

## Top Ten List - UCM Procurement

This list includes information associated with the most frequently asked procurement related questions by UCM Staff and Faculty in no particular order.

1. What is the process for selecting new software or the purchase of equipment?

Answer 1 – The issuance of an RFP is the most efficient and effective way to purchase software. Providing vendors across the world with the salient characteristics of the product being requested allows for open competition by all types of companies who may not be on the top of the google search list.

Answer 2 – The purchase of equipment is similar to software with the exception that equipment is a commodity where software is a service. Procurement considers a bid process or the use of a cooperative contract once the salient characteristics of the equipment is provided.

NOTE: In both cases, look at the UCM Ebid Contract Management site to determine if the software is already under contract (i.e. CDW, SHI, Carahsoft, Kahoot, Canva, Qualtrix, etc.) or equipment is available from a current vendor (Grainger, Fastenal, Lowes, etc.) Go to:

<https://ucmo.ionwave.net/ActiveContractList.aspx>.

2. Where do I find basic information on how to purchase products or services?

Answer: Refer to the Procurement Quick Reference Guide for basic information on bid thresholds and the role of the department and procurement. <https://www.ucmo.edu/offices/procurement-and-materials-management/internal-resources/fac-staff/documents/procurement-quick-reference-guide-feb-2024.pdf>.

[materials-management/internal-resources/fac-staff/ucmarket/training-videos/index.php](https://www.ucmo.edu/offices/procurement-and-materials-management/internal-resources/fac-staff/ucmarket/training-videos/index.php). Or contact Jessica Dady to set up a live training session.

4. How do we keep up to date on policies and procedures?

Answer: Major policy or procedure changes have been posted in the Daily as well as direct emails to our list of contacts. Over the last 4 months they have also been included in the Pregem Newsletter which is emailed

6. What are the requirements for the use of direct Federal funds or State of Missouri pass-thru funds from a Federal source?

Answer: There are many requirements associated with procurement using Federal funds from any source. Standard UCM Procurement requirements do not meet these requirements. Therefore a Federal Procurement Manual was developed and is located at: <https://www.ucmo.edu/offices/procurement-and-materials-management/internal-resources/fac-staff/2023-fed-procure-manual.pdf>.

7. Why can't I order office supplies from Amazon?

Answer: While there are some office supplies cheaper from Amazon than Office Depot or Staples, there are deeper discounts available from ODP and Staples for products on our market basket list and their signature items. Departments are encouraged to follow the current requirement of purchasing office supplies from ODP and Staples and purchase their signature supplies when possible.

NOTE: Office furniture cannot be purchased from ODP, Staples, or Amazon.

8. Why does it take so long to get a requisition approved for software or other contracted services?

Answer: Procurement must acquire and assemble all documentation and request a vendor signature before it then goes through the internal review and approval process. Internal review requires approval of all terms and conditions by the Legal department. If terms and conditions are not acceptable to the Legal department, they are redlined and go back to the vendor for approval or further modification. It is not unusual for this process to take 1-3 weeks by the time the contract language is approved or denied by both parties. It then starts over internally with VP review and approval if acceptable.

9. Other Tibits:

- \* Money must be in the account budget for a requisition and PO to be issued. It can no longer be overridden by Accounting.
- \* Request all documents from vendors for renewals and new software and services before entering the req in UCMarket.
- \* All construction must be processed by FPO. Please do not attempt to get quotes or arrange for construction related work on your own.
- \* There are specific vendors and a process for purchasing furniture. Please refer to the Procurement website for that information. (New furniture standards and purchase processes are being discussed at this time to expedite the process)
- \* The Procurement Manual is in the process of being rewritten to reflect new technology and update outdated processes.
- \* The BPC Manual is in the process of being rewritten to reflect updated processes.

10. Please be patient with the Procurement Staff. Half of our staff were hired within the last year and the other half a year and a half ago. There is a lot to learn and they are doing their best to meet the needs of all our clients on campus and work on new policies and procedures to improve our services.

If you have any questions regarding the information contained in this document, please contact the following Procurement staff:

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