

SUNY DOWNSTATE MEDICAL CENTER @ LICH

PROCUREMENT TRAINING

CONTRACTS & PROCUREMENT MANAGEMENT

PROCUREMENT RECORD

Agencies are required to maintain a record of every procurement. The Record means the documentation of the decisions made and the approaches taken in the procurement process. The process shall include a clear statement of need, description of product or required specifications and a reasonable process for ensuring a competitive opportunity for the vendor community and a fair method of award.

The Record serves as an audit trail and serves to protect both the agency conducting the procurement and the vending community during and after the procurement.

Contract & Procurement Requirements

OSC has the authority to ***post audit*** ALL SUNY DMC @ LICH contracts. Every procurement and facilities office must be vigilant in maintaining strict adherence to the NY STATE and SUNY's policies & procurement requirements so that our procurement flexibility is not jeopardized.

There will always be changes to the SUNY's procurement policies and procedures to conform to NYS "new" laws and the updated documents will be made available to SUNY DMC @ LICH.

State Purchase Requisitions

HOW TO FILL OUT A STATE REQUISITION



PURCHASE REQUISITION GUIDE

- 1- Date Requisition Prepared
- 2- Department Name
- 3- Interoffice Mail Box Number
- 4- Req. # - First two boxes represents the last two digits of the fiscal year. Third and fifth boxes represents the departments ID number;(which are assigned by Contracts & Procurement Management): the last three numbers are sequence numbers assigned by User department starting from 001.
- 5- Suggested Vendor/Supplier by User Department, Requisitioner.
- 6- Requisitioner's Name, Telephone Number, Box Number
- 7- Delivery Address. Include Bldg. and Room Number
- 8- Suggested Vendor/Supplier's Telephone Number & Contact Person
- 9- Requested Delivery Date. (need by date)
- 10-Line Item Number
- 11A & B- Detailed description of Products/Services. (catalog #, manufacturer's code, size, color, packaging (i.e. 10/bx or 4/cs etc.) equipment serial numbers, model numbers, etc. Attach all pertinent documents if appropriate (membership applications, quotations, statement of need, service agreements, renewals, etc.)
- 12- Quantity per line item
- 13- Unit of Measure UOM

PURCHASE REQUISITION GUIDE CON'T

- 14- Unit Cost per line item
- 15- Total cost per line item
- 16- Total cost of Requisition
- 17- Account Code (8 digits)
- 18- Object Code
- 19- Amount – When using multiple account codes, you must specify total dollar amount for each account code for the total amount of the requisition.
- 20- Authorized Signature
- 21- Title of authorized signature
- 22- Second authorized Signature
- 23- Title of authorized signature
- 24- Page number, if more than one page (top right corner)

Purchase Requisition must be printed legibly or typed

\$CONTRACTS AND PROCUREMENT \$ REQUIREMENTS \$

- **\$0.01-\$10,000 – justification for Vendor Selection - Three verbal or written quotations.**
- **\$10,000- \$20,000 – justification with documentation showing that the price is reasonable and Quarterly Ad in NYS Contract Reporter.**
- **\$15,000 + (S F L) 139 J&K and G-226 Consultant Services**
- **\$20,000.01 – NYSCR, Albany Times & Brooklyn Minority (Competitive Bidding)**
- **\$100,000 – NYSCR, ST220, G-221 Vendor Responsibility, SFL 139 J&K**
- **\$250,000 + .Services, Technology, Real Estate and Revenue Contracts**
- **\$125,000 – Sole/Single Source Procurements to be approved by OSC**
- **\$0 (Zero Dollars) for Workers Compensation and Disability Benefits**

LOBBYING LAW

SUNY Downstate Medical Center @ Long Island College Hospital must comply with the provisions of **SFL § 139 J** (restrictions on contacts during the procurement process) and **SFL § 139 K** (disclosure of contacts during the restricted period)

The Lobbying Law requirements apply to all transactions at \$15,000 or greater.

PURCHASE ORDER TYPES

- Transactional PO- Used for single procurements.
- Standing Order- Used for multiple deliveries where the quantities and delivery dates are known. Example: 1 box delivered the first week of each month from 7/1/07 through 6/30/08
- Blanket Order- Used for multiple deliveries where products and quantities are known but specific delivery dates are not. Example: 12 boxes for the period 7/1/07 through 6/30/08

PRINTING – Procurements **must** be competitively bid based upon lowest cost, Invitation For Bid - IFB

DEFINITION OF TERMS

- **Restricted Period:**
 - Is the earliest written notice, advertisement or solicitation of a RFP, IFB or any other method for soliciting a response from vendors intending to result in a Contract with DMC @ LICH ending with the final contract award and approval by DMC at LICH and when applicable, the Office of State Comptroller.
- **Contact**
 - oral, written or electronic communication with governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental procurement.
- **Designated Contact**
 - person or persons designated by SUNY DMC @ LICH Contract & Procurement Dept. to receive communications about the procurement.

CHANGE ORDER

- **Request for Change Order**

Requisition must be submitted using the original requisition number with CHANGE NOTICE written boldly in the description area

- **Price and Quantity Changes**

- Must have new authorized signatures for additional funding approval.

- **Description Change**

- Submit a letterhead memo or E-mail to the Buyer and copy all appropriate parties (i.e. Color, Size, etc.)

CONFIRMING ORDERS

Guidelines, OSC Bulletin No.G-195

“A STATE EMPLOYEE WHO
DIRECTS A VENDOR TO START
PROVIDING GOODS OR SERVICES
WITHOUT AN APPROVED
CONTRACT MAY BE PERSONALLY
LIABLE FOR ANY INDEBTEDNESS
THAT IS ULTIMATELY HELD TO
BE OWED TO THE CONTRACTOR.”

CONFIRMING ORDERS

- **THE POLICY AT DOWNSTATE MEDICAL CENTER STRICTLY PROHIBITS CONFIRMING ORDERS**
- Confirming Orders are goods or services received without a valid purchase order or contract, these transactions are in violation of SUNY Downstate's policy
- In the event a confirming order did occur, the User department must secure the signature of a Senior Vice President or Chief Financial Officer before submitting the requisition to Contract/Procurement Management.

EMERGENCY PROCUREMENT ORDERS

An emergency is defined as an urgent and unexpected event where health and public safety or the conservation of public resources is at risk. A failure to properly and timely plan in advance for a procurement, which then results in a situation in which normal procurement practices cannot be followed, will not constitute an emergency.

In the event of an emergency, the relevant DMC/LICH department must immediately alert the Procurement department of the nature of the situation followed by a complete written explanation of the emergent situation.

(If the emergency occurs on off hours, 5pm – 8am, or on the week-end, Saturday or Sunday, the notification to the Procurement department should be the next business day.)

EMERGENCY ORDERS

Identify the Emergency. Document the time, date, place, location and what occurred. If applicable, indicate whether the emergency was caused by an insured/non-insured outside entity.

Have a senior campus officer approve/sign the written Emergency Justification (and exemption from NYSCR justification if applicable).

SPLIT ORDERING

- Split ordering is prohibited.
- Split Ordering is the practice of “splitting” a transaction into two or more smaller dollar value transactions to avoid competitive bidding requirements.
- Office of General Services (OGS) purchasing guidelines state that multiple purchases by an agency of similar materials, equipment, and supplies within a 12 month period shall be considered a single purchase. Agencies are to consider their total annual need for a particular good or service and then determine the most appropriate procurement method.

SELECTING THE BEST

PROCUREMENT

METHOD

SECTION 163 PROCUREMENT RULES - *FOR THE PURCHASE OF COMMODITIES AND SERVICES*

Statutory preference is accorded in the following order:

1st - Preferred Sources

2nd - OGS Contracts

3rd - Agency or Multi-Agency contracts

4th – Single/Sole Source procurements

OGS CONTRACTS

- If the preferred sources cannot provide the commodity meeting the form, function and utility that the agency requires then the agency must then go to the OGS Centralized Contracts. This applies to commodities only.
- If the product on the OGS contract does not meet form, function and utility, the agency must document findings in the Procurement Record.
- OGS or less - If an agency obtains pricing from a vendor through a method prescribed by the SFL, and that product is available from an OGS contract, then the agency must afford the OGS contract vendor the opportunity to match this price.

METHODS OF PROCUREMENT

Competitive Bids

- **IFB** (Invitation for Bid)
- PURCHASE ORDERS
- PA – Purchase Authorization Award can be

Award can be made based on price alone

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- **RFP** (Request for Proposal)
- Contracts

Request for Proposals (RFP) is used for procurements where factors in addition to cost are considered and weighted in awarding the contract and when the method of award is “best value”

Sole/Single SOURCE METHODS of PROCUREMENT

A procurement in which only one vendor can provide the commodities or services required.

A procurement in which two or more vendors can supply the commodities or services required, the state agency, upon written findings setting forth the material and substantial reasons therefore, may award the contract to one vendor over the other(s).

M/WBE Development Program

It is the official policy of the State University of New York and Downstate Medical Center to take affirmative action to ensure that minority and women - owned business enterprises (M/WBE) are given the opportunity to provide goods and services at competitive prices.

<http://www.empire.state.ny.us>

INVOICES

ACCOUNTS PAYABLE

- All invoices must be mailed directly to Accounts Payable, 450 Clarkson Avenue, Box #54, Brooklyn, NY 11203
- The order must reference a valid Purchase Order Number.
- DMC's terms for payments are NET 30 days. The department of State Expenditure will pay interest charges for any late payments and charge back against the departmental account code.

Martin Deane, AVP Materials Management
Carter O. Lard, Director of
Contracts/Procurement Management

Director of Procurement Operations – Maria Lucido

Staff Members

Lead Purchase Associates:	Edmund Folkes	ext. 1378
	Beatrice York	ext. 1121
Purchase Associates:	Donna Brightly	ext. 1120
	James Jarvi	ext. 1839
	Sandra Panton	ext. 3197
	Mario Ugarte	ext. 1852
Purchasing Assistant III:	Joel Georges	ext. 8006
	Portia Johnext.	ext. 1123
	Dane Kennedy	ext. 8008
	Catina Smith	ext. 3899
Purchasing Assistant II:	Shirley Ingram	ext. 4113
	Cathy Ridgeway	ext. 1133
	Marie Constant	ext. 5884

Questions ?

The End