



Purchasing

Spring 2019



Fiscal Affairs Purchasing Department Staff

- Clen Burton, VP of Fiscal Affairs ext. 8261
- Sonja Blinka, Director ext. 8474
- Jerri Glenn, Buyer ext. 8473
- Nicole Lloyd, Buyer ext. 8720
- George Howard, Shipping & Receiving ext. 8241
- Pat Harris, COM Mailroom ext. 8430



Purchasing Department Services

- Oversee and manage expenditures of college funds through acquisitions in accordance with the Texas Education Code, other applicable Government Codes and Local Policies adopted by College of the Mainland's Board of Trustees.
- Fixed Asset & Property Management including surplus property disposal
- Shipping & Receiving Services
- Central Mailroom Services



Agenda

- New & Refresher
- Vendor Records
- Purchasing & Acquisition Policy
 - Non-Grant Supplies
 - Grant Supplies
- Services
 - Standard Service Agreement (SSA)
 - Professional Services Agreement (PSA)
- Purchasing Methods
- COM Contracts
- Inventory Management
- Central Mail/Shipping & Receiving
- Website Tools
- Information Technology (IT) Purchases
- Marketing

New & Refresh

Effective January 1, 2019

- Requisitions@COM.edu (NEW)
- Shipping@COM.edu (NEW)
- Education Department General Administration (EDGAR) Increase \$ for three (3) bid threshold (NEW)
- Vendor Records & Vendor Processing
 - ✓ W9 or W8
 - ✓ Conflict of Interest
 - ✓ Approvals
- Request for Proposal (RFP) Funding Agreement
- Catering/Food Services
 - ✓ Student Center Market
 - ✓ Chick-Fil-A: Monday through Thursday
TVB Kiosk 11:00 – 1:00 (pending sales or other campus activities)
 - ✓ Meeting & Event Planning
 - ✓ Single Centralized Catering Budget
 - ✓ Lounge Vending Machines
 - ✓ Coffee Machines

New Vendor Forms Flow Process

#1

W-9
Request for Taxpayer Identification Number and Certification

Form W-9 (Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual
 Limited liability company, etc.
 Other (see instructions)

Address (number, street, and apt.)
City, state, and ZIP code

List account number(s) here (pp)

Part I Taxpayer Identif

Enter your TIN in the appropriate box
backup withholding. For individuals, alien, sole proprietor, or disregarded your employer identification number.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is correct.
- I am not subject to backup withholding because I am not a U.S. citizen or other U.S. resident alien, and I am not a U.S. partnership.
- I am a U.S. citizen or other U.S. resident alien, and I am not a U.S. partnership.

Sign Here Signature of U.S. person

General Instructions

Purpose of Form

A person who is required to file an income tax return must obtain your correct tax identification number (TIN) to report, for example, income payments, mortgage interest, or other tax-exempt interest.

Use Form W-9 only if you are a resident alien, to provide your correct TIN to the requester, and, if you are a resident alien, to provide your correct TIN to the requester.

- Clarify that the TIN you are providing is your correct TIN.
- Clarify that you are not subject to backup withholding.
- Claim exemption from backup withholding, if applicable, you are a U.S. person, your allocable share of a U.S. trade or business is not substantial, or you are a foreign partner, share of a U.S. trade or business.

Note. If a requester gives you a TIN, you must use it unless you have a substantially similar TIN.

#2

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-4) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006a-1, Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), including gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 11/30/2015

New Vendor Request Form

IF THIS IS A ONE TIME PURCHASE REQUIREMENT, DO NOT COMPLETE THIS FORM. CALL PURCHASING PRIOR TO MOVING FORWARD.
All required forms (IRS W9 or W8 and Conflict of Interest) to be completed by the vendor must be attached to the subject request.

COM
College of the Mainland

Form W-9:
<https://www.irs.gov/pub/irs-pdf/w9.pdf>

Conflict of Interest: <https://www.ethics.state.tx.us/forms/CIQ.pdf>

Vendor Type (must check one)

Individual/Sole Proprietor All Foreign Company/Individuals
 All Corporations

Employer Identification # or Social Security # as provided on the Form W-9: _____

Vendor Name as provided on the Form W-9 or W-8: _____

Remittance Address as provided on the Form W-9 or W-8: _____

Purpose for New Vendor: _____

Estimated Dollar Amount \$ _____

COM Employee Contact Name: _____ Phone #: _____
COM Employee Contact Signature: _____ Date: _____

Email Address: _____

Department Name & Department #: _____

Budget Manager Approval: _____ Date: _____

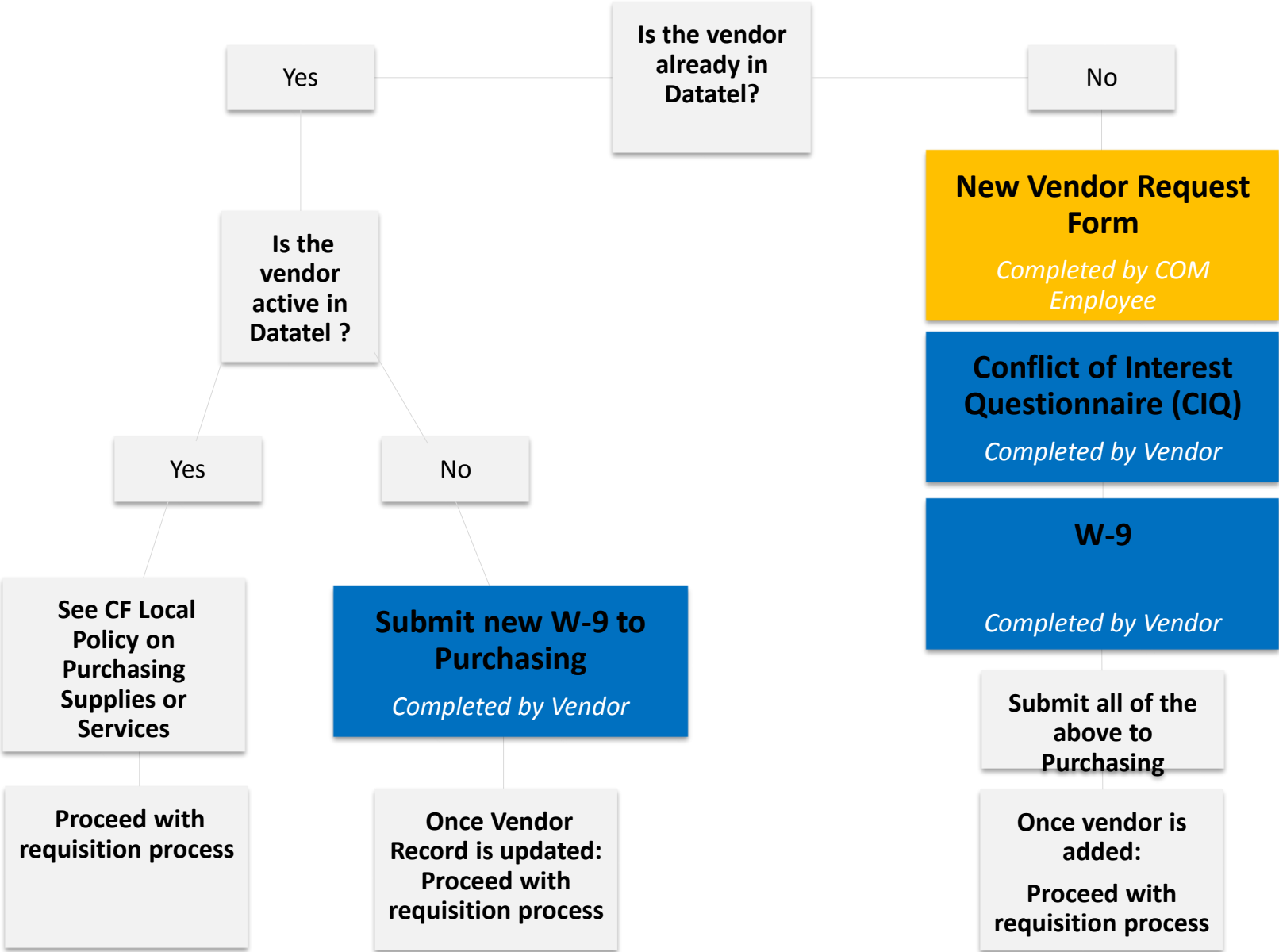
When completed, forward the request and the required forms to the Purchasing Department.

Receiver's Signature: _____ Date: _____

Date Vendor Entered into System: _____ Vendor #: _____ Initials: _____

W-9 & Conflict of Interest Questionnaire- completed by Vendor.
New Vendor Request Form- completed by COM Employee.
When all (3) forms are completed, submit to the Purchasing Dept.

Vendor Records





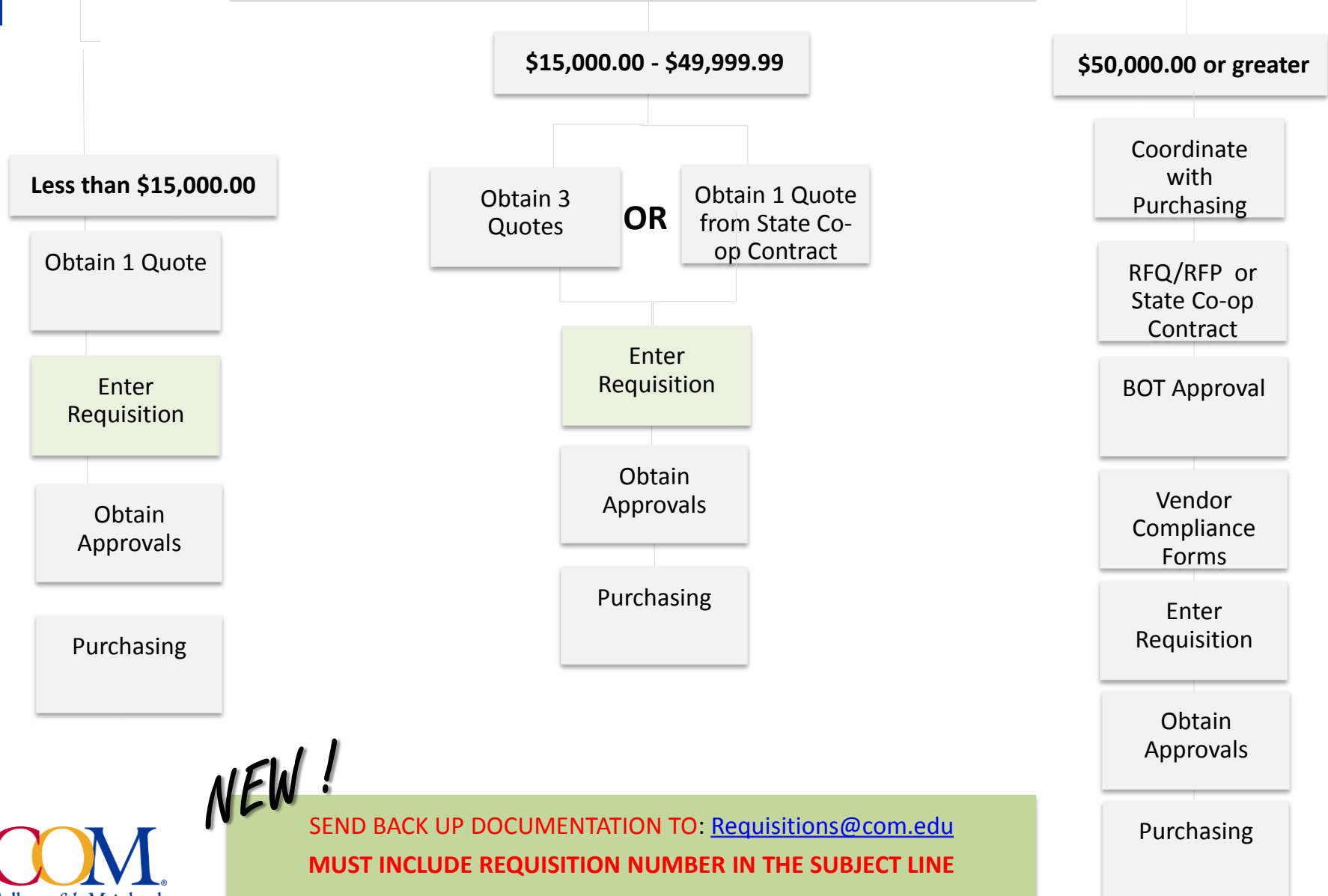
Purchasing & Acquisition Policy

CF Local – Non-Grant

- Up to \$14,999: One (1) quote
- \$15,000 and Over: Three (3) quotes

- \$50,000 or more: Coordinate with Purchasing
Three (3) formal proposals
Board Approval Required
90 Day Lead Time

Non-Grant Supplies CF Local



NEW!

SEND BACK UP DOCUMENTATION TO: Requisitions@com.edu
MUST INCLUDE REQUISITION NUMBER IN THE SUBJECT LINE

Grants & Grant Purchasing

Education Department General Administrative Regulations (EDGAR)

GRANT COMPLIANCE OFFICER:

Cynthia Pagan, cpagan2@com.edu

Institutional Advancement, Suite 16
409-933-8672

Lower thresholds with more stringent requirements

- Up to \$9,999: One (1) quote
- \$10,000 – 49,999: Three (3) quotes
- \$50,000 or more: Coordinated with Purchasing
90 Day Lead Time
Formal RFP/State Coop
Board Approval Required
- **\$250,000:** **Price/Cost Analysis**

Grant Supplies CF Local

Less than \$9,999.99

Obtain 1 Quote

Enter Requisition

Obtain Approvals

Purchasing

\$10,000.00 - \$49,999.99

Obtain 3 Quotes

OR

Obtain 1 Quote from State Co-op Contract

Enter Requisition

Obtain Approvals

Purchasing

\$50,000.00 or greater

Coordinate with Purchasing

RFQ/RFP or State Co-op Contract

BOT Approval

Vendor Compliance Forms

Enter Requisition

Obtain Approvals

Purchasing


NEW!

SEND BACK UP DOCUMENTATION TO: Requisitions@com.edu
MUST INCLUDE REQUISITION NUMBER IN THE SUBJECT LINE

Standard Service Agreement Form(s) Flow Process

Use if short term service (3 months or less) & Less than \$15,000.00 per fiscal year

#1



REQUEST FOR CONTRACT SERVICES

By submission of this request, the requestor of the subject services understands and complies with COM CF Legal and CF Local whereby only the college President and authorized designees are permitted to make a contractual commitment on behalf of the college. The following information, approvals and attachments must be obtained *prior* to the start of services.


1. Name of firm or consultant: _____
2. Description of services to be acquired: _____
3. Purpose for services: _____
4. Estimated Fiscal Year Cost: \$ _____
5. Estimated total Contract Cost: \$ _____
6. Estimated length of Contract: Start Date: _____ End Date: _____
7. Is the G/L Account funded and approved in the current Fiscal Year budget:
Yes _____ No _____
8. G/L Account Number: _____
9. G/L Account Description: _____

Requestor (Print & Sign)	Date
V.P (Print & Sign)	Date
V.P for Fiscal Affairs (Print & Sign)	Date
Executive Director of Human Resources (Print & Sign)	Date

ATTACHMENTS to follow final approval of the subject form: <http://www.com.edu/purchasing>
 A. New Vendor Request Form (If applicable)
 B. Professional/Consulting Services Agreement



#2



Standard Services Agreement (SSA)

This Agreement is entered into as of _____, 20__ between College of the Mainland, on behalf of the Department/Division of _____ ("College") and _____ ("Service Provider") the forgoing referred to collectively as the "Parties".

← Check box if Service Provider is represented by an Agent.

In consideration of the mutual promises and agreements of the Parties hereto, as hereinafter set forth, it is agreed as follows:

Service Provider: _____

Topic or Type of Performance: _____

Date(s): _____

Time(s): _____

Location(s): _____

Additional Activities/Terms: _____

Compensation/Honorarium:
 The total amount to be paid by the College shall not exceed \$ _____
 This amount includes \$ _____ paid to Service Provider and \$ _____ for food, lodging and transportation.

Any terms unfiled may be cause for renegotiation or non-payment. Either party may terminate this Agreement with _____ days' written notice. Service Provider is an independent contractor and not an agent or employee of College.

ISSUING PAYMENT: College will issue payment to Speaker or Performer following the performance of services and receipt of an invoice and expense receipts (if any) and such payment shall not exceed the amount indicated in this Agreement. College shall pay Service Provider with a check.

INDEMNIFICATION: Service Provider agrees to indemnify, defend and hold College, its trustees, officers, agents, and employees, harmless from any claims, losses, suits, proceedings, damages and liabilities, including attorney's fees, for property damage, personal injury, death, or any other cause of action that arises out of or is based, in whole or in part, upon any act or

Office of the Staff Attorney
 Speaker Agreement Form
 SA-8-20-2018
 Page 1 of 2

Once these two forms are completed, submit to the Purchasing Office for review and final signature on behalf of College of the Mainland (bottom left side of the Standard Service Agreement) *If this is a new vendor, please see the next slide on Adding a New Vendor Form(s) Flow Process.*

SERVICES CF Local

STEP 1

Standard Services Agreement (SSA)

EX: Speaker, Performer,
Short-term service
(3 months or less)

Less than \$15,000.00

Complete
**Request for Services
(RFS)**

Route for Approvals

STEP 2

After RFS is completed & all approvals have been obtained

Complete **Standard Services Agreement Form**

To be completed by COM Employee & Vendor

A. Is vendor in Datatel or New Vendor?

See Vendor Records Flow Chart


B. Submit the following to Purchasing:

- RFS Form
- SSA Form
- New Vendor Request form,
W-9, and CIQ *if applicable*

C. Payment: Once services
are complete submit Direct
Pay with Invoice to A/P

Contract for Professional Consulting Services Form(s) Flow Process

Use if a long-term service (3 months or longer) & More than \$15,000.00 per fiscal year



#1

REQUEST FOR CONTRACT SERVICES


By submission of this request, the requestor of the subject services understands and complies with COM CF Legal and CF Local whereby only the college President and authorized designees are permitted to make a contractual commitment on behalf of the college. The following information, approvals and attachments must be obtained *prior* to the start of services.

1. Name of firm or consultant: _____
2. Description of services to be acquired: _____
3. Purpose for services: _____
4. Estimated Fiscal Year Cost: \$ _____
5. Estimated total Contract Cost: \$ _____
6. Estimated length of Contract: Start Date: _____ End Date: _____
7. Is the G/L Account funded and approved in the current Fiscal Year budget:
Yes _____ No _____
8. G/L Account Number: _____
9. G/L Account Description: _____

Requestor (Print & Sign) _____	Date _____
V.P (Print & Sign) _____	Date _____
V.P for Fiscal Affairs (Print & Sign) _____	Date _____
Executive Director of Human Resources (Print & Sign) _____	Date _____

ATTACHMENTS to follow final approval of the subject form: <http://www.com.edu/purchasing>
A. New Vendor Request Form (If applicable)
B. Professional/Consulting Services Agreement





#2

CONTRACT FOR PROFESSIONAL CONSULTING SERVICES

THIS AGREEMENT is entered into as of _____ ("Effective Date") between College of the Mainland (the "College"), a public junior college pursuant to Section 130.004 of the Texas Education Code, and _____ ("Contractor").

1. SCOPE OF WORK.

2. COMPENSATION. For the services to be provided hereunder, the College shall pay Contractor a fee, plus reimbursable expenses, as follows:
 - a. _____ This is a fixed price contract. College will pay Contractor the amount of \$ _____
 - b. _____ This is not a fixed price contract. College will pay Contractor an amount not to exceed \$ _____ based on \$ _____ (hourly rate) or as set forth in the Contractor's proposal dated _____, attached hereto.
 - c. Reimbursable Expenses: Not to exceed \$ _____, which will include but not be limited to the following:
 - (i) Expense of transportation and living when traveling in connection with the project, at College's prior request, for other than regular trips within the College District area.
 - (ii) Actual cost for long distance calls and/or Telex charges in connection with the project.
 - (iii) Actual cost of printing and copying in connection with the project.

The above costs will be processed for reimbursement upon receipt of original invoice or other acceptable verification.

All payments must be supported by properly detailed invoices. Payment shall be rendered within forty-five (45) days of receipt of proper invoice from Contractor for services performed. If payment is not rendered within forty-five (45) days of invoice date, there will be a late charge equal to 1% of the amount due in accordance with Section 2251.026 of the Texas Government Code.
3. SCHEDULE. The work to be performed under this contract shall commence upon the Effective Date of this agreement and continue until the earlier of _____ or until all work is

Once these two forms are completed, submit to the Purchasing Office for review and final signature on behalf of College of the Mainland (bottom left side of the Contract for Professional Consulting Services Agreement) *If this is a new vendor, please see the next slide on Adding a New Vendor Form(s) Flow Process.*

SERVICES CF Local

STEP 1

Professional Services Agreement (PSA)

EX: IT Consultant Services
(3 months or longer)

More than \$15,000.00

Complete
**Request for Services
(RFS)**

Route for Approvals

STEP 2

After RFS is completed & all approvals have been obtained

Complete **Professional Services Agreement** Form

To be completed by COM Employee & Vendor

**A. Is vendor in Datatel
or New Vendor?**

See Vendor Records Flow Chart

**B. Submit the following to
Purchasing:**

- RFS Form
- PSA Form
- New Vendor Request form, W-9, and CIQ *if applicable*

C. Payment:

- Enter requisition for Blanket PO
- Obtain Approvals
- Purchasing
- Or submit Direct Pay to A/P

Purchasing Methods

1ST THINGS 1st Know Your Budget

A. Requisition to a Purchase Order (P.O.)

Per quote(s): Proposal documentation is required to support the Requisition per dollar thresholds in CF Local. Back-up to be submitted to Requisitions@com.edu

B. Direct Pay: Food service contracts (College Caterer), Memberships , Professional licensing of employees , Preview materials, Subscriptions & Professional services (attorneys, architects, accountants)

C. P-CARD: For non-restricted goods or services as outlined in the P-Card policies and procedures.

Supporting documentation and budget manager approval is ALWAYS required for ALL purchases and payment methods.

Documentation should always professional and legible.



Purchasing Methods

Purchase Orders

- A. **Standard Purchase Order:** One time purchase for goods or services.
- B. **Blanket Purchase Order: MUST BE FUNDED IN ADVANCE OF GOODS AND SERVICES BEING PURCHASED.** Multiple small dollar purchases of goods or services over an extended period of time with a selected vendor.
- IDENTIFY A PERIOD OF TIME (9/1 – 8/31)
 - NOT TO EXCEED \$15,000.00 annually
 - LIST OF AUTHORIZED USERS
 - MANAGED AND TRACKED BY BUDGET MANAGER OR DESIGNEE - Expenditure Tracking & Accountability
- C. **Tracking Orders:**
- Requisition Inquiries (RINQ)
 - Purchase Order Inquiries (PINQ)

College of the Mainland (COM) Contracts

OFFICE SUPPLIES: OFFICE DEPOT

- Online Ordering (User Log-In & Password, Budget Manager, and Budget Code Required)
- No Online Furniture Orders
- Paper
- Virtual Invoice – Packing Slips/Proof of Delivery MUST be provided to Accounts Payable for payment processing within 1 business day of receipt.

PRINT & COPY SERVICES: OFFICE DEPOT

- User Log-In and Password
- COM and Bookstore Orders
 - Separate Accounts/Same Log-In
 - No Mailing Services
- Virtual Invoice - Packing Slips/Proof Of Delivery

BOOKS & INSTRUCTIONAL MATERIALS

- Texas Book Company



College of the Mainland (COM) Contracts

- **Furniture: Facility Interiors**

Must coordinate with Purchasing and Facilities

- **Canon Copier Fleet**

- Services & Supplies:
- Call 713 number located on tag of machine
- Maintenance Plan Includes Toner & Staples

- **Catering**

See Catering Guide and Awarded Vendor List on Purchasing Website: <http://www.com.edu/purchasing>

Inventory Management

Property Custodian: Steward of each organization responsible and accountable for the whereabouts of fixed assets within their department.

Property Transfers: Property for continued use from one department to another.

Surplus Property: Property for permanent disposal.

Annual Auction: Sale of surplus property to the general public for revenue gain to the General Fund.

Property Custodian: Responsible party (Budget Manager of each individual Department)

- **Documentation:** *Property Disposition Form – COM I:/Drive*
- **Facilities Work Order**

Central Mail

Mailroom Hours: Monday – Friday (9:00 a.m.– 4:00 p.m.)

ALL MAIL must have:

- A return address
- All Grants require budget code identification
- Regular & Priority Mail: Monday – Friday, 3:00 p.m.
- Certified Mail: Must complete the Certified Mail Label
- **Bulk Mail:**
 - 200 + pieces
 - Must be uniformed by zip code order from the lowest to highest
 - Must be flaps down
 - Indicate the Exact Count for all Sealed and Postcard
 - Identified with Permit No. 54
 - Must state “Or Current Resident” under the address of the recipient
 - **Must be submitted to the mailroom clerk by 11:00 a.m.**



Shipping & Receiving

Hours of Operations

Monday – Friday (8:00 a.m. – 5:00 p.m.)

- Outgoing Shipments:
 - Shipping Report Requirements
 - Grant Budget Codes if applicable
- Incoming Shipments:
 - Proof of Delivery by Signature, E-mail, etc.
 - Packing Slips & Accounts Payable

KNOW WHAT YOU ARE SIGNING FOR

WORDS TO THE WISE



YOU CANNOT BACK DATE A REQUISITOIN.....

Did you receive goods or services without a purchase order?
Kindly, thank the vendor for their donation to COM or tell the vendor to send the invoice to your home address and prepare to pay the bill 😊

THE COLLEGE IS TAX EXEMPT.....The college **will not** reimburse tax.

ALWAYS INCLUDE....Shipping and handling as separate Line Item

The cost of shipping and handling WILL be assigned to the associated GL.



Purchasing Website Tools

[HTTP://WWW.COM.EDU/PURCHASING](http://www.com.edu/purchasing)

Purchasing Department Website Resource

- Request for Professional/Consulting Services
- New Vendor Request Form
- Standard Service Agreement (SSA)
- Professional Services Agreement (PSA)
- Department Contacts
- External Site for Public Info
- Internal Site for Employee Only Access
- State Co-Operatives and Inter-Local Contracts
- Surplus & Auction Details



Information Technology (IT) Purchases

- **IT Purchase Request Form:**
located on Infocentral (anything but consumables)
"I:\Campus Forms\ITS Forms\ITS-Technology-Purchase-Request-Form.pdf"
- **IT Standard Equipment List**
- **Information Technology Services evaluation:**
 - Operating system compatibility.
 - Hardware compatibility.
 - Integration with existing systems.
 - Authentication method.
 - Unique capability of the product
 - Will additional resources be required to support the product?
 - Network resource impact.
 - Licensing (term).
 - Vendor support.
 - Training.
 - Stakeholder product requirements.
 - Responsible stakeholder determination post deployment.
 - Responsible budgetary stakeholder.
 - Installation scope and type.
 - Projected update frequency.
 - Competing product comparison.
 - Projected implementation date.
 - Technical contacts.



Marketing & Public Affairs (MPA)

MPA now pays for:

- Business cards (250)
- Nametags (1 per employee)
- Fact Sheets (500/year)
- Tri-fold brochures
- Advertising

All requested promotional items, signage, and materials requiring the college logo and brand must be routed through the MPA Office.

MPA provides generic promotional items and table drapes for departmental use