ABC 2015 Fall Summit

Procurement Overview

Contracts & Procurement
https://afd.calpoly.edu/cprm/procurement.asp

September 9, 2015

Agenda

- Contracts & Procurement Responsibility and Role to University
- Strategic Sourcing
- Purchasing Methods/Guidelines
Contracts & Procurement

- Responsible for buying goods and services on behalf of the University
- Includes – planning, development of specifications, market research, value analysis, negotiations, and contract execution (purchase order)
- Strategic sourcing vs transaction procurement methodologies

Strategic Sourcing

- Where Cal Poly and the CSU are going:
  - Value-added
  - Strategic
  - Minimize administrative burden
  - Proactive "partnership" model
  - Collaborate with other campuses, systems and local agencies to maximize efficiency and purchasing power
Specific Acquisition

Scope of Strategic Sourcing?
The scope of strategic sourcing extends beyond supplier price negotiation and takes into account the total cost of ownership.

Objectives to Strategic Sourcing

What can you do?
- Budget and plan major purchases well in advance
- Consult with Contracts & Procurement (C&P) at the earliest stages
- Do not engage with suppliers without C&P involvement
- Request sole source only when absolutely necessary
- Consider the big picture; be patient and cooperative as we ramp up strategic sourcing effort across campus, the CSU and the state

abc.afd.calpoly.edu
Purchasing Methods

- **Direct Buy** - low value reimbursements for goods and off campus services under $2500.00. These should be limited, refer to Campus Marketplace for alternatives.

- **ProCard** - used for supplies and equipment. Cardholders should in order to achieve overall cost savings for administrative and processing time. [https://afd.calpoly.edu/cprm/pcard.asp](https://afd.calpoly.edu/cprm/pcard.asp)

- **Campus Marketplace** – purchase goods/services from competitively awarded contracts. 80% of goods/services on website.
  - [https://afd.calpoly.edu/cprm/emarketplace.asp](https://afd.calpoly.edu/cprm/emarketplace.asp)
  - [https://afd.calpoly.edu/cprm/procurement/campus_marketplace/](https://afd.calpoly.edu/cprm/procurement/campus_marketplace/)

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Purchasing Methods (cont)

- **Purchase request (Requisitions) and Purchase Orders**
  - A request to the C&P office to allocate funds for the purpose of buying a good/services.
  - Not a binding agreement
  - Requisitions are established in order for a purchase order (binding contract) to be issued by Procurement Specialist.
  - Delegated authority by the President to the Contracts & Procurement **only** to issue PO’s.
Training Resources

- Purchasing Guidelines
  https://afd.calpoly.edu/cprm/forms/purchasing_guidelines.pdf
- Requisition Training Guidelines
  https://afd.calpoly.edu/cprm/requisitions.asp

Handout – Purchasing Methods

Thank you for the opportunity to support your operations and to help advance our greater institutional goals

GO MUSTANGS

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