



Procurement Service Center Purchasing Process

Commodity Manager, Crystal Di Cino



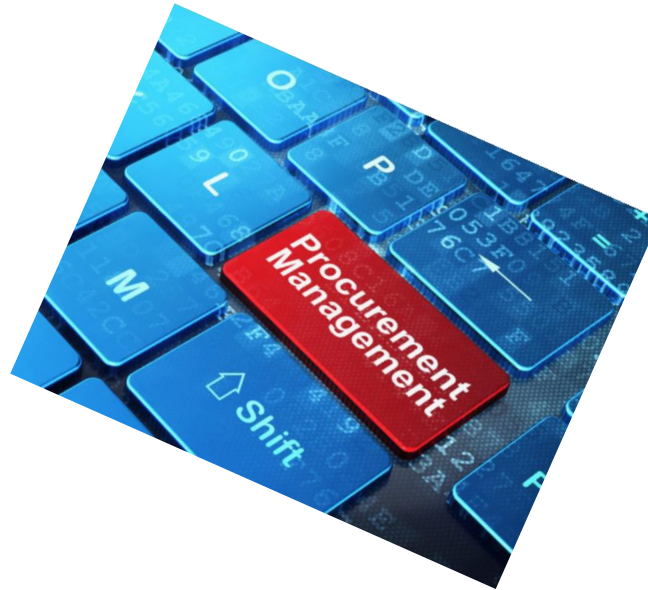
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PURCHASING THRESHOLDS

***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

Current Process

- Purchasing Agent and/or Department reaches out to its Campus Security, Accessibility and Compliance Teams.
- Security, Accessibility and Compliance Team provides Compliance Results 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



NOTE: Please plan ahead, Compliance review can take 2-8 weeks and contracting post compliance can take the same (average) or longer depending on how complex.



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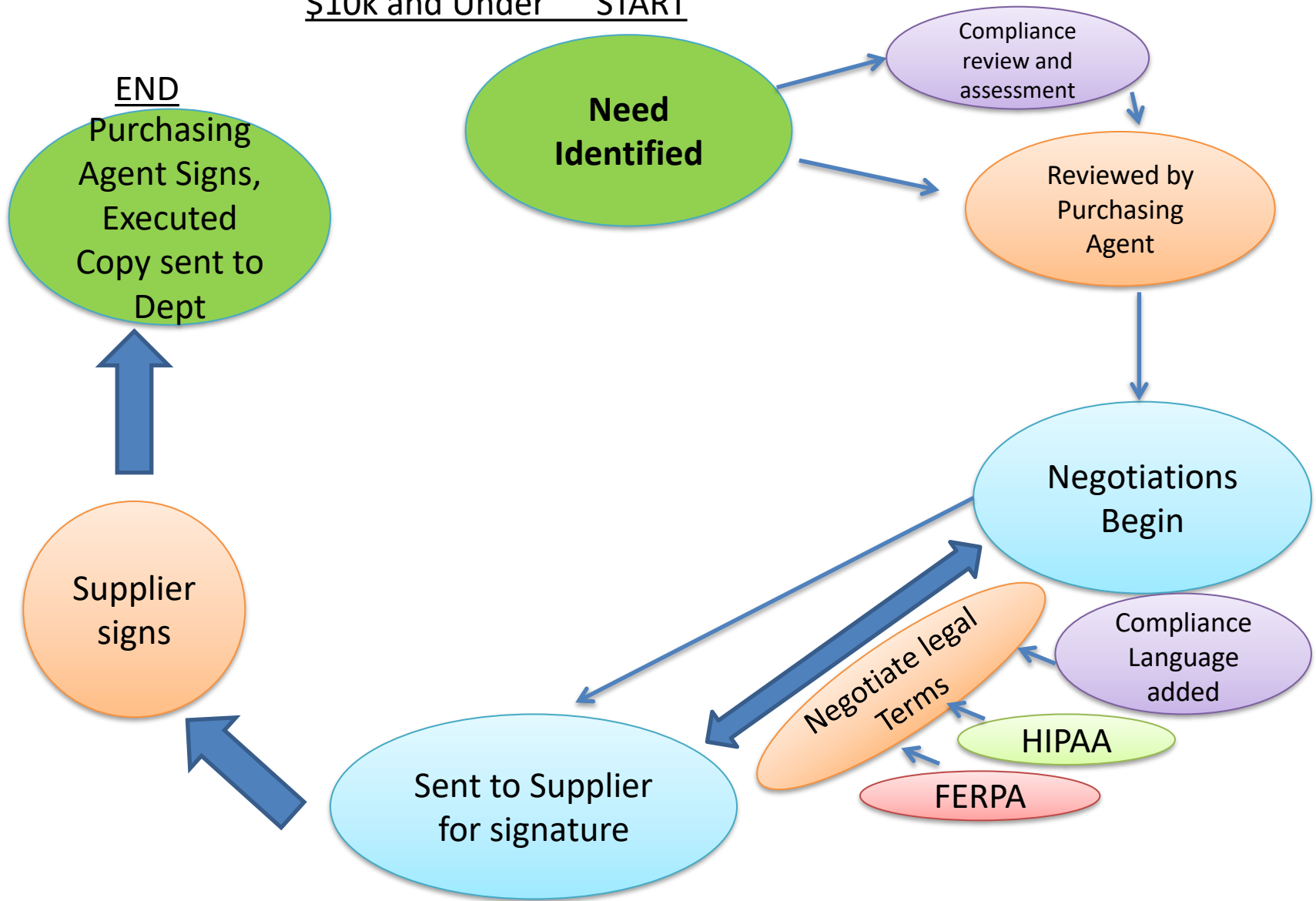
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ADDITIONAL APPROVALS

- \$150k and Greater
 - May require Controller approval
 - Director of Procurement & Contract Services approval
- \$1M and Greater
 - Associate Vice President and Chief Procurement Officer approval
- \$5M and Greater
 - President Approval
- \$10M and Greater
 - Regents awareness



\$10k and Under START



\$10k and Greater START

