Procurement Services Overview
Agenda

• Procurement Services @ UConn
  – What is Procurement
  – Terminology
  – What we do
  – How we help
  – Things you need to know
• Projects & Initiatives
  – Success stories
  – Upcoming initiatives
• Why All The Initiatives
  – Surveys
  – Help us succeed
What is Procurement?

**Procurement** is composed of sourcing, contracting and purchasing activities necessary for the acquisition of goods and services.

**Sourcing**
- Identifying potential vendors for products or services and the mechanism to acquire them

**Contracting**
- Memorializing business terms in a signed document that addresses common contingencies and that incorporates University and State contract requirements

**Purchasing**
- The method of ordering and receiving goods and services including payment method (PO, Pcard, DV)
Procurement Terminology

• **What is a Requisition?**
  – A formal request indicating vendors, types, quantities & prices for products or services a department needs to purchase

• **What is a Purchase Order?**
  – A legal offer to buy products or services issued by Procurement Services, indicating vendor, types, quantities, & agreed prices originating from a Requisition
  – A payment vehicle for products or services purchased under a Contract

• **What is a Purchase Order Amendment?**
  – A formal request to change a Purchase Order

• **What is RFx?**
  – Request for Information (RFI), Request for Proposal (RFP), Request for Quote (RFQ)
What We Do...

Facilitation
- Sourcing, Contracting & Purchasing Expertise
- State of the Art eProcurement Systems
- Relationship Management

Risk Management
- Preferred Terms & Conditions
- Protection from Liability
- Compliance

Enhance Value
- Preferred Pricing
- Maximize Value
- Negotiation Expertise
- Advice on Business Terms

Our Mission Statement:
It is the mission of Procurement Services to promote the educational, research, and clinical missions of UConn through the strategic procurement of goods and services facilitated in accordance with Federal, State, and University laws and regulations to minimize risk and maximize value for all of our stakeholders.
By The Numbers

- 15,302 Purchase Orders
- $584M Dollars Processed
- 505 Contracts Processed
- 400+ RFP’s (including construction)
- 590 Bids
- $16M ProCard (60k Transactions)

Fiscal Year 2015
# How We Help....

<table>
<thead>
<tr>
<th>Buying Goods &amp; Services</th>
<th>Managing Systems</th>
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<tr>
<td>• Facilitate public bidding efforts: RFI/RFQ/RFP</td>
<td>• Manage eProcurement (HuskyBuy)</td>
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<tr>
<td>• Manage supplier relations and contracts</td>
<td>• Reporting &amp; Analytics</td>
</tr>
<tr>
<td>• Process purchasing transactions</td>
<td>• Training on Procurement Systems (KFS &amp; HuskyBuy)</td>
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<tr>
<td>• Create university-wide contracts</td>
<td></td>
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<tr>
<td>• Market research for goods or services</td>
<td></td>
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<tr>
<td>• Assist in creating business terms</td>
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<table>
<thead>
<tr>
<th>Contracting</th>
<th>Providing Programs</th>
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<tr>
<td>• Draft the business and legal language</td>
<td>• Supplier Diversity</td>
</tr>
<tr>
<td>• Guide the contract through the process</td>
<td>• Procard</td>
</tr>
<tr>
<td>• Advice on business terms</td>
<td>• HuskyBuy</td>
</tr>
<tr>
<td>• Negotiate legal terms</td>
<td>• UCount</td>
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<tr>
<td>• Mitigate risk</td>
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# What Are The Purchasing Tools?

<table>
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<tr>
<th>Type</th>
<th>What is it?</th>
<th>When should I use it?</th>
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</table>
| **Purchase Orders**| • Catalogue (HuskyBuy)  
• Non-catalogue (KFS) transactions                                              | • Purchase of Goods & Services  
• Preferred method for ordering                                                        |
| **Procard**        | • Method of purchasing low dollar value purchases from vendors that accept credit cards | • Purchase of low dollar transactions or if the items cannot be purchased through HuskyBuy |
| **Disbursement Vouchers** | • A payment mechanism for goods/services that **have already** been delivered to the University  
• Up to $2K per vendor per fiscal year | • When the use of HuskyBuy or Pro Card is not possible  
• E.g. – Payments to other universities, real estate payments, professional services, journals, periodicals, etc. |

*NOTE: Processed by AP*
### When Do You Need to Get A Quote Or Bid?

<table>
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<tr>
<th>Bid Prompt</th>
<th>Bid requirements</th>
<th>Preferred Method</th>
<th>Purchasing Support Required</th>
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<tbody>
<tr>
<td>HuskBuy</td>
<td>• Not required</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Contracted vendors</td>
<td><a href="#">Over $5k Needs Approval</a></td>
<td></td>
</tr>
<tr>
<td>&lt; $250</td>
<td>• No Bid Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Automatic Purchase Order (APO)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; $10k</td>
<td>• 1 signed quote required</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Recommended to get 3 quotes</td>
<td></td>
<td></td>
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<tr>
<td>≥ $10 through &lt; $50K</td>
<td>• Requires an informal bid process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>≥ $50K</td>
<td>• Requires a formal bid process that is publically advertised</td>
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Contracting

• What are the benefits of a contract?
  – Fully and clearly defines a relationship
  – Ensures delivery
  – Ensures quality
  – Provides recourse

• How can I expedite purchases that may require a contract?
  – Think through your business terms & needs when going through the procurement process
  – Investigate if your needs can be met within a current contract
  – Speak with a Purchasing Agent for options
Major Projects & Initiatives

- Roadmap Targets Established: Procurement Help Desk
  - Uniform Guidance
  - Sourcing Application
- Procurement Training Sessions
- Website Enhancements
- Contract Management: Legal Files
- Formalized Contracting Group
- Expansion of Consortia Buying
- Implementation of eProcurement KFS Replaces FRS / HuskyBuy / E-Invoicing
- Strategic Sourcing Specialists Start
- UCount
- Combine Purchasing & CPCA
- McKinsey/Process Improvements
- New Director Hired
- Transactional Processing
Future Initiatives

• New training sessions designed to enhance communication

• Procurement Help Desk
  – One procurement point of contact for all your questions

• Provide contract status to the community (Legal Files)

• Streamline bidding process using a software application

• Uniform Guidance Procurement implementation (Federally Funded Purchases) July 2016
Why All The Initiatives?

*Voice of the Customer – Round 1*

- Procurement Services issued a survey on Feb 2, 2014
  - To evaluate the strengths and areas of improvement

- Overall satisfaction was generally strong
  - “Courtesy & Respect” across all groups
  - PCard program and the KFS/HuskyBuy Help Desk

**We listened!**

- Areas of improvement
  - Communication & Timelines
  - Workflow efficiencies, Contracts, Terminology
Help Us Succeed

• If you have an upcoming purchase, get Procurement involved in the **initial** stages
• Let us help navigate you through the procurement process
• Participate in Procurement Initiatives
• Provide feedback in upcoming surveys
• Use our websites for reference
Questions

Contact Information

Procurement Services

http://purchasing.uconn.edu/

860.486.2619