



Procurement Basics

Handouts

- ✓ Frequently Asked Questions (FAQs) about Procurement
- ✓ Procurement Bulletin #4 – Purchasing Procedures
- ✓ Procurement Bulletin #14 – Contract Vendors
- ✓ Procurement Checklist
- ✓ Corcraft Catalog
- ✓ IBNYS Catalog
- ✓ NYSID Catalog



Whose Rules?

The City College is required to follow the procurement rules and regulations as set forth by:

- ✓ NYS Education Law
- ✓ NYS Finance Law
- ✓ NYS Constitution
- ✓ NYS Public Officers Law
- ✓ NYS Procurement Stewardship Act
- ✓ NYS statutory requirements, such as Executive Law
- ✓ CUNY Rules and Regulations
- ✓ State Comptroller Bulletins
- ✓ NYS Executive Orders
- ✓ Federal Uniform Commercial Code (UCC)
- ✓ Best Practices
- ✓ The Omnibus Procurement Act



I need stuff, what do I do?



I need stuff, what do I do?

Step 1 – Identify if your needs can be met by one of the three New York State Preferred Source vendors.

- Corcraft (Correctional Services)
- The Industries for the Blind of New York State
- New York State Industries for the Disabled

Refer to CCNY Procurement Bulletin #4 for the web addresses for these vendors.

**They don't have what I need.
What do I do now?**



They don't have what I need. What do I do now?

Step 2 - If your needs cannot be met by one of the preferred source vendors, the next step is to identify if your needs can be met by an existing municipal contract.

- There are six main sources of municipal contract that are available for use by the City College.
- CUNY-wide, NYS OGS, DCAS, GSA, DOE, HHC, Other Municipalities.

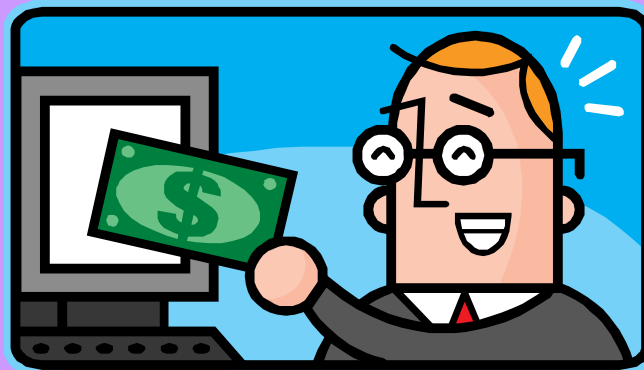
I still can't find what I need.
What do I do now?



I still can't find what I need. What do I do now?

Step 3 – If your needs cannot be met by a preferred source or municipal contract, then you must follow the process based on the cost of the goods or services being procured which is outlined in Procurement Bulletin # 4.

- Under \$500
- Under \$5000
- \$5000 and over



I still can't find what I need. What do I do now?

Purchases up to \$499

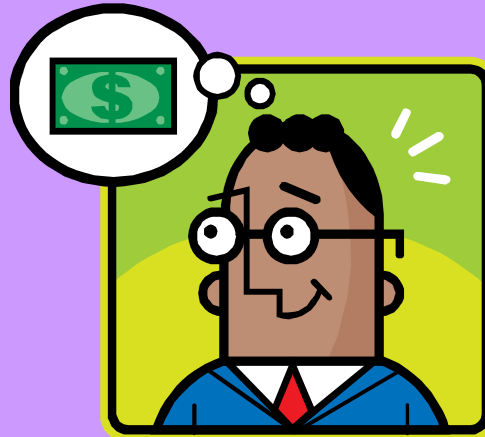
- State law does not require competition
- Departments may place these orders directly
- Submit all supporting documentation with your requisition



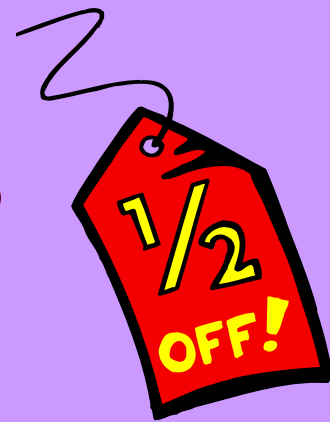
I still can't find what I need. What do I do now?

Purchases from \$500 to \$4,999

- State law does not require competition
- Departments may place these orders directly
- Submit all supporting documentation with your requisition
- Departments must determine reasonableness of price



How do I determine “reasonableness of price”?



- ✓ State or Municipal Contract pricing
- ✓ Discount from list price
- ✓ Purchases made to other state agencies, other states or similar facilities
- ✓ Manufacturers published price list
- ✓ Historical cost (not what you think it means)
- ✓ Cost versus benefit in monetary terms
- ✓ Cost comparison with similar projects
- ✓ Verifiable average costs in the region
- ✓ Manufacturing cost plus profit

I still can't find what I need. What do I do now?

Purchases \$5,000 and above

- Requires specialized bidding requirements
- Departments are **NOT** permitted to place these orders directly
- All orders in excess of \$5,000 must be placed by the Purchasing Department via official CCNY purchase order.
 - ✓ detailed specifications or scope of work
 - ✓ a single/sole source justification letter



Sole Source vs. Single Source

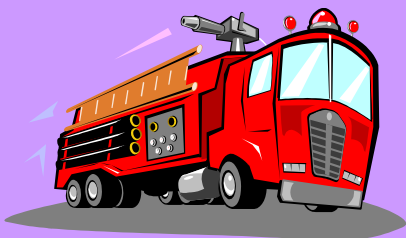
Sole Source is where only one vendor can provide the commodity or service required (One of a kind)

Single Source is where two or more vendors can supply the commodity or service required; however, the College, may select one vendor or the other. (Objective review and determination)

But it is an Emergency!!!!



HELP!



But it is an Emergency!!!!!!

The law clearly defines “**emergency**” for the purposes of procurement as an unforeseen occurrence or condition or situation where a threat to health, safety, life or limb exists or where a necessary service is threatened with material damage or suspension, or where College buildings or property are threatened.

Lack of planning...



BEWARE!!!



CAUTION

BEWARE!!!

DANGER!

- It is against State Law and CUNY Purchasing guidelines to artificially divide a purchase in order to circumvent any of the established rules and regulations.
- Commitments made by **unauthorized** individuals are subject to non-payment by the City College and personal payment by the unauthorized individual.

You **MUST** call purchasing and obtain a Purchase Order **regardless of dollar amount** if:

- The purchase is very technical or complex
- Independent Contractors
- The vendor wants a signed agreement
- On campus services are being obtained
 - ✓ Vendor understands what is expected/prohibited
 - ✓ Warranty
 - ✓ Insurance, Insurance, Insurance!!!!



M/WBE VENDORS

Minority and Women Owned Business Enterprises (M/WBE)

- The College is permitted to purchase goods and/or services from qualified NYS Certified M/WBE vendors up to \$20,000 without competitive bidding.

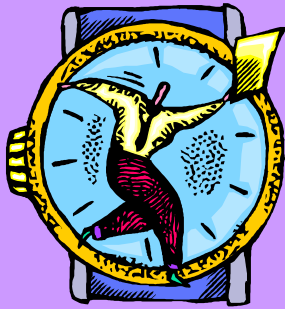


A word about Blanket Orders

Small dollar recurring purchases with monthly/weekly/quarterly invoices

- ✓ Copy Paper
- ✓ Bottled Water
- ✓ Mail Services (FedEx, UPS)
- ✓ Office Supplies
- ✓ Any ongoing service or commodity purchases
- ✓ **THINK DOZENS!**





DEADLINES



Fiscal Year End – June 30

- ✓ Typically the last day for requisitions is May 1

First Day of Classes

- ✓ Plan ahead – submit requisitions at least 30-45 days prior to expected date of delivery

New Fiscal Year Renewals

- ✓ Begin submitting requisition on June 1

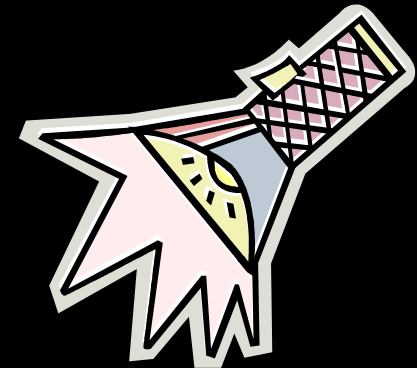
BLACKOUT DATES



Go-Live date is April 1, 2012

State agencies, including CUNY can expect financial system blackouts that will impact vendor payments and reimbursements

Departments are encouraged to submit requisitions for processing by mid-March



I think I understand. What if I have
a question or need help?



I think I understand. What if I have
a question or need help?

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