

The REQUISITIONER Newsletter

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Procurement and Contract Services Issues of Interest to GSU Faculty and Staff
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OUR MISSION

The mission of the Georgia Southern University Department of Procurement and Contract Services is to provide University departments with customer oriented procurement and logistics services necessary for their effective and efficient support of the University's mission. We encourage departments to use the guidance and information provided on our web site located at <http://services.georgiasouthern.edu/procurement>

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Comments *By George*

We owe our customers an apology due to the fact that we were not able to publish a Spring edition of the Requisitioner. This was caused due to personnel shortages and a much earlier "fiscal year end".

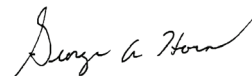
This is the first time in over a year that we have been fully staffed, in part due to personnel moves within the department. Ms. Benita Palmer moved from the Property Control Office to become our first full-time Procurement Card Administrator. Ms. Maria Burton left Central Receiving to fill Benita's position as Inventory Clerk. Mr. Mike Maulden was promoted to Warehouse Supervisor. Ms. Alicia Moore and Mr. Daniel Solano were hired as Receiving Clerks. Ms. Chandra Cheatham left Purchasing to work at the Office of Research Services and Sponsored Programs and was replaced by Ms. Audrey Monroe from Florida Community College in Jacksonville. Ms. Karen Williamson is our most recent hire into a Procurement Specialist position. She comes to us from Raytheon.

As most of you are aware, fiscal year end took place early this year. While starting early coincided with and created some challenges with annual contract renewals, overall we felt the timing was very good. We were able, for the most part, to get in needed equipment and supplies before the start of classes in August. The additional time also allowed for bid processing for higher dollar items. If given a vote, we would certainly like to see this trend continue.

Effective July 30th we started to use the Maximo software system for vehicle purchase approval. This replaced the old "pen and ink" letter request system. Georgia Southern was the first in the State to get an approval through and approved and so far, with two requests in and approved, it appears the approval process has shortened tremendously.

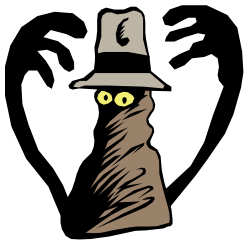
In March of next year those departments using PeopleSoft Financials will convert from Version 7.5 to Version 8.9 which is an updated web based version of PeopleSoft. It has been over five years since we converted to 7.5 and some of us who went through the "conversion" are a little rusty. One new feature of the system is "ePro" which is really an online requisition system which will replace our old paper requisition (fund request) form.

FY08 will see another change in asset inventory. We will permit Colleges and Divisions to schedule a month during which all their departments can conduct their inventories. This will again allow some flexibility to choose inventory month's more compatible with other department requirements.



NIGHTMARE ON OLD REGISTER ROAD

In the back of the warehouse, at the edge of the woods, there are two doors. They lead to an environment that is sometimes a sweltering inferno with those laboring inside dripping with sweat, wanting nothing more than a cool breeze. At other times it is a frozen landscape where the inhabitants are bundled in layer upon layer of clothes, trying to keep the frigid air from freezing skin. The machinery bumps and grinds, heavy metal scraping on concrete. Low grunts and groans are heard, as if something heavy is being dragged up from the depths below. Containers of strange equipment are stacked upon each other on the tall metal racks that line the walls, the smell of chemicals drifting from the darkened corners. This is Central Receiving of the Procurement and Contract Services Department.



This is the place where all that stuff you've purchased arrives on campus. It comes by pickup, van, mail truck, panel truck, and semi-truck. It arrives in a single box, or even in an envelope. It often comes in by the truck load. It may come with ten, twenty, thirty or even a hundred pieces. It may weigh a couple of ounces or many thousands of pounds. It comes in every day; chairs, cars, computers, golf carts, printers, servers, switches, light bulbs, and toilet paper. What the receiving section does is identify the material, match it to a purchase order or requisition, receiving it into the system for payment, and then deliver the material to the requestor.

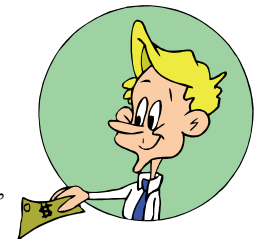
The nightmare is that often strange things arrive. They may have no name. They may come from some unknown company, addressed to some vague address on Old Register Road. Often they arrive without any documentation. The real nightmare is figuring out whom, how, what, when and where something was ordered. Experience has shown that one department is more likely to order a thing-a-ma-jig than another, and that another department is more than likely to have ordered the what-you-ma-call-it than the first. This experience is often the only starting point Receiving has to find the new home of the thing-a-ma-jigs and the what-you-ma-call-its that show up.

Many things have changed recently as to how the oddities that come in are handled. Inching toward the light and away from the darkness of hand written records of last century, technology is now being used; barcodes are now scanned, spreadsheets and databases are being utilized. Change has occurred. No longer just the average box kicker, receivers are now the checkers, the scanners, the keepers of records, and a little too often the detective.

Please feel free to let Central Receiving know if it becomes necessary for anything to be delivered to us, it would greatly be appreciated, and would help cure our nightmares. If you have a large item, a large quantity of items or you have a question concerning shipping give us a call.

PREPAYING ORDERS

Have you ever wondered what happens when an order is prepaid and then the vendor/company goes out of business or worse....bankrupt? Unfortunately this can and has happened. When looking to make a purchase, a good business practice is to make sure the vendor you are purchasing from will accept a purchasing card or a purchase order, making sure to confirm with the vendor the item(s) ordered are available in stock for shipment before completing the transaction with the p-card. Should the vendor indicate a prepayment is necessary, this should raise a flag to contact our office for assistance/guidance in proceeding with the order. Our office will gladly offer assistance to locate another vendor who can offer the same item(s) at a competitive price with no prepayment required.



Unfortunately, when the vendor either does not have the item(s) available in stock or is having another company drop ship, and then the manufacturer or vendor that is shipping files bankruptcy, the University must follow the processes of the Bankruptcy court. This process can be long and drawn-out over an extended length of time, causing your department to not have the item(s) purchased, and to not have those available funds to purchase elsewhere.



KEEPING UP WITH THE WORLD

In an effort to keep up with the ever changing technology involving the procurement of goods and services, the Procurement and Contract Services Department has been actively involved in continuous training.

On April 25, Federica Lanier and Audrey Monroe attended an eQuote Training Seminar held by the State Department of Administrative Services (DOAS). eQuote is one of the State's mandated online bidding processes for one time commodity and sole brand purchases, as well as simple services up to \$50,000.00. The eQuote process and program has been enhanced and is currently undergoing an upgrading process which will allow more flexibility in the procurement process.

On September 6th and 7th, Karen Williamson and Audrey Monroe completed the "Fundamentals to State Purchasing" certification class hosted by Savannah Technical College. The classes expand not only the how to purchase within the State guidelines, but also the different methods of purchasing processes and laws regulating the State agencies' purchasing authority.

The Department of Administrative Services holds a series of certificate training classes designed to inform the new buyer to State of Georgia purchasing, as well as the seasoned buyer, with the technological advancements and revised laws by which the Procurement and Contract Services Department must abide on a daily basis.

THE BLUE AND GOLD UNITY

Through multiple department involvement, Georgia Southern employees will be sporting a new look. After months of coordination and fact finding, the Campus-wide "Uniform: Lease/Rental" Request For Quote has been released.

Included are over fifty items for the departments to choose from, based upon individual job requirements, from lawn maintenance denim to food service chef whites. Even the element of job conditions has been considered, with summer shorts and short sleeves to winter coats and long sleeves. The gamut of items will enable flexibility within the current using departments, as well as the ability to add new departments and employees as the University progresses.



This new look in the upcoming new year brings renewed responsibilities. The departments have established receipt and shipping locations for uniform control. A University departmental liaison will be maintaining accountability and events occurring in the day-to-day activities evolving between the contractor and the employee. Weekly reporting has been established to assist in the in/out flow with an emphasis on trackability and ease of use.

The anticipated goal is to have the Uniform transformation completed the first part of the new year. The contract will allow for four, one (1) year renewals, with uniform replacement on the second anniversary of an individual's initial uniform rental.

EMERGENCIES – WHAT ARE THEY AND WHAT SHOULD YOU DO?

While the Georgia Procurement Manual does not provide a current definition of an emergency purchase, a prior definition stated it was a purchase made "to alleviate a situation in which there is a threat to health, welfare or safety under certain conditions defined as an emergency by jurisdiction". Declaring an emergency does not require advance approvals but the decision should be made within the framework of good business practice and what is in the best interests of the State. If you feel you have an emergency and it occurs after normal working hours, the department should take the necessary steps to alleviate the problem. The situation should then be reported to this office the next working day so that we may determine the best method to complete any purchase of goods or services made.

WRIGHT EXPRESS – IT’S GOOD TO KNOW

The following information is provided by Wright Express:

- Most University vehicle’s Wright Express fuel cards are set up for two swipes per day, \$75 per transaction and a daily limit of \$150. If you need higher limits, please contact Brenda Crews at 681-5661.
- Roadside assistance including towing, dead battery, lockouts, etc., can be obtained by calling 888-WEX-TOWS (888-939-8697).

To find a vendor that accepts the Wright Express card, you can visit their website at www.wrightexpress.com. You simply put in the location and it will give you a list of all accepting vendors in a particular area. Employees of Georgia Southern are considered “fleet drivers”.

NEW VEHICLE REQUEST PROCEDURES

Effective the end of July 2007, vehicle requests are being submitted online via the Maximo software system. The process replaces the old letter submissions. The University has submitted two requests so far using this system and the time taken to receive approval has improved substantially.

To assist this office in generating the approval request, we have created a form entitled Vehicle Request Form and have placed this form on our web page. It is requested that departments desiring to purchase a vehicle complete this form and attach it to their requisition. This form provides us with most of the information we need to process your request.



PAYMENTS TO UNIVERSITY EMPLOYEES FOR SERVICES



We occasionally see requisitions come through for payments to University employees for personal services. Payments for personal services to Georgia Southern University employees can only be processed through the payroll department. This includes payments to businesses (sole proprietorships, partnerships, LLC’s) owned by GSU employees.

The requesting department must make the determination as to whether an individual is an employee or an independent contractor. If the answer to any of the following questions is “yes” then the individual must be treated as an employee.

1. Does the individual provide essentially the same service as an employee of the University?
2. Within the previous twelve months, has the individual been an employee of GSU providing the same or similar services?
3. Is it expected that the University will hire this individual as an employee immediately following the termination of his/her services as a contractor?
4. Does the University have the right to control how the individual will perform or accomplish the service?
Will the individual supervise or control University employees in accomplishing the service?

If an individual is to be paid compensation for services performed and the individual satisfies any of the factors listed above, the individual must be classified as an employee and paid through the Payroll Department with appropriate taxes withheld.

If the answer to any of the questions above is “yes” you should seek guidance from Human Resources and/or the Payroll Department. Do not forward a requisition to Procurement.

\$\$ SMALL CHANGE \$\$



Even in the ever changing “paperless world” there is always a need to generate a copy of a document.

The Library is in the process of introducing a new method of providing copies for Georgia Southern students, faculty, staff as well as the public. Rather than purchasing a \$1.00 or \$2.00 card for one or two copies. Each copy can be individually purchased for \$0.10 by using either a Student ID or cash (in change or bills).

With the assistance of IKON, the coin-operated copiers began their first trial run at the end of July 2007. The trial run was a success, therefore the Library decided to finish replacing the seven old copiers with two new copiers. Currently these two copiers are strategically located on the second floor in the Inter Library Office area, with one accepting both the Student ID and cash while the second copier is only accepting cash. A third copier will soon be functional on the third floor in the Reference Desk area.

Even though the copiers have only been in place for a week, plus the trial period, the consensus is positive. Let’s show support for the Library and check out the new copiers (Don’t forget your dime!)

PROCUREMENT EXPO 2007



The first ever Board of Regents Procurement Expo took place on September 13th at Georgia State University in Atlanta. This vendor fair targeted vendors interested in doing business with University System schools and most of the thirty-six institutions were represented. Feedback from those who attended indicates this was very successful and most likely will become an annual event.

This event, along with the Alliance Fair held in the Spring, targets small and minority businesses in particular and is a good opportunity for the University to learn of new vendors and their products. Information on these vendors will be provided via our newsletter.

CHANGES IN THE MAKING

Effective October 1, the following changes were made affecting Furniture buying:

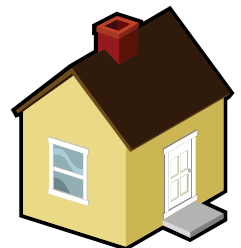
The White Team (Sheryl Lewis) will now be responsible for purchasing Faculty and Staff Office Furniture

The Blue Team (Angie Edenfield) will now be responsible for purchasing Instructional/Classroom/Lab Furniture

Future changes to team commodities will be announced throughout the year. For the latest information, please check our website at <http://services.georgiasouthern.edu/procurement/index.htm>

PROPERTY LEASES / SPACE RENTALS

The University has no local authority to enter into property leases. Depending upon the wording, this restriction may also apply to rental of storage space at “U Store” locations off campus. Departments who are contemplating any form of property lease or space rental should obtain a copy of the vendor’s agreement and forward it to the Office of Legal Affairs for review/comment before entering into the agreement.



Please also remember that the Procurement Card may not normally be used for services involving written agreements without prior review by Procurement & Contract Services or Legal Affairs. This is to protect departments against agreements containing clauses to which the University can not agree and protect our employees from possible personal liability exposure.

**CURRENT PURCHASING LIMITS** (*clip and save*)

The current purchasing limits are as follows:

Departmental Spending Authority - \$3,000 and below per transaction. This limit applies regardless of source of funds (E&G, Grant, Agency, Auxiliary, etc.), method of procurement (Procurement Card or requisition) or source of supply (Open Market, State Contract). The requirement to adhere to mandatory contracts still applies.

Competitive Bid Limit - \$5,000 unless goods or services are provided via an established Agency or Statewide contract.

Procurement and Contract Services – up to \$100,000 for E&G and Grant funded requirements. State Purchasing has delegated some additional authority over \$100,000 for the following goods/services: Air charter services, Casting and Engraving, Conference facility rentals, Conference planning services, Consultants, Film Production services, Food, Insurance, IT equipment and services, Personnel Recruiting services, Scientific instruments, Set design services and Software licenses and renewals. For other fund sources the authority is unlimited but we must still follow State Purchasing guidelines.

Sealed Bid Limit - \$100,000 and over. Sealed bids are more formal and follow different procedures than requests for quote.

**PEOPLESOFT ACCOUNT NUMBERS** (*clip and save*)

This is a repeat of a previous article, but it seems that we still receive a number of questions regarding PeopleSoft Account Numbers. So...

Items with a unit cost...

Less than \$3000.00

744100 Computers and IT Equipment

743100 Other Equipment

Between \$3000.00 and \$4999.99

744200 Computers and IT Equipment

743200 Other Equipment

\$5000.00 and over

843300 Computers

843390 IT Equipment

843100 Other Equipment

841100 Vehicle Purchases

The term “Computer” refers to the CPU only. Peripherals such as monitors, printers, and scanners are considered “IT equipment”. Scientific Equipment, furniture, etc. are termed “Other Equipment”.



HEAR THE NEWS !

Guess what has been going on with the White Team...do you even know who is on the white team? Sheryl Lewis would like to welcome Audrey Monroe as the newest member of the White team. As stated in "Comments by George", she comes to us from Jacksonville, FL with a broad and long history of purchasing.

The Department of Administrative Services (DOAS) is compiling information from a survey regarding the volume and types of printing services we purchase for departments at Georgia Southern. They are entertaining the idea of one statewide contract for all printing services needed for all universities and agencies. This project is in the beginning stage and as more information is available, the White Team will keep you posted.

From information sent out earlier this year, DOAS did finally establish a new Office Supply Contract. The contract was issued to one Statewide Contract vendor, Office Depot. A listing of those items covered on contract is available on the state website [http://ssl.doas.state.ga.us/PRsapp/statewide/SWC60760%20%20\(PS%208\)_091907_080733.pdf](http://ssl.doas.state.ga.us/PRsapp/statewide/SWC60760%20%20(PS%208)_091907_080733.pdf). The contract is mandatory for only those items on the list. Furniture purchases should be ordered from those vendors on the Statewide Contract for furniture.

On another note, DOAS was working on establishing a new contract for Multi-Function Devices, aka "Copiers". In August, the contracting process was cancelled and the existing copier contract, which is governed through Georgia Technology Authority (GTA), was extended through Dec. 31, 2007. Information on the extension of the current contract or issuance of a new contract will be sent out to the campus community as it becomes available to our office. If a copier is needed for your department, you may view the approved contract vendors and brands offered on the contract at the following link: http://gta.georgia.gov/02/channel/0.2188.1070969_13390704.00.html. A copier purchase checklist is also available on Procurement & Contract Services website and is required when purchasing or leasing a new copier. This checklist was designed to ease the process and give you the opportunity to make sure you have considered all your requirements when processing a new copier request.

When your department has a need or requirement with any of the commodities assigned to the White team, please feel free to contact us for guidance and assistance. As always, we are here for you!

HELP US HELP YOU

One of the biggest challenges we face is receiving a requirement from a customer department with a very short required delivery date for the good or service. The challenge comes not from our workload or ability to respond but rather from either State requirements or vendor limitations. Nowhere is this more evident than furniture buying where the process involves many steps including selection (what do you like), sourcing (many statewide contract vendors), issuing the order and ordering and shipping time (6 – 8 weeks). If you already know what you want and we can get it on order the same day, then we are still faced with the ordering and shipping time over which we have no control.



The fact that the State says we must use the established contracts for various commodities makes it even more challenging when the department has already spent time in finding a local, non-contract source which we can not use. That time spent could be used to obtain the item from a contract vendor. There is a link on our web page to the statewide contracts as a matter of convenience and service. We do not, however, have a problem with a department calling and inquiring as to what is available.

The State does have a process whereby we can request permission to buy from a source other than the mandatory contract. This process is slow, however, and requires quite a bit of justification. A "cheaper price" is not always sufficient justification. This process is again another challenge which does not allow for a timely response to your needs. The more time we have, even if only a day, the better the chances are we can find a way to help you.



Spotlight On Vendors

This section will highlight new vendors and vendors who have communicated their interest in doing business with the University. Departments are encouraged to contact these vendors if you have a need for their good or service. Listing vendors does not constitute an endorsement or other recommendation by Procurement and Contract Services.

- ◆ **FORMCASE**
(Furniture--State Contract Manufacturer)

2960-A Pacific Drive, Norcross, GA 30071
PH: 888-802-1119
Contact: Fify Manan
 - ◆ **INTOUCH TELECOMMUNICATIONS, INC.**
(Network Security and Support)

1401 Peachtree St., NE, Suite 236, Atlanta, GA 30309
PH: 404-872-4422, ext 101
Contact: Emery Jones or Ron Baker
 - ◆ **PARAMOUNT SOLUTIONS, INC.**
(IT Services, Training Services, Event Planning)

1101 Macy Drive, Roswell, GA 30076
PH: 770-645-1155
Contact: Jacqueline Wilson
 - ◆ **MKC ENTERPRISES, INC.**
(Environmental Specialist)

5864 Peachtree Road, Doraville, GA 30340
PH: 770-457-1341
Contact: Ted Holland
 - ◆ **TEVET**
(Technology Products/Services)

12850 Hwy 9, Suite 600, Alpharetta, GA 30004
PH: 678-905-1300, ext 103
Contact: Patty Solomon
 - ◆ **CONTRACT BUSINESS INTERIORS**
(Furniture--State Contract Authorized Dealer)

3455 North Desert Drive, Bldg 3, Suite 103
East Point, GA30344
PH: 404-684-0800
Contact: Stephen Gamble
-



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Thank you for taking the time to read this newsletter. We look forward to meeting your needs and helping you accomplish your mission. We encourage you to stop by and visit us or, better yet, allow us to visit your departmental areas and meet with you.
