



# Procurement Basics

*Fiscal Affairs*

FISCAL YEAR 2025

Albany State University 

# Procurement Basics

## Procurement Introduction

### **ASU Purchasing holds delegated purchasing authority from:**

- State Procurement Division (SPD) - Covers most Goods & Services purchased at ASU
- Board of Regents (BOR) - Covers Public Works and Construction purchases

### **Procurement performs many critical tasks:**

- Review and approve purchase requests
- Establish and manage contracts
- Manage ASU's PCard program
- Ensure compliance w/SPD, BOR and ASU policies
- Maintain eProcurement systems

### **The Procurement Basics**

*What am I buying?*

*Which rules apply to my purchase?*

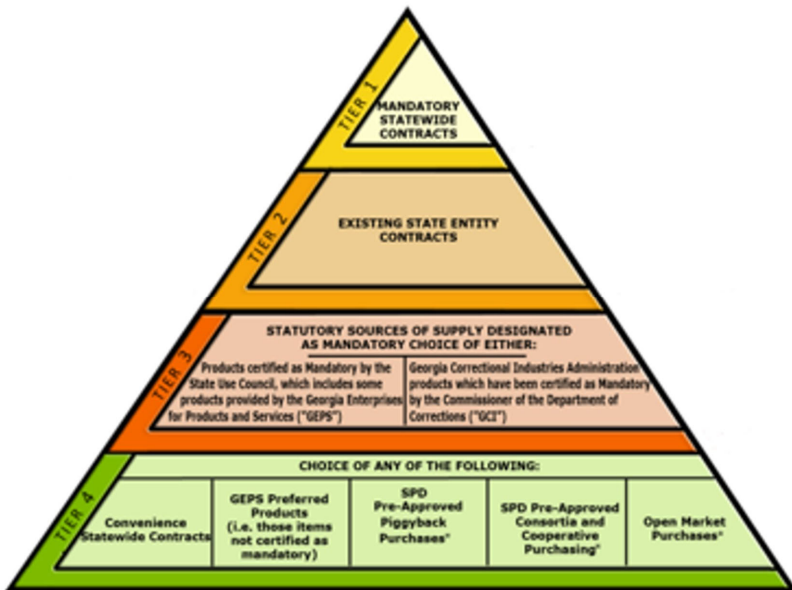
*How should I make the purchase?*

*Where can I find help?*

# Procurement Basics

## Which rules apply to my purchase?

Procurement follows the Order of Precedence set by SPD...



...and SPD policy to determine which rules apply to the Purchase



# Procurement Basics

## What rules apply to my Open Market (SPD) purchase?

- Open Market purchases typically require public posting of a competitive solicitation or Sole Source notification
- Sole Source notifications require written justification, are heavily scrutinized by State auditors, and subject to protest

Procurement Activity <i>Examples</i>	SPD Sourcing & Posting Requirements (estimated cost at bid release)
<b>Initial Sourcing &amp; Contract</b> <i>Request for Quote (RFQ), Request for Qualified Contractor (RFQC), and Request for Proposal (RFP)</i>	<b>&lt;\$25K:</b> Informal bidding encouraged (no posting) <b>\$25K to &lt;\$100K:</b> Formal Bid w/ 3 business day GPR posting <b>\$100K to &lt;\$250K:</b> Formal Bid w/ 5 business day GPR posting <b>\$250K or greater:</b> Formal Bid w/ 15 calendar day GPR posting
<b>Posting Sole Source Notices</b> <i>Serves as Notice of Intent to Award</i>	<b>\$25K to &lt;\$250K:</b> 5 business day GPR posting <b>\$250K or greater:</b> 15 calendar day GPR posting
<b>Notice of Intent to Use Consortium or Cooperative Contract Posting</b> <i>Typically covers purchases within a specified timeframe &amp; spend limit</i>	<b>\$25K to &lt;\$250K:</b> 5 business day GPR posting <b>\$250K or greater:</b> 15 calendar day GPR posting
<b>Other</b>	<ul style="list-style-type: none"> <li>• Goods/Services over \$2,500 require use of a Purchase Order</li> <li>• Services \$2,500 or greater requires e-Verify affidavit</li> <li>• Services over \$10K (or otherwise deemed as risky) require a Certificate of Insurance</li> <li>• Goods/Services &gt;\$100K requires Procurement request a Tax Compliance Certificate from GA Department of Revenue</li> </ul>

# Procurement Basics

## What rules apply to my Public Works (BOR) purchase?

- Public Works procurements cover work performed on public property of the state involving a fixed asset and include a broad range of services such as maintenance, repair, design, consulting and all construction contracts.
- Public Works bid thresholds and posting requirements differ from SPD purchases and vary by service being procured.

Procurement Activity <i>Examples</i>	BOR Sourcing & Posting Requirements (estimated cost at bid release)
<b>Initial Sourcing &amp; Contract</b> Qualifications Based Selection (QBS), Const. Mgmt. (CM), Design-Build (DB), Design-Bid-Build (DBB), IDIQ or Task Order	<b>&lt;\$50K:</b> Direct Solicitation <b>\$50K - \$100K:</b> Informal Bid (3 quotes) <b>\$100k - \$250K:</b> Formal Bids w/15 calendar day GPR posting <b>&gt;\$250K:</b> Formal Bid w/ 30 calendar day GPR posting <b>NOTE:</b> >\$75K QBS RFP requires 21 calendar day GPR posting
<b>Initial Sourcing &amp; Contract</b> General Consultant (GCC) & Design Prof. (DP)	<b>Less than \$75K:</b> Direct Solicitation <b>\$75K or greater:</b> Bid Required
<b>Contracting Limits (Delegated Authority...annual aggregate)</b>	\$600K for Design Professional & IDIQ contracting \$5M for Construction Professional & Task Order contracting
<b>Task Order Release Limits for Contractors</b> Task Order (CM), Design-Build (DB)	\$1M on single project scope (unless pre-approved by AVP FMD/OUA for maintenance up to \$5M) \$5M limit on annual aggregate (OUA/FMD tracking)
<b>Sole Source Postings</b> <i>Serves as Notice of Intent to Award</i>	No formal posting required. <ul style="list-style-type: none"> <li>Submit written justification to Procurement for review &amp; approval prior to engaging with supplier</li> </ul>
<b>Sole Brand Postings</b> <i>Typically followed by formal bid</i>	No formal posting required. <ul style="list-style-type: none"> <li>Submit written justification to Procurement for review &amp; approval prior to engaging with supplier</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Same as SPD requirements</li> <li>Separate background check agreement generally not required for construction, DP or GCC contracts</li> </ul>

# Procurement Basics

## How should I make the purchase?


All purchases should be made on a requisition in ePro unless they are allowable under a user's P-Card limits.

### Purchase Request

- Request initiated via ePro requisition process
- Purchase has not yet occurred
- Supplier receives a Purchase Order
- Purchase limits capped by ASU's delegated authority or local budget

### PCard

- UGA uses State Visa Card Program
- \$1,000 single transaction limit
- Requires mandatory training
- Some purchases require pre-approval
- Restrictions on items that can be purchased

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- *Supplier must be registered as a vendor with the Board of Regents to receive a purchase order*

# Procurement Basics

## What is ePro?

ePro is the system of record for all requisitions, purchase orders and their related receipts and invoices. ePro provides a guided buying interface to help direct end-users to the appropriate supplier and item based on the State's order of precedence (see slide #3).

### ePro Benefits

- Repository of all contracts: mandatory, convenience, etc.
- Vendor managed websites directly linked to USG pricing

### Training

- ePro Training is available through the USG's GeorgiaFIRST Training website
- Key Topics Include: Getting Started As a Shopper, How to Use Punchouts, How to Build Carts, Managing Requisitions

### Key Functions

- Ability to add required documentation to all requisitions
- Full history on all transactions

### Access ePro

- Access ePro through the ASU Rams Faculty/Staff webpage and selecting "eProcurement" under "Campus Services"

# Procurement Basics

## Contracting Phase

There are numerous legal requirements that have to be reviewed and addressed during the contracting phase. Anytime a vendor refuses to accept ASU's terms and conditions we attempt to negotiate and reach an agreeable position for all parties. Below are some of the additional contracting requirements and when they are applicable.

- **Data Protection Addendum:** Ensure compliance with privacy laws when processing University data
- **E-Verify Affidavit:** Required when purchasing services valued at \$2,500 or greater
- **Federal Funding Clauses:** Required anytime Federal funding is used to purchase goods or services
- **FERPA Addendum:** Required when transaction involves the privacy of student educational records
- **GLBA Addendum:** Required when the vendor will store or process confidential University data
- **HIPAA Addendum:** Required when transaction involves patient health information (medical records)
- **PCI Addendum:** Required when contracting for services that will involve credit card processing



# Procurement Basics

## Who can sign contracts and other related documents?

- All contracts should be the result of a compliant procurement process. UGA Procurement is the department designated by both the State of Georgia and Board of Regents for procuring goods and services on behalf of the University (some limited exceptions apply).
- All contracts are reviewed and approved by the Office of Legal Affairs and signed by the Vice President for Finance and Administration. Contracts should be submitted using the ASU Office of Legal Affairs Legal Review Form. The contract will be routed to ASU Purchasing for review to make sure the purchase can be made in compliance with state purchasing/procurement laws before legal review and final signature by the Vice President for Finance and Administration.



# Procurement Basics

## Where can I find help?

### SPD & USG Resources

[Statewide Contracts List](#)

[NIGP Exemptions List](#)

[Georgia Procurement Manual](#)

[Public Works Bid Requirements](#)

### ASU Procurement Resources

[ASU Procurement Website](#)

[ASU PCard Information](#)

[ASU Procurement Forms](#)

[Sole Source/Sole Brand Guide](#)

### Procurement System Resources

[Supplier Registration Packet](#)

[ePro Access Form](#)

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