Swarthmore College
Purchasing Policy

NOVEMBER 15, 2018
CINDY URICK, MA, CPSM, LBS
Learning objectives

1. Provide an overview of purchasing services

2. Policy and procedure highlights
   a. Purchasing policy
   b. Uniform Guidance
   c. Sustainable Purchasing
   d. Small Business / Diversity

3. Communicate how the purchasing office serves the College community

4. Going forward...
What is purchasing

- Service-oriented department
- Codify what is already existing
- Differentiate between goods (products) and services (contracts)
  - Similar process – but contract commitments are not ready
- Purchase-to-pay process
  - Vendor qualification
  - Buy
  - Receive
  - Pay
PULLING COLLECTIVE IDEAS INTO ONE COLLEGE PLAN
Purchasing policy overview

- $10,000
  - Purchase Orders that flow into Banner
    - System of record
    - Associated with PO Terms and Conditions
  - 3 Quotes or use a Sole Source Justification

- Purchasing approval matrix
  - Moving approval from invoice to purchase order
Purchasing policy approval matrix and workflows

### Purchasing Policy for Supplies and Non-Professional Services

<table>
<thead>
<tr>
<th>Required Per Order Amount</th>
<th>$0 - $2,499</th>
<th>$2,500 - $9,999</th>
<th>$10,000 - $49,999</th>
<th>$50,000 - $249,999</th>
<th>$250,000 - $1M</th>
<th>&gt; $1M</th>
</tr>
</thead>
<tbody>
<tr>
<td>College PCard</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Bill / Check Reqs</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>eMarket Portal</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three Quotes &amp; a PO</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Approvals Required

- **Delegated Authorized Approver or Financial Manager**: Delegated Authorized Approver or Financial Manager
- **President’s Staff**: President’s Staff
- **Associate VP for Sustainable Facilities Operations & Capital Planning**: Associate VP for Sustainable Facilities Operations & Capital Planning
- **President or Vice President for Finance**: President or Vice President for Finance

### Footnotes

1. The standard PCard transaction limit is $2,500
2. Purchase Orders are required to facilitate approval for the following:
   - Furniture requires approval from Facilities
   - Computer, software, and printer acquisition require ITS authorization
   - Hazardous materials purchases require approval from EH&S
   - Grant account purchases require approval from the Business Office Grant Administrator. Purchases of $10,000 or more require three quotes. Check vendor status on sam.gov.
3. Quotes should be attached to PO (Required for orders >$10,000)
4. eMarket Portal includes punch-out catalogs, hosted catalogs, and non-catalog orders
5. Consult with the Purchasing Office for RFP or GPO process details

### Professional Services

- Consultant, Events, Entertainers, etc: Quotes are not required
- Contracts should be sent to contracts@swarthmore.edu for review

### Blanket PO Authorization Process

- The total amount of the blanket order will be used to determine authorizations.
What does our purchase order look like?

- Contact information
- Supplier
- College ship-to
- College bill-to

- General information
  - PO number
  - Requisitioner and approver
  - Product quantity, price, and description
  - Order Comments

- General Terms
  - Supplier certifies that they are not a federally debarred or disqualified (System for Award Management – [sam.gov](http://sam.gov))
  - Swarthmore College PO Terms and Conditions
  - Specific information for suppliers
  - PO number must be included on all invoices
Suppliers will sharpen their pencils

- Purchases >$10,000
- Obtain 3 quotes
- Check group purchasing organizations

- Best value
  - Price
  - Schedule
  - Quality
  - Qualifications/Performance

- Scope
  - Products
  - Services
  - Software
Uniform guidance procurement standards for fed grants

- Documented purchasing policy
- Threshold changes
  - Micro-purchase <$10,000
  - Small purchase <$250,000
  - Sealed bids and competitive proposals ≥$250,000
- Consideration of small and diverse suppliers
- Sole source justification (unique, no competition, authorized by agency, public emergency)
  - Conflict of interest policy
- Additional contract provisions
Sustainable purchasing

- President’s Sustainability Research Fellow (PSRF) Program
  - Vision and guiding principles
  - Sustainable Printer Purchasing Policy

- Purchasing office collaborates with sustainability initiatives
  - Travel (air miles)
  - Copy paper & sustainable printing instructions
  - Catering
  - Vehicles

- Suppliers
  - Encourage suppliers to identify their business’ sustainability efforts
  - Identify sustainable products for community members
Small business / diversity procedures

- Certification definitions
  - Small business
  - Disenfranchised business
  - Diversity designations

- Differentiate between
  - Tier 1
  - Tier 2

- Purchasing office responsibilities

- Additional resources
Currently registered small/diverse suppliers

- eMarket Portal
  - Complete Book and Media

- Events Management
  - Visual Sound (AV)

- Facilities and EVS
  - Cicada Architectural Planning
  - John Savoy Contract Furniture (for residence halls)
  - T. Fran McCalls (janitorial paper)

- Science
  - EMSCO Scientific
  - Neta Scientific
How do purchasing staff assist community members?

- College’s strategic responsibilities
  - Environmental
  - Social
  - Fiscal

- Compliance with laws
  - New for 2018
    - Relocation expenses
    - Act 43 for PA State
    - General Data Protection Regulation (GDPR)
    - Uniform Guidance Procurement Standards

- Provide resources
  - Buyers Guide (GPS for purchasing)
  - Purchasing Resources shared Google folder
  - Website
  - PCard program
Going forward...

- Workflows - contact to be made by department to set up
- Log-on – increased number of eMarket Portal users to authorize orders
- Training – regular training sessions and supplier presentations for community members
- Glossary of terms
Questions?