



PROCUREMENT
TRAINING
JUNE 2024



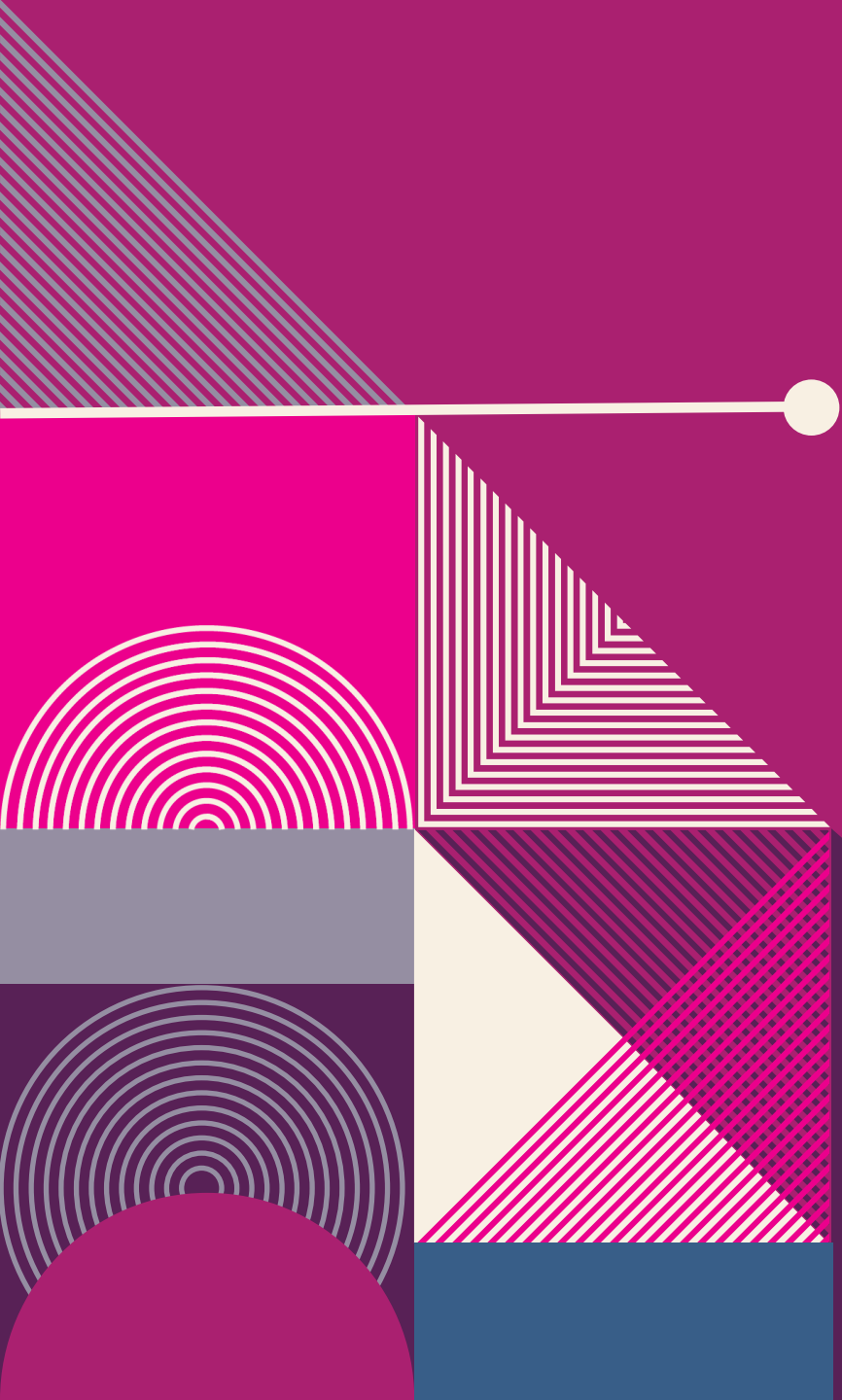
END OF FISCAL YEAR REMINDERS

CHECK YOUR CONTRACTS

This is the time to review all services and subscriptions (software) you have in place to verify the expiration date. If expiring in August, now is the time to work with Procurement Services to get those renewed, re-bid or renegotiate that agreement.

Do you wish to renew an agreement? Do you wish to cancel an agreement? Procurement Services can assist with this. We can review the agreement and aid as to what the next steps are.





REMINDERS

PROCUREMENT 101 – DEPARTMENT DELEGATION \$25K

- Procurement Services encourages departments to obtain bids, including HUB vendors, when possible.
- Utilize the State of Texas, Central Master Bidders List to locate available vendors -
<https://comptroller.texas.gov/purchasing/vendor/cmb1/>
- Is vendor in AggieBuy? – if not, utilize the new on-board process

Does my quote from the vendor include?

- Payment Terms
- Shipping Terms – who owns the equipment during transit and who pays for freight cost
- Delivery Time
- Enough details to know exactly what you are buying
- Price does NOT include taxes



PROCUREMENT 101 – DEPARTMENT DELEGATION \$25K

- IT Accessibility and IT Security
- Does the vendor want us to sign something – must submit to Contract Administration
- Attach all documentation to the purchase requisition. Use AggieBuy as your filing cabinet.
- Is this a one-time purchase or will I need these products/services again? Will multiple purchases push me over my delegation?



PROCUREMENT 101 – \$25K AND OVER

- Submit your purchase requisition to Procurement Services.
- Attach all backup documentation you have – quotes, proposals, scope of works, sole source justifications, non-executed agreements, emails, etc. Use AggieBuy as your filing cabinet.
- Provide deadlines to Procurement Services. We work all purchase requisitions in date order of receipt, but if there is a request that needs to be moved up, we will accommodate.
- Provide all vendor(s) point of contact information (name, address, email and phone)

PROCUREMENT 101 – \$25K AND OVER

- For purchases that are between \$25K - \$50K, the standard timeframe the bid is “on the street” is 7 days. For purchases that exceed \$50K, the standard timeframe is 14 days, with some as long as 21 days, depending on complexity.
 - For purchases that exceed \$100K, the HUB Subcontracting Plan is required, which in some cases adds additional time to the process
 - If your FY23 funds need to be used in FY23, your purchase requisition needs to be submitted as quickly as possible. Standard payment terms are Net 30, so product/service would need to be completed in July to make payment by end of August.
1. FY23 funds not spent by August 31st, will roll to FY24, unless there is a special term for specific accounts. An example would be a grant account –these have specific start and end dates.



QUESTIONS?

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