Procurement New Bid Limits and Other Changes

As per ACT 1004 the following changes will be made:

**PURCHASING THRESHOLDS**

**Small procurement purchase:** Purchases $20,000 or less no longer require bidding, however competition will be used to the maximum extent practicable if deemed necessary.

**Competitive bid purchase:** Purchases from 20,001 up to $75,000 are subject to bid procedures and require a minimum of three (3) competitive bids.

**Formal Competitive Sealed Bid:** Any purchase exceeding $75,000 must be formally bid by the Procurement Services Department.

**Technical/General Services:**
Up to $20,000 no longer require bidding, however competition will be used to the maximum extent practicable if deemed necessary.

$20,000.01 - $75,000.00 requires a minimum of three (3) competitive bids.

$75,000.01 - $99,999.99 requires formal competitive sealed bids performed by Procurement Services.

Purchases $100,000 or more require formal competitive sealed bids and Legislative Review.

**Professional/Consultant Services (PCS):**
Up to $20,000 no longer require bidding, however competition will be used to the maximum extent practicable if deemed necessary.

$20,000.01 - $75,000.00 requires a minimum of three (3) competitive bids and anything $50,000.00+ must be submitted to Legislative Review.

$75,000+ require formal competitive sealed bid (RFP or RFQ), performed by Procurement Services, and submission to Legislative Review.

Act 1080 of 2017 allows no bids required up to $40K if from a certified minority business or certified woman-owned business. This applies to all the above.

**PROCUREMENT CONTACT LIST**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Carol Barnhill</td>
<td>972-2028</td>
</tr>
<tr>
<td>Procurement Manager</td>
<td>Rebecca Spicer</td>
<td>972-2229</td>
</tr>
<tr>
<td>Credit Card Coordinator</td>
<td>Nanya French</td>
<td>972-3445</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Lola Langley</td>
<td>972-2028</td>
</tr>
<tr>
<td>Procurement Coordinator</td>
<td>Lisa Glasco</td>
<td>972-3449</td>
</tr>
<tr>
<td>Procurement Tech</td>
<td>Katye Davis</td>
<td>972-3692</td>
</tr>
</tbody>
</table>
DELETING A REQUISITION IN BANNER WITH A “C” STATUS

GO TO FOIDOCH in Banner, enter REQ in DOCUMENT TYPE and the requisition number in DOCUMENT CODE. Click next block to see the status of the req. If the status is a “C”, see the directions below on deleting.

If the status is a “C”, the initiator will have to delete it.

Here are the instructions:

STEP #1: Denying a Requisition
Note: Initiators can deny their own requisitions until the last person in the approval queue approves it.

1. Click on the Self-Service Banner (SSB) icon in MyCampus.
2. Click on the Finance menu.
3. Click on the Approve Documents link.
4. Click Submit Query.
5. Click on the Disapprove link.
6. Click on the Disapprove Document button. Once this is done you will receive an e-mail stating the document has been disapproved. You can now login to Internet Native Banner (INB) and make corrections or delete the document.

STEP #2: Deleting an Incomplete Requisition
*A requisition can only be deleted when the initiator does one of the following: does not complete the requisition, clicks on the ‘In Process’ icon or denies the requisition.

1. Enter ‘FPAREQN’ in the Go To field from the Main Menu
2. Press the Enter key on the keyboard
3. Enter the requisition document number in the Requisition field
4. Click on the Next Block icon
5. While still in the Header select “Remove” from the Records Menu
6. Select Remove Record again from the Record Menu- All Commodity and Accounting Records will be deleted (Record Remove twice).

PRINTING SERVICES REQUISITONS
When entering requisitions for ASU Printing Services, ALWAYS use the TAX GROUP in Banner “NT”. Print Shop is an ASU business and is not taxed.

NON-CONFIRMING REQUISITONS
When processing a NON-CONFIRMING requisition in Banner, and you have a quote, please put the QUOTE NUMBER in DOCUMENT TEXT. This step speeds up the requisition being processed in Procurement. Do not add taxes to Sodexo, it is included in the invoice. Use a “P” for tax code.

TAXES INCLUDED IN INVOICE (Confirming)
Please check your invoice or quote, when processing in Banner, if taxes are added to the invoice. PLEASE DON’T ADD TAXES, USE “P” in the TAX GROUP.
University policy states that purchases of all products bearing university logos and marks (including the words Red Wolf, Red Wolves, Howl, Scarlet, Arkansas State University, ASU, A-State, etc.) are to be purchased exclusively from licensed vendors. This applies to all Craft Vendors. If you are unsure if a vendor is on the Craft List, contact Jason Martin, Athletic Marketing, 972-2950, these vendors are not posted on the CLC list.

The most recent list of approved vendors can be found by clicking this link: https://www.astate.edu/a/procurement/files/August+2017+CLC+Licensee+List.pdf

You may also find the list using the A-Z index on the ASU website. Simply search for it under Licensed Vendors. We appreciate your cooperation.

Items purchased from non-CLC vendors will not be processed with a requisition or reimbursed through a requisition, and is a violation on a PCard. If a PCard is used the money will have to be refunded to the account through Foundation or personal funds.

If you go to a licensed vendor and want to design a certain shirt with the registered logo this should be run through Creative Services, Mark Reeves, before approaching the vendor with a design idea. This protects the quality of our licensed logos.

Grainger has requested that all items be ordered through their website. In order to insure the correct items are being ordered with contract pricing, Procurement has worked with Grainger to come up with a solution. Grainger has suggested that the department enter their items into their cart, then email Procurement the cart.

Go to www.grainger.com, login, enter items into your cart. When you are finished go to “View Cart” and click on the “Email” button and enter lglasco@astate.edu, rspicer@astate.edu, and kadavis@astate.edu. You will then need to do a requisition for the order you submitted in the cart. The requisition should be sent to Procurement for processing. We will take your cart and requisition, then process the items with a PO.

You will need to contact Phillip Fisher, Grainger rep for a sign on and training for the website. pittman.grainger.com or call him, 501-353-9661.
Lola Langley, Assistant Director of Procurement Services, was awarded the Edward J. Erxleben Award on March 31, 2017, by the Arkansas Chapter of the National Institute of Governmental Purchasing, its highest honor. This achievement is not awarded yearly and Lola is only the tenth recipient of this award.

As explained on the Edward J. Erxleben award, the award is given to a special candidate “In Recognition of Your Years of Dedicated Service, Outstanding Contributions and Commitment to Excellence in the Public Procurement Profession and to the Arkansas Chapter of NIGP.”

Edward Erxleben was a “pioneer in Arkansas procurement.” Erxleben worked as the director for the Office of Arkansas State Procurement for many years. “This award is given to someone who has shown efficiency and good standards in procurement practices and also has been diligently working in the Arkansas Chapter of NIGP. Lola has been a member of the ASU Procurement team for 40 years.

Rebecca Spicer, Procurement Manager, graduated from Arkansas State University in August 2017. Rebecca received her Bachelor of Science Degree in Interdisciplinary Studies with emphasis in Business, Health Professions, and Disaster Preparedness Emergency Management. Rebecca has been a member of the ASU Procurement team for 28 years.

Lisa Glasco, Procurement Coordinator graduated from Arkansas State University in May 2017. Lisa received her Bachelor of Science in Interdisciplinary Studies with emphasis in Sociology, Health Professions, and Disaster Preparedness and Emergency Management. Lisa has been a member of the ASU family for 20 years.
Please remember if you are ordering from Goddess or Staples using a requisition, that it is a **two-step process**.

First you must enter all your items in the cart on the Staples or Goddess website, then you must create your requisition in Banner.

Once you have completed the requisition, go back to your cart on the website and enter the requisition number and submit the cart for approval.

If you have obtained a quote from the Staples or Goddess representative, and the items are not available on the website, please make a note on your requisition in Document Text to **EMAIL ORDER TO REP ITEM NOT ON WEBSITE**.

If you have any questions, please feel free to contact Lisa Glasco or Rebecca Spicer at Procurement Services, 972-2028.
MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES

The Arkansas Economic Development Commission has announced the expansion of the Minority Business Enterprise Program to now include women-owned businesses and new diversity spending targets. Act 1080 amended the program, now known as the Minority Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE), to include women. This change provides M/WBEs with a better understanding of state procurement and contracting processes, heightens awareness of state contracting opportunities, and expands the program to include service-disabled veterans, additional minority groups, and women-owned businesses.

Arkansas State University Jonesboro recognizes and supports the policy of the state of Arkansas and supports to the fullest extent the participation of firms owned and controlled by minority persons and women in state-funded programs and in the procurement of goods and services for state entities, including the University.

We ask for the campus’s help in identifying these business enterprises in an endeavor to meet the goals established by the State of Arkansas.

The State of Arkansas has defined the following classifications:

“Minority” means a lawful permanent resident of this state who is:
- African American
- Hispanic American
- American Indian
- Asian American
- Pacific Islander American
- A service-disabled veteran as designated by the United States Department of Veterans Affairs

“Minority business enterprise” means a business that is at least fifty-one percent (51%) owned by (1) or more minority persons as defined above.

“Women-owned business enterprise” means a business that is at least fifty-one percent (51%) owned by one (1) or more women who are lawful permanent residents of this state.

Please contact Procurement Services (ext. 2028) if you know of any minority or woman owned business that would like to talk to us about the opportunity of doing business with Arkansas State University Jonesboro.
I receive questions daily about the PCard and items that can be purchased with the Pcard? Everyone using a PCard should have been trained, a delegated user form is required and should be on file with the Credit Card Coordinator, Nanya French.

There are many items that may be purchased with the card but all of them can’t be covered in training. These are a few frequent questions with the answer. If you have a question about a purchase please call Nanya French @ 972-3445.

1. What is the spending limit for a single item or invoice on a PCard?
   The spending limit for any PCard, no matter the card limit, is $2500 for one single item or for one invoice for multiple items.

2. Can I reserve airfare or hotel for travel with a card?
   No, these should be put on a Ghost or Travel card.

3. Can I register for a conference with a PCard?
   Yes, but an approved TA should be in the Travel Module with the TA# written on the receipt when turned in with the monthly log. If that registration includes membership, a memo from the dean signed by your Vice Chancellor must accompany the registration.

4. Can memberships be paid with the PCard?
   Yes, but as stated above an approval memo from the dean signed by the Vice Chancellor must accompany the membership.

5. Can I go to OfficeMax/Office Depot here in Jonesboro to purchase office supplies?
   Yes, they are a contracted dealer for the state of Arkansas.

6. Can I purchase office supplies anywhere besides Office Depot/OfficeMax, Goddess/Office Depot (online) or Staples (online)?
   No, all office supplies must be purchased from one of these vendors.

7. Do I have to purchase an office desk chair from one of the contracted vendors?
   No, this is furniture, not an office supply so it can be purchased locally or from any contracted ASU vendor. If you’re not certain about a certain vendor, contact Nanya French, 972-3445.
I NEED TO USE THE PCARD AND

8. Why was my purchased denied?
   You have either exceeded your PCard limit or the merchant is a blocked vendor.
   Contact Nanya French, she can tell you if you have exceeded your limit, you will
   need to do an increase form on your limit. If this is a blocked vendor, then she
   can unblock the vendor and you can run your card again for the purchase.
   Please don’t let a vendor keep running your card after it has been declined, this
   sometimes locks your card up because the bank computer system thinks it’s fraud.

9. We are having a birthday party for someone in the office, can I purchase these
   supplies with my card?
   No, parties for personal events are not allowed.

10. Someone in the office had a death in the family, can we send flowers?
    No, this is also considered personal. Flowers are to only be purchased for
    official functions of the university.

11. We’re having a community event and want to purchase gift cards for prizes?
    Gift cards must have prior approval from Carol Barnhill.

12. Can I use the PCard at the campus bookstore for supplies or promotional items?
    Yes, you can use the card at the campus bookstore.

13. How do I get my limit increased?
    Fill out a Credit Card Increase Form which you may obtain online at the
    Procurement website or contact Nanya French, to have a copy emailed to you. The
    increases will be good for month from the date it is received. A permanent
    increase may be done with the same form but must have a memo accompanying
    it explaining the reason for the permanent increase.

14. What is the address I use for the PCard?
    All PCard users should use the PO Box 1860, State University, AR  72467.

15. How do I reallocate to a different FOP (Fund/Org/Program) for purchases on my PCard?
    Call Nanya French, 972-3445, she can walk you through the steps on
    the US Bank website.