



Purchasing Training

January 18, 2024

Procurement Services

<http://purchasing.tamu.edu/>

979-845-4570

Welcome to FY 2024

Happy New Year!!!



Reminders

- **All IT Accessibility & IT Security**
 - Must be reviewed every year – unless you have been granted a multi-year approval. This applies to all - no matter the cost.
- **Delegated Purchasing Authority - \$25K**
 - Purchases may not be intentionally divided to circumvent the authorized delegated limit or procurement process

Reminders

- **Punch Out Contracts**

- Don't forget to check out the punch out contracts within AggieBuy. These have already been bid out, so you can spend up to an unlimited amount, as long as processed through the punch out.
- Many of these contracts are utilizing a HUB vendor

- **Multi Year Agreements**

- Need to be under one purchase order with all documentation attached.
-

Reminders

- **Formal Contracts**

- If your purchase exceeds your department delegation of \$25K, then a purchase requisition must be submitted to Procurement Services to approve the purchase prior to Contract Administration reviewing and executing the formal contract.
- **T**otal **C**ontract **V**alue – the sum of all the years the contract is valid. Example: 5 Year Contract @ \$25K each year. ($\$25,000 \times 5 = \$125,000$ TCV)

Reminders

- **Formal Contracts**

- TAMUSA Contract Administration will be looking for the approval from Procurement Services before they begin to work on your contract.
- Contracts within your delegation, non-monetary or non-exclusive revenue contracts will skip Procurement Services and go direct to Contract Administration.
- Contracts for exclusive revenue will need to come through Procurement Services before review and execution of any formal contract.

Reminders

- **Sole Source Justification**

- When submitting a requisition for a sole source purchase, be sure to include the required justification form.

https://www.tamusa.edu/procurement/documents/sole_source_form-9-26-22.pdf



Sole Source Justification Form

DIVISION OF FINANCE & OPERATIONS

Procurement Services



Sole Source/Proprietary Justification

Requisition No. _____ Date: _____

This questionnaire should be completed and signed by the end user or other subject matter expert familiar with the technical requirements of purchase. After completion, please forward to Procurement Services. If more space is required, feel free to attach additional pages. Note: The price of the product or service is not a consideration for sole source, as pricing can be determined only by competitive solicitation.

1) Reason for sole source:
This is the only known product or service of its kind This is the only known supplier of the product or service
The use of this specific vendor, product or service required by sponsored project or grant
Other: _____

2) This product or service is required for use in:
Research Classroom Lab Other _____

3) Provide a description of the product or service. Product: Brand, model number. Service: Scope of work.

4) Provide the known source of product or service, including vendor name, address and contact information.
Known source is the: Manufacturer Publisher (incl. software) Other

5) What features or functions are unique and/or proprietary to this product or service?

6) How are the features or functions listed above essential to the accomplishment of the work?

7) List any other source that provides a similar product or service.

Sole Source and/or Proprietary Justification (cont.)

8) Why won't these competing products or services satisfy the requirements of this purchase?

9) Will the product be used with existing equipment or system currently in use? If yes: Yes No
- with equipment from same manufacturer? Yes No
- as a repair/replacement part? Yes No
- as a component to be interfaced? Yes No
- as an accessory or option? Yes No
- to match existing equipment? Yes No
- for reasons of interchangeability/standardization? Yes No
Give Brand and Model number of existing equipment. _____

10) If applicable, provide the U.S. export control classification for each item. Provide the U.S. Munitions List (USML) category if International Traffic in Arms Regulations (ITAR)-controlled, or the Export Control Classification Number (ECCN) if Export Administration Regulations (EAR)-controlled. Example: **Item 1, 9B006**

If all items are subject to Export Administration Regulations under the U.S. Department of Commerce, but are not listed on the Commerce Control List, identified as EAR99, please check here

For further information, contact the Texas A&M Export Controls Office:
<https://vpr.tamu.edu/resources/export-controls>

11) Are these products or services Electronic Information Resources (EIR); hardware, software, web applications, or related products, such as documents and information about authoring tools? Yes No

If yes, vendor MUST provide a Voluntary Product Accessibility Template (VPAT). The VPAT or exception must be approved through the Texas A&M Division of Information Technology.

For further information, contact the Texas A&M Division of Information Technology:
https://itaccessibility.tamu.edu/resources/vpat_vendor.php

12) Give any additional information you feel may aid the buyer in processing this requisition.

I certify that, to the best of my knowledge, the above information is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a sole source/proprietary purchase.

NAME: _____ SIGNATURE: _____

TITLE: _____ PHONE OR EMAIL: _____

Reminders

- **Purchasing Cooperatives**

- There are many cooperatives out there for many products/services – Omnia Partners, BuyBoard, Tips-USA, Sourcewell, E&I, Choice Partners, etc.
 - If over your delegation, you must still submit a purchase requisition to Procurement Services for processing
 - The vendor must include the contract number on their quote

Need Status?

Please check “**Comments**” in AggieBuy. Status updates are placed here to help us, Procurement Services and you, the end user know what is happening with the requisition.



Invitation To Bid

- The requisition has been turned into a bid – how do I check status?

Requisition • 175860383

Summary Taxes/S&H PO Preview Comments 4 Attachments 6 History

Warning: You are reviewing a requisition that has been resubmitted

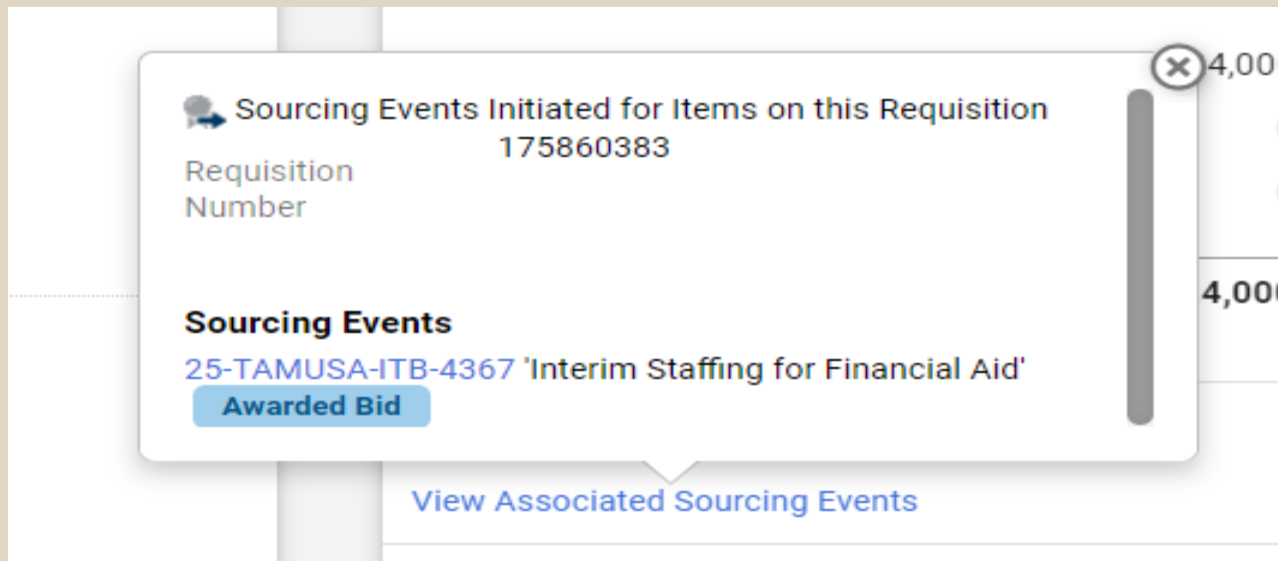
General	Shipping	Billing
Status Pending <small>25-Purchasing Approval-Dept (Patricia Winkler)</small>	Ship To Attn: Amy Tijerina Enrollment Mgmt Mail & Receiving/CAB-116 Room Madla 125 One University Way San Antonio, TX 78224 United States	Bill To Texas A&M University San Antonio-Accounts Payable ***Do Not Mail Invoices*** Email invoices to: accounts payable@tamusa.edu One University Way BLDG 113 San Antonio, TX 78224 United States
Submitted 8/29/2023 5:29 PM	Delivery Options	Accounting Info
Business Unit 25-Texas A&M University - San Antonio (25)	Ship Via: Best Carrier-Best Way	Do Not Encumber: <input checked="" type="checkbox"/>
Ordering Department 25-6100 (25-6100)	Requested: no value	Rush the Pymt Process: <input checked="" type="checkbox"/>
Cart Name 2023-08-21 428007770 01	Delivery Date:	Special Payment: no value
Share cart No user groups available		
Prepared by Amy Tijerina		

Summary Pending
Total (24,000.00 USD)
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
Subtotal: 24,000.00
Shipping: 0.00
Handling: 0.00
24,000.00

Related Documents
[View Associated Sourcing Events](#)

Invitation to Bid

- When you click the link – you will receive the following pop-up window. Click on the bid number.



The screenshot shows a pop-up window with a close button (X) in the top right corner. The window contains the following text:

Sourcing Events Initiated for Items on this Requisition
175860383

Requisition
Number

Sourcing Events
25-TAMUSA-ITB-4367 'Interim Staffing for Financial Aid'
Awarded Bid

[View Associated Sourcing Events](#)

Invitation to Bid

- The system will take you to a summary page of the bid request. You can select “Go to Sourcing Event” or “Close” the window. If you “Close” the window, it takes you back to the requisition.



Invitation to Bid

Sourcing Event Information

Event Number

25-TAMUSA-ITB-4367

[Go to Sourcing Event](#)

Event Title

Interim Staffing for Financial Aid

General Information

Original PR Number	175860383
Awarded PR Number	To Be Assigned
Work Group	TAMU-San Antonio
Event Administrator	P-WINKLER@TAMU.EDU
Event Type	Invitation to Bid
Event Status	Awarded

Event Timeline

Create Date	9/1/2023 9:37 AM
Release Date	To Be Assigned
Open Date	9/1/2023 12:00 AM
Close Date	9/15/2023 2:00 PM
Sealed Bid Open Date	9/15/2023 2:00 PM
Award Date	9/18/2023 4:46 PM

Suppliers and Responses

# of Invitations	340
# of Suppliers Intending to Bid	26
# of Bids Submitted	9

Close



Invitation to Bid

Interim Staffing for Financial Aid

25-TAMUSA-ITB-4367

Type: **Invitation to Bid**
Event Status: **Awarded**
For Requisition: **175860383**
Created Document: -

Settings and Content >

Evaluations v

Supplier Responses

Tools >

Supplier Responses

Event Actions v | History | ?

Evaluation Actions v | Load Saved Scenario

Supplier opted-in via Public Site

340 Invited Suppliers

Evaluate Selected Responses

< > Page 1 of 2 1-200 of 340 Results

200 Per Page v

Progress ^	Response % Complete ^	Supplier Name ^	Total Bid ^	
Awarded	100%	ProEducation Solutions, LLC	24,000.00 USD	<input type="checkbox"/> <input type="checkbox"/>
Submitted	100%	Adams Enterprise USA	15,600.00 USD	<input type="checkbox"/> <input type="checkbox"/>
Submitted	100%	Argus Talent LLC	13,620.24 USD	<input type="checkbox"/> <input type="checkbox"/>
Submitted	100%	College Aid Services, LLC	44,880.00 USD	<input type="checkbox"/> <input type="checkbox"/>
Submitted	100%	HireWorks, LLC	47,520.00 USD	<input type="checkbox"/> <input type="checkbox"/>
Submitted	100%	Ignite consults	57,600.00 USD	<input type="checkbox"/> <input type="checkbox"/>
Submitted	100%	Next Generation Payroll	15,000.00 USD	<input type="checkbox"/> <input type="checkbox"/>
Submitted	100%	Noor Staffing Group, LLC	11,427.00 USD	<input type="checkbox"/> <input type="checkbox"/>
Submitted	100%	Ultimate Consulting IT	76,800.00 USD	<input type="checkbox"/> <input type="checkbox"/>
Response In Progress	11%	Attain Partners, LLC	-	<input type="checkbox"/>
Response In Progress	11%	Laredo Technical Services Inc	-	<input type="checkbox"/>
Response In Progress	33%	Premier Employment Agency	-	<input type="checkbox"/>

Save Progress



Invitation to Bid

[Back to Results](#)

16 of 24 Results



This event is **Open**, and will be closed on 9/22/2023 2:00 PM CDT. You may view responses on 9/22/2023 2:00 PM CDT.

Workflow Actions

Payment Station Transaction Hosting

02-PATT-ITB-4370

Type: **Invitation to Bid**
Event Status: **Open**
For Requisition: **176034551**

Settings and Content

- Setup
- Users
- Description
- Prerequisites
- Buyer Attachments
- Supplier Attachments
- Questions
- Additional Item Fields
- Price Components
- Items
- Suppliers

Evaluations

Tools

Setup

Event Actions | History | ?

Event Title *	Payment Station Transaction Hosting
Event Type ?	Invitation to Bid
Work Group	Procurement Services
Event Number *	02-PATT-ITB-4370

Commodity Codes

Reporting Commodity Code	-
Additional Commodity Codes	72153700 - Parking facility co...
Item Commodity Codes	72153700 - Parking facility co...
Forced Supplier Invitation by Commodity Code	No

Payment

Currency	US Dollar
Estimated Value	300,000.00 USD
Payment Terms	0% 0, Net 30

★ Required

Next >



Invitation to Bid

Requisition 176034551



[Go to Requisition](#)

Status:	Pending
Submitted:	8/24/2023 4:46 PM
Cart Name:	T2 System Master Order
Priority:	Normal
Prepared by:	Aissata Youssou Sow
Prepared for:	By Departmental Accounting Services PATT

Close

Invitation to Bid

- If you have a vendor that wants to bid on opportunities for TAMUSA, you can direct them to us, Procurement Services, but you can also direct them to the AggieBid site.
- <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=TAMU>

Invitation to Bid

- The vendor can search by
 - Business Unit
 - Keyword
 - Open for Bid
 - Closed
 - Awarded
 - All
 - Event Title or number, contact, description or commodity code description



Invitation to Bid



Welcome to the AggieBid sourcing opportunities event site! AggieBid is the Texas A&M University System's (TAMUS) online bidding application which is used to administer Sourcing Events for the following TAMUS Members:

Texas A&M University **Texas A&M University-Galveston** **Texas A&M University-QATAR**
Texas A&M Health Science Center **Texas A&M University School of Law** **Tarleton State University**
Offices of the Texas A&M University System **Texas A&M Veterinary Medical Diagnostic Laboratory**
Texas A&M AgriLife Research **Texas A&M AgriLife Extension** **Texas A&M Engineering Experiment Station**
Texas A&M Engineering Extension Service **Texas Transportation Institute** **Texas A&M University-Central Texas**
Texas A&M University-Commerce **Texas A&M University-Corpus Christi** **Texas A&M University-Kingsville**
Texas A&M University-San Antonio **Prairie View A&M** **Texas Division of Emergency Management**

AggieBid includes this public website where suppliers will find Invitations-to-Bid (ITB), Requests for Proposal (RFP), Requests for Information (RFI), and Requests for Qualifications (RFQ) created and posted by Purchasing Professionals representing the TAMUS Members listed above, and the award status of previously-posted Invitations and Requests.

In order to respond to Invitations and Requests posted to AggieBid suppliers must first create an online account. To create an account, or to login using an existing account, go to this website: [AggieBid Registration](#). If you have any questions about, or need assistance with, the registration process please contact vendorhelp@tamu.edu or call 979-845-8286. Thank you!

Business Opportunities

[< Back to Texas A&M University](#)

Business Unit

Business Unit Name



Keyword

Search by event title, number, contact, short description, or commodity code description



Invitation to Bid

Keyword

Search by event title, number, contact, short description, or commodity code description

Clear

Search

Sort by

Close date descending



Page 1 of 2 1-20 of 23 Results

20 Per Page

Status

Details

Open

Custodial Services

Respond Now

Texas A&M University is seeking proposals from interested vendors that can provide 24 hours, 7 days a week custodial services for various parking facilities and other areas for Transportation Svc.

Open 9/18/2023 12:00 AM CDT

Type RFP

Close 10/18/2023 2:00 PM CDT

Number RFP Main 24-0005

Contact Patricia Winkler P-WINKLER@TAMU.EDU

Details [View as PDF](#)

Open

Shared Micromobility Program

Respond Now

Texas A&M University, Transportation Services is accepting proposals and intends to enter into an agreement with a qualified vendor to Furnish and Manage a Shared Micromobility Program.

Open 9/7/2023 12:00 AM CDT

Type RFP

Close 10/16/2023 2:00 PM CDT

Number RFP Main 24-0004

Contact Patricia Winkler P-WINKLER@TAMU.EDU

Details [View as PDF](#)

Open

RFP: Learning and Leadership Development

Respond Now

RFP to establish a pool of vendors to provide Learning and Leadership Development to Texas A&M University, Human Resources.

Open 9/14/2023 12:00 AM CDT

Type RFP

Close 10/12/2023 2:00 PM CDT

Number RFP Main 24-0007

Contact Cherise Toler CTOLER@TAMU.EDU

Details [View as PDF](#)

Questions!

Submit topics for future training to

p-winkler@tamu.edu

Please use subject line –

Training for TAMUSA