MONTHLY BUSINESS MANAGERS’ MEETING

“PROCUREMENT”

Tuesday, November 2, 2010
9:30 am – 11:00 am
225 Peabody Hall

Presented by Accounting Services
Topics

- FASOP: PUR-01 “Non-Competitive Purchases”
- Personal, Professional & Consulting Services
- Fleet Audit
- Property Audit
- Mailing Services
- Accounting Services
Procurement

Marie C. Frank, MPA, CPPB
Director of Purchasing & Property Management
FASOP: PUR-01 “Non-Competitive Purchases”

FASOP PUR-01 can be found at:
http://www.fas.lsu.edu/purchasing/memo.htm

Bookmark it for easy reference!
New Flexibilities in Purchasing

- The increase of non-competitive threshold from $1,000 to $5,000.
- The increase in the non-competitive threshold for scientific and laboratory supplies to $25,000.
- The addition of speakers, training/mentoring and transcription services up to $2,000.
- Payment methods include LaCarte, Direct Charge or PRO.
Notice

Does not include EQUIPMENT which is defined as taggable property in the 7000 object code with a unit cost of $1,000 or more with a useful life of one year or more with the exception of animals and livestock and firearms.
Notice

Does not include Professional, Personal or Consulting Services (PPCS) at any cost:

- where a contract is required
- where there is a need to agree to ownership of deliverables
- where evidence of insurance is required
New Limits on Requests for Quotations

- **<= $5,000**: Non-competitive
- **>$5,000 to <= $15,000**: Requires 3 potential bidders
- **>$15,000 to <= $25,000**: Requires 5 potential bidders
- **>$25,000**: Requires formal bids; solicitation sent to at least 5 bidders.
## Reference Guide for Bidding Requirements

<table>
<thead>
<tr>
<th>Cost per Transaction</th>
<th>Bidding Required</th>
<th>Departmental Solicitation Authority</th>
<th>Minimum Number of Vendors</th>
<th>Minimum Response Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;= $5,000</td>
<td>NO</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>&gt;$5,000 to $15,000</td>
<td>YES</td>
<td>YES</td>
<td>3</td>
<td>24 Hours</td>
</tr>
<tr>
<td>&gt;$15,000 to &lt;=$25,000</td>
<td>YES</td>
<td>NO</td>
<td>5</td>
<td>72 Hours</td>
</tr>
<tr>
<td>&gt;$25,000</td>
<td>YES</td>
<td>NO</td>
<td>5</td>
<td>Typically 21 Days</td>
</tr>
</tbody>
</table>
Coming Soon in Purchasing

- New FASOP on Off-road Vehicles
- New Home Page for Purchasing to include PURCHASING@YOUR SERVICE
- Training Courses on General Procurement Guidelines
Personal, Professional and Consulting Services (PPCS)

Celena D. Tilbury
Assistant Director of Purchasing
Guidelines for Processing PPCS Requisitions

PPCS Requisitions are grouped into 3 categories:

1. PPCS Requisitions Less than $2,000
   (Includes Travel Expenses)
2. PPCS Requisitions $2,001 - $20,000
   (Includes Travel Expenses)
3. PPCS Requisitions Exceeding $20,001
   (Includes Travel Expenses)
PPCS Requisitions Less than $2,000
(Includes Travel Expenses)

Required Forms
- PUR-CR (available in PRO only)
- W-9 (attach to requisition)
- AS-516 (attach to requisition if travel is required)

Typical Processing Time
- Within 3-5 days
PPCS Requisitions $2,001 - $20,000 (Includes Travel Expenses)

**Required Forms**
- PUR-CR (available in PRO only)
- W-9 (attach to requisition)
- AS-516 (attach to requisition if travel is required)
- **PUR-SS (Scope of Services)**

**Typical Processing Time**
- Within 3-4 weeks
PPCS Requisitions Exceeding $20,001
(Includes Travel Expenses)

Required Forms

- PUR-CR (available in PRO only)
- W-9 (attach to requisition)
- AS-516 (attach to requisition if travel is required)
- PUR-SS (Scope of Services)
- PUR-CB (Cost Benefit Analysis)

Typical Processing Time

- Within 3-4 weeks
- Additional 4-6 weeks for OCR’s review & approval
- Consulting Services are non-competitive up to $49,999
Consulting Services Greater Than $49,999

- Must be awarded through the Request for Proposal (RFP) process.

- The RFP process usually takes 14-16 weeks.

- Proposals are due in 30 days from date of advertising.
RFP Requirements

The following should be attached to the requisition in Word format:

- List of Proposal Review Committee Members
- Vendor List
- Purpose
- Background
- Scope of Work (Description & Term Period)
- Min. Qualifications of Proposers
- Evaluation Process & Scoring Methodology
- Proposer’s Cost Sheet
PPCS Training

- **PPCS Roundtable Discussion:**
  Wed, Nov. 10, 2010   1:00 – 2:00 pm   225 Peabody Hall

- **PRO DEMO – Creating Requisitions & PO Alterations for PPCS Contracts:**
  Wed, Jan. 19, 2011   1:30 – 3:00 pm   225 Peabody Hall
Fleet Audit

Greg Noel
Assistant Director
Property Management
## Upcoming LPAA Fleet Audit

To prepare for the upcoming fleet audit, please ensure all state vehicles contain the following items:

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Description/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Required Decals (State of LA Official Business &amp; Yellow Don’t Trash LA).</td>
<td>If decals have been weathered, please request new decals.</td>
</tr>
<tr>
<td>2</td>
<td>Updated Letter of Insurance (replaced annually)</td>
<td>ORM memo regarding Auto Bodily Injury &amp; Property Damage Liability Policy in lieu of showing proof of insurance. The form can be found on Property Management’s website.</td>
</tr>
<tr>
<td>3</td>
<td>LA State Fleet Management’s Operator’s Manual Brochure</td>
<td>Please contact Property Management (<a href="mailto:gnoel1@lsu.edu">gnoel1@lsu.edu</a>) for a copy and keep in glove compartment.</td>
</tr>
<tr>
<td>4</td>
<td>Updated MV3 (Daily Vehicle Fuel &amp; Mileage Log)</td>
<td>Properly completed with accurate odometer readings with fuel, maintenance and repair costs.</td>
</tr>
<tr>
<td>5</td>
<td>Updated MV4 (Preventive Maintenance Log)</td>
<td>Properly completed with service work performed on vehicle with interval reporting at 6,000 miles or every 6 months.</td>
</tr>
<tr>
<td>6</td>
<td>Blank Accident Report Form</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Inspection Sticker</td>
<td>Updated inspection sticker must be on vehicle.</td>
</tr>
</tbody>
</table>
DA2054 “Driver Authorization Form”

- DA2054’s should be completed annually.
- **Now** is the time to update this form *for all drivers of state vehicles or usage of personal vehicle for state business.*
Property Audit

Delwin LaCroix
Associate Director
Property Management
## 2010 Summer Audit Property Findings

### Property Findings by State Property Auditors (2010 Summer Audit):

<table>
<thead>
<tr>
<th>#</th>
<th>Finding</th>
<th>Description/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Could not locate assets.</td>
<td>LPAA was not notified of the loss. More than likely, assets were not found because Equipment Records Inventory (ERI) System’s location fields were not updated by departments.</td>
</tr>
<tr>
<td>2</td>
<td>Assets need replacement tags.</td>
<td>Once equipment has been identified as not having a tag, contact Property Management as soon as possible. A replacement tag will be made.</td>
</tr>
<tr>
<td>3</td>
<td>Assets with an apparent value of over $1,000 were found, but were not listed in the LSU asset management (ERI) system.</td>
<td>The PRO system should be updated as soon as possible when assets are received by the departments.</td>
</tr>
<tr>
<td>4</td>
<td>Assets are idle/surplus and LPAA has not received a disposition request.</td>
<td>As soon as an asset is deemed as surplus to the department, an Equipment Inventory Action Request should be forwarded to Property Management. Surplus items will be picked up and stored for possible redistribution. Any items not redistributed will eventually be submitted to State Property for further disposition.</td>
</tr>
</tbody>
</table>
Mailing Services

Mary Stebbing
Interim Director
Procurement Auxiliary Services
Campus Mail Changes

- Campus Mail will be outsourced as part of an RFP to select a vendor who will provide the following services:
  - PO Boxes, Copy Shop, Public Use Convenience Copiers, Campus Mail

- Effective Monday, Oct 18th, mail routes were transitioned to once a day

- Next step is consolidation of stops within buildings
  - Plan is to engage the building coordinators on recommendations for consolidated stops
  - Information gathered will be used to build a final recommendation, implementation/transition plan
Accounting Services

Donna K. Torres, CPA
Associate Vice Chancellor for Accounting and Financial Services
Lagniappe

- PayPal - eBay - Auctions
- VAT Recovery Program
- SSN Records
VAT Recovery Program

- The VAT Recovery Program is a revenue generating initiative implemented to recover the value added tax (VAT) paid on certain international travel expenses; and the good and services tax (GST) if levied on international purchases.

- **Recovery of VAT and GST can only be refunded upon the submission of original receipts.**

- Although receipts are scanned for purchases made with LaCarte, original receipts used to pay for international travel expenses and/or international purchases using LaCarte must be submitted to AP.

- There is no need for departments to review the original receipts to determine whether VAT and/or GST were levied.

- AP will review and submit for refund any receipts warranting a refund.
SSN Records

- Social Security Numbers (SSN’s) should not be stored on computers.

- Copies of social security cards should not be kept – electronically or paper copy.

- With the implementation of HRS, I-9’s for Students, GA’s, and Transients are now electronic. HR Contacts may review the social security card for purposes of I-9 verification, but copies should not be made nor kept.

- For the pay types not implemented in HRS yet (Classified, Faculty & Professional), HR Contacts should forward a copy of the social security card directly to HRM.

- International employees who get their SSN after employment should give a copy of their social security card directly to HRM or Payroll.
Q & A
Reminders

- LCPA Ethics Course – Friday, Nov 5th
- No meeting in January 2011

Contact Maria Cazes at mcazes@lsu.edu to request additional information on any announcements.
Next Month’s Meeting & Topic

When: Tue, Dec 7th at 9:30 to 11:00 am

Where: 225 Peabody Hall

What: Budget

Suggestions for future topics or questions regarding these meetings should be sent to Maria Cazes at mcazes@lsu.edu.