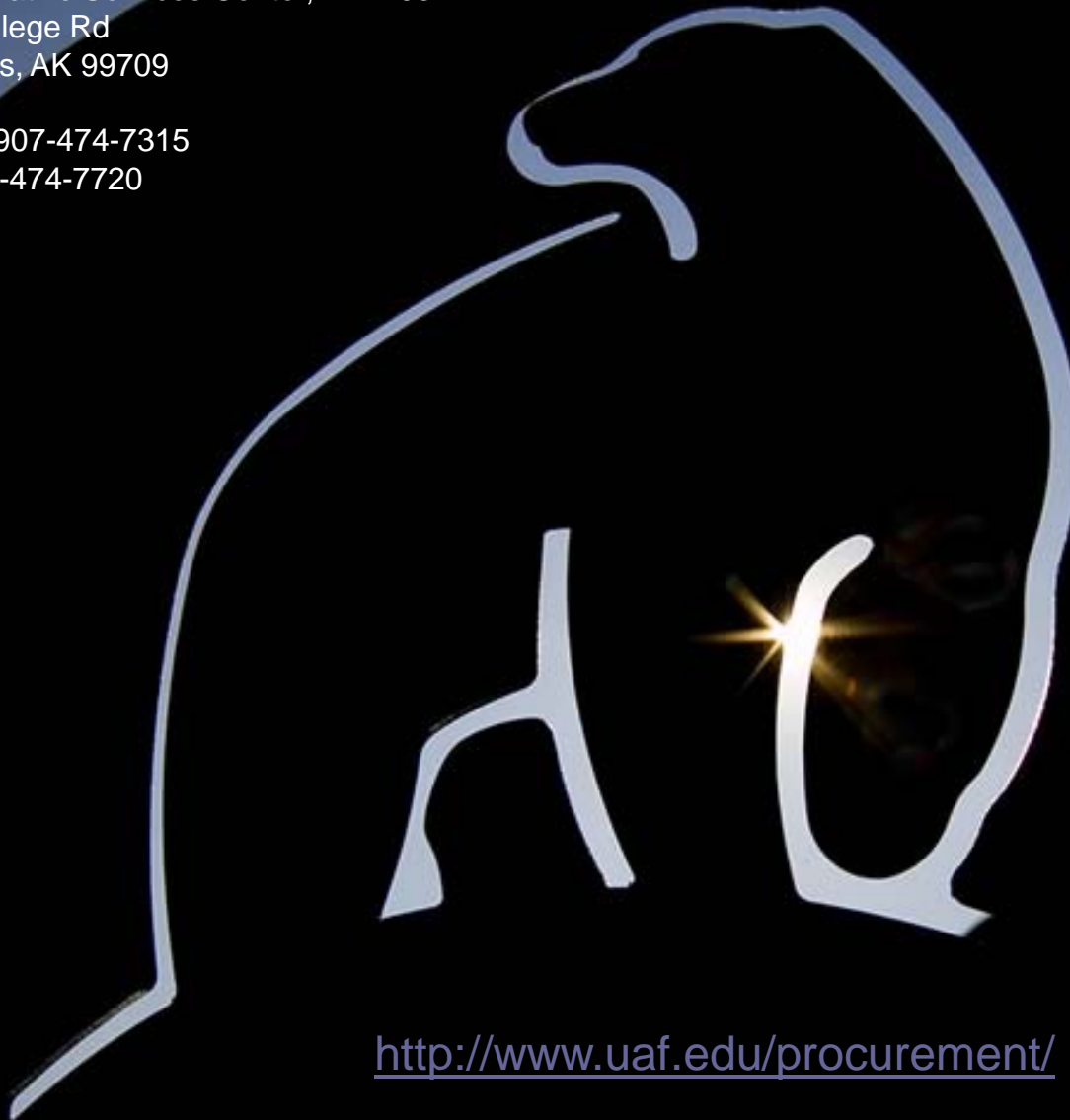


Procurement & Contract Services University of Alaska

Administrative Services Center, Rm 103
3295 College Rd
Fairbanks, AK 99709

Phone: 907-474-7315
Fax: 907-474-7720

John A. Hebard, C.P.M., Director



<http://www.uaf.edu/procurement/>





What We Do

Provide procurement and contract support to approximately 200 departments at UAF and Statewide as well as contacting support for UAS.

UAF P&CS secures:

What We Do (cont.)

- Supplies
- Equipment
- Professional/Consulting Services (services requested are predominantly intellectual in nature, result in completion of a report or task, and include analysis, prediction, planning, or recommendations).
- Other general and specialized services considered “non-personal” services that are subject to general procurement rules and guidelines.
- Negotiate, execute and monitor all research collaborations (non-profit and commercial Subawards).



P&CS Staff

- Director
- Associate Director
- Senior Contracting Officer
- Contracting Officers
- Purchasing Agents
- Buyer
- Other (Business Mgr, Contracts Mgr, Office Mgr, Proc Asst, Contract & PR Review Tech).



Goals of P&CS

- Procure quality goods and services at reasonable prices in a timely manner.
- Promote full and open competition or document approved exceptions.
- Serve as custodians of public funds.
- Advise customers of statutory and regulatory procurement requirements (state and fed) and assist with applicable procurement methods.



What Guides Our Actions?

- University procurement is governed by the Alaska State Procurement Code (AS 36.30), BOR policy and University procedures.
- Purchases and contracts entered into by the university with federal grant and CA funds are subject to 2 CFR (Code of Federal Regulations) Part 215, Uniform Administrative Requirements for Grants & Cooperative Agreements with Institutions of Higher Learning, and applicable OMB circulars.
- Purchases and contracts entered into by the university with federal contract funds are subject to the FAR (Federal Acquisition Regulations).



How Does the University Make Purchases?

We create a competitive environment for the purchase of goods and services.

The total amount of the purchase normally controls the type and formality of competition.



What Type of Specifications Does the University Use?

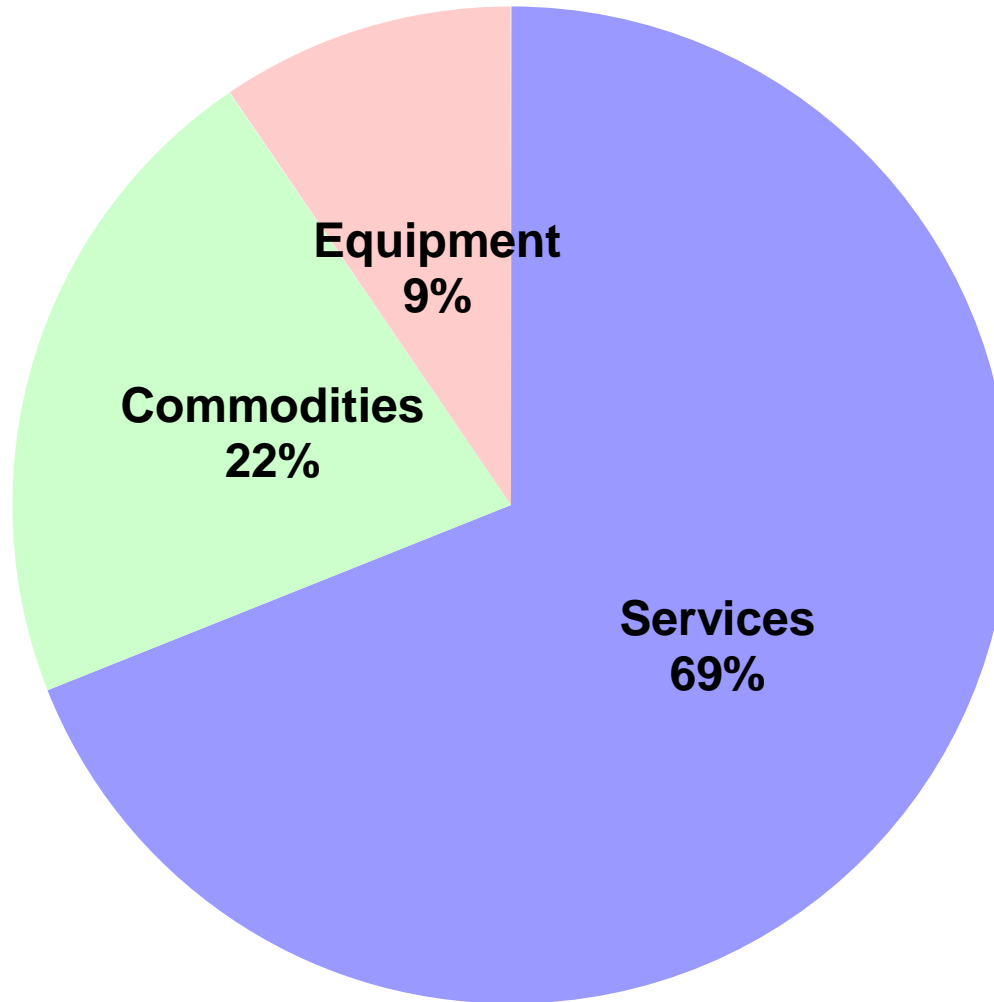
Whenever possible, we will use non-restrictive performance or design based purchase descriptions. We may also use brand-name or equal specifications where the vendor may offer an item that is approximately the equivalent of a manufacturer's standard. Occasionally, we may request a brand-name only, no substitute purchase description if required for compatibility reasons.



FY10 Stats

In FY10, P&CS purchased approximately \$175 million in supplies, equipment and services. Over half of the funds used to purchase supplies, equipment and services were conveyed by federal grants and contracts.

What We Buy

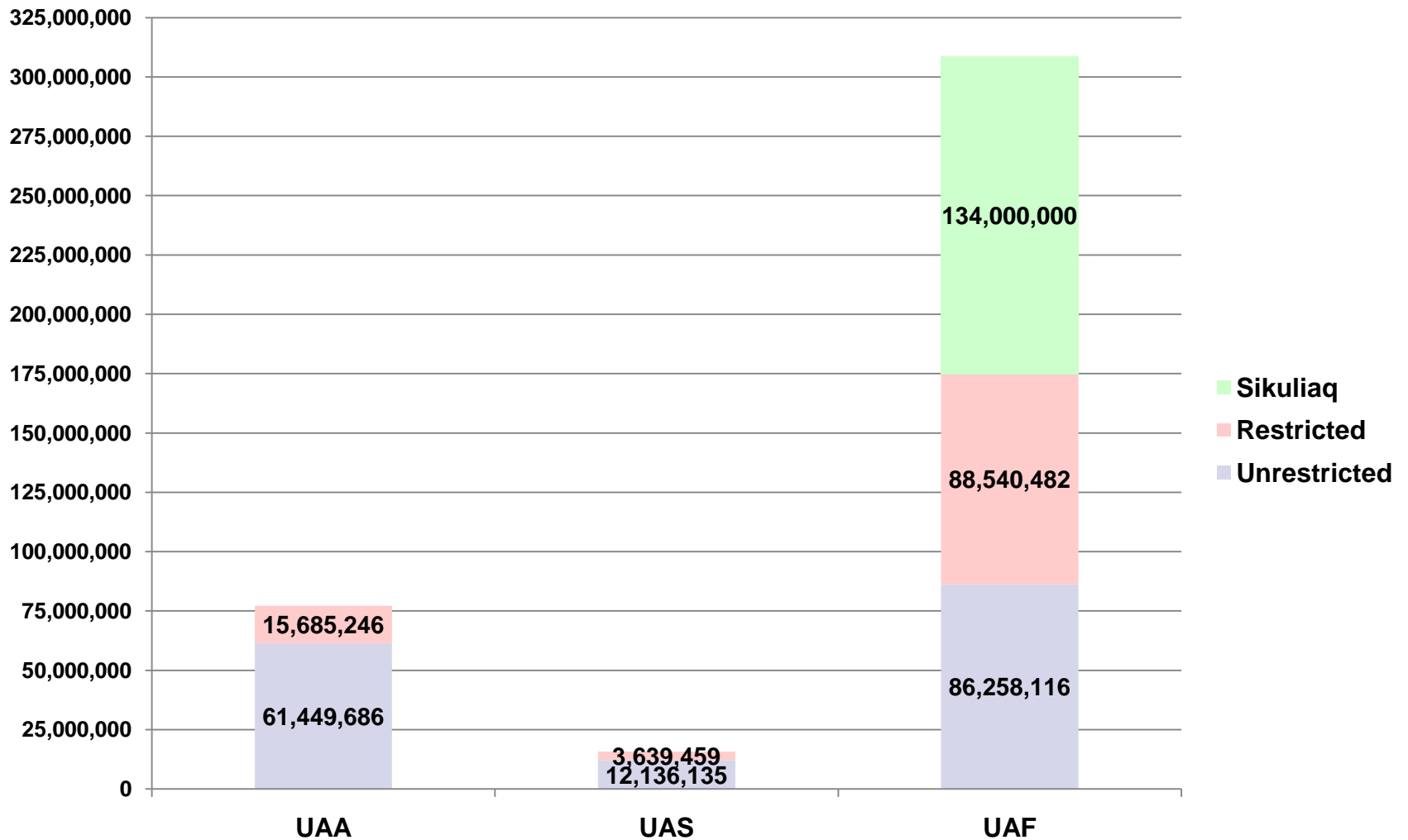




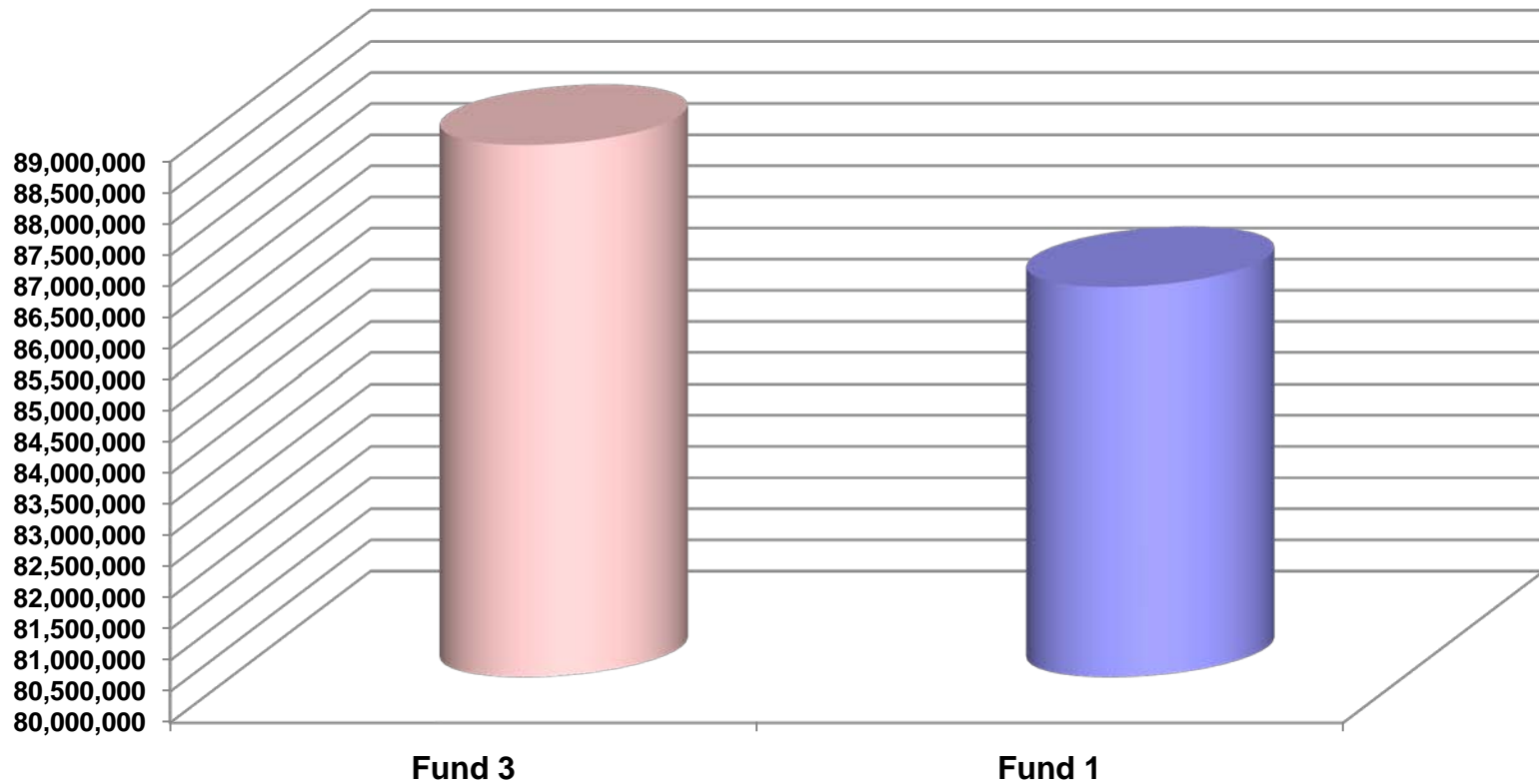
What We Buy

- Fuel \$8.2 million
- Office Supplies - \$1.6 million
- Office Equipment and Furniture - \$1 million
- Computer Software, Supplies, Equipment - \$13.4 million
- Research and Education Supplies - \$11.5 million
- Research and Education Equipment - \$5.9 million
- Transportation Equipment - \$2 million
- Library Books, Subscriptions & Services - \$2.7 million
- Professional Services - \$60.4 million

Procurement Spend By MAU FY10



UAF Procurement Spend by Funding Source





Small Dollar Procurements (non-competitive)

\$5,000 or Less – No Competition Required. Purchasing functions at this level are highly decentralized and are generally made by the end-using department by following good business practices.

Departmental purchasing instruments include Limited Purchase Orders (LPOs), Blanket Purchase Order (BPO) Call Numbers, and the University ProCard (MasterCard).

Small Dollar Procurements (cont.)

Other Small Dollar Procurement limits:

- Individual travel not to exceed \$12,500.
- Charters, including water, ground and air transportation not to exceed \$10,000.
- Professional services (providers of an intellectual product) not to exceed \$50,000.
- Concession contracts with estimated gross annual receipts not to exceed \$50,000.
- Hotel, conference, convention or catering services not to exceed \$50,000.
- Leased space of 3,000 square feet or less.



Small Procurements

\$5,000 - \$50,000 – Solicit Informal Competition

UAF solicits goods and services by issuing a Request for Quotations (RFQ). Solicitation and award process averages 1-3 weeks. Award is made to the low, responsive, responsible quoter via UAF Purchase Order.



Large Dollar Procurements & Competition Thresholds

Greater than \$50,000 – Formal Competition
UAF issues an Invitation for Bids (IFB) for commercial items and routine services. Solicitation and award process averages 45-60 days. Award is made to the low, responsive, responsible bidder.



Large Dollar Procurements & Competition Thresholds (cont.)

A request for proposals (RFP) is issued for services and high-end technology items. Solicitation and award process averages 60-90 days depending on complexity of procurement. Award is made in accordance with stipulated award criteria.



Procurement Methods

- Purchase Order (PO). Note: The RFQ process is the preferred method for securing informal competition which results in the issuance of a (PO);
- Procurement Card (Pro-Card);
- Limited Purchase Order (LPO);
- Blanket Purchase Order (BPO);
- Blanket Delivery Order (BDO);
- Open Order.



Other Procurement Methods

- Sole & Single Source Procurements
 - *Blanket Sole Source Determinations
- Emergency Procurements
- Limited Competition
- Innovative Procurements
- Unsolicited Offers
- Exemptions



Helpful Information

Locate P&CS's website @:

www.uaf.edu/procurement

Locate Bidder's Application packet and How to Sell @:

<http://www.alaska.edu/swproc/bidders/>

Locate current P&CS solicitations @:

<http://www.uaf.edu/procurement/link-for-community-and-ve/current-solicitations/>

Locate P&CS commodity/service list @:

<http://www.uaf.edu/procurement/links-for-staff-and-facul/commodityservice-list/>

Locate current DDC projects @:

<http://facilities.alaska.edu/uaf/fsweb/ddcprojects/currentprojects.cfm>



The End.

- ☐ Questions?
- ☐ Comments?

THANK YOU!