

UB PROCUREMENT 101

JordanAnn Wilson
Dalton Holler

 University at Buffalo
Office of the Vice President
for Finance and Administration



What does the Procurement Department Do?

- Procure Commodities and Services
- Evaluate Pricing
- Policy Compliance
- Negotiation



Purchasing Dollar Thresholds

For eReqs \$0 — \$5,000

State	RF	UBF
Price must be reasonable	Price must be reasonable	Price must be reasonable
Include quote or product specification	Include quote or product specification	Include quote or product specification
Purchasing verifies if price is reasonable	Purchasing verifies if price is reasonable	Purchasing verifies if price is reasonable
*Estimated order time: 3 to 5 business days	*Estimated order time: 3 to 5 business days	*Estimated order time: 3 to 5 business days

*These timeframes assume the vendors are currently in the supplier file. New vendors may take up to two weeks. Purchasing has the final say in vendor selection.

Purchasing Dollar Thresholds

For eReqs \$5,001 — \$10,000

State	RF	UBF
Price must be reasonable	Price must be reasonable	Price must be reasonable
**Obtain 2 or 3 quotes	**Include quote or product specification	**Include quote or product specification
Purchasing verifies if price is reasonable	Purchasing verifies if price is reasonable	Purchasing verifies if price is reasonable
*Estimated order time: 5 to 15 business days	*Estimated order time: 3 to 5 business days	*Estimated order time: 3 to 5 business days

*These timeframes assume the vendors are currently in the supplier file. New vendors may take up to two weeks. Purchasing has the final say in vendor selection.

**All sole/single source procurements require written justification.



Purchasing Dollar Thresholds

For eReqs \$10,001 — \$50,000

State	RF	UBF
Price must be reasonable	Price must be reasonable	Price must be reasonable
**Obtain 2 or 3 quotes	**Obtain 2 or 3 quotes	**Obtain 2 or 3 quotes
Purchasing verifies if price is reasonable and obtains required forms from suppliers	Purchasing verifies if price is reasonable	Purchasing verifies if price is reasonable
*Estimated order time: 5 to 15 business days	*Estimated order time: 5 to 15 business days	*Estimated order time: 5 to 15 business days

*These timeframes assume the vendors are currently in the supplier file. New vendors may take up to two weeks. Purchasing has the final say in vendor selection.

**All sole/single source procurements require written justification.

Purchasing Dollar Thresholds

For eReqs \$50,001 — \$125,000

State	RF	UBF
Advertised in New York State Contract Reporter	Price must be reasonable	Price must be reasonable
**Minimum of 3 sealed bids solicited by Purchasing (only purchasing can perform bidding)	**Obtain 3 written quotes	**Obtain 3 written quotes
Purchasing can use discretion up to \$200,000 to award to a diversity supplier	Purchasing verifies if price is reasonable	Purchasing verifies if price is reasonable
*Estimated order time: up to 5 weeks	*Estimated order time: up to 3 weeks	*Estimated order time: up to 3 weeks

*These timeframes assume the vendors are currently in the supplier file. New vendors may take up to two weeks. Purchasing has the final say in vendor selection.

**All sole/single source procurements require written justification.

Purchasing Dollar Thresholds

For eReqs \$125,001 — \$250,000

State	RF	UBF
Advertised in New York State Contract Reporter	Price must be reasonable	Price must be reasonable
**Minimum of 5 sealed bids solicited by Purchasing (only purchasing can perform bidding)	**Obtain 3 written quotes	**Obtain 3 written quotes
Purchasing will obtain the sealed bids	Purchasing verifies if price is reasonable	Purchasing verifies if price is reasonable
Purchasing can use discretion up to \$200,000 to award to a diversity supplier	Estimated order time: up to 3 weeks	Estimated order time: up to 3 weeks
*Estimated order time: up to 12 weeks		

*These timeframes assume the vendors are currently in the supplier file. New vendors may take up to two weeks. Purchasing has the final say in vendor selection.

**All sole/single source procurements require written justification.

Purchasing Dollar Thresholds

For eReqs Over \$250,000***

State	RF	UBF
Purchasing must obtain prior written consent from Attorney General and Office of State Comptroller	Price must be reasonable	Price must be reasonable
**Advertised in New York State Contract Reporter	**Obtain 3 written quotes	**Obtain 3 written quotes
Minimum of 5 sealed bids solicited by Purchasing (only Purchasing can perform bidding)	Purchasing verifies if price is reasonable	Purchasing verifies if price is reasonable
*Estimated order time: up to approximately 12 weeks	*Estimated order time: up to approximately 3 weeks	*Estimated order time: up to approximately 3 weeks

*These timeframes assume the vendors are currently in the supplier file. New vendors may take up to two weeks. Purchasing has the final say in vendor selection.

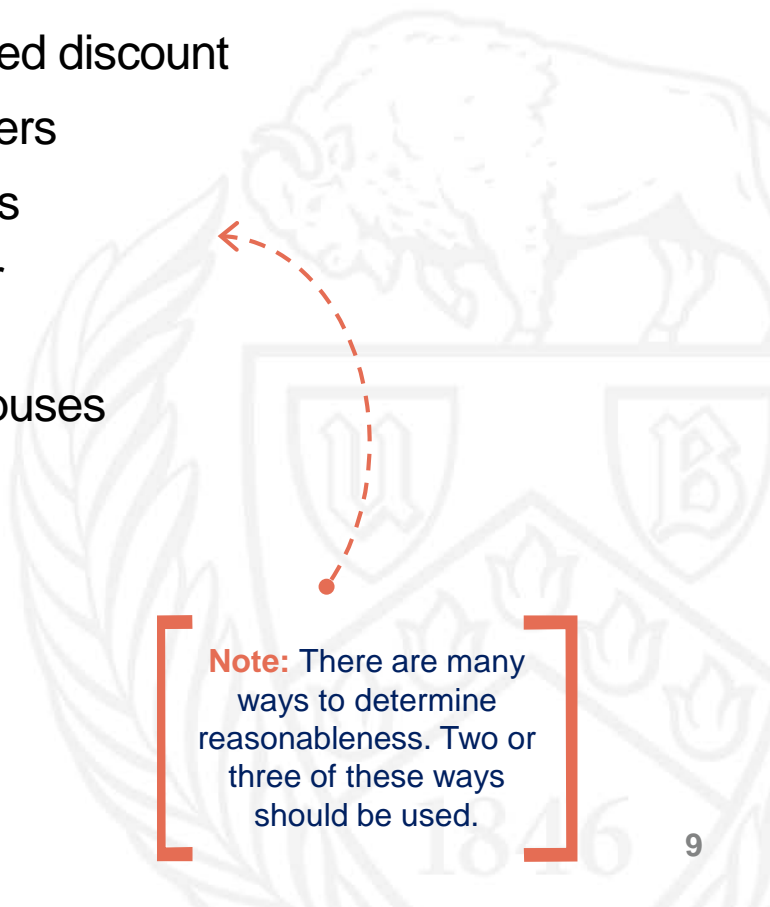
**All sole/single source procurements require written justification.

***State expenditures over \$250,000 for services require OSC approval.

Purchasing Dollar Thresholds

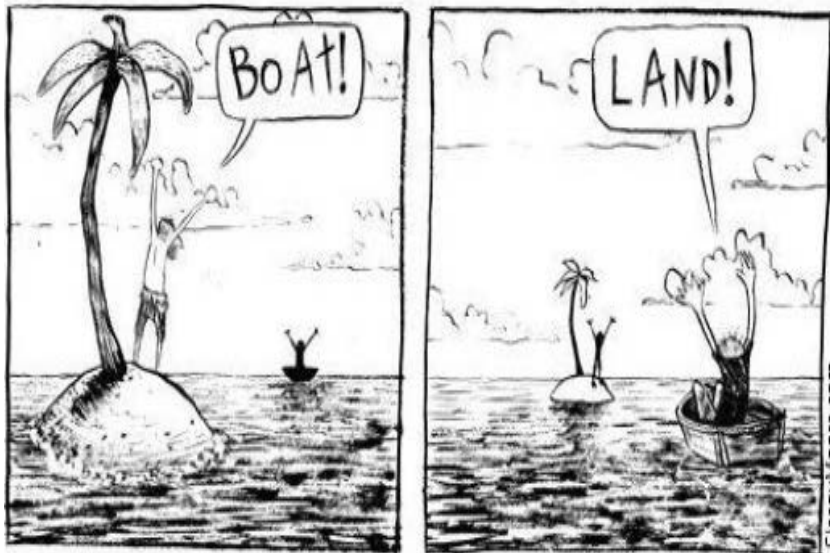
Examples of Reasonableness of Price

- The vendor's published price list and documented discount
- Prior invoices from this vendor to other consumers
- Invoices or cost sheets from prior state contracts
- Comparisons to other vendors' prices for similar products/services
- Comparison to similar purchases by other campuses
- Price or cost analysis
- Historical cost or price comparison



Note: There are many ways to determine reasonableness. Two or three of these ways should be used.

Perspective Matters



Stranded on a desert island, finally a way out of here!

Lost at sea, finally some land!

- Consider the supplier's operating reality
- Extend a professional courtesy to suppliers by making sure they can get paid in a timely manner
- Receive a purchase order from purchasing **BEFORE** you order a service or commodity

Single Source:

Although two or more suppliers can provide the required commodity or service, UB selects one supplier over another

Sole Source:

Only one supplier is capable of supplying the required commodity or service

Written Justification:

Submit signed justification statement to Purchasing before you order commodity or services. Must include the following:

- Basis upon which it was determined that there is only one known supplier
- Steps taken to identify potential competitors
- Basis upon which it was determined the cost is reasonable

Types of Documentation

What is needed with your request?

Quote or Invoice with itemized costs/details; depending on \$ thresholds, multiple competitive quotes may be needed

Additionally:

- **Events**: Roster of attendees along with a description of the event
- **Consultants**: All expenses must be documented, and must be allowable (for example, GSA per diem for travel)
- **Departmental Justification**: If a contract is in place (NYS or UB contract) and you wish to buy from a non-contract supplier, a justification is required; approval may not be granted

Purchasing Methods

The process to make a purchase depends on the goods and services you're ordering, your funding source, and the dollar amount of your purchase. You will probably use all these tools to manage your procurement needs:

Procurement Card	eReq	Bids
<p>For state purchases up to \$4,999, and UBF and RF purchases up to \$2,500.</p> <p>One-time increases can be granted with approval from both Purchasing and PCard.</p>	<p>For state, UBF and RF purchases for any dollar amount.</p>	<p>Required for state when over \$50,000. Recommended for RF and UBF when over \$50,000.</p> <p>Can be used with any dollar amount. Typically an IFB or RFP.</p>



Definitions

IFB (Invitation For Bid):

- An invitation to suppliers to submit an offer on a specific project to be realized, or product/service to be furnished.
- Focused on pricing; lowest bid wins so long as they meet requirements and specs

RFP (Request For Proposal):

- Process of soliciting proposals from suppliers based on total value
- Points for evaluation of technical criteria of supplier; factors other than price are relevant (experience, qualifications, references, etc.)

MWBE - Minority/Women Business Enterprise

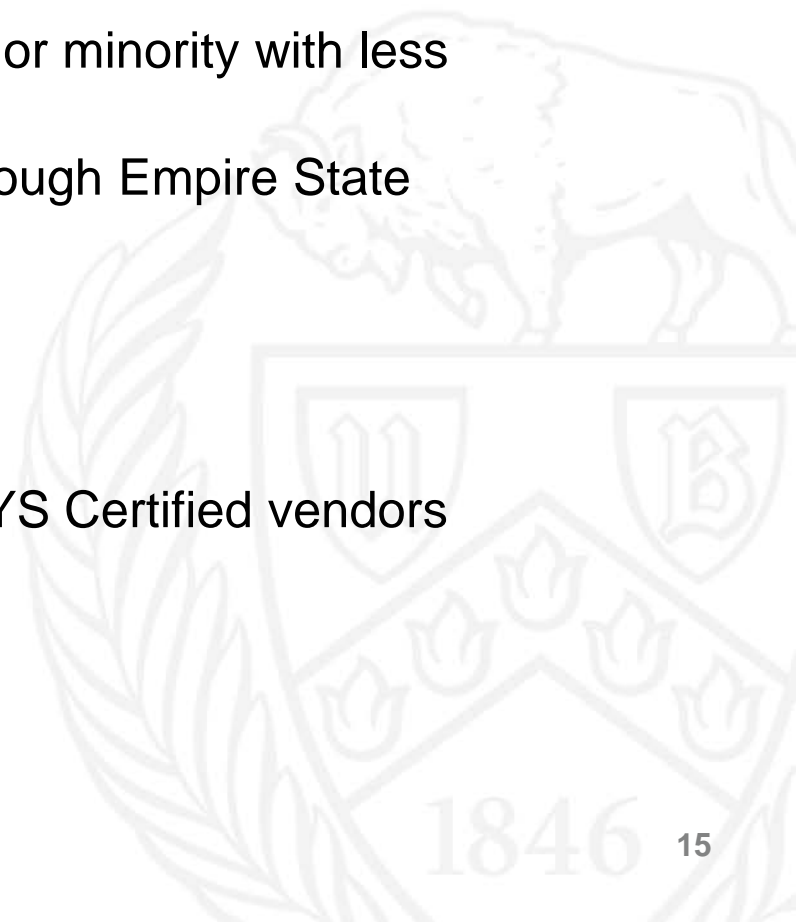
MWBE:

Businesses that are 51% owned by a woman or minority with less than 300 F/T employees

- Have to be New York State Certified through Empire State Development

NYS:

Requires University-wide spend goals with NYS Certified vendors
30% of total State dollars



SDVOB – Service Disabled Veteran Owned Business

SDVOB:

Businesses that are at least 51% owned by one or more service-disabled veterans (SDVs)

- Honorably discharged veterans including NY Guard and NY Militia and/or Reserves
- Service-connected disability of 10% or greater
- Certified by the Division of Service-Disabled Veterans' Business Development (DSDVBD)

NYS:

Requires University-wide spend goals with NYS Certified vendors 6% of total State dollars

Approval Authority

Procurement Contracts:

Any contract that obligates university funds

- Requires review and approval by appropriate procurement personnel.
- Procurement contracts otherwise signed outside the procurement office legally obligate the individuals signing the contract as they are not authorized to represent UB.


buffalo.edu/procurement

Human Resources

Managing Facilities

Managing Procurement

Managing Money

SEARCH 

INFO FOR 

Administrative Services > Managing Procurement > Getting Started in Managing Procurement

Managing Procurement

> Getting Started in Managing Procurement

- Purchasing Buying Teams
- How UB Finds Suppliers
- Getting Access to Systems and Data
- Purchasing Dollar Thresholds

UB Procurement Guidelines and Policies

Find Commonly Purchased Goods and Services

Using University Space and Facilities

Electronic Procurement (eProcurement)

Procurement Card (PCard) Program

Electronic Requisition (eReq)

Special Purchasing Needs

Receive and Pay for Goods and Services

Asset Management

Find a Procurement Expert

Procurement FAQs

Managing Procurement Index

Related Links

> Traveling for Business

Getting Started in Managing Procurement

ON THIS PAGE:

- [Getting Onboard with Procurement](#)
- [Purchasing Buying Teams](#)
- [Purchasing Dollar Thresholds](#)
- [Special Purchasing Needs](#)
- [Tips for a Successful Purchase](#)
- [Related Forms and Training](#)

Procurement Services is committed to providing professional and value-added service to university staff and suppliers. We invite you to learn about the tools and resources for procurement and to partner with us to help you navigate the steps.

Getting Onboard with Procurement

- + Step 1: Get Authorized
- Step 2: Get Training

Our procurement staff will guide you through the procurement process and offer you tools and resources to empower you to make decisions that improve your work. We invite you to collaborate with us for your specific needs.

- ▶ [Request Procurement Training](#)
- + [Step 3: Discover Purchase Method Options](#)
- + [Step 4: Learn Best Practices for Finding Suppliers](#)

Before You Buy



When in doubt, find out! Consult with our [purchasing agents](#) for advice.

All Purchases Are Subject to Audit



All procurement activity is subject to periodic audit to monitor compliance with policies and procedures.

Contact Us For Help

- Procurement Services website
www.buffalo.edu/procurement or 645-2676
 - Contact an expert
 - Request Training
 - Guidelines, Policies, and Forms
 - Access business systems (eReq, Web Receiver, SIRI)

