

# HOW TO PURCHASE YOUR SCIENTIFIC NEEDS

UB VPHS Research Orientation Event  
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## Scientific Team

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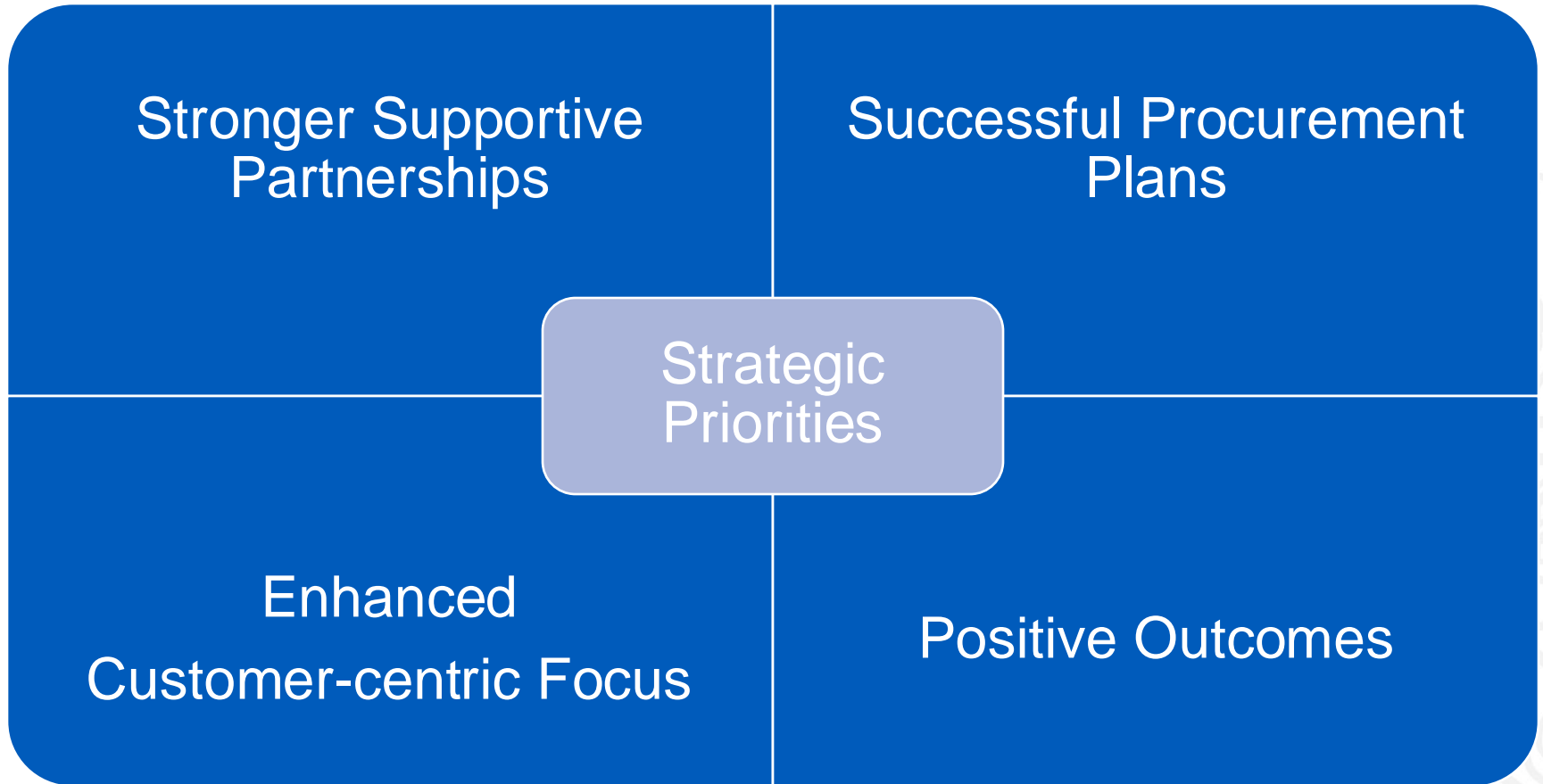
# Strategic Scientific Procurement

Strive to provide the highest level of customer service to support faculty, staff and students engaged in Research & Clinical Activities and Economic Development Initiatives





## How to achieve strategic research priorities





# Team Approach


## Scientific Team Commodities

- Capital Equipment - Specialized Scientific Systems
- Basic Equipment, Consumables, Analysis, MRO (Maintenance Agreements & Repairs)

## Procurement Methodology

- Funding Source – State, RF, or UBF
- Obtaining Quotes and Performing Due Diligence
- Departmental Justification – Sole or Single Source



A photograph of a female scientist with long dark hair, wearing a white lab coat, working in a biosafety cabinet. She is focused on her work, looking down at a pipette tip. The cabinet is filled with various laboratory equipment and supplies, including a multi-channel pipette, several bottles of red liquid, a rack of blue-capped microcentrifuge tubes, and other containers. The background is a clean, stainless steel surface.

**Strategic Sourcing  
Basic Equipment,  
Consumables and MRO**



## STRATEGIC SOURCING – BASIC EQUIPMENT, CONSUMABLES, MRO

NYS OGS Centralized Contracts (i.e. Fisher Scientific, Krackeler Scientific, Laboratory Products Sales)

System-Wide SUNY Contracts (i.e. VWR)

Preferred Sources (i.e. NYS Industries for the Blind), or MWBE (Laboratory Products Sales), SDVOB discretionary

Open Market (sole/single source, obtaining 3 quotes)

# Purchasing Dollar Thresholds

## For Procurement Cards (PCard)

State	RF	UBF
Per transaction limit is \$4,999; orders over limit use requisition process	Per transaction limit is \$2,500. Orders over limit use requisition process	Per transaction limit is \$2,500. Orders over limit use requisition process
Price must be reasonable	Price must be reasonable	Price must be reasonable
Transaction must be appropriate to grant or account	Transaction must be appropriate to grant or account	Transaction must be appropriate to grant or account
Tax exempt	Tax exempt	Tax exempt

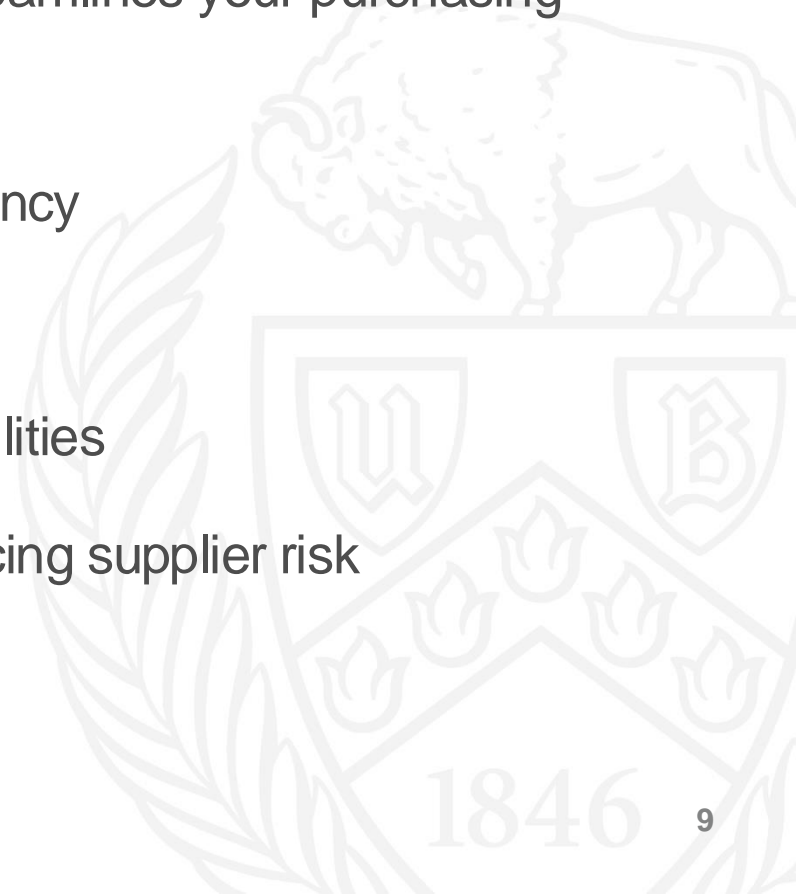




# SHOPBLUE

## UB's eProcurement system

- Centralizes strategic processes and streamlines your purchasing needs
- Improves visibility and maximizes efficiency
- Customizable user profiles
- Enhanced reporting and tracking capabilities
- Strengthens supplier partnerships reducing supplier risk
- Increased contract compliance



# Purchasing Dollar Thresholds

## For Requisitions Under \$10,000

State	RF	UBF
Price must be reasonable	Price must be reasonable	Price must be reasonable
**Obtain a total of 2 quotes if over \$2,500	Include quote or product specification	Include quote or product specification
Estimated order time: 3 to 5 business days	Estimated order time: 3 to 5 business days	Estimated order time: 3 to 5 business days

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

\*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 Requisitions \$10,000 - \$49,999

State	RF	UBF
Price must be reasonable	Price must be reasonable	Price must be reasonable
**Obtain a total of 2 or 3 quotes	**Obtain a total of 2 or 3 quotes	**Obtain a total of 2 or 3 quotes
Estimated order time: 5 to 15 business days	Estimated order time: 5 to 15 business days	Estimated order time: 5 to 15 business days

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

\*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



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A photograph of a laboratory setting. In the foreground, there are several pieces of scientific equipment, including a large white machine with a blue handle and a control panel. In the background, three people are visible: a man in a pink shirt standing and talking to two people in white lab coats who are seated at a workstation. The room is filled with various pieces of equipment, including fume hoods and gas cylinders. The lighting is bright, and the overall atmosphere is professional and focused on scientific research.

# Strategic Sourcing Capital Equipment Specialized Scientific Systems



## STRATEGIC SOURCING – CAPITAL EQUIPMENT

NYS OGS Centralized Contracts (i.e. Agilent, Life Technologies, PerkinElmer, Philips Healthcare, Shimadzu, Siemens, Thermo Electron, Waters)

System-Wide SUNY Contracts (i.e. VWR, Medline)

Consortium Contracts (i.e. E&I Cooperative)

Healthcare Contracts (i.e. Premier Healthcare)

MWBE (Laboratory Products Sales, Cara Medical) or SDVOB discretionary

Open Market (discretionary or formal IFB based on dollar value, sole/single source)

# Purchasing Dollar Thresholds

## For Requisitions \$50,000 - \$74,999

State	RF	UBF
Advertised in New York State Contract Reporter	Price must be reasonable	Price must be reasonable
**Obtain a total of 3 quotes	**Obtain a total of 3 quotes	**Obtain a total of 3 quotes
Purchasing may determine a sealed bid is required	Federally funded purchases require debarment forms, Visual Compliance, or System for Award Management check	
*Estimated order time: up to 1-2 months	*Estimated order time: 3+ weeks	*Estimated order time: 3+ weeks

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

\*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 Requisitions \$75,000 - \$124,999

State	RF	UBF
Advertised in New York State Contract Reporter	Price must be reasonable	Price must be reasonable
**Obtain a total of 3 quotes	**Obtain a total of 3 quotes	**Obtain a total of 3 quotes
Pre-Approval by Attorney General and Office of the State Comptroller is required	Federally funded purchases require debarment forms, Visual Compliance, or System for Award Management check	
Purchasing may determine a sealed bid is required		
*Estimated order time: up to 3-5 months	*Estimated order time: 3+ weeks	*Estimated order time: 3+ weeks

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

\*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 Requisitions \$125,000+

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 a total of 3 quotes	**Obtain a total of 3 quotes
Pre-Approval by Attorney General and Office of the State Comptroller is required	Federally funded purchases require debarment forms, Visual Compliance, or System for Award Management check	
Purchasing may use discretion to award a MWBE/SDVOB supplier		
*Estimated order time: up to 4-6 months	*Estimated order time: 3+ weeks	*Estimated order time: 3+ weeks

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

\*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





## Frequently Used Vendor Contacts

- Bio-Rad Laboratories: rep Catherine Valley; [cathie\\_valley@bio-rad.com](mailto:cathie_valley@bio-rad.com); 724-234-8519
- Fisher Scientific: rep Caitlyn Gilday; [caitlyn.gilday@thermofisher.com](mailto:caitlyn.gilday@thermofisher.com); 716-327-4312
- Krackeler Scientific: rep Shannon Anuszewski; [sla@krackeler.com](mailto:sla@krackeler.com); 518-462-4281 x116
- Laboratory Products Sales: rep James Schanck; [jschanck@LPSinc.com](mailto:jschanck@LPSinc.com); 800-388-0166
- Life Technologies: rep Jennifer Nassivera; [jennifer.nassivera@thermofisher.com](mailto:jennifer.nassivera@thermofisher.com); 716-481-5412
- VWR, aka Avantor Sciences: rep Kristen McGuire; [kristen.mcguire@avantorsciences.com](mailto:kristen.mcguire@avantorsciences.com); 716-331-5025



Division of Finance and  
Administration presents

# UB Business Day



- Presentations are highly relevant to the needs of your department
- Attendees have numerous opportunities to:
  - Gain information that can be used immediately
  - Engage in conversations with subject matter experts that inspire innovation.
  - Interact face-to-face with colleagues, speakers and vendors

More information: [buffalo.edu/businessday](https://buffalo.edu/businessday)



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# Questions?

