

2014 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

Purchasing – Determining the Proper Purchasing Method to Use

April 1, 2014,
3:00 – 4:00PM

UIC UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC

Lincoln Hall

707 South Morgan Street

Workshop Presenters

- Kevin Fair kevinf@uillinois.edu , 312-996-4248
Interim Director of Purchasing
- Kandra Miller kmiller3@uillinois.edu 217-333-2224
Assistant Director University Payables
- Ruth Rios riosr@uillinois.edu , 312-996-7074
Interim Assistant Director of Purchasing
- Julia Kilgore kilgorej@uic.edu , 312-996-2808
Training Specialist - iBuy

Please ...

- Turn off cell phones.
- Avoid side conversations.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Identify the proper procurement method to be used when purchasing your unit's goods and services
- This workshop will review the best methods for purchasing various items, including when to use the P-Card versus an iBuy requisition or iBuy catalog. You will hear how Business Managers make these decisions. We will cover purchasing methods for generally small and non-formal bid purchases. Types of purchases will include the following:
 - Small purchases-less than \$20,000 (P&A), and FY15 limits of \$55,400 (Commodities and General Services)
 - iBuy Requisitions and Catalogs
 - P-Card and T-Card
 - P&A Under \$5,000
 - P&A Over \$5,000 - \$19,999
 - Sole Source Purchases
 - Exempt Purchases
 - Joint and Cooperative Purchasing
 - Contracts Search Tool

- Small purchase limits - \$19,999 (P&A), \$55,400 (Commodities and General Services); State Disclosure Forms required at \$25,000 and over – Vendor Portal in Process
- Requisitions - iBuy

iBuy Requisitions and Catalogs

Creating Requisitions in iBuy

1. Use the Punch-out Catalog
2. Use the Hosted Catalog
3. Create a Requisition with University Forms
 - Non-Catalog Form
 - Route to Purchasing Form
 - Controlled Substance Form
 - New Standing Order Form

Non-Catalog Form

Route to Purchasing Form

Non Catalog Form Available Actions: Add and go to Cart

Non Catalog Form ?

Instructions

Do not use this form when placing an order of any amount that (1) requires an authorized University of Illinois signature on a document or (2) includes or requires any of the items listed below.

- Rental Agreements
- Any Purchase requiring an Authorized Signature
- Any Vendor Terms and Conditions different from the U of I Terms and Conditions
- Any Vendor Contract or Agreement that goes with the order that would need reviewed
- Any shipment that goes through Customs
- Telecommunications Equipment
- Weapons and Ammunition For more information [Click Here](#)
- Furniture For more information [Click Here](#)
- Charter Air or Bus Service
- Lab or Specialty Gases For more information [Click Here](#)
- Laboratory or Office Moving (External Vendor)
- Onsite Services For more information [Click Here](#)
- High Power Lasers
- Non-Denatured Ethyl Alcohol

Supplier Info ?

General Info Instructions If the supplier is unavailable, please submit a vendor add form found on the OBFS website to the vendor committee. <http://www.ibuy.uillinois.edu>. Click on Vendors/Adding Vendors, then click on the form for your campus.

Enter Supplier
or
supplier search

General Info ?

Non-Configurable Fields

Note: The information you enter on this form is required to match the information on the vendor's invoice for payment purposes. It is imperative that you enter accurate information in the fields below. If necessary, contact the vendor to verify price, unit of measure, or any information that may need confirmation to ensure accuracy.

Form Type Non-Catalog Form

Catalog No.

Product Description
254 characters remaining expand | clear

Quantity

Packaging (UOM) EA - Each

Estimated Price

Commodity Code search...

Configurable Fields

Notes
1000 characters remaining expand | clear

Internal Info ?

Internal Info Instructions Please add internal notes and attachments to the requisition.

Route to Purchasing Form Available Actions: Add and go to Cart

Route to Purchasing Form (Any \$) ?

Please Note before using this form:

Submit this form when placing an order of any amount that (1) required an authorized University of Illinois signature on a document or (2) includes or required any of the items listed below.

- Rental Agreements
- Any Purchase requiring an Authorized Signature
- Any Vendor Terms and Conditions different from the U of I Terms and Conditions
- Any Vendor Contract or Agreement that goes with the order that would need reviewed
- Any shipment that goes through Customs
- Telecommunications Equipment
- Weapons and Ammunition For more information [Click Here](#)
- Furniture For more information [Click Here](#)
- Charter Air or Bus Service
- Lab or Specialty Gases For more information [Click Here](#)
- Laboratory or Office Moving (External Vendor)
- Onsite Services For more information [Click Here](#)
- High Power Lasers
- Non-Denatured Ethyl Alcohol

Vendor information ?

Enter Supplier
or
supplier search

Requisition information ?

Note: The information on this form must match the information on the vendor's invoice to ensure accurate and timely payment to the vendor. If necessary, contact the vendor to verify price, unit of measure, or any information that may need confirmation to ensure accuracy.

Catalog No.

Product Description
254 characters remaining expand | clear

Quantity


Packaging (UOM) EA - Each

Estimated Price

Commodity Code search...

Total 0.00

Controlled Substance Form

Radioactives Available Actions: Add and go to Cart 

Supplier Info ?

Enter Supplier
or
supplier search

General Info ?

Non-Configurable Fields

Note: The information you enter on this form is required to match the information on the vendor's invoice for payment purposes. It is imperative that you enter accurate information in the fields below. If necessary, contact the vendor to verify price, unit of measure, or any information that may need confirmation to ensure accuracy.

Form Type Radioactives

Catalog No.

Product Description
254 characters remaining expand | clear

Quantity

Packaging (UOM) EA - Each










Estimated Price

Configurable Fields

Permit #

Commodity Code search..

Health and Safety

-  Controlled substance
-  Recycled
-  Hazardous material
-  Radioactive
-  Rad Minor
-  Select Agent
-  Toxin
-  Energy Star
-  Green

Internal Info ?

Internal Info Instructions After completing this requisition, go to the Division of Research Safety Website <http://www.drs.uiuc.edu/rss/materials/order.aspx> and log your requisition information. Please add internal notes and attachments directly on the requisition.

Total 0.00

NEW! Standing Order From

Standing Order Request
Available Actions:

Instructions ?

When to use this form:

To request a purchase order related to 'amount only' purchases. Standing Orders are defined as purchase orders where the exact goods or services are not known prior to execution of the purchase order.

For example, a standing order may be used for maintenance items when preparing for emergency needs when a full purchase order may not be issued within the required time to affect the repairs.

Form Instructions:

In addition to the required fields on this form, if services are performed on campus, you will need to obtain a Certificate of Insurance form naming "The University of Illinois" as additionally insured for work performed on campus.

Supplier Information ?

Enter Supplier

or
supplier search

Standing Order Information ?

Renewal?

Form Type Standing Order

Description	Unit Price	Quantity
<input style="width: 95%;" type="text"/>	1.00	<input style="width: 40px;" type="text"/>

254 characters remaining expand | clear

Quantity Instructions The quantity field controls the total dollar value of the standing order. For example, if you need to establish a \$500 standing order, enter 500 in the quantity field.

Commodity Code search...

Department Contact Information

Contact Name

Contact E-Mail

Contact Phone Number

Ordering & Payment Methods

[Suggest New Keywords](#) | [OBFS Purchasing](#) | [Contact Us](#) | [Logoff](#)

Find a Contract

Search

Show Contracts:
 UIC + multi-campus

Search Term:
 (e.g. commodity/service, contract number, vendor)

[Check back often --](#)



Procurement Contracts Search

[Suggest New Keywords](#) | [OBFS Purchasing](#) | [Contact Us](#) | [Logoff](#)

Ordering & Payment Methods

Find a Contract

Search

Show Contracts:

- UIC + multi-campus
- UJS + multi-campus
- UIUC + multi-campus
- Only multi-campus

Search Term:
 (e.g. commodity/service, contract number, vendor)

Medical

Search

Check back often --
 Our database is growing as we add contracts for the new fiscal year.

Browse To browse a list of all commodity types, leave search term field blank. ▲

Found 6 Contracts for Search Term > "Medical"

Matching Commodity Types

[Commodities & General Services](#) (2 matches)

[Management/Administrative Services](#) (2 matches)

[Medical](#) (2 matches)

Matching Contracts

[See similar contracts in this category](#)

[Back To Top](#)

Medical

Vendor	Contract Number	Purchasing Method	Sub-Commodity	Diversity/Green	Vendor Phone
Cardinal Health www.cardinalhealth.com	CC11001844		Hospital/medical equipment, supplies & services		
Cardinal Health www.cardinalhealth.com	ND60022		Hospital/medical equipment, supplies & services		

Login to iBuy



[More info on iBuy](#)

Login to Banner



[More info on Banner](#)

Login to P-Card



[More info on P-Card](#)

P-Card and T-Card

P-Card and T-Card

OBFS Policy Info

P-Card is used to purchase supplies and equipment <\$4,999 STL

- Section 7.2 Purchase of Goods and Services
- Section 7.6* University Purchasing Card (P-Card)
- Section 8 Allowable Expenses

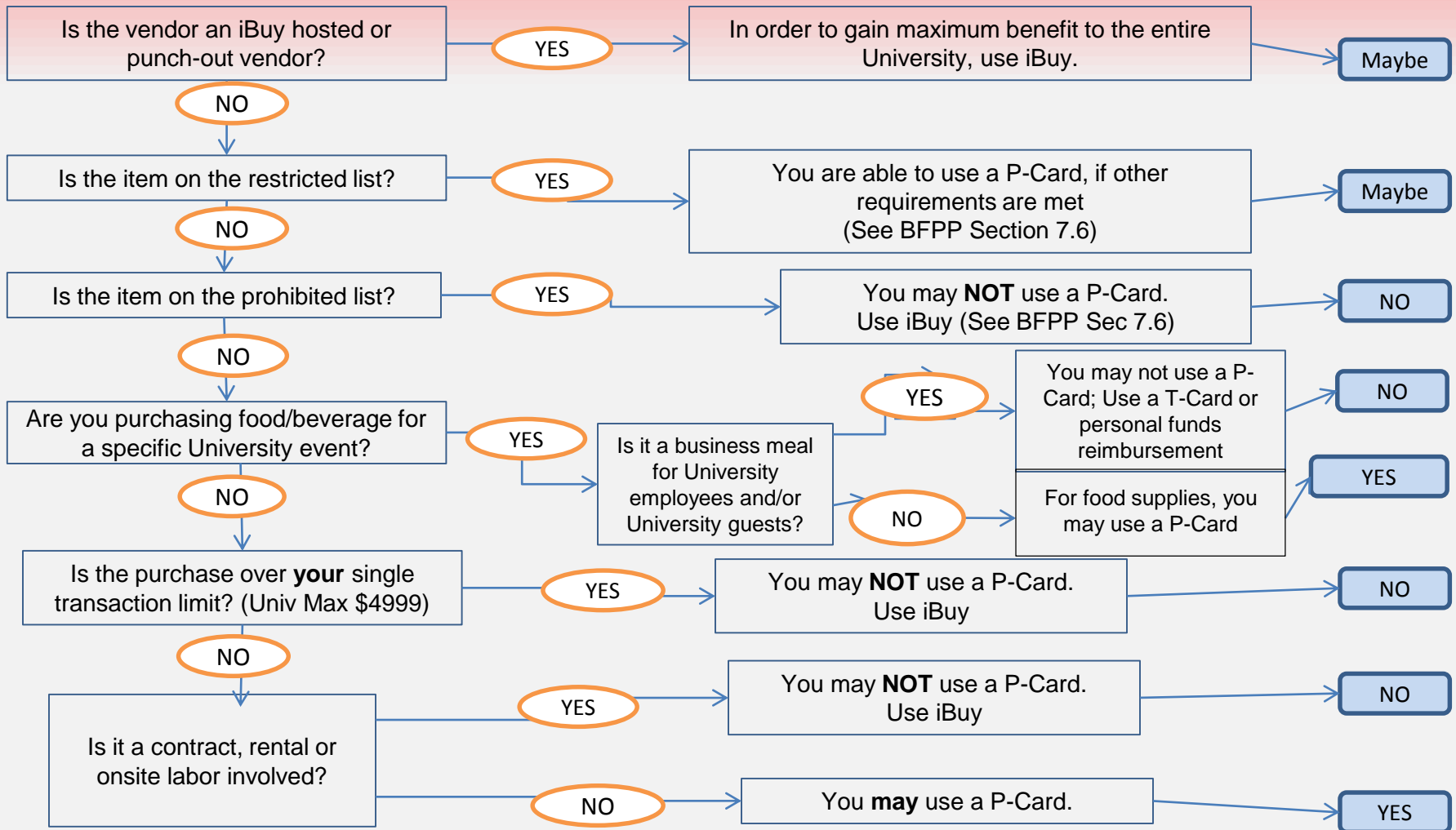
*Defines roles and responsibilities and lists prohibited and restricted purchases

T-Card is used for travel expenses and business meals/refreshments for specific events

- Section 8 Allowable Expenses
- Section 15* Travel

*Defines roles and responsibilities and list prohibited and restricted purchases

P-Card Decision Tree



What's New With P-Card

- Card 2014 expiration/training recertification completed 2/28/14
- Instructor-led P-Card training discontinued in 2013
- Auth/Agree/App form will include birthdate, country of origin and home address-OFAC-(Office Foreign Assets Commission)
- OBFS Card Programs website: P-Card and T-Card information
- Revision of BFPP Section 7.6 The University P-Card, in process
- Notification quarterly of aged P-Card transactions
 - August, November, February, May

What's New With T-Card

- Upgrade of TEM completed March 3, 2014
 - New process to attach receipts to ER
 - Recall ERs in Manager Review
 - Pop-up message to warn against accidentally paying self
- T-Card Applications can now be electronically processed in T-Card Solution (TCS) by DCMs/DCM delegates
- Auth/Agree/App Form includes birthdate, country of origin and home address-OFAC-Office Foreign Assets Commission
- Notification quarterly of aged T-Card transactions
 - August, November, February, May

T-Card vs P-Card Quick Reference

Description	T-Card	P-Card
Airfare	Yes (1)	No
Alcoholic beverages	Yes (2)	No
Baggage fees	Yes	No
Business meals	Yes (3)	No
Catering	Yes (4)	No
Charter bus	No	No
Coat check	No	No
Collision damage waiver (CDW) and loss damage waiver (LDW) insurance	No	No
Conference registration	No	Yes
Food and beverage supplies	No	Yes
Foreign national guests	Yes (5)	No
Fuel for personal car	No	No
Fuel for rental car	Yes	No
Global Positioning System (GPS) rental	Yes	No
Lodging	Yes	No
Late check out	No	No
Laundry and dry cleaning	Yes (6)	No
Parking	Yes	No
Parking tickets	No	No
Per diem	No	No
Taxi	Yes	No
Tolls	Yes (7)	No
Travel insurance	Yes (8)	No
University guests	Yes	No
Vehicle rental	Yes (9)	No

1. Use University contracted travel agencies or any travel provider BFPP Section 15.
2. See BFPP Section 8: Payments and Reimbursements Determine the Allowability of Serving Alcohol.
3. See BFPP Section 8: Payments and Reimbursements Determine the Allowability of Business Meals and Refreshments.
4. Only Drop-off food or University contracted caterer is allowed. Any catering requiring set-up/service must be purchased with Purchase Order.
5. See Department Business Office for assistance; special IRS rules apply.
6. See BFPP Section 15: Travel Determine the Allowability of Travel Expenses.
7. Only the actual toll; Not Prepaid (iPass).
8. Only for foreign travel which must be pre-approved on T-Card Exception Request.
9. Rental can only be paid by the employee responsible for picking up and driving the vehicle, see Car Rental under OBFS Business Travel.

Contract Approval Routing Form (CARF)

- New form is used to route expenditure and revenue generating contracts to Chicago Purchasing or OBDS. Use drop-down menu to make selection
- New unit approvals for amount limits:
 - Unit Head is required for dollar limits up to \$50,000
 - Dean/Director for \$50,000 or more and OBDS-No Funds
 - VP/Chanc/V Chanc \$150,000 or more
- Attach one original contract/agreement (UIC or other party)
- Expenditure contracts will now be accepted by email to : uicpurchasing@uillinois.edu. No need to mail or drop off.
- Forms available at obfs.uillinois.edu/forms/contracts/; Under Contract Approval/Routing Form (CARF) Chicago

Small Purchase Contracts

Professional & Artistic Services Over \$5,000 - \$19,999

- Contract for P&A is based on one-year, with no renewals.
- Contract is executed in iCS with vendor in advance of the delivery of services.
- Department executes an iBuy requisition/purchase order to settle invoice for the services.

Small Purchase Contracts

General Services - Over \$5,000 - \$55,400

- Contract for General Services is based on multiple years, including renewals to the limit
- Contracts \$55,400 will be competitively bid.
- Contract is executed in iCS with vendor in advance of the delivery of services.
- Department executes an iBuy requisition/purchase order to settle invoice for the services.

<http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=921491>

Small Purchase Contracts

P&A Under \$5,000

- Departmental Contract directly with Vendor.
- Department Execute (signs) with Vendor **in advance** of the services being delivered.
- Unit Head signs “Walter K. Knorr” (Comptroller) then signs as themselves as Unit Head.
- Department settles the bill payment in TEM.
- One Payment Contract

<http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=921476>

Other Non-Bid Purchasing

Sole Source Purchases

SOLE SOURCE JUSTIFICATION FORM

Bulletin or Reference Number:

SECTION I - GENERAL INFORMATION

Requesting Agency/University: _____ Department/Bureau/Section: _____
 Name of Requestor: _____ Date: _____
 Project Title: _____
 Vendor: _____

Provide a description of the supplies or services required:

Value of Initial Term, this Change Order or Amendment, or if a Renewal, Value of this Renewal: \$ _____ Value is: Actual Estimated

This is a: _____ Select One

Professional and Artistic? Yes No
Sole Source may not be used for amendments for Professional or Artistic Services if the amendment would increase the value by more than 5% of the initial award or extend the term by more than 60 days.

SECTION II - PROPOSED TERM

One-Time Purchase
 Term Contract Estimated Begin Date: _____ Estimated Contract End Date: _____
 One-Time Amendment or Change Order to an Existing Contract for Reasons Other Than Adding Additional Funds Explain (Then Skip Section III and go to Section IV): _____

If a Term Contract, does the term, including renewals, exceed 12 months? Yes No
 If yes, a detailed justification is required:

SECTION III - RENEWALS

Number of Potential/Remaining Renewals: _____
 Length of Each Renewal in Months: _____
 Total Value of All or Remaining Renewals: \$ _____

SECTION IV - FUNDING

Select the type of funding to be used (check all that apply):
 Federal Funds State Appropriated Funds Other (Explain): _____

SECTION V - SOLE SOURCE JUSTIFICATION

This purchase is economically only available from a single source because it is:

- Art or Entertainment Services or Athletic Events
- Compatibility of Equipment, Accessories, Replacement Parts or Service
- Critical Changes to the Existing Contract Are Necessary and Best Accomplished by the Contract Holder
- Federal/State Grant Requires Contract with Vendor
- Items are Copyrighted or Patented and the Items are Only Available From the Holder - Copyright or Patent Number(s): _____
- Items are Required by an Existing Franchise Agreement
- Items are Required for Research and No Other Source is Able to Meet the Researcher's Documented Need
- Items are for Commercial Resale
- Items Are Needed for Trial Use or Testing
- Media for Advertising
- Necessary Adjustment of Utility Facilities in Conjunction with Highway Construction
- Organization Memberships (Dues, Fees, Conference Charges Including Mandated Travel and Related Expenses)
- Public Utility Regulated Services
- Radio and/or Television Broadcast Rights
- Railroad Crossings/Facilities Alterations - Proprietary
- Software License/Upgrade/Maintenance
- Other (Explain): _____

SOLE SOURCE JUSTIFICATION FORM

Bulletin or Reference Number:

SECTION VI - HISTORY

Has the Agency or University purchased these supplies or services in the past? Yes No

If yes, STARTING WITH THE MOST RECENT CONTRACT AND WORKING BACKWARD, for the entire relationship with this vendor for this supply or service, list each term, value, short description and type of procurement of each:

Term:	Term From:	Term To:	Value:	Description:	Contract Number:	Type:
One			\$			Select One
Two			\$			Select One
Three			\$			Select One
Four			\$			Select One
Five			\$			Select One
Six			\$			Select One
Seven			\$			Select One
Eight			\$			Select One
Nine			\$			Select One
Ten			\$			Select One

If more than 10 years, explain:

SECTION VII - BUSINESS RATIONALE

- Provide a detailed explanation of the need for the supplies or services:
- Why are the requested supplies or services the only one that can satisfy your requirements?
- What are the unique features of the supplies or services that are not available in any other product or by any other vendor? Provide specific, quantifiable factors/qualifications:
- If services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications:
- Were alternative supplies or services evaluated? Yes No
 5a. If yes, name the alternative vendors whose supplies or services were evaluated:
 5b. If yes, what were the alternatives for each vendor and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility:
 5c. If no, why were alternatives not evaluated?
- What efforts were made to get the best possible price?
- Will this purchase obligate the State to this vendor for future purchases such as maintenance, licensing or continuing need? Yes No
 7a. If yes, please provide details regarding future obligations and/or needs:
- Why is the price for this purchase considered to be fair and reasonable?
- If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract:
- What will be the financial or other impact to the State if this sole source is not approved and a competitive bid is required?
- Is there any additional justification information that you would like to add to justify this sole source?

Exempt Purchases

Public Act 97-643 (30 ILCS 500/1-13)

Applicability to Public Institutions of Higher Education

Notice of Award
Section 1-13(b) Exemptions
(PA97-643)

Name of the Vendor _____

Dollar Value \$ _____ estimated ___ firm ___

Contract Start Date _____ End Date _____ (no later than Dec. 31, 2014)

Exception Citation 30 ILCS 500/1-13(b) Subsection (check one):

____ (1) Memberships in professional, academic, or athletic organizations on behalf of a public institution of higher education, an employee of a public institution of higher education, or a student at a public institution of higher education.

____ (2) Procurement expenditures for events or activities paid for exclusively by revenues generated by the event or activity, gifts or donations for the event or activity, private grants, or any combination thereof.

____ (3) Procurement expenditures for events or activities for which the use of specific vendors is mandated or identified by the sponsor of the event or activity, provided that the sponsor is providing a majority of the funding for the event or activity.

____ (4) Procurement expenditures necessary to provide artistic or musical services, performances, or productions held at a venue operated by a public institution of higher education.

____ (5) Procurement expenditures for periodicals and books procured for use by a university library or academic department, except for expenditures related to procuring textbooks for student use or materials for resale or rental.

Signature

John C. Meehan
Name

Visiting Assistant Director of Purchasing
Title

Date

Waivers

Public Act 97-643 (30 ILCS 500/1-13)

Applicability to Public Institutions of Higher Education

- (1) Contracts with a foreign entity necessary for research or educational activities, provided that the foreign entity either does not maintain an office in the United States or is the sole source of the service or product.
- (2) Procurements of FDA-regulated goods, products and services necessary for the delivery of care and treatment at medical, dental, or veterinary teaching facilities utilized by the University of Illinois or Southern Illinois University.
- (3) Contracts for programming and broadcast License rights for university-operated radio and television stations.
- (4) Procurements required for fulfillment of a grant

Joint Cooperative Purchasing

- Group Purchase Organizations
 - UHC Novation – Healthcare
 - Committee on Institutional Cooperation – Big Ten (Car Rental, Employment background checks, Lab Supplies)
 - Illinois Central Management Services – Master Contracts
 - Midwestern Higher Education Compact – Dell, HP
 - Illinois Public Higher Education Consortium (IPHEC)

UPAY & Purchasing Contact Info

- Card Services: questions regarding P-Card/ T-Card 217-244-9300 or 800-260-9113 217-239-6735 fax; or via email at cco@uillinois.edu
- Customer Service: questions regarding University Payables or TEM 217/333-6583 or via email at TEMhelp@uillinois.edu
- <http://www.obfs.uillinois.edu> (*select P-Card; for T-Card info - TEM Resource Page*)
- Purchasing: questions regarding Professional & Artistic contracts, Ruth Rios 312/996-7074 or via email at riosr@uillinois.edu.
- Purchasing: questions regarding iBuy, Julia Kilgore, iBuy Trainer, 312/996-2808 or via email at kilgorej@uic.edu.

Questions ?