



Office of Information
Technology
KNOWLEDGE SERVICES

Procurement Process Overview

Training Topics



Procurement
Objective

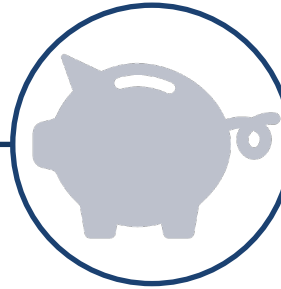
Purchasing

Resources &
Procedures

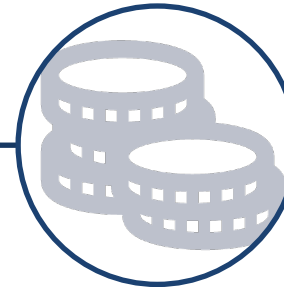
Learning Objectives



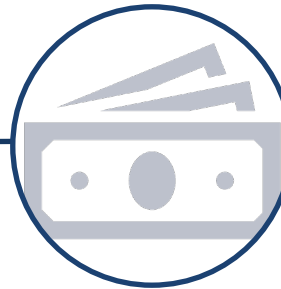
AFTER THIS
SESSION YOU
WILL BE ABLE
TO:



Identify the different methods of purchasing goods and services.



Choose the best method of procurement for goods and services.



Recognize the available resources to assist with procurement needs.

Procurement Objective

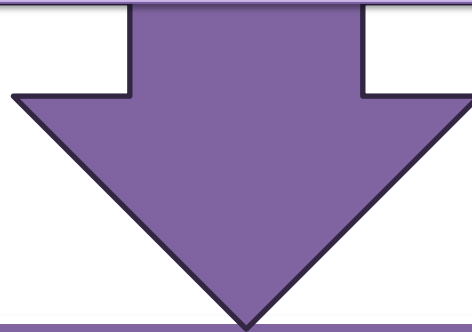
Procurement Objective

Procurements made on behalf of the University should:

Use the most appropriate and effective method

Obtain the maximum value for each dollar of expenditure

Utilize a competitive basis when purchases exceed \$15K



Note: All purchases are subject to applicable laws, UT System policy, and UT Arlington Policy.

Process Overview



Involve Procurement Services early.

This is important when:

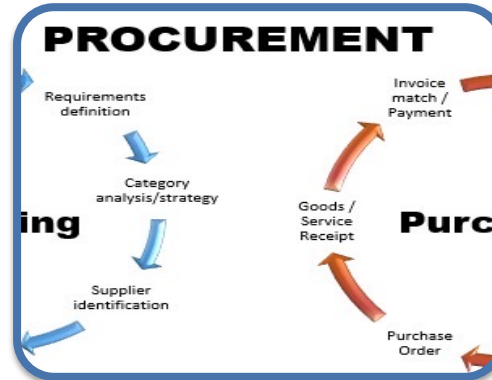
- Purchase is complex
- Purchase is high dollar



Require training for all employees who enter requisitions in UTShare.

Purchasing

Approved Purchasing Methods



ProCard

- Purchases of \$4,000 and less
- **Some** category restrictions

Special Item Requisition

- This is for items that are not available in MAV eSHOP

MAV eShop

- On-line portal with direct access ordering from **contracted** vendors.

Special Item Requisition

Number	Description	Materials	Quantity	Unit	Price
50	Cherry wood planks Mahogany trim				



No Competition required

- One-time purchase, under \$15,000
- PO Dispatched to Department to send to Vendor

Informal bids

- \$15,000 up to \$50,000
- Can be informal quotes (not published to the public)
- **Require a minimum of 3 bids - 2 must be Historically Underutilized Business (HUB)**

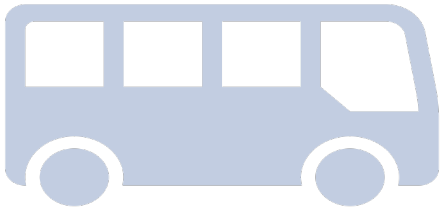
Competitive Sealed Bids

- Over \$50,000
- Only handled by Procurement
- **Require a minimum of 3 bids - 2 must be Historically Underutilized Business (HUB)**

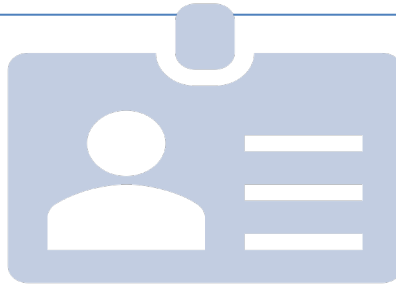
Request for Proposals

- Complex/technical requirements
- Multiple ways to achieve the desired result
- Handled by Strategic Sourcing group
- **Requires a minimum of 3 proposals – 2 must be HUB.**

Current* Campus-Wide Blanket Orders



Bus charter service



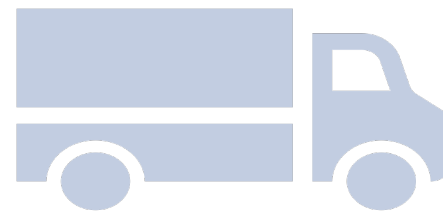
**Temporary
employee services**



Office Supplies



**Printing and
Promotional Items**



Relocation Services

*Considered Taxable Income

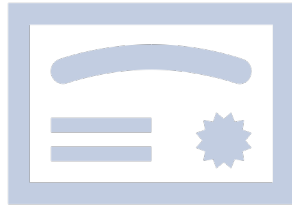
*This is a partial list - the full list can be found at

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

State Contracts/Group Purchasing Organizations (GPO's)



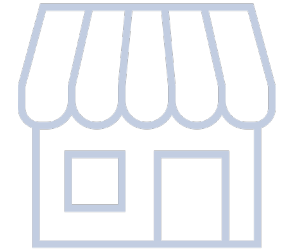
**Department of
Information
Resources (DIR)**



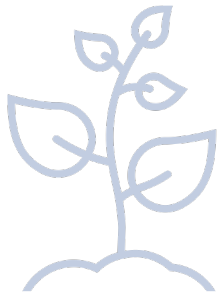
**Texas Multiple
Award Schedule
Program**



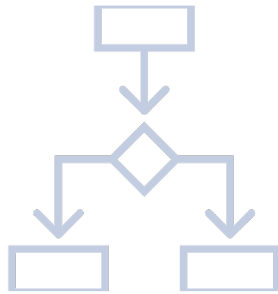
BuyBoard



**E&I
Cooperative**



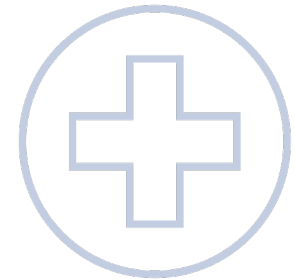
Sourcewell



Choice Partners

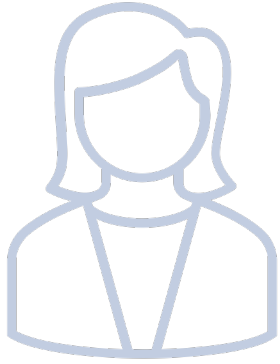


**Education Service
Center Region 19**



Vizient

UT System Supply Chain Alliance Contracts



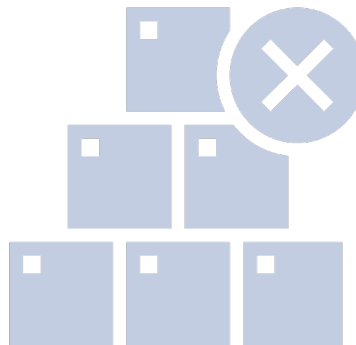
Contact Buyer



Contact Contract Specialist



Contract list available



No bidding required

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 Procedures



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.

Service-Related Purchase Orders

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

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

Certificate of Insurance from Vendor

Criminal Background Check Attestation on Vendor's Employees

Software, Cloud-Based and On-line Subscriptions



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.



Approval from the Office of Information Technology (OIT) and the Information Security Office (ISO) before any procurement is made.



May require additional certification through the Department of Information Resources (DIR).

Resources & Procedures

Resources

Procurement and Strategic Sourcing

- Office of Procurement Services
- 817-272-2194
- procurement@uta.edu

Disbursements (Accounts Payable and Travel)

- Office of Disbursements
- Travelservices@uta.edu
- Accounts_Payable@uta.edu

ProCard

- Payment Card Services
- 817-272-6338
- paymentcardservices@uta.edu

HUB Program Office

- Mario Ramirez
- 817-272-2140
- hub@uta.edu

Knowledge Services (UT Share Training)

- 817-272-2155
- KnowledgeServices@uta.edu
- <https://resources.uta.edu/business-affairs/training/index.php>

UTA Policies and Procedures

Best Value Procurement Policy

- [Procedure BF-PGS-PO-01](#)

Best Value Purchasing Procedure

- [Procedure BF-PGS-PR-01](#)

Contracts with Historically Underutilized Businesses (HUB) Procedure

- [Procedure BF-PGS-PR-09](#)