

Procurement Service Center Purchasing Process

Procurement Manager, Crystal DiCino



University of Colorado

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PURCHASING BIDDING THRESHOLDS AND BID TYPES

Goods and Services (non federally/Federally funded)

- \$150,001 through \$500,000 = Competition via Documented Quote

Goods or Services

- Greater than \$500,000 = Competition Request for Proposal or Invitation for Bid



\$10,000 AND UNDER

- **PO auto generated after financial approval**
- **When to Involve Purchasing**
 - <https://www.cu.edu/psc/commodity-listing>
 - When terms and conditions apply
 - Clickthrough's included
 - \$0/trials included
 - When Compliance Language is required
 - Sensitive Data is being exchanged
 - HIPAA/PHI
 - FERPA
 - PCI
- **Potential Issues**
 - PO gets issued before contract signed or before compliance language inserted into document.



SOLE SOURCE

What is a Sole Source and when can it be used?

When there is only one Good or Service that can reasonably meet the need and there is only one supplier who can provide the Good or Service.

NOT a Sole Source

- Brand Name
- Price
- History
- Preference

May Be a Sole Source:

- Continuity
- Matches Existing Equipment



State your case Sole Source Justification:

- 1. Needs Statement**
- 2. Features Requirements**
- 3. Competing Brands**



COMPLIANCE REVIEW – CONTRACT

Current Process

- Purchasing Agent and/or Department reaches out to its Campus Security, Accessibility and Compliance Teams.
- Security, Accessibility and Compliance Team provides Compliance Results Department
- Supplier Document(s) and Compliance Results entered into PSC Contract system (TCM) and assigned to Contracts Team or Negotiated by Purchasing Agent.



WHAT IS REVIEWED?

Major Legal issues

Indemnification

Choice of law

Attorneys' fees

Insurance

Limitations of Liability

University Provisions added



NOTE: Please plan ahead, Compliance review can take 2-8 weeks and contracting post compliance can take the same (average) or longer depending on how complex and supplier responsiveness.



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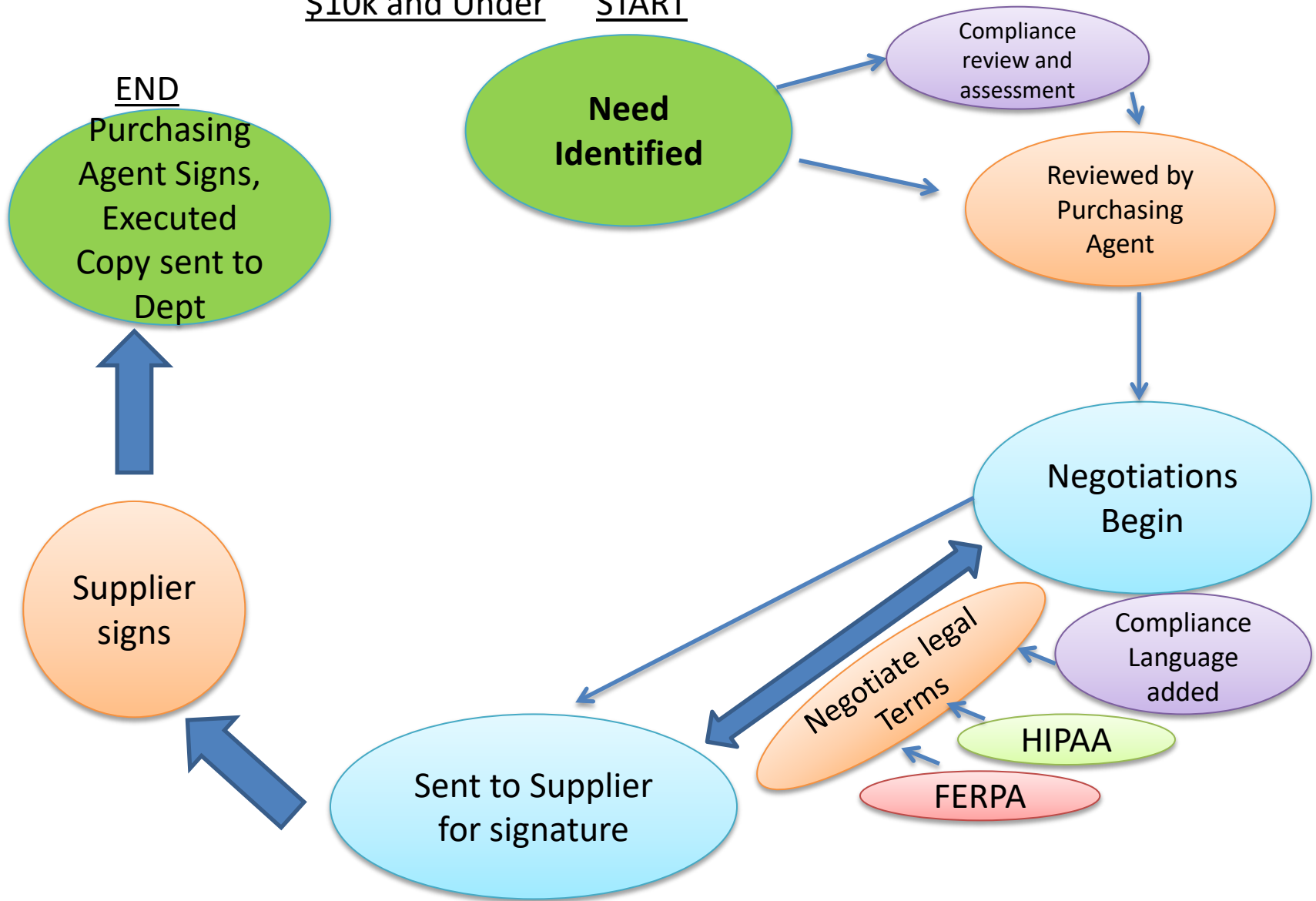
FOUR CAMPUSES UNITED

ADDITIONAL APPROVALS

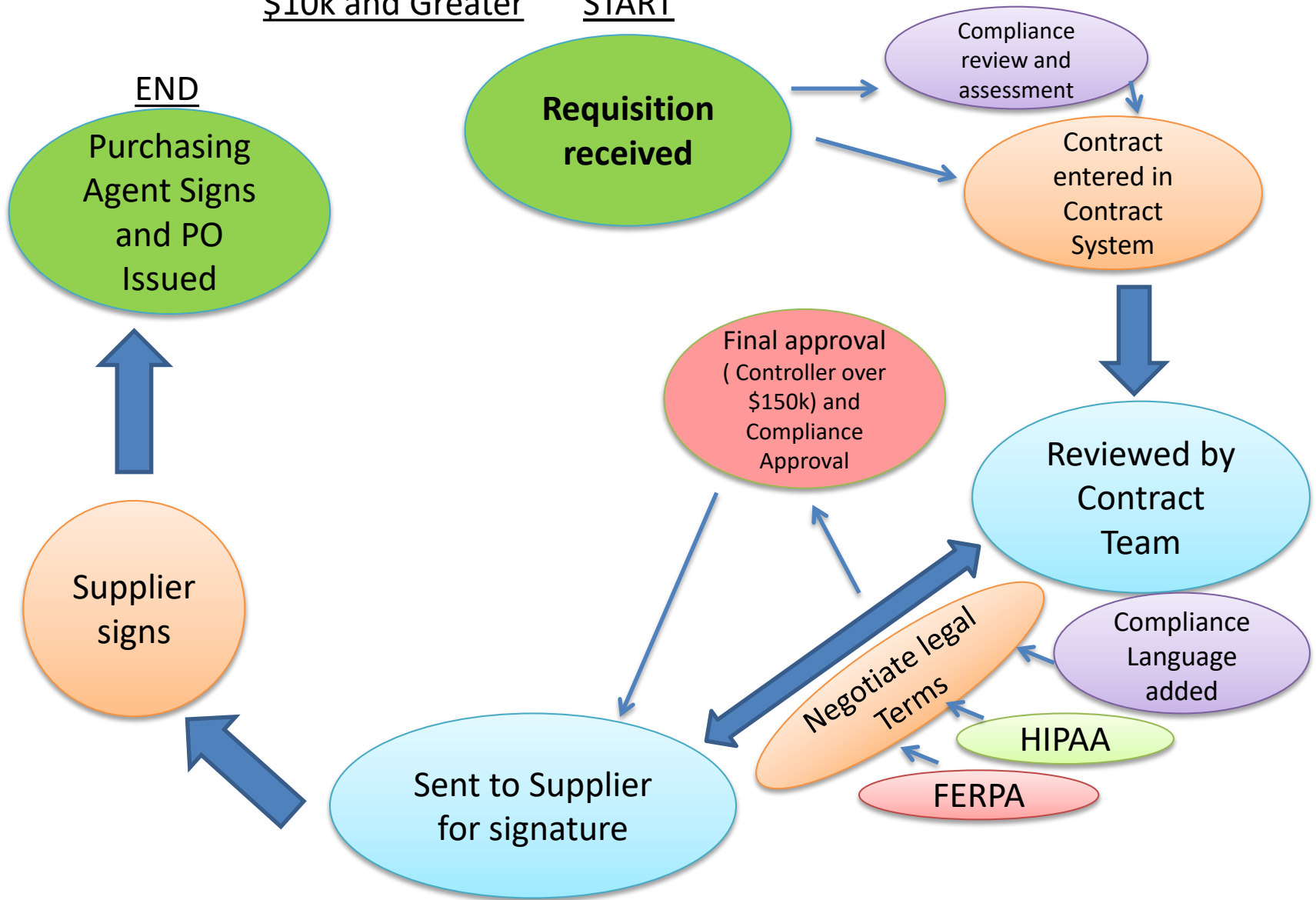
- \$150k and Greater
 - May require Controller approval
 - Director of Procurement & Contract Services approval
- \$1M and Greater
 - Associate Vice President and Chief Procurement Officer approval
- \$5M and Greater
 - President Approval
- \$10M and Greater
 - Regents awareness



\$10k and Under START



\$10k and Greater START



Questions?



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