensitive Data is being exchanged
 - HIPAA/PHI
 - FERPA
 - PCI
- **Potential Issues**
 - PO gets issued before contract signed or before compliance language inserted into document.





SOLE SOURCE

What is a Sole Source and when can it be used?

When there is only one Good or Service that can reasonably meet the need and there is only one supplier who can provide the Good or Service.

NOT a Sole Source

- Brand Name
- Price
- History
- Preference

May Be a Sole Source:

- Continuity
- Matches Existing Equipment



State your case Sole Source Justification:

- 1. Needs Statement**
- 2. Features Requirements**
- 3. Competing Brands**



COMPLIANCE REVIEW – CONTRACT PROCESS FOR UCD/AMC

Current Process

- Purchasing Agent and/or Department reaches out to RAC
- RAC provides Compliance Results to Purchasing Agent and/or Department
- Supplier Document(s) and Compliance Results entered into PSC Contract system (TCM) and assigned to Contracts Team or Negotiated by Purchasing Agent.



WHAT IS REVIEWED?

Major Legal issues

Indemnification

Choice of law

Attorneys' fees

Insurance

Limitations of Liability

University Provisions added

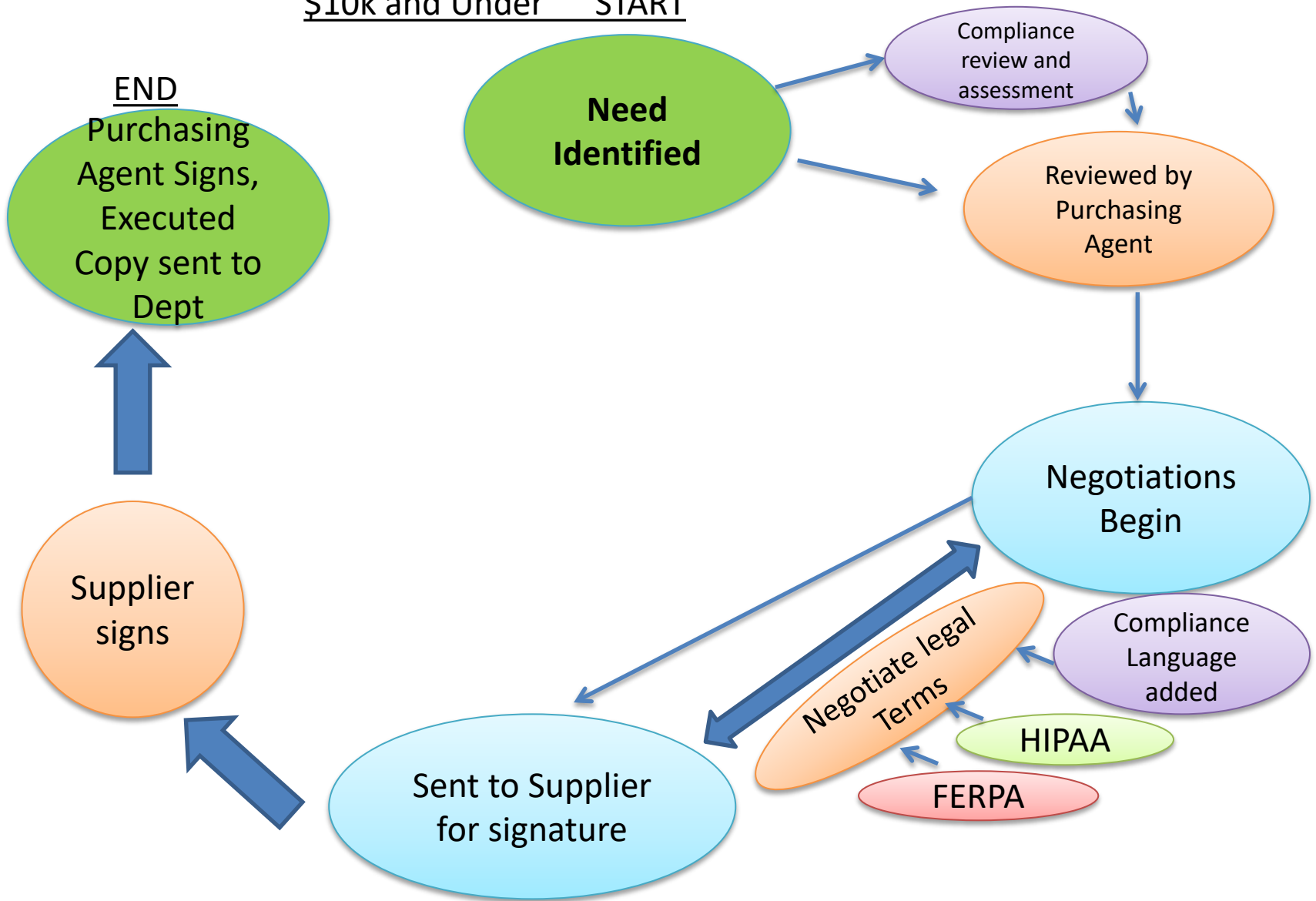


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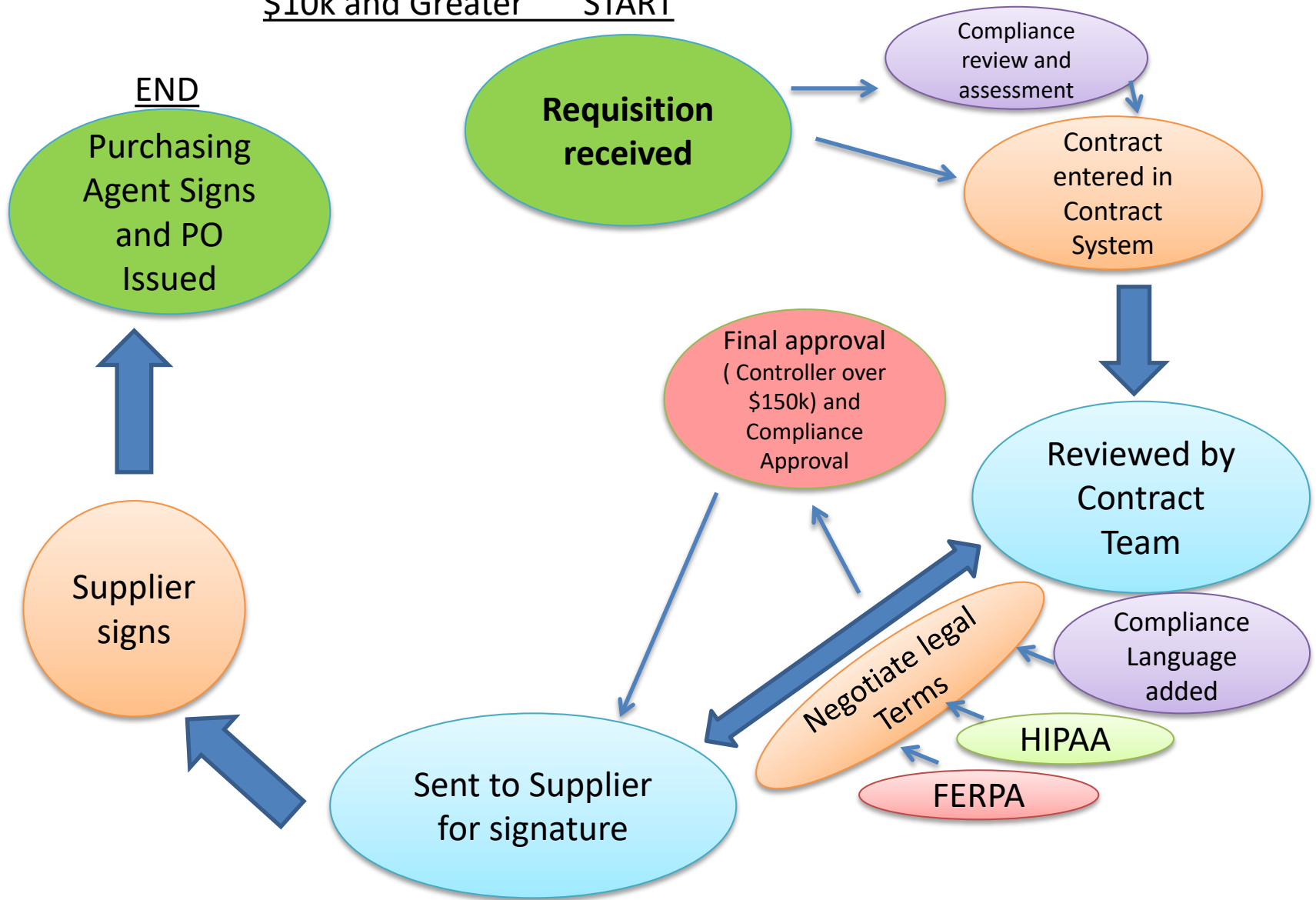
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\$10k and Under START



\$10k and Greater START



Questions?



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