

Procurement Policies

The following policies should be reviewed prior to procuring goods or services, and consulted to answer any questions:

- 350-10, Procurement Authority <http://manuals/ppm/350/350-10.htm>
- 350-21, Departmental Purchase Delegations <http://manuals.ucdavis.edu/ppm/350/350-21.htm>
- 350-25, Procurement Through the Purchasing Department <http://manuals.ucdavis.edu/ppm/350/350-25.htm>
- 350-22, Purchasing Cards <http://manuals.ucdavis.edu/ppm/350/350-22.htm>
- 330-05, Business Contracts <http://manuals.ucdavis.edu/PPM/330/330-05.htm>
- See <http://purchasing.ucdavis.edu/policies.cfm> for other related policies

Procurement Resources

- For a range of resources regarding procurement, see the Purchasing & Business Contracts Web site at <http://purchasing.ucdavis.edu/>



For information on the Purchasing Card program, visit the Web site at <http://purchasingcard.ucdavis.edu/>

- For help with DaFIS, try the Web site at <http://dafis.ucdavis.edu>. If you don't find your answer there, contact DaFIS Help at <http://dafis.ucdavis.edu/gethelp.cfm>, dafishelp@ucdavis.edu or (530) 754-6780
- Access UCD Buy, using your campus login ID and Kerberos password, at <http://ucdbuy.ucdavis.edu/>
- The campus Furniture Program has information on procuring office furniture on their Web site at <http://furniture.ucdavis.edu>

Procurement Methods at a Glance

The table below gives a very quick look at the available procurement methods. See inside for more information.

Method	Used for ...	\$ Limit
Purchasing Card	Supplies only	Under \$5000 per vendor/day
UCD Buy	Supplies only	No limit
DPO	Supplies only	Under \$5000 per vendor/day*
DRO	Equipment repair services	Under \$5000 per vendor/day
Requisition	Supplies, services and to request establishment of an agreement	No limit

*The limit of less than \$5000 per vendor per day on the DPO is only applicable to Open Vendor purchases. A DPO issued against an existing agreement is subject to the agreement's limit, which is generally higher. A DPO issued for Published Materials has no dollar limit.

Using Small Businesses

The university is committed to a program that seeks out and encourages small business enterprises, particularly small disadvantaged, women-owned, and disabled veteran businesses to become suppliers. In addition, Federally funded entities, such as UC Davis, are required to provide these vendors a maximum practicable opportunity to participate in the performance of Federally funded contracts.

To this end, you are strongly encouraged to seek out small and disadvantaged businesses for your procurement needs. In addition, Purchasing and Business Contracts will use these businesses whenever feasible.

Buying Goods and Services

The university maintains several programs for the procurement of the goods and services needed to meet the UC Davis mission. This pamphlet is intended as a basic overview to familiarize employees with the options available.

The guidelines offered in this publication are based on policies and procedures established by the UC Office of the President and the UC Davis campus. Anyone procuring goods or services on behalf of the university is expected to be familiar, and ensure compliance, with all applicable policies and procedures.

Common Terms

DaFIS: the UC Davis Financial Information System

Departmental Delegation: the portion of UCD procurement authority given to departments to issue official orders on behalf of the university

Agreements: negotiated agreements with vendors providing standard pricing and/or terms; may be negotiated for UC systemwide, campuswide or departmental use

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Procurement Methods

UC Davis has several options for procuring goods and services.

The following procurement methods do not require any additional payment documents:

Purchasing Card

The university maintains a procurement card program to provide departments with a straightforward process for purchasing items valued under \$5000. The card can be used for supply item purchases with any vendor that accepts VISA.

UCD Buy

This online marketplace allows procurement from a variety of vendors, including Central Storehouse, with no transaction dollar limit.

The following methods are used for the procurement of goods or services, with a DaFIS Vendor Invoice (VI) document required to process the payment:

Departmental Purchase Order (DPO)

The DaFIS DPO provides for the following procurement types:

- Open Vendor - a purchase made with the vendor of choice, for less than \$5000/vendor/day
- Agreements - use the DPO against any existing agreement, up to the daily agreement limit
- Published Materials (e.g., books, DVD) - purchase published materials with no transaction dollar limit

Departmental Repair Order (DRO)

The DaFIS DRO is used to procure equipment repair services, with a daily transaction limit of under \$5000/vendor.

Requisition Document (PR)

The DaFIS PR document is used to request goods or services in excess of the departmental delegation, or for excluded items. It is also used to request the creation of a vendor agreement, against which the department can issue DPO documents for individual transactions. The requisition is only a *request* for procurement. Purchasing or Business Contracts issues the actual Purchase Order, if the purchase is appropriate and successfully bid.

Before You Buy

Before you make your purchase, consider the following:

- Is the purchase necessary? Are there available alternatives within your department?
- What is your funding source? Are there restrictions on what can be purchased with those funds, and do those restrictions apply to this purchase?
- Is there a campus source for the goods or service you are seeking? It benefits the entire campus when dollars spent stay at the university.
- If there is no campus source, is there an agreement available? Agreements give you better pricing and terms (see <http://ucdmm.ucdavis.edu/dm3/agreements.cfm> for a list of agreements).
- Will the purchase support the university's commitment to sustainability? Are there recycled, energy efficient, or other environmentally friendly alternatives? (For more on sustainable purchasing, visit <http://purchasing.ucdavis.edu/sustainability/>)

Conflict of Interest

Purchases cannot be made from any current employee or any business in which they own a significant interest.

All employees must also disqualify themselves from participating in university decisions in which they have a personal financial interest. This includes purchasing from a spouse/relative/near relative, or companies for which the purchaser/decision maker has stock ownership.

Guidance on how to identify and/or handle potential conflict of interest can be found at <http://manuals.ucdavis.edu/ppm/380/380-16.htm>.

Signature Authority

Individuals within a department are not authorized to sign any agreement or contract on behalf of the university. Any procurement transaction that requires a signature must be processed through Purchasing & Business Contracts.

Contracting Services

The UC Davis Materiel Management Division has three Contracting Services branches - Purchasing, Business Contracts and Strategic Sourcing. Incoming requests are divided between Purchasing and Business Contracts based upon the predominant item or service being requested. These units are responsible for assuring that each procurement action meets the mandates applicable by law, statute, or policy and is authorized to issue official orders and agreements.

Purchasing and Business Contracts responsibilities include the following:

- reviewing and processing all requisitions and requisition-related documents
- soliciting, opening, and evaluating vendor bids and proposals
- conducting negotiations with vendors on behalf of the university
- developing and updating agreement forms and terms and conditions
- executing agreements
- maintaining records of university purchases
- collaborating with other campuses to achieve savings through strategic sourcing
- establishing partnerships between small businesses and campus departments

Pricing, Quotes and Bids

When preparing for a departmental procurement, it is important to make sure that you are getting the best quality item for the best available price. Whenever feasible, select several vendors with like product and/or service for your price comparisons.

When the Purchasing and Business Contracts units handle requisitions, they will take care of the price competition for you. In addition, they will ensure all Federal and State regulations and university policies and procedures are adhered to.

For more information on obtaining fair pricing, please see <http://purchasing.ucdavis.edu/geninfo/pricejustification.cfm>.