



UNIVERSITY OF  
TEXAS  
ARLINGTON

# Procurement Process Overview

UTA Procurement and Payment Services

<https://www.uta.edu/business-affairs/procurement/index.php>

# Objective of Procurement

To make procurements on behalf of the University using the most appropriate and effective method of acquisition in order to obtain the maximum value for each dollar of expenditure. Purchases that exceed **\$15K**, regardless of funding source, will be done on a competitive basis unless otherwise authorized by law, UT System policy or UT Arlington Policy.



# Ensuring a Smooth Procurement

- Get Procurement Services involved early in the sourcing process, especially for very complex or high dollar purchases to ensure the proper procurement method is used and to ensure compliance with all statutory and University/System policies and requirements.
- Ensure all employees entering requisitions in UTShare go to Knowledge Services requisition training.

<https://www.uta.edu/business-affairs/training/index.php>

# Approved Purchasing Methods

<https://www.uta.edu/policy/procedure/4-2>

- **ProCard**
  - ✓ Purchases of \$4,000 and less (certain categories are restricted)
- **Prime Source**
  - ✓ One-time purchases of less than \$15,000
  - ✓ No bidding required
  - ✓ ***PO will dispatch back to Requester to send to vendor***
- **Informal bids \***
  - ✓ \$15,000 up to \$50,000
  - ✓ Can be informal quotes (not published to the public)
- **Competitive Sealed Bids \***
  - ✓ Over \$50,000
  - ✓ Only handled by Procurement (formal, published bid or RFP)
- **Request for Proposals \***
  - ✓ Complex/technical requirements
  - ✓ Multiple ways to achieved the desired result or service (not a specification)
  - ✓ Handled by Strategic Sourcing group
- **MAV eShop**
  - ✓ On-line portal with direct access ordering from many commonly-used campus-wide contracts (Fisher Scientific, Staples, Dell, Grainger, etc...)

*\* Requires minimum of 3 bids/proposals – 2 must be certified Historically Underutilized Businesses (HUBs).*

# Additional Purchasing Methods

- ❖ Current Campus-Wide Blanket Orders (partial list below):  
(<https://www.uta.edu/business-affairs/procurement/campus-wide-contracts/index.php>)
  - Bus charter service (Cowtown, Lone Star Coaches, Echo Transportation, Ash Limo and Coach USA)
  - Temporary employee services (Workquest / Goodwill Industries)
  - Printing and Promotional Items (Prestige Business Solutions - **HUB**)
  - Office Supplies (Staples and Office Depot via our **HUB** partners Summus Industries and Today's Business Solutions in MAVESHOP)
  - Relocation Services (multiple vendors, refer to Procurement webpage)
    - *Considered taxable income as of January 1, 2018*
  - Express Shipping (eShipGlobal - **HUB**)
  - Print Management (Copiers and Printers through Canon and Konica Minolta)
  - W.W. Grainger (via our **HUB** partners Burgoon Company/Evco in MAVESHOP)
  - OIT Approved Computer Peripherals and Printers (SHI in MAVESHOP – **HUB**)
  - Dell (via our **HUB** partner Summus Industries in MAVESHOP)
  
- ❖ **State Contracts / Group Purchasing Organizations (GPO's)** – Department of Information Resources (DIR), TXMAS, E&I Cooperative, BuyBoard, Sourcewell, etc...
  
- SEARCH TOOL** (by vendor or product/service)  
<https://www.uta.edu/business-affairs/procurement/Campus-Wide-Contracts/Approved-Group-Purchasing-Organizations.php>
  
- ❖ UT System Supply Chain Alliance Contracts
  - No bidding required, already competitively sourced by UT Supply Chain Alliance
  - A list of contracts for use is available on the Procurement website, or for assistance contact your Buyer or a Contract Specialist.



# Exclusive Acquisition Justifications (EAJ)

## *Formerly Known as Sole Source or Proprietary Purchases*

Defined as a product or service that has a distinctive characteristic that is not shared by competing products or services. Also, requester must justify why this characteristic is needed.

*When the specification limits consideration to one manufacturer, one product, or one service provider, an Exclusive Acquisition Justification Form must be submitted with the requisition. Procurement reserves the right to reject the EAJ request and seek competition.*



# Emergency Purchases

- Unforeseen circumstances requiring an immediate response.
- Purchase to prevent a hazard to life, health, safety, welfare, property, or to avoid undue additional cost to the state.
- Contact your Buyer if there is time so they are aware
- Requires the submission of *Exclusive Acquisition Justification Form* with the requisition explaining the emergency situation.

# Additional Requirements for Service-Related Purchase Orders

On-site service requirements that must be fulfilled prior to issuance of a purchase order:

- Certificate of Insurance from Vendor
- Criminal Background Check Attestation on Vendor's Employees

The Procurement Office staff will secure these documents from vendor to ensure compliance with UT System policies.





# Software, Cloud-Based Applications and On-Line Database Subscriptions

- To ensure compliance with all State, Federal and UT System requirements regarding accessibility and information security
- Includes free software as well as subscriptions to on-line databases accessed by faculty, staff or students.
- In order for your procurement request to be processed, you will need to request approval from the Office of Information Technology (OIT) and the Information Security Office (ISO) prior to any procurement being made.
- May require additional certification through the Department of Information Resources (DIR) due to 2021 legislation - TxRAMP.

<https://go.uta.edu/tapreq>

# Additional Related Resources

- Procurement and Strategic Sourcing
  - Attn: Joe White
    - 817-272-6148
    - [josephsw@uta.edu](mailto:josephsw@uta.edu)
  
- Disbursements (Accounts Payable and Travel)
  - Attn: Randall Piatkowski
    - 817-272-0404
    - [randallp@uta.edu](mailto:randallp@uta.edu)
  
- ProCard
  - Attn: Paul Anderson
    - 817-272-6338
    - [paulfa@uta.edu](mailto:paulfa@uta.edu)
  
- HUB Program Office
  - Attn: Mario Ramirez
    - 817-272-2140
    - [Mario.Ramirez@uta.edu](mailto:Mario.Ramirez@uta.edu)
  
- Knowledge Services (UT Share Training)
  - Attn: Kosima Ketcham
    - 817-272-2155
    - [KnowledgeServices@uta.edu](mailto:KnowledgeServices@uta.edu)



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Questions?