



TEXAS A&M SYSTEM  
**Sponsored Research  
Services**

# Purchasing Desk Manual

**Updater:** Teresa O'Brien, Business Support Services Coordinator  
**Approver:** Diane Hassel, Director  
**Effective Date:** September 1, 2012  
**Revision Date:** June 26, 2015  
**Review Date:** *September 1, 2015*

# **Table of Contents**

Definitions.....	4
Subaward Definitions.....	8
Policy .....	9
Delegated Purchases - acquisitions under \$10,000.....	9
Non-Delegated Purchase orders - acquisitions \$10,000 and over .....	10
Roles and Responsibilities .....	11
Purchase Orders .....	11
Review of Order Requisition .....	11
Trade-in and Lease Orders.....	12
Joint purchases between system members.....	13
Independent Contractor.....	13
Foreign Nationals.....	14
Exempt Purchases .....	14
General.....	16
Signatures.....	17
Change/Amended Orders.....	17
Emergency Purchase.....	17
Sole Source .....	17
Foreign Orders .....	18
Non-Compliant .....	19
Exceptions.....	20
Lease vs. Buy.....	20
Best Value Considerations.....	20
Cost/Price Reasonableness Determination .....	21
Special Procedures .....	22
Radioactive Material Orders.....	22
Laser and Radiation Producing Equipment .....	22
Conferences and Hotels .....	23
Export Controlled Items.....	23
Bids .....	23
Bid Requirement .....	23
Informal Solicitations.....	23
Informal Solicitations Obtained by Principal Investigator’s Department Personnel.....	24

Formal Solicitations .....	24
Exceptions to the Competitive Bid Requirements Regardless of Dollar Amount.....	25
Bid Receipt and Control.....	25
Withdrawing Bids .....	26
Control of Bids.....	26
Bid Opening .....	26
Late Bids .....	27
Reviewing an Invitation for Bid .....	27
Review the Bids .....	27
Disclosing Bid Results.....	27
Insurance and Bonding Considerations .....	28
Insurance.....	28
Bonding Considerations.....	30
Vendor Protest and Bid Information Request.....	31
Request for Bid Information .....	32
Vendor Setup .....	33
Trading in System-owned Equipment .....	34
Record Retention and Scanning.....	34
Invoice Processing .....	38
Texas A&M Research Foundation Procurement Cards.....	43
FAMIS Procedures.....	48
Purchase Order.....	48
Bid Processing .....	54
Bid List Maintenance Screens .....	57
Screen 11 procedures (Encumbrances).....	61
Vendor Commodity Create/Modify.....	62
Ship to Code Setup.....	62
Prepayments .....	63
Office Memo Procedures .....	63
Texas HUB / Federal Small Business Subcontracting Plans & Reporting.....	64
Federal Subcontracting Plans.....	64
Texas HUB Subcontracting Plans (HSP).....	65
Texas HUB Subcontracting Plan (HSP) Submitted to a Sponsor for a Member.....	65
Review of Sponsored Project Summary .....	68

# Definitions

## **Best Value:**

SRS buyers will determine which products/services give the project or department “best value” based on:

- purchase price;
- reputation of the vendor and of the vendor's goods or services;
- extent to which the goods or services meet the institution's needs;
- vendor's past relationship with the institution;
- impact on the ability of the institution to comply with laws and rules relating to historically underutilized businesses and to the procurement of goods and services from persons with disabilities;
- total long-term cost to the institution of acquiring the vendor's goods or services;
- any other relevant factor that a private business entity would consider in selecting a vendor;
- use of material in construction or repair to real property that is not proprietary to a single vendor unless the institution provides written justification in the request for bids for use of the unique material specified.

## **Blanket Order:**

A Purchase Order with a fixed price and estimated quantities. These orders are placed on an as-needed basis or a set schedule for set quantities.

## **Centralized Master Bidders List (CMBL):**

Hosted by the State of Texas, this list provides vendor information for all vendors who have registered with the Comptrollers’ office: <https://mycpa.cpa.state.tx.us/tpasscmbldsearch/index.jsp>. It is searchable by National Institute of Governmental Purchasing (NIGP) Class & Item code, Texas Department of Transportation (TXDOT) highway districts, and other factors.

## **A-81:**

Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards:

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

This guidance supersedes OMB circulars A21, A-87, A-110 and A-122, A-89, A-102 and A-133

## **Bid Bond / Bid Guarantee:**

A bid bond or bid guarantee is a promise by a bonding company in case the bidder should fail to perform its initial obligations after its bid has been accepted, particularly its obligation to provide a performance bond. They must be accompanied by a properly dated and executed power of attorney with an embossed surety seal on each document. Failure to do so will constitute an irregular bid which may be rejected.

## **Confirming Order:**

A Purchase Order generated for payment purposes only. Items ordered off of existing contract. Purchasing guidelines have been followed.

**Cooperative Purchasing Agreements:**

Contracts established to facilitate the purchasing process. Pricing is typically based on large scale (National, Statewide, etc.) level to achieve greater savings. These contracts have been bid out competitively so no bid process is needed when ordering off of a Cooperative Agreement.

**CFDA:**

Catalog of Federal Domestic Assistance Examples is 10.001 Agricultural Research Basic & Applied Research. PI's receive their grants listed in specific CFDA's.

**DIR:**

State of Texas Department of Information Resources – has created numerous contracts for Information Technology (IT) products. When using DIR Contracts, no bid process is necessary. <http://www.dir.texas.gov/ict/Pages/contracts.aspx>

**Direct Publication:**

Publications only available from a single source (i.e. from publisher)

**E-Commerce Purchases:**

*Aggie Buy* is used by the Texas A&M University for on line ordering. You may also use Texas Buy Board or many other e-commerce solutions through other state agencies.

**Electronic State Business Daily (ESBD):**

Website hosted by the State of Texas where agencies can post bid opportunities of any dollar amount (typically in excess of \$25,000): <http://esbd.cpa.state.tx.us/>  
Opportunities are posted under each agency's state number (i.e. 711, 555, 556, etc.)

**Emergency Purchase:**

Emergency purchases are defined as "a purchase of goods and/or services so urgently needed that the department or institution will suffer financial or operational loss unless those goods and/or services are procured immediately". A purchase that is deemed to be an emergency must meet the following criteria:

The nature of the emergency purchase (hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the state), and what caused the emergency situation; and the impact or damage either financial or otherwise that will occur by following normal procurement practices (general statements of loss or nominal damage are not acceptable).

**Equipment:**

*Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

**FAR:**

Federal Acquisition Regulation: <http://www.acquisition.gov/far/>

**Fidelity Bond:**

A fidelity bond is a business insurance policy that protects the employer in case of any loss of money or property due to employee dishonesty.

**FOB:**

Free On Board – used to denote bearer of risk during shipment of materials or product. See this website for additional freight terms: [http://export.gov/faq/eg\\_main\\_043740.asp](http://export.gov/faq/eg_main_043740.asp)

**GSA:**

General Services Administration. A federal government agency that has developed a number of purchasing contracts. State agencies are able to use Schedule 70 & Schedule 84. A federal agency may grant a Contractor the ability to utilize GSA Schedules – there is a form they must complete.

**HUB:**

Historically Underutilized Business. Must be located in Texas and be certified by the State as 51% minority or woman owned. They can be searched on the State of Texas HUB Directory. <https://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>.

**HUB Subcontracting Plan (HSP):**

State of Texas form required on all bids / proposals expected to exceed \$100,000, where subcontracting is probable. Vendor must return the HSP with the bid response, or the response is rejected.

**Informal bid:**

An unsealed, competitive bid submitted by letter, telephone, electronic method or other means used for purchases less than \$25,000. A written or verbal quotation for commodities or services not requiring a public opening at a specific date and time.

**Internal Repairs:**

An internal repair is a repair to equipment that cannot be reasonably defined prior to the actual repair and the extent of which cannot be determined until the equipment is disassembled.

**Invitation for Bid (IFB):**

Invitation to prospective suppliers to provide pricing on materials or service.

**Master Order:**

A Purchase Order developed to provide fixed pricing or discounts -- many times as a discount from list price. There is no set quantity or delivery schedule. Orders are placed against the Master Order as needed.

**Non-Compliant Order:**

A Purchase Order that has been generated after the need or item has been purchased or received. Purchasing guidelines have not been followed.

**Office Memo:**

Internal memo used to encumber funds when a purchase order is not issued.

**Order Requisition:**

Request from Principal Investigator (or delegate) for a purchase order to be issued See the following website for the form:

<https://srs.tamus.edu/wp-content/uploads//2014/02/Purchase-Order-Requisition.pdf>

**Payment Bond:**

A payment bond is a promise from a surety in case the vendor fails to pay his laborers or suppliers the amounts due for labor and material used in the contract.

- For projects totaling more than \$25,000, a payment bond in the full amount of the purchase order shall be executed.
- The Texas A&M University System payment bond form C-6B must be completed and shall contain an embossed seal by surety.
- The payment bond shall include a valid power-of-attorney issued by the surety, signed and sealed with the corporate embossed seal.
- The payment bond shall remain in force until expiration of the construction guaranty which extends for a period of one year after final acceptance of the related project by the Texas A&M University System Member.

**Performance Bond:**

A performance bond is a promise from a bonding company (the surety) to perform the obligations of the vendor (the principal), when the vendor fails to do so, in an amount up to the amount of the award (penal sum).

**Purchase Order:**

Official and binding, preprinted form issued to vendors requesting delivery of equipment, supplies, services, etc.).

**Purchase Order Amendment or Change Order:**

Request to vendor to amend a previous request, i.e., cancel order, add or delete items, extend term of order, etc.

**Request for Information:**

Method used when the purchaser cannot clearly identify product requirements or specifications.

**Request for Proposal (RFP):**

Document used to solicit bids from potential suppliers. RFPs allow for less exact specifications, often for development of a program or product where there is not a single solution. RFPs also allow for negotiation.

**Request for Qualifications:**

Document used to prequalify vendors for an upcoming project/RFP.

**Small Business Subcontracting Plan:**

Federal contractors are required to maintain an acceptable subcontracting plan if: they are a **large business (including all affiliates)** and the **estimated dollar value** of the base contract and all option periods exceeds, or is expected to exceed, **\$650,000**.

**Sole Source:**

Product requested must be exact, due to required specifications, proprietary features, or to match existing equipment. The type purchase when goods may only be available from one source (manufacturer, designated reseller, or authorized service provider).

**Term Contracts:**

Contracts established by the Texas Procurement and Support Services for use by State of Texas agencies. Pricing is held for the term of the contract. Purchases may be made without the bid process when using these contracts.

[http://www.window.state.tx.us/procurement/contracts/all\\_term/](http://www.window.state.tx.us/procurement/contracts/all_term/)

**TXMAS:**

Texas Multiple Award Schedule. Contracts established by the State of Texas to facilitate purchasing. These contracts are based off of GSA Pricing.

<http://www.window.state.tx.us/procurement/prog/txmas/>

**Vendor:**

Vendor means a supplier, subcontractor, distributor or firm who furnishes supplies or services to or for an end user.

**Subaward Definitions**

**Award:**

Award means financial assistance that provides support or stimulation to accomplish a public purpose. The granting of an award is not considered to be a purchasing activity.

**Awardee:**

An Awardee receives financial assistance (an award) from a federal agency. An Awardee is also called: Recipient or Prime Recipient, Lead Institution, University, Grantee or Prime Grantee, Pass-through entity.

**Recipient:**

A Recipient means an organization receiving financial assistance directly from federal awarding agencies to carry out a project or program. Recipients are “prime” grantees; that is, they receive awards directly from the federal government. Once a Recipient gives a Subaward to another institution, the Recipient takes on the role of the federal government and assumes the responsibility to monitor a Subrecipient’s technical and financial progress and compliance.

**Subaward:**

Similar to an award, a “Subaward” is financial assistance made under an award by a recipient to an eligible Subrecipient, carrying along with it the requirement that it must support and stimulate the Subrecipient to accomplish a public purpose. The term includes financial assistance when provided by a legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services.

**Subawardee:**

A Subawardee receives financial assistance (a Subaward) from an Awardee. Subawardees are also sometimes called Subrecipient, Collaborating institution, collaborator.

**Subrecipient:**

The legal entity to which a Subaward is made and which is accountable to the recipient for the use of the funds provided.

**Consultant:**

A Consultant is an individual who is engaged to perform, independently, a specific job for a stated sum of money while performing his/her duties with very little supervision and controlling the manner and detail of accomplishing the end result to be achieved. OMB Circulars do not formally define Consultants. Consultants are engaged by Principal Investigators to complete a portion of the project or program's scope of work (System Regulation [25.07.03](#)). The service consists of studying an existing or proposed operation or project of a component and advising the component regarding the operation or project. The services are provided under a contract that does not involve the traditional relationship of employer and employee. The key words are "studying" and "advising" rather than "performing".

## **Policy**

Texas A&M System Sponsored Research Services (SRS) is committed to complying with all state and federal laws, codes, policies and regulations governing the acquisition of goods and services for sponsored research agreements including the following:

- Texas Education Code Title 3, Higher Education Section 51.9335
- Texas Government Code, Chapter 2161, Texas Historically Underutilized Businesses (HUB)
- OMB Circular A-110, Procurement Standards as defined in Subpart C, Post-Award Requirements, Section .40-.48, for all federal grant funded procurements until September 1, 2016.
- Effective September 1, 2016, 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart D, Sections 200.318-200.326 for all federal grants funded procurements.
- Federal Acquisition Regulations (FAR)
- The Texas A&M University System Policy [07.01, Ethics](#)
- The Texas A&M University System Regulation [25.07.03, Acquisition of Goods and/or Services](#)
- The Texas A&M University System Policy [25.06, Participation by Historically Underutilized Business](#)

**Delegated Purchases - acquisitions under \$10,000**

- Purchases are usually handled by PI's unit/department on-site support. Orders are expected to be placed within one day.
- For purchases handled outside of AggieBuy, EPIK, and Laserfiche invoices should be forwarded to SRS for entry into FAMIS and payment processing.
- If vendor requires a formal purchase order, it will be processed by SRS within one day.

- Delegated purchases do not require a formal bid process.
- Efforts should be made to identify and contact Texas Historically Underutilized Businesses (HUB) and Small and Disadvantaged Businesses whenever possible. Use of existing member contracts is encouraged. Contact SRS Purchasing Office for additional information.

**Non-Delegated Purchase orders - acquisitions \$10,000 and over**

- SRS will work with PI and staff to meet project objectives in a timely manner.
- Requisitions should be submitted by the PI's unit/department on-site support.
- The competitive bid process is required for acquisitions \$10,000 and over based on sponsor requirements.
- Efforts will be made to identify and contact 6 vendors, 4 of which will be HUB.
- The bid process recommends that vendors are allowed 7-10 days to submit bids in order to obtain the most advantageous pricing. Upon receipt of bids, the PI will select the successful bidder and provide a justification if the lowest vendor is not requested. SRS will issue a purchase order immediately.
- The Electronic State Business Daily (ESBD) and/or the Texas Centralized Master Bidders List (CMBL) are encouraged on acquisitions over \$25,000 if the project timeline permits.
- Acquisitions with an anticipated value in excess of \$100,000 requiring a HUB Subcontracting Plan (HSP) will be coordinated with the appropriate system member HUB Director. A minimum of 14 days will be allowed for vendors to submit responses to the solicitations.
- Special circumstances requiring an expedited bid process should be communicated immediately to SRS so that alternative procedures and timelines can be utilized. If the circumstance is justified and documented, an expedited bid process will request vendors to submit bids immediately, provided a HSP is not required. This expedited process should result in a completed purchase order within three days.
- Requisitions for purchasing from a member contract may not require additional bids. Contact SRS Purchasing Office for additional information.
- Requisitions for purchasing from a sole source vendor must include a completed Sole Source Justification form. SRS will confirm vendor's acceptance of SRS' Terms and Conditions and negotiate any variances before placing the order. Sole source purchase orders will be issued within three days.
- All contracts in excess of \$100,000 with Terms and Conditions not previously approved by the Office of General Counsel (OGC) within the preceding three years will be submitted to

OGC for review as to form and legal sufficiency (TAMUS Policy 25.07 Contract Administration).

## **Roles and Responsibilities**

### **Role:**

To assist Principal Investigators (PIs) in getting the most for their research dollars through competitive bidding or negotiating with vendors while complying with state procurement laws, TAMUS regulation 25.07.03 Acquisition of Goods and/or Services, Federal Acquisition Regulations (FAR) and SRS best practices.

SRS will assist system members with educating departmental purchasing personnel on how and where to make purchases under the delegated limit of \$10,000 to help ensure they are getting the most for these research dollars.

### **Responsibilities:**

- review order requisitions
- obtain bids
- prepare and issue purchase orders
- obligate funds for joint purchases between System members
- confer with Office of General Counsel (OGC) or SRS negotiators when legal issues or risks have been identified
- prepare and issue Request For Proposal (RFP) for subcontract awards
- contact the Export Compliance office when assisting PIs with importing into or exporting out of the country
- prepare small and disadvantaged subcontracting plans for submission with proposals
- prepare and submit small/disadvantaged business reports and Texas Historically Underutilized Business (HUB) reports as required
- review incoming invoices for compliance with SRS Purchasing procedures
- review TAMUS System member invoices for approved TAMUS rates
- adhere to institutional written standards of conduct for procurement personnel, cost principles governing expenditure of federal funds (i.e., OMB Circular A-21/A-122), and procurement procedures described by federal regulations (i.e., OMB Circular A-110/2CFR 215 and the Federal Acquisition Regulations with individual agency supplements)
- issue, monitor, and cancel project procurement cards utilized by TAMRF sponsored projects

## **Purchase Orders**

### **Review of Order Requisition**

#### **General**

Purchases from employees of the Texas A&M System Sponsored Research Services (SRS), and personnel employed on projects administered by the Texas A&M System Sponsored Research Services are not prohibited. However, the relationship of the seller must be fully disclosed before the purchase takes place. These purchases are given an in-depth review to see if the same, or adequately similar, product can be purchased elsewhere at a lower price.

### **New Orders**

Order requisitions are received at SRS by mail, email, fax, or electronic routing through appropriate electronic system. RF purchases are received on a paper requisition forms. Order requisitions are routed to Purchasing once approved by the appropriate Project Administrator. After hard copy requisitions are reviewed for Principal Investigator's/delegate's approval, Project Administrator's approval, and expense class. If anything is missing, the order requisition is either returned to the Project Administrator or the ordering department for completion. Requisition will be date stamped after all approvals are received. Requisitions received electronically must be emailed to the Project Administrator for approval if the PA hasn't been added to the electronic routing. Check screen 914 in FAMIS and in EPIK through EPIK Forms/General/Routing/Worklist/routing button on the right.

Backup documentation is electronically retrieved from members document storage solution.. Backup documentation for hard copy requisitions will be included with the requisition form.

The amount of the order is checked to verify whether bids and/or a cost/price reasonableness form will be needed. (Some member's process requisitions for services and IT equipment regardless of dollar amount.)

- If an order is greater than \$10,000 (\$5,000 for Prairie View and Tarleton) it will be bid unless sole source or when contract pricing is available.
- If the order is greater than \$10,000 (\$5,000 for Prairie View and Tarleton) and either sole source or only one vendor bids or can provide the product/service a cost/price analysis is required.

Term, group, inter-agency and cooperative contracts list are checked to verify whether the items being requested are available through an existing contract. The Texas Procurement and Support Services (TPSS) establish contracts by commodity or service codes as a supply source for state agencies. Group contracts, such as those through E&I, provide goods and services to members at best value. Texas A&M University maintains many master order contracts through Aggie Buy that provide goods and//or services to the A&M System members.

### **Trade-in and Lease Orders**

When an order requisition indicates a piece of equipment or component is being traded in or upgraded, the owner of the equipment must be determined. (For detailed instructions see section regarding Trading in System Owned Equipment).

When an order requisition indicates lease/rental of a copier or other equipment, the calendar should be noted to follow up with the PI the month before its expiration to verify whether the agreement will be renewed and the accounting information.

### **Joint purchases between system members**

If the purchase is a joint purchase you may have to create purchase orders for each member campus. Most of the time, the departments know to mark it as joint purchase when they enter into FAMIS or EPIK for processing. Each member has their own campus in FAMIS (TEES will use CC 08 when they transition from EPIK). NOTE: If you go to screen 51, place your cursor on the CC field and hit F2 you will pull up a list of all campuses.

If we are splitting the cost with Research Foundation accounts you can encumber Research Foundation monies on an office memo number through screen 11 once you obtain Project Administrator approval of the expense code.

If you are splitting the cost between a TEES account and a TAMU account, create the purchase on the TAMU account. When you enter the cost you will enter the total cost and break out the dollars between each line item on the account line. NOTE: Only the TAMU (02) funds will encumber and only that amount will expense when the invoice is processed. TEES will only send a requisition through EPIK for their portion. This process is the same regardless of the system member. NOTE: If any funds on the purchase will be non-SRS funds the member Purchasing department will probably process the purchase order – verify this when approval is received for non-SRS funds.

Always verify who will own the equipment (when receiving PA approval), the system member making the purchase or the sponsor. If it is sponsor owned make sure you notify Becky Jones-Pruitt and Karen Staeger in Property.

### **Independent Contractor**

An Independent Contractor is an individual engaged by the project to perform a specific function or task and who is free to perform this function or task completely at the individual's own discretion with regard to means and methods.

If individuals are to be paid with project funds for services rendered, it is important to determine the employment status of such individual as to whether they should be classified as employees or independent contractors. The Project Administrator will obtain an SRS [Independent Contractor Status Certification](#) form must be completed to determine the proper status of an individual.

The Independent Contractor Status Certification form should be completed by the Principal Investigator or a member of his/her staff. The form should not be completed by the individual to be paid. The completed form is initialed by the Project Administrator and forwarded to the appropriate Director for approval. Then it's forwarded to Dana Thomas, Director of Business Support Services. Approval is required prior to authorizing any payments to individuals.

The following documentation is required:

#### Cumulative Payments up to \$9,999

- Approved Independent Contractor Status Request form
- Independent Contractor Invoice
- Other forms as required ([W-9](#), [W8-BEN](#), etc.)

#### Cumulative Payments between \$10,000 and \$14,999

- Independent Contractor Status Request form
- Independent Contractor Invoice
- Other forms as required ([W-9](#), [W8-BEN](#), etc.)
- Order Requisition

#### Cumulative Payments \$15,000 or more

- Independent Contractor Status Request form
- Independent Contractor Invoice
- Other forms as required ([W-9](#), [W8-BEN](#), etc.)
- Consulting Agreement, subaward or purchase order if it's determined to be a vendor relationship.

If an individual is previously approved for payments totaling less than \$10,000, an Order Requisition is not required. However, additional payments over \$10,000 require a revised Independent Contractor Status Request form in addition to an Order Requisition up to \$15,000

If an individual is previously approved for work with total payments less than \$15,000 and additional work is required that would result in payments exceeding \$15,000, the Project Administrator should may contact the Subaward Negotiator to process a consulting agreement.

If a purchase order currently exists for an individual, and additional work will result in payments exceeding \$15,000, the purchase order will be amended to release the remaining funds and the Project Administrator should contact the Subaward Negotiator to process a consulting agreement. The consulting agreement will include the remaining funds from the purchase order and will reference any previous payments to the individual.

#### **Foreign Nationals**

- Payments to foreign nationals require the submission of a new Independent Contractor Status Certification form for each calendar year.
- All payments to foreign nationals performing work in the United States should have a copy of their Glacier Tax Summary attached to each invoice.
- All payments to foreign nationals performing work outside the United States should have a copy of their W8-BEN form attached to each invoice.

#### Miscellaneous

- Each individual to be paid is required to have a separate Independent Contractor Status Request form. A single form cannot be submitted or approved for a group of individuals (i.e. NSRA recipients, seminar participants, etc.).
- The original Independent Contractor Status Request will be scanned into Maestro generally by the Project Administrator, into the "Ind. Contractor Status" index and filed in the Correspondence section of the award file.

#### **Exempt Purchases**

The purchase of certain commodities and services may be exempt by specific statute. Purchases for certain commodities may be exempt from competitive bidding or may be required by statute to be procured through another specific purchasing method. (Reference TAMU procedures

[25.99.02.M1](#) Purchasing Procedures section 2.3.9.)

The following services are exempt from competitive bidding requirements and may be purchased by departments regardless of dollar amount:

*Classified Advertising:*

Expense such as newspaper, magazine, radio, television, billboards, classifieds, yellow page ads, and all other printed advertisements (does not include fees paid to public relations or advertising firms for their services in developing or executing coordinated campaigns or programs).

*Conference Expense:*

Expenses related to conference rooms such as audio/visual/network and food services (does not include goods purchased for attendees or transportation services). Some members may have special requirements for conference services (e.g. AgriLife has a dept. that handles coordination of conference and contracts. All conference needs must be routed through them prior to SRS processing).

*Freight*

*Hotels and Conference Rooms:*

Expenses related to the rental of hotels room and conference rooms (does not include hotel rooms for programs and conferences that are regularly scheduled throughout the year, for example, a department that hosts seminars/workshops throughout year and is responsible for making lodging accommodations for the participants is not exempt if the projected costs of the rooms exceed \$5,000) (See University Rule [25.07.99.M1](#): Contract Administration, Section 1.4).

*Moving Expenses:*

(Employee) institutional funds only

*Lecturers/Guest, Speakers/Entertainers:*

Fees for speakers/lecturers/entertainers hired on a one-time basis (does not include fees for speakers/lecturers on a continuous basis with an estimated value that exceeds \$5,000) (See University Rule [25.07.99.M2](#): President's Delegation of Authority for Contract Administration).

*Student Travel:*

Expenses related to student travel with the exception of air and bus charter.

*Membership fees and dues:* However, these may not be allowable on research contracts and grants.

*Newspaper and magazine subscriptions direct from the publisher*

*Participant Costs:* such as travel, conferences, room and board, materials. However, the exemption does not include promotional items/gifts to participants (biddable if the cost exceeds \$5,000).

*Research Collaborators named in sponsored agreements with a fully executed agreement.*

*Services provided by other State of Texas agencies, TAMUS components or by other local governments (Inter-agency and Inter-local agreements must be reviewed by the Contract Administration)*

*Registration fees and associated books and materials*

*Rental of exhibit space (booths for display purposes)*

*Goods and services provided by the Texas Department of Criminal Justice*

*Goods and services provided by the (TIBH) Employment for Texans with Blindness and Other Disabilities*

*Internal Repairs*

*Purchases from Federal agencies*

*Utilities*

Once all information is obtained, proceed to process the purchase order.

## **General**

### **FAMIS**

- ✓ Purchase order is created by transfer or manually entered by following the appropriate FAMIS screens. (See FAMIS user manual for complete instructions).
- ✓ The document is closed and the purchase order is printed.
- ✓ The printed purchase order is then reviewed for accuracy, audited by the buyer by using the PO Audit Form, and signed/initialed by the individuals listed in signature chart below.
- ✓ If bids were received, HUB tracking report for each agency is updated.
- ✓ If applicable, Non-Compliant report is updated.

### **EPIK**

- ✓ Requisition is approved in EPIK by appropriate buyer.
- ✓ Ship to address is verified, line items are adjusted accordingly (if required), accounting is adjusted accordingly, balances are checked and the document completed.
- ✓ Purchase order is created, order date is entered. Terms, vendor reference, delivery commitment, PO instructions are entered and reference is added to any attached Terms and Conditions.
- ✓ The purchase order “report” is generated and the purchase order is printed.
- ✓ The printed purchase order is then reviewed for accuracy, audited by the buyer by using the PO Audit Form, and signed/initialed by the individuals listed in signature chart below.
- ✓ The PO information is entered into the TEES HUB Tracking Report.
- ✓ If applicable, Non-Compliant report is updated.

System member SRS purchase orders are created and issued through the appropriate system for each member. The orders are handled by the Buyer or Senior Buyer assigned to the member.

## Signatures

Under \$25K	Buyer signature + Purchasing member review and initials
Over \$25K	Buyer initials + Business Support Services Coordinator signature
Over \$50K	Buyer initials + Business Support Services Coordinator initials + Business Support Services Director signature
Over \$100K	Buyer initials + Business Support Services Coordinator initials + Business Support Services Director initials + System Member Designated Approver

## Change/Amended Orders

The original purchase order is retrieved from the open files or Laserfiche for Agrilife. Project Administrator approval is obtained for increases in price.

Changes are made in FAMIS or EPIK. When the purchase order is opened and then closed again any dollar amount changes will be reflected on the encumbrance ([See FAMIS procedures](#)). A change order is then generated.

## Emergency Purchase

When an emergency purchase is made, the department should submit a requisition to SRS Purchasing and include a letter of justification that includes the following:

- The reasons for the emergency, explaining what the emergency was and/or what caused the emergency situation.
- The financial or operational loss that would have occurred if the goods and/or services were not procured immediately.
- Why the needs were not or could not be anticipated so that the items could have been purchased through regular procurement procedures.

## Sole Source

### *Definition:*

A sole source situation means that only one vendor, to the best of the Principal Investigator's (PI) knowledge and belief, based upon thorough research, is capable of delivering the required product or service. Similar items may exist, but only one vendor's (see specifics below) product meets the PI's specific need. When this type purchase occurs, a sole source justification must accompany the requisition.

## Brand Specific

PI requires a specific manufacturer's model. There may be many distributors for this product. Normal purchasing procedures must be followed, but invitation for bid shall specify "No substitutions". This type purchase will include competitive bidding and other best value criteria.

## Specific Model / Product from only one supplier

PI requires an item that is only available from the manufacturer or an exclusive distributor (i.e. regional territories). In this case, the purchasing procedures are followed, contacting only the manufacturer's exclusive distributor.

## Service

Example would be maintenance/repairs that are only available from the manufacturer or qualified provider.

## Justification

PI must be able to document the following:

- Unique features and/or performance capabilities – and in what way are these features required for their project.
- Why will no other product on the market fill the need?
- Compatibility – is it needed to match existing equipment or based on the same technology as existing equipment.
- Is this item a replacement required to carry out ongoing research?
- Integration into existing environment to prevent additional staff training, or complications with warranty of previous equipment.
- Documentation of sole provider/distributor
- Unique expertise, background or education of a particular vendor (for services).
- Replacement or spare parts are only available from the manufacturer

When a purchase order is for a sole source and exceeds \$50,000 obtain Coordinator's approval of sole source before processing the order. The Coordinator may take it to the Director for approval if needed.

## **Foreign Orders**

Under specific circumstances it may be necessary to purchase goods and services in a foreign country for consumption or use in a foreign country. Under those circumstances, the member may not be required to follow the normal purchasing procedures. These types of purchases are exempt from competitive procedures and HUB laws. These projects are usually located in third world countries and logistics are very difficult, so it becomes necessary to purchase locally or within the country. Additionally, it may become necessary for the members to contract with a foreign company located in country for logistic services and to facilitate project related activities. The Principal Investigators in country are best qualified to determine the reliable sources for goods and services as well as contracting with companies to facilitate their local needs while in country. Most of these purchases will be negotiated. Often times the negotiation is done by the PI located in the country or someone on the project who is familiar with the country and project. Confirming orders will be processed for payment purposes only and are not considered non-compliant purchases and therefore are not required to follow non-compliant purchase procedures.

Most Federal agreements stipulate to buy American products. Therefore, when possible, American products are to be purchased. Note that the foreign country's importing laws and procedures are usually very time consuming and project time lines may not permit extended lead times, even if the product is available.

### *Customs Brokers*

All shipments received into the U.S. from suppliers outside the geographical limits of the United States must be cleared through U.S. Customs Service. To assist users in ordering goods from foreign sources and clearing shipments through customs SRS Purchasing will

use the broker specified by the appropriate System Member who holds a power of attorney for them. The System Member contracts with customs brokers to facilitate this process. Some vendors provide this service in the cost of their products, which is passed on to the Member. The customs broker acts as an agent for the Member. Upon notice of receipt of shipment at the port of entry, the customs broker files the necessary paperwork to clear the shipment through customs and forwards the shipment to the designated destination.

#### *Duty-Free Entry*

Scientific instruments, apparatus, or related repair components purchased outside the U.S. may be exempt from duty. If the instrument cost is less than \$100,000.00 the savings duty is generally not worth the paperwork to obtain duty-free entry. Purchasing will assist PI's interested in obtaining duty-free entry. To start, PI must complete the form located at <http://www.ia.ita.doc.gov/sips/sipsform/ita-338p.pdf>. Purchasing will fill out the portions that they are responsible for, sign and submit the form. Applications should be filed prior to purchase. The U.S. Customs Service will return a copy of the application with a notation that duty-free entry has been requested. This copy is filed with customs at the time of entry of the shipment. If the copy of the application is not filed, the Member must pay the duty and await the decision of the U.S. Customs Service.

#### *Entry Permits*

When plant materials, seeds, or animals are purchased from outside the United States, the ordering department is responsible for obtaining the necessary U.S. Department of Agriculture Entry Permits. If the shipment is to clear customs through a customs broker, the department will inform SRS Purchasing.

### **Non-Compliant**

Non-compliant Invoices are invoices over \$10,000 (Except Prairie View and Tarleton are \$5,000 without purchase order numbers).

Review invoices to determine if a purchase order was required or if the type purchase/service is exempt. ([University rule 25.07.03](#)) Do not date stamp until appropriate paperwork is received.

The following procedure applies to all campuses except TEES and Ag Research and Extension. See section below titled EXCEPTIONS. An NOD/DO NOT PAY e-mail memo is sent to A/P, with the invoice number, project/account number, dollar amount of the invoice and the reason for the delay in getting the invoice

A copy of the invoice and a completed order requisition with the "I certify" stamp are sent to the PI or his/her delegate, with an e-mail letter explaining purchasing procedures asking for explanation as to why the procedures were not followed and a signed order requisition unless their campus requires submitting a requisition through FAMIS.

The Project Administrator assigns a class and initials indicating the purchase are allowable on the project.

The invoice information is entered in the purchase order tracking spreadsheet for the appropriate system member, except for TEES and Agrilife.

## **Exceptions**

TEES requisitions are processed through EPIK and are submitted indicating it's non-compliant along with a non-compliant letter approved by Andy Hinton or his delegate. If the letter is not with the requisition the department is notified to submit to the appropriate individuals.

AgriLife is submitted with a letter signed by Steve Schulze. If it's not with the requisition, Purchasing will instruct the department to submit one to the appropriate individuals.

## **Lease vs. Buy**

The Project Administrator must review the contract to verify if sponsor approval is required to lease equipment versus buying it. Once approved or verification is received that approval is not needed, the PA will forward to Purchasing.

Requisitions requiring the lease of equipment or property (i.e. land or building) or the renewal/extension of an existing lease must be submitted with a summary of the lease vs. buy evaluation process used by the PI or his/her delegate. This summary is reviewed and approved by the appropriate buyer for the following criteria as applicable:

- a. Estimated length of time the equipment or property will be needed by the account/project;
- b. Financial and operating advantages and/or disadvantages of lease, i.e., lease of a truck vs. purchasing and assuming maintenance costs;
- c. Cumulative lease payments for the estimated period of use vs. the net purchase price;
- d. Transportation and installation costs;
- e. Potential obsolescence of the equipment due to technological improvements and breakthroughs;
- f. Availability of purchase options;
- g. Availability of service/maintenance for purchased equipment.

Generally, equipment or property is purchased if forecasted leasing costs exceed total purchase costs. Equipment or property is leased if an evaluation shows it to be to the project's advantage. Leasing with an option to purchase is preferable.

## **Best Value Considerations**

System members shall acquire goods and/or services through best value, as specified in Texas A&M University System Policies [25.07.03](#) Section 2.1 and as defined in Texas Education Code 51.9335 and Texas Government Code, Chapter 2155.074.

The lowest cost is not necessarily the best value for all procurements. For example, a commodity or service of higher quality, such as a longer life span, may be a better value and investment for the State of Texas, even if the initial cost is more. Members need to think strategically when considering their procurement needs. Do not make the mistake of obtaining only what is necessary to meet the immediate needs of the agency. Ask "What is the desired outcome of the procurement" and "What is the best way to achieve this outcome?"

For example, consider the purchase of a heating and air conditioning unit. System members should consider the total cost of ownership when purchasing these units. Average life span of the unit, electricity consumption, maintenance record of the unit and parts availability are just a few

considerations when looking at the total cost of ownership. In addition, system members might consider the qualifications and availability of the service technicians and the vendor's performance history. The Comptroller of Public Accounts (CPA) administers a vendor performance program for use by all ordering entities per Texas Government Code, Title 10, Subtitle D, section 2155.077. Several statutes refer to the use of best value in procurements. Refer to these statutes before including best value considerations in your solicitations. Some items which may typically be considered under best value include:

- Installation costs
- Life cycle cost
- The quality and reliability of the goods and service
- Delivery terms
- Indicators of probable vendor performance under the contract such as past performance (see above), the contractor's financial resources and ability to perform, the contractor's experience or demonstrated capability and responsibility, and the contractor's ability to provide reliable maintenance agreements and support;
- The cost of any employee training associated with a purchase
- The effect of a purchase on agency productivity;
- The contractor's anticipated economic impact to the state or a subdivision of the state, including potential tax revenue and employment; and
- Other factors relevant to determining the best value for the state in the context of a particular purchase.

In the event that a decision is made not to award to the lowest bidder, there must be documentation that justifies that choice

## **Cost/Price Reasonableness Determination**

Reasonableness is defined as not extreme or excessive costs.

### *Total Order is \$10,000.00 or less*

If the total value of the purchase order is less than \$10,000, it is the buyer's responsibility to review and determine the price(s) are reasonable. This documentation shall be based on the buyer's knowledge and experience with the product and other same or similar purchases. Written documentation that an analysis was performed is not required. The buyer's signature on the purchase order signifies the price was determined to be reasonable.

### *Total Order is \$10,000.00 - \$99,000.00*

If the purchase order value **exceeds** \$10,000 but is less than \$100,000 and there was not adequate competition (two or more responsible bids), a Cost/Price analysis must be conducted. The procurement file shall contain a [Cost/Price Reasonableness Form](#) which must be completed and signed by the buyer to indicate the Cost/Price analysis was performed. If the buyer's determination is partially based on information from the technical representative or PI, documentation of the information from the technical representative or PI must be provided.

### *Total Order exceeds \$100,000.00 and Over*

If the total purchase order value exceeds \$100,000, the specific method or process to determine the cost reasonableness shall be documented on the cost/price reasonableness form.

### *Exception To The Need For Written Quotation*

When prices are based on State Contract, TAMU Contract, or COOP pricing, a Cost/Price analysis is marked accordingly and competitive bids are not obtained since this has already been completed by the state, university, or COOP. The purchase order, however, shall be documented to indicate the pricing was based on pricing criteria.

## **Special Procedures**

### **Radioactive Material Orders**

Principal Investigator's should obtain prior permission to have radioactive materials shipped to the University. If documentation is not included with the requisition, Environmental Health and Safety Department (EHSD) Radiological Safety should be contacted at 979-845-2132 or [ehsd@tamu.edu](mailto:ehsd@tamu.edu) to verify approval.

Purchase Order's with radioactive materials should specify the following EHSD/Radiological Safety shipping address:

Attn: [Person who holds permit for radioactive material - typically the PI]  
Radiological Safety  
Texas A&M University  
1111 Research Parkway, Room 130  
College Station, TX 77845

If requested by vendor, the applicable license number is Texas Department of State Health Services Radioactive Material License L00448.

A copy of the Purchase Order shall be emailed to EHSD at [ehsd@tamu.edu](mailto:ehsd@tamu.edu) after being sent to the vendor.

Examples of items to be checked are lasers, items with notations such as tritium, PuBe, AmBe, curies, Ci mCi, uCi, Bq, kBq, MBq, GBq, lasers, any x-ray equipment, fluoroscopy, diffraction units, electron microscopes, gas chromatographs, soil moisture density gauges. If unsure, contact the vendor.

### **Laser and Radiation Producing Equipment**

Certain classes of lasers require registration with the Environmental Health and Safety Department.

If the laser is Class I, II, or IIIA, **NO** laser application form is needed.

If the laser is a Class IIIB or V, EHSD/Radiological Safety **MUST** have a completed application form.

After purchase order is completed, the PI is notified that EHSD laser registration is required. A copy of the Purchase Order shall be emailed to EHSD at [ehsd@tamu.edu](mailto:ehsd@tamu.edu) after being sent to the vendor. A copy of both emails should be printed for the PO file.

NOTE: The Laser Application Form does not need to be completed before the laser is purchased. It is completed by the Principal Investigator after receipt of the laser. The Principal Investigator is responsible for working with EHSD to confirm completion and submission of the appropriate documentation.

### **Conferences and Hotels**

Conferences and Hotels are exempt from bid requirements unless regularly scheduled throughout the year. If regularly scheduled and projected costs exceed \$10,000.00, it is a biddable service.

Conference and Hotel expenses require a completed purchase order. An attendees list can be sent either with the purchase order or by project personnel to the hotel.

### **Export Controlled Items**

Some equipment is export controlled because of US technology that we do not want to share or the US is restricting control to a particular country or countries. We also have situations where equipment should not be used by a foreign national unless special procedures or approvals are obtained by the member compliance office. Therefore, SRS is including in their bid documents a clause asking the vendor for this particular information when purchasing goods or services. If we are not requesting bids then when we ask the vendor to specific this information or provide their terms and conditions where the information is provided. This requirement is provided on our purchase order check list so you will not neglect getting the information. If the item is export controlled you must notify the appropriate compliance officer.

## **Bids**

### **In compliance with:**

- 1. TAMUS System Regulation 25.06**
- 2. TAMUS System Regulation 25.07.03**
- 3. Texas Administrative Code Chapter 20 subchapter C**
- 4. Federal Acquisition Regulations**

### **Bid Requirement**

- Single items (including services) costing \$10,000 or more (\$5,000 for PVAMU and Tarleton).
- Any number of the same or similar items whose aggregate cost exceeds \$10,000 (\$5,000 for PVAMU and Tarleton).
- Purchases for recurring services, i.e. maintenance and/or warranty agreements where annual total cost exceeds \$10,000.00 (\$5,000 for PVAMU and Tarleton).
- Any purchase where a vendor requires an agreement.

### **Informal Solicitations**

Informal solicitations can be obtained for purchases of items costing under \$25,000.

In a competitive situation, buyer should solicit minimum of six (6) vendors including four Historically Underutilized Businesses (4) HUB and/or Small Disadvantaged Businesses (SDB) and two (2) non-HUB when possible. (System Regulation 25.06 Participation by HUBs)

Unless sole sourced, an informal solicitation will not be used for an item having extensive, detailed specifications.

Informal solicitations may be obtained by telephone, e-mail or in person.

The chosen vendor must provide a written quote containing company information and pricing.

A [Bid Tabulation Form](#) is prepared and sent to the Principal Investigator by e-mail.

Written scientific justification is required in all cases where the lowest quote is not selected.

### **Informal Solicitations Obtained by Principal Investigator's Department Personnel**

Account/Project personnel under \$25,000 are permitted to obtain competitive bids from a minimum three (3) vendors. (Soliciting to Texas HUB and/or SDB vendors is encouraged.)

All quotes are reviewed by SRS before an order is placed.

A Bid tabulation form is prepared.

Written scientific justification is required in all cases where the lowest quote is not selected.

In some cases, more information is needed from the project personnel before the quote can be awarded and the order processed.

### **Formal Solicitations**

Required for purchases \$25,000 and over.

If the requisition is in excess of \$100,000:

- ✓ See Section on HUB / SDB.
- ✓ If buyer anticipates vendor problems with terms and conditions a sample copy of our purchase order and purchase order terms and conditions may need to be included.

Buyers should solicit a minimum of six (6) vendors including four (4) HUB and/or SDB and two (2) non-HUB. In some instances this is not possible and should be documented by the Buyer in the file.

Sources are selected using the following:

- FAMIS
- AggieBuy
- State of Texas HUB Directory <https://mycpa.cpa.state.tx.us/tpasscblsearch/index.jsp>
- Suggestions by account/project personnel
- Thomas Register <http://www.thomasnet.com/>
- National Minority Business Directory <http://nmbc.org/business-directory>
- Internet
- Purchasing entities
- ProNet

The Invitation for Bid (IFB) along with the IFB terms and conditions for both federal and non-federal, is sent to potential bidders and posted to the Electronic State Business Daily in most

cases (see exceptions below). If factors or criteria other than cost are going to be utilized in evaluating bids, this information should be indicated in the IFB.

Potential bidders are allowed to reply in either 14 (standard), 5 to 7 working days (rush) or 21 days if over \$100,000. The time allowed may be less depending upon the urgency of the order.

All bids along with supporting documentation are filed in the pending bid file until bid opening date.

Bid opening dates should be logged on team calendar.

### **Exceptions to the Competitive Bid Requirements Regardless of Dollar Amount**

When only one source of supply is known (Sole Source) – Department must submit a completed [sole source form](#) justifying basis for sole source.

When not possible to provide bidders with adequate specifications, plans, or other adequately detailed description of the required material or services (Example: when the services to be procured are architect, engineer or research and development services).

When the services to be performed are of a technical or professional nature by an individual instead of a company (Example: professional service, research collaborator) see section on services

When procurement is from government agencies or another TAMU System member, you should have their approved rates or a breakdown of the cost.

When the item is from a state catalog, system master agreement, state contract pricing, E&I Coop, TXMAS, DIR and other Cooperatives that SRS can utilize. May also be able to utilize GSA pricing (Schedules 70 & 84). Buyers can use their discretion on whether obtaining bids would be desirable or if the items should be purchased based upon contract pricing.

NOTE: A written bid/quote from the vendor is obtained for all exceptions noted above.

### **Bid Receipt and Control**

Upon receipt of bid, the sealed bids should be date and time-stamped, remain sealed and kept in a secure place to prevent them from being misplaced, lost or tampered with, until time of bid opening. Since formal bids by law must remain sealed until bid opening, proper identification on the outside of the bid envelope is important. SRS IFBs require the bid envelope to show the solicitation number, opening date and bidder's name or vendor identification number.

Despite the instructions contained in the IFB, a bidder will occasionally submit a sealed bid without proper identification and the SRS front office will open it inadvertently. If the bid is inadvertently opened by someone, the bid will be marked indicating what happened and that it was opened for "identification" and it will retain its status as a sealed bid.

Fax or email bids are allowable. These bids will be directed to the Purchase Notify email address. Purchasing's Account Assistant II or designated Buyer will print the bid. Since the

documents print out with a date on them and the date they were received in the Purchase Notify box this will serve as the date received. The bids are then placed in the pending bid file on the specific opening date.

### **Withdrawing Bids**

A bidder may withdraw their bid any time prior to bid opening date and time:

- Hand delivery. If withdrawing in person, the bidder must present identification e.g. business card with photo identification card to match authorized person on bid
- By fax or email from the authorized vendor representative on the bid

The written withdrawal request will become part of the procurement file.

### **Control of Bids**

Secure bids in locked file drawer by bid opening date. The buyer responsible for the bid will pull the file at the time and date of the assigned bid opening. If there is no public opening, then the Buyer will tabulate the bids and send to the Principal Investigator.

### **Bid Opening**

The date, time and physical location of bid opening will be clearly stated on the IFB.

All bid openings shall be open to the public. The requirement for public opening of bids is a statement of openness to reduce the possibilities of collusion and favoritism and to foster public confidence in the ordering entity.

Bid opening dates may be changed and bid openings rescheduled if bidders are properly notified in advance of the new opening date. If a bid opening is canceled, all bids which were being held for opening will be returned to the bidders.

All bid tabulation files shall be available for public inspection. Bid tabulations may be reviewed by any interested person during regular working hours at our office. We are not required to give bid tabulation information by telephone. The bids and all documents and information about the evaluation of bids and bidders, will be withheld until after contract award.

The procurement staff opening the bids may read them in any order: alphabetical sequence, in order of date of receipt, or by lot. The opening should consist of announcing information to include:

- The bid requisition number
- The name of each bidder;
- The price or amount bid for each item number (if applicable),
- The model number (if different from specified model).

While the information being announced may vary due to the type of procurement, it should be sufficient to identify the bid as it will become an official document. The bid opening staff will not discuss whether a product or model meets bid specifications. Bidders will be advised to submit any concerns in writing to the appropriate Buyer.

Bids should be tabulated when opened, but there are times when this is not practical when the bid has 50 or more items.

### **Late Bids**

A bid received after the date and time established by the bid invitation is a late bid and will not be considered under any circumstances. The official date and time noted on the bid document when it arrived is the sole determining receipt date.

### **Reviewing an Invitation for Bid**

Vendors have until 3:00 p.m. C.S.T to submit bids to SRS. If the request is a rush, call the PI with the results as soon as you prepare the bid tabulation form.

### **Review the Bids**

- ✓ Verify that items bid by the vendor meet the PI's specifications. Check the total price for correctness.
- ✓ Make sure freight charges, delivery date, FOB point and authorized signature are shown. If FOB point or freight charges are not provided, they will be governed by the Terms and Conditions referenced in the IFB.
- ✓ Complete the [Bid Tabulation Sheet](#)
- ✓ Send bid results to PI. Send all vendor information/brochures with PI's bid package.

Bids received after the due date will be filed unopened marked late.

When identical low bids are received, additional factors will be considered. These factors may include: delivery time, small/disadvantaged business, small veteran owned, small disabled veteran owned or Hubzone vendor, assurance of better service and/or quality.

When only one bid is received, buyer may contact non responsive vendors to determine reason for no response.

When the recommendation is returned by the PI check the following:

- ✓ If low bidder was not selected, did PI or delegate provide justification?
- ✓ Add or attach justification and note on bid tab the award by circling and initialing.
- ✓ Transfer bid to create a purchase order.

### **Disclosing Bid Results**

SRS is a state agency and therefore must disclose bid results. See sections on Vendor Protest.

SRS buyers are required to post solicitations \$25,000 and over to the Electronic State Business Daily (ESBD) <http://esbd.cpa.state.tx.us/> unless an exception has been made. Buyers will prepare the document in PDF format, obtain the class and item(s) from the CMBL and direct this information to the Business Support Services Coordinator or another buyer authorized to post.

### *Posting to ESBD*

Once the above information has been obtained from the buyer the following information is verified:

- RFP or bid number on first page of document being posted.

- Bid or RFP opening date on first page of document being posted.
- The document is complete with any attachments referenced as well as the SRS vendor information letter.

Once the above is complete the authorized individual will go to the following website to post solicitation: <https://portal.cpa.state.tx.us/>

## **Insurance and Bonding Considerations**

### **Insurance**

#### *Purpose*

To protect The Texas A&M University System (TAMUS) members from any loss, cost, damage, expense or liability by reason of property damages or personal injury of whatsoever kind or character, arising out of, as a result of or in connection with such performance occasioned by the negligence or other fault, by act or omission of the Vendor, its agents, employees or subcontractors.

#### *Circumstances Requiring Insurance<sup>1</sup>*

When services are being performed at any TAMUS member location a certificate of insurance may be required by awarded vendor. In these instances, work may not commence until the proof of insurance is provided. Specific situations where insurance is strongly encouraged (if not required) include services on behalf of TAMUS member where a vendor is performing a service and is responsible for the safety of individuals or property.

Examples include:

- Charter Services (bus, boat, plane, etc.)
- Construction Services (renovation, installation of equipment/machinery, landscaping services, etc.)
- Other Services (maintenance of equipment, delivery of equipment)
- Any instance where vendor will have a possibility of damage or injury to people or property

Some companies are not required to have insurance. See <http://www.capitol.state.tx.us> for further information. On the Texas Legislature homepage click, “Legislative Reference Library” click “Texas Statutes/Constitution”, then click “Texas Statues”, and drop down and click on “Labor Code” where you will click on “Title 4 chapter 406 sections 096 and 097”. Insurance and Risk Management as well as the member offices are additional resources to be used for confirming insurance level requirements. Construction projects have different requirements for insurance as it is considered public works. The buyer should check to determine specific insurance requirements for construction before proceeding with an IFB, RFP, or award. For additional questions, Buyers should check with Business Support Services Coordinator for assistance.

---

<sup>1</sup> Not all situations will require insurance; this will be decided on a case-by-case basis. Need will be determined by factors including, but not limited to, risk, cost and location.

When insurance is required, the insurance requirements should be included with the invitation for bid or request for proposal.

### *Insurance Requirements<sup>2</sup>*

**Basic insurance requirements** (see Appendix for version to send).

The Vendor shall obtain and maintain, for the duration of this project or longer, the minimum insurance coverage set forth below. With the exception of Professional Liability (E&O), all coverage shall be written on an occurrence basis. All coverage shall be underwritten by companies authorized to do business in the State of Texas and currently rated A- or better by A.M. Best Company or otherwise acceptable to Owner. By requiring such minimum insurance, TAMUS shall not be deemed or construed to have assessed the risk that may be applicable to the Vendor under this Agreement. The Vendor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Vendor is not relieved of any liability or other obligations assumed pursuant to this Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. Required insurance shall not be cancelable without thirty (30) days' prior written notice to TAMUS. Such insurance must name TAMUS as an additional assured and waive all rights of subrogation.

### *Coverage Limit*

#### WORKER'S COMPENSATION

Statutory Benefits (Coverage A) Statutory

Employers Liability (Coverage B) \$500,000 Each Accident

\$500,000 Disease/Employee

\$500,000 Disease/Policy Limit

If this coverage is waived by System Risk Management, the VENDOR, its employees and subcontractors must sign hold harmless and indemnification agreements.

#### AUTOMOBILE LIABILITY

Owned Vehicles \$1,000,000

Non-owned Vehicles \$1,000,000

Hired Vehicles \$1,000,000

#### COMMERCIAL GENERAL LIABILITY

Aggregate Limit \$2,000,000

Each Occurrence Limit \$1,000,000

Products/Completed Operations \$1,000,000

Personal/Advertising Injury \$1,000,000

Damage to rented Premises \$ 100,000

Medical Payments \$ 5,000

#### PROFESSIONAL LIABILITY \$1,000,000

\*Consideration will be given to other insurance coverage and/or limits upon request by Vendor.

---

<sup>2</sup>Levels are for a basic service/situation. Other instances may require higher levels.

## **Bonding Considerations**

- The requirements for bonding should be included in submittal requirement lists.
- There is a cost associated with bonds.
- They are required by law for construction contracts.
- No performance, payment or bid bonds shall be required on purchase orders totaling \$25,000.00 or less.
- Bids submitted without bid bonds or bid guarantees will not be considered.
- Bids submitted without performance bonds, or payment bonds, when required, will not be considered.
- Faxed copies of certified checks, cashier's checks, and performance or payment bonds are not acceptable.
- To facilitate an immediate award--an order and project start date, bidders shall submit, as an attachment to their proposal, a document from their surety stating full intent to provide the bidder with performance and payment bonds as specified herein, if applicable.
- For projects totaling more than \$25,000, a certified cashier's check or bid bond from a surety company authorized to transact business in the state of Texas, in the amount of not less than five percent (5%) of the total of the entire bid, payable without recourse to the order of the Board of Regents at The Texas A&M University System, must accompany each bid proposal as a guarantee (bid guarantee) that, if awarded the purchase order, the vendor will execute and return the required performance and payment bonds in such form and with such sureties as the Texas A&M University System may prescribe or approve, the cost of which to be included in the vendor's proposal. If a bid bond is provided as the bid guarantee, the bid bond must be submitted on the form provided by the Texas A&M University System ([Form C-2](#)).
- Should the vendor fail to execute and return the performance and payment bonds within ten days after the date of transmittal to the bidder for that purpose, the bid guarantee shall become the property of Texas A&M University System, not as a penalty but as liquidated damages.

### *Performance Bond*

A performance bond is a promise from a bonding company (the surety) to perform the obligations of the vendor (the principal), when the vendor fails to do so, in an amount up to the amount of the award (penal sum).

### *Payment Bond*

A payment bond is a promise from a surety in case the vendor fails to pay his laborers or suppliers the amounts due for labor and material used in the contract.

- For projects totaling more than \$25,000, a payment bond in the full amount of the purchase order shall be executed.
- The Texas A&M University System payment bond [form C-6B](#) must be completed and shall contain an embossed seal by surety.
- The payment bond shall include a valid power-of-attorney issued by the surety, signed and sealed with the corporate embossed seal.
- The payment bond shall remain in force until expiration of the construction guaranty which extends for a period of one year after final acceptance of the related project by the Texas A&M University System member.

### *Bid Bond / Bid Guarantee*

A bid bond or bid guarantee is a promise by a bonding company in case the bidder should fail to perform its initial obligations after its bid has been accepted, particularly its obligation to provide a performance bond.

The bid bond must be accompanied by a properly dated and executed power of attorney with an embossed surety seal on each document. Failure to do so will constitute an irregular bid which may be rejected.

### *Fidelity Bond*

A fidelity bond is a business insurance policy that protects the employer in case of any loss of money or property due to employee dishonesty.

## **Vendor Protest and Bid Information Request**

Standard Administrative Procedure (SAP) [25.07.03.M1.01](#) Vendor Protest Procedures permits any vendor wishing to challenge a purchase award or dispute an action taken by the Texas A&M System Sponsored Research Service Purchasing. Vendor must submit a written request to the Business Support Services Coordinator, Purchasing Department, Texas A&M System Sponsored Research Services outlining the issues in need of review.

In the event any actual or potential bidder, contractor or proposer feels they have been aggrieved in connection with a solicitation, evaluation or award of an agreement, the aggrieved vendor must submit a written protest to the Business Support Services Coordinator within 10 working days of such occurrence.

A formal letter of protest must contain the following:

- Identification of the action/transaction alleged to have caused the protest (i.e., IFB, RFP, P.O., etc.)
- The identification of the statutory or regulatory provision(s) the action taken is alleged to have violated;
- A detailed statement of all relevant facts surrounding the actions taken and the alleged violations of such actions; and
- An identification of the issue(s) to be resolved.

The Business Support Services Director will review the stated issues to be resolved and provide a written assessment and explanation of the decision to the vendor making the request. In the event that the Business Support Services Director's review discovers any significant deviation from the rules, the Business Support Services Director has the authority to settle and resolve the dispute.

A vendor may appeal the decision, within three working days, to the Associate Chief Operating Officer of Sponsored Research Services. The Chief Operating Officer will render a decision within 10 days of the appeal.

If the vendor does not agree with the decision of the Chief Operating Officer of Procurement Services, the vendor may appeal to the Associate Vice President for Finance, whose decision will be final.

This document details the steps necessary when a vendor wants to obtain information about a bid or RFP from SRS Purchasing Department.

### **Request for Bid Information**

#### *Procedure/Responsibilities/Process*

Any vendor wishing to obtain bid/RFP information from the SRS Purchasing office must submit a written request for each different kind of request below:

#### *Bid Tabulation*

The bid tabulation or list of respondents can be provided to the vendor by the buyer.

#### *Other Documentation*

Evaluation matrix, notes, other responses, etc., related to the bid or RFP can only be obtained by an open records request, System regulation [61.01.02](#). Buyer will notify vendor that such a request needs to be sent to:

Mr. R. Brooke Moore  
Office of General Council  
TAMUS  
John B. Connally Bldg.  
301 Tarrow St., 6<sup>th</sup> Floor  
College Station, TX 77840  
[openrecords@tamus.edu](mailto:openrecords@tamus.edu)

Open records requests must include:

- 1) Identification of the bid or proposal number
- 2) The Bid or Proposal opening date
- 3) Description of the records being requested

Documentation requested in an open records request will not be provided until a purchase order or contract has been issued to a successful bidder/respondent.

#### *Debriefing requests*

These requests can be made directly to the Buyer. A debriefing is meeting with the Vendor one on one to discuss how future responses may be improved. For technical RFP's or bids Principal Investigator assistance is encouraged.

The debriefing would include:

- 1) Issues with the vendor's response.
- 2) Places for improvements
- 3) Strengths or weaknesses in the response

Other firm's responses to the proposal or bid are not discussed.

#### *Protests*

Request which appear to be a protest to a bid or RFP should be directed to the Business Support Services Coordinator for Purchasing

## **Vendor Setup**

Each system member has different procedures and contacts for setting up vendors. The following documentation is needed for all system parts:

- [W-9](#) form - domestic vendors
- [W-8BEN](#) - foreign vendors
- [Vendor Information Letter](#) - all vendors

Past W-9 forms can be found in:

<K:/BusinessSupportServices/FinancialReportingandAnalysis/W-9>

Past Vendor Information Letters can be found in On-Base and are searchable under Purchasing-Vendor Letter. The Vendor Information Letter provides information regarding business size and gender/minority status. Upon receipt of the form, the information is to be entered on Screen 206 in FAMIS for each system part except 99. Send to Charlotte with the W9.

Additional required documentation for each system part and instructions for requesting vendor setup is further explained below.

### **AgriLife (FAMIS Campus Codes 06, 07, 20)**

The W9 is submitted to [vendorrequest@ag.tamu.edu](mailto:vendorrequest@ag.tamu.edu) or faxed to 979-458-3242 with a short email requesting the vendor setup. If an alternate address is required that does not match the W9, written proof (email, quote, or invoice) must be included with the request.

Website: <http://agrilifeas.tamu.edu/fiscal/disbursements/accts-payable/vendor-setup/index.php>

### **Health Science Center (FAMIS Campus Code 23)**

In addition to the W9, a [Vendor Setup Form](#) is required to establish a vendor.

Email forms to [vendorsetups@tamhsc.edu](mailto:vendorsetups@tamhsc.edu)

Robbie Bounds at [rbounds@tamhsc.edu](mailto:rbounds@tamhsc.edu) for Order Address corrections.

### **Prairie View Texas A&M (FAMIS Campus Code 05)**

Email W9 to Juliette Spivey at [jmspivey@PVAMU.EDU](mailto:jmspivey@PVAMU.EDU) or fax request to 936-261-1958, Attn: Juliette Spivey.

### **Research Foundation (FAMIS Campus Code 99)**

Email W9 and vendor information letter to [vendorsetup@tamus.edu](mailto:vendorsetup@tamus.edu)

If an alternate address is required that does not match the W9, correct address should be noted in the email text.

### **TAMU/TAMU Galveston (FAMIS Campus Code 02 and 10)**

In addition to the W9, [Vendor Setup Form](#) is required to establish a vendor.

Fax forms to (979) 458-4191 or mail to FMO-AP Mail Stop 6000

Contact: Brandi Watson, [b.watson@tamu.edu](mailto:b.watson@tamu.edu)

Website: <http://finance.tamu.edu/fmo/vs/default.asp>

### **TEES (Setup in EPIK)**

In addition to the W9, [Vendor Setup Form](#) is required to establish a vendor.

Email forms to Adrienne Person at [adriennep@tamu.edu](mailto:adriennep@tamu.edu) or fax 979-458-7464.

### **TTI (FAMIS Campus Code 12)**

Email W9 to Donna Harrell at [d-harrell@ttimail.tamu.edu](mailto:d-harrell@ttimail.tamu.edu)

### **TARLETON (FAMIS Campus Code 04)**

Charlotte Smith for FAMIS vendors, [clsmith@tarleton.edu](mailto:clsmith@tarleton.edu)

Periscope vendor set up is Brandi Watson at A&M [b.watson@tamu.edu](mailto:b.watson@tamu.edu)

## **Trading in System-owned Equipment**

When an order requisition indicates that a piece of equipment or part of a piece of equipment is being traded in, the Principal Investigator (PI) should be contacted to verify the equipment owner.

### *System Member-owned equipment*

If trading in state-owned equipment, the PI must obtain written approval from the AAPO (Alternate Accountable Property Officer) or the APO (Accountable Property Officer). A [Property Transfer Form](#) must be signed by the appropriate personnel. When the new equipment is received, title must be assigned to the appropriate System Member.

The state allows trade-in only for similar items. (Ex. Furniture to furniture is appropriate, computer to printer is appropriate, but furniture to computer is not appropriate.)

### *Texas A&M Research Foundation (RF) owned equipment*

If the equipment is on RF inventory, the title must also be checked and verified. Sponsor-owned inventory cannot be traded in without SRS Property obtaining sponsor approval. If the item is RF-owned, no further action is necessary except to inform SRS property so the property record can be updated.

## **Record Retention and Scanning**

Texas A&M System policy is to retain hard copy paperwork for two years after scanning. Purchasing boxes up prior years files and puts them in a warehouse behind suite 300 of Valley

Park Center. As we receive invoices for purchase orders and they are scanned, they are filed in the bottom drawers of our file cabinets until fiscal year end.

### **Scanning**

We have three types of documents to be scanned as follows:

- 1) Purchase orders – These should be prepped (remove staples, look for two sided copies, etc.) for scanning using a separator sheet.
- 2) Vendor letters - These do not require a separator sheet. You will search for these in On Base by using the first two letters of the vendor name followed by an \*. (Ex. Am\*)
- 3) Office Memos – Shared Purchases - These should be prepped using a separator sheet

Prairie View, TAMU, TEES, TAMUG, TAMUS, TTI, and Research Foundation are currently stored in OnBase. AgriLife and HSC are stored in Laserfiche

### ***OnBase procedures are:***

#### **Batch Creating and Scanning**

- ✓ If computer is off, turn on and log on when prompted. User “engraphix” is filed in, the password is “spaceman”. If computer is on, proceed to the next step.
- ✓ Double click on “batch manager” located on the desktop.
- ✓ Create a batch based on the type document you are scanning: click on paper icon (directly under “file”). Make sure you are doing a “Purchasing-PO”. If not select the appropriate icon for **vendor letters** or **office memos**. Click “Save”.
- ✓ Click “Close” when hour glass has disappeared.
- ✓ The batch you created should be highlighted. If not, click on batch you created.
- ✓ Click the “Process Batch” (blue arrow) icon.
- ✓ Place face down in the tray. Click on “Scan Batch” (purple) button and the scanner should begin scanning.
- ✓ When all pages have been scanned a message box will appear stating “Out of Paper”, click “OK”.

#### **Helpful Hints:**

- Fan your pages then set in scanner (check for staples or paperclips).
- Place pages face down, long ways (landscape).
- If a line appears use the alcohol and wipe the scanner to clean the glass.

Verify each page has scanned individually.

After all documents are scanned hit cancel.

#### **When Finished Scanning**

Click “Close Batch” (green arrow pointing to the right) in the tool bar to close the batch.

Click “Yes”.

Verify the batch is highlighted and will be in the “In progress” status. You will wait till status shows “Validation - Ready”, Click “Refresh” to speed up validation process.

Click “Process Batch” (blue arrow) button.

Your document will be displayed to fill in to the left are empty fields to fill in. Click on the “ABC” tab (rubber band feature). This will allow you to draw a box around the information you would like to transfer to the empty fields.

There are 4 key word fields to complete. Make sure all information in the fields match the PO or Office Memo (these fields may need to be typed in). Hit tab to get to the next field. On PO’s for TEES, TAMU, TAMUS or TTI, the Location will need to be selected. When scanning vendor letters, only the Vendor name is entered in the key field.

To close batch, click “yes”

Verify the batch is correct which will be lighted and in the “Export-Ready” mode, wait until batch disappears. This sends the documents to OnBase so it can viewed by others. Click “Refresh” to speed up validation process.

Take documents back to your desk and log onto OnBase. Review each document for errors in scanning. If errors are found, (see section C) or if separator sheet not detected and multiple PO’s scanned the documents will need to be deleted in OnBase. Re-scan with the separator sheet.

After review is complete in OnBase, take the documents to another buyer to re-check the documents for any missed pages before filing.

The original purchase orders are kept **for 2 years after the final liquidation date**. These are filed in the cabinet outside cubicle 63. They are filed by batch after they are scanned and checked.

Vendor letters and Office Memos are recycled after the final check.

**When adding pages to existing purchase orders:**

Open OnBase (not Batch Manager).

Go to File/Open/Retrieve document.

Type group should be Purchasing.

Document type will be purchase orders.

At the bottom left you can enter the purchase order number in the document number field.

Click on Find at the bottom of the screen.

Once the document comes up, right click on it and select “scan more pages”. A message box will appear “Information (5192)”, select scan the additional pages, “Click OK”.

Select purchasing. A message box will appear “Scan more pages”, select the one that applies to the pages being scanned. Click “OK”. Put paper in the scanner and hit scan.

All pages have finished scanning. A message box will appear stating “Out of Paper”, Click “Cancel”.

Close the batch and that's all. If more pages need to be added to other purchase orders, start over on item one above.

### **Correcting Keywords for Pre-existing OnBase Documents**

Select “OnBase Client” icon from desktop.

Log in with OnBase user name and password.

Search for document by using search fields to the left of screen.

After document loads, right click on one of the document pages and select “Keywords” from the drop down menu.

Modify and/or add keywords as needed and click “Save”.

Close document.

### **Removing and Reordering Pages in Pre-existing OnBase Documents**

Select “OnBase Client” icon.

Log in with OnBase user name and password.

Search for document by using search fields to the left of screen.

After document loads, right click on one of the document pages and select “Delete/Reorder Pages” from the drop down menu.

Reorder and/or delete pages as needed.

- To delete pages, select pages and press “Delete Selected” icon in the top left corner of the screen.
- To reorder pages, drag and drop pages to the new locations within the document.

Click “Save Changes and Close” icon.

When prompted with “Do You Want to Save” box, click “Yes”.

Close document.

### **Scanning HSC/PV Purchase Orders to Laserfiche HSC:**

Email the documents to yourself using the printer.

Save to Purchase>scanned file pdf (the PO number HSC: K200525 HSC for example).

Connect to the VPN for the appropriate campus code.

### **Prairie View:**

Log on to Laserfiche for the appropriate campus code.

HSC PO's drag and drop the folders into the F: drive files.

PV will have to import the folders to the F:drive.

Once all documents are uploaded, exit Laserfiche and VPN.

### **AgriLife:**

Designated buyer handles uploads.

## **Invoice Processing**

### **General**

Mail is picked up twice a day from the front desk, sorted as soon as possible. Invoices are separated into the following stacks:

- Invoices with a purchase order number.
- Invoices under \$10,000.00 with an account number.
- Invoices over \$10,000.00 without a purchase order number.
- Invoices under \$10,000.00 without an account or purchase order number, or with an incorrect number
- Statements
- Acknowledgements
- Credits
- Campus Service Invoices

All invoices are date stamped and delivered to Accounts Payable (AP) at the end of the day unless exception noted below.

**NOTE: Any invoices for a CIADM project, original on 01 System now moved to 23 HSC (See account numbers listed below) and HSC lease payments against purchase orders, are to be hand carried to Belinda Nolan cubicle C120, in a separate stack from the other invoice.**

486000-02230

803991-02230

486000-02220

803991-02220

486000-02140

244950-02140

### **Invoices with Purchase Order Numbers**

1. The referenced purchase order is pulled and attached to the invoice.

2. The items listed on the invoice are checked against items on the purchase order. Any discrepancies are researched.
3. If the invoice amount is greater than the original purchase order amount, the invoice and purchase order are given to the appropriate buyer to contact the vendor for a credit. If there was a valid reason for the increase the buyer will contact the Project Administrator for their approval if the increase is more than \$100.00 (unless the increase is for freight). When it's only an increase in freight the buyer may increase the amount without approval.
4. FAMIS screen 278 pop up F11 is reviewed for item receipt and invoices processed

### **Invoices under \$10,000.00**

1. Account/Project number is circled in red and stamped with the purchasing date stamp.
2. If there is no account/project number the invoice is stamped on the back with the purchasing date stamp.

### **Invoices over \$10,000.00 without Purchase Order Numbers**

1. Invoices are **NOT** date stamped.
2. Invoices are reviewed to determine whether a purchase order should have been issued.

If a purchase order was not required, the invoice is date stamped and sent to A/P. A purchase order is not required in the following situations:

- Freight charges only or if the freight charges make the total dollar amount go over \$10,000.00, including customs charges (import/export charges)
- TAMU interdepartmental charges (exception: Ones that appear to be equipment and/or services)
- Charges for analyzing blood and other medical tests
- Joint purchases between SRS account and University account. (These do require a copy of the University purchase order.)

If a purchase order was required, the invoice is given to the appropriate buyer to handle as a non-compliant.

### **Acknowledgements**

Acknowledgements referencing an account/project number are forwarded to A/P.

Acknowledgements referencing a purchase order number are compared with the items and prices listed on the purchase order. If any discrepancies are found then the purchase order is given to the appropriate buyer for research. The acknowledgment is attached to the purchase order file copy.

### **Credit Memos**

Credit Memos with account/project numbers are stamped and forwarded to A/P.

Credits received for invoices with purchase orders are given to the appropriate buyer as they may be holding an invoice waiting for the credit.

### **Interdepartmental Transfers (IDT) (AgriLife Specific)**

*Definition:* An IDT (inter departmental transfer) is a document used to pay another department within the same organization. This takes the place of issuing a PO for internal purchases /

services. Purchasing maintains files for rates by department who is billing for the services or supplies.

### **Procedures:**

Purchasing will check Ag Laserfiche for submitted IDT requests daily:

- **LOCATION:** Work in progress – Purchasing-OSRS-IDT

The end date of the project is verified in FAMIS. If invoice is not for services or supplies within the project timeframe contact the Project Administrator. The IDT is then processed based on type:

Services – These are for services performed by one department for another (i.e. lab tests, analysis, data collection, animal per-diem).

Supplies – Purchase of supplies (i.e. departmental stock room). No rate check is necessary, stamp the cover page with the “approved by” stamp located in Laserfiche.

- ✓ If no rate sheet is on file, request the published rates from the department. (Departments are currently working on establishing rate sheets. If they indicate they do not have them prepared yet, we have a memo in the rate check file that will cover them until further notice.)
- ✓ Each IDT will have a cover sheet listing all invoices that are part of the package. This page will be stamped with the “approved by” public stamp in Laserfiche. This stamp will indicate your UIN number.
- ✓ After rates have been verified, stamp each page appropriately with either the “Rate Checked” stamp for services or the “supplies rate checked NA” public stamp for supplies.
- ✓ Print the document to PDF and save under Purchasing/Ag/IDT.
- ✓ Then move all completed documents from “Work in progress-Purchasing-OSRS-IDT to
  - **LOCATION:** Work in Progress - Disbursements – OSRS (TAES(06) or TCE(07) IDT.

### **Non-Compliant**

Non-Compliant Invoices over \$10,000.00 without Purchase Order Numbers require the following procedures:

1. Review to determine if a purchase order was required or if the type purchase/service is exempt. Document is not date stamped until appropriate paperwork is received.
2. FAMIS screens are checked as follows:
  - a. On screen 285 using the vendor name, check for any encumbrances around the same dollar amount.
  - b. On screen 62 using the project/account number, check for any encumbrances around the same date as the order date on the invoice.
  - c. If no encumbrances exist continue with the procedures below:
3. On screen 51, use the account number to check for the PI's name and the appropriate Project Administrator. Then go to screen 52 to obtain the department code and project/account end date.
4. Send an NOD/DO NOT PAY e-mail memo to Teresa O'Brien, with the invoice number, project/account number, dollar amount of the invoice and the reason for the delay in getting the invoice. A/P keeps a copy of the email until Purchasing sends a purchase order liquidation authorizing payment. Invoice is stamped with the NOD stamp and date of NOD is included.
5. Copy of the invoice and a completed order requisition with the “I certify” stamp on it, are sent to the PI or PI delegate, with an e-mail letter explaining purchasing procedures, asking

for explanation as to why the procedures were not followed and a signed order requisition submitted (unless the member requires submitting a requisition through FAMIS).

NOTE: TEES requisitions are processed through EPIK and generally the department submits the requisition indicating “not compliant” and includes a signed memo from appropriate TEES personnel. If the letter is not with the requisition, inform the department, copying the Business Support Services Coordinator and Mary Williams at TEES, [me-williams@tamu.edu](mailto:me-williams@tamu.edu).

AgriLife non-compliant orders are submitted with a letter signed by Steve Schulze. Again if it’s not with the requisition you will need to instruct the department and copy the Coordinator and Dee Ann Schneider at Agrilife, [da-schneider@tamu.edu](mailto:da-schneider@tamu.edu).

6. Forward a copy of the email, previously sent to the department, to the Project Administrator asking him/her to class and return the copy of the invoice to Purchasing.

NOTE: A return email with the expense code noted is acceptable as long as the email notes the invoice number, project/account number and dollar amount.

ONCE this is received immediately create a purchase order to encumber the money. Then hold for approved order requisition and other required paperwork.

7. Enter the invoice information in the purchase order tracking spreadsheet for the appropriate system part.
8. If vendor is not set up in FAMIS, contact vendor for W9 and vendor information letter. Then request set up with the appropriate member personnel when received.
9. When the classed copy is received, purchase order is created to encumber the funds for campus 02, 99, 10 and 23 only. Other campuses require a requisition be entered.
10. Complete all paperwork needed for purchases over \$10,000.00.
11. [The original invoice is held in purchasing pending receipt of adequate documentation from PI.](#)
12. When an explanation and certified order requisition (or electronic requisition), are received from the PI, a copy of the certified order requisition is stapled behind the original invoice which was stamped with NOD stamp. The original certified order requisition, the classed copy of the invoice and the PI's explanation are stapled behind the purchase order file copy. The invoice is attached to the purchase order and placed in the liquidations in-box.
13. (Only for campus 99) If order requisition and classed invoice from Project Administrator reach Purchasing at the same time, no purchase order is created. Purchasing forwards the order requisition and invoice to A/P requesting that they pay on screen 111 in FAMIS. There is no need to encumber (i.e. 11/27/96 Recd. Inv. #222 @ \$10,000.00. Pay on screen 111, buyer’s first initial and full last name.) A copy of the order requisition and the classed invoice is placed in the closed files if equipment. If the purchase is for supplies or services just forward all paperwork to A/P.
14. Add appropriate purchase order documentation based on purchase order audit sheet.

### **Campus Service Invoices**

All TAMU system member campus rates are checked. Rates are considered to be per copy costs, labor costs, per diem cost (daily animal care rate) room rental, equipment usage, etc.

### **Rate Check**

The Texas A&M University System requires all system service departments and centers at each University and Agency to establish rate checks according to TAMUS regulation [21.01.05](#) (see:

<http://tamus.edu/offices/policy/policies/index.html> for detailed regulations). Their rates and billings must follow fiscal procedures approved by the Senior Vice President and Chief Financial Officer of their system part. System parts are as follows:

*Universities*

Texas A&M University  
Prairie View A&M University  
Tarleton State University  
Texas A&M International University  
Texas A&M University- Corpus Christi  
Texas A&M University- Kingsville  
Texas A&M West Texas A&M University  
Texas A&M University-Commerce  
Texas A&M University-Texarkana  
Texas A&M Health Science Center  
Texas A&M Baylor College of Dentistry  
Texas A&M Institute of Biotechnology (IBT)

*Agencies*

Texas A&M AgriLife Research  
Texas A&M Engineering Experiment Station  
Texas A&M AgriLife Extension Service  
Texas A&M Forest Service  
Texas A&M Engineering Extension Service  
Texas A&M Transportation Institute  
Texas A&M Veterinary Medical Diagnostic Laboratory

Rates are considered to be:

- per copy costs
- labor costs (ex \$10.00/hour)
- per diem (cost to house lab animals)
- room rental
- equipment usage (generally hourly or daily rate)

Any on campus department billing for services (labor, equipment rental)

All inter departmental invoices are checked for the system compliance before the invoices are sent to Accounts Payable for payment.

**Rate Checking Procedures**

Check each invoice against current rate sheets. If a rate sheet is not available for the department invoicing SRS, handle as follows:

Check their website to see if their rates are published. If so check the rate and approve the invoice if the rates match.

For those rates not published on the web you will need to contact the billing department for updated written rate schedules by e-mail or fax. (Note: If a department takes longer than two days to get back to you, send an NOD to A/P.) Add the new schedules to your rate files for reference.

After verifying the rates you then stamp the invoice with the RATE CHECKED stamp and forward to Accounts Payable.

Department Examples:

**BIO/BIO COPY CHARGES**

METAL SHOP/ELECTRONIC SHOP (if labor or machine usage)

BIOAQUATIC FACILITY

GENE TECH (Reactions/Sequencing)

BIOLOGY (except stockroom supplies)

GEOSCIENCES FOR TECHNICIAN HOURLY RATE CHARGES

Any on campus department billing for services (labor, equipment rental)

Departments Exempt from Rate Check:

Transportation Services

CIS

Supply items being sold through departmental stockrooms.

Telecommunications

**Record Keeping**

Rate sheets are maintained for three years prior to the current rates for possible audits.

**Services Rendered Invoices**

Services rendered invoices should be submitted on services rendered forms.

Invoices over \$10,000.00 may require a formal agreement which is decided by the Project Administrator. If an agreement is required, an order requisitions will not be required. If an agreement is not obtained, an order requisition is required. The Project Administrator should return the invoice to Purchasing to obtain an order requisition or forward a copy of the agreement.

**Expenditure Reimbursements over \$10,000; \$5,000 for Prairie View and Tarleton**

Project Administrators should immediately call the PI, explain the procedures, inform him/her that he/she may be jeopardizing being reimbursed if he/she does it again and document the conversation on the form before sending the form to AP.

**Subaward Invoices**

Numbers begin with "S" or "C" for CIADM. This may differ among system members so screens 62 or 162 must be checked for encumbrances and previous payments.

Subcontract number is circled in red and sent to [AP](#) for processing.

## **Texas A&M Research Foundation Procurement Cards**

Texas A&M Research Foundation (RF) JP Morgan Chase procurement cards (procards) are available to RF Principal Investigators to allow:

- Utilization of electronic commerce.
- Elimination of prepayment checks for vendors who will not ship without prior payment.
- Ability to obtain additional discounts for prepayments.

Cardholders may make purchases up to \$5,000 per transaction with a monthly expenditure total of \$10,000.00.

Cards are issued upon request sent to the Project Administrator.

Upon a signed request from the PI or his delegate the following procedures are followed:

- Project end date is checked in FAMIS screen 9.
- Cardholder information is added to the credit card Access database
- The card is requested from Chase through their on line program called SmartData.
- Cardholder is added to our in house email group called “Procard Contacts”

### **Procard Contacts: Adding and Deleting Cardholders in Outlook “Procard Contacts” system**

Adding Cardholders:

- Select Contacts, click “Procard Contacts”
- To add cardholder: right-click in the main window
- Select New Contact: enter cardholders information
- Click “Save and Close”

Deleting Cardholders:

- Select Contacts, click “Procard Contacts”
- Browse the contact list for the name of the cardholder to be deleted
- Right-click on the name. A text-option box will appear.
- Click on “Delete” at the bottom of the text-option box. This will remove the name from the Procard Contacts list.

- 1) Once the card is received from Chase a short training class is scheduled for the cardholder if they have never used an RF card.
- 2) The cardholder credit card number is added to the Access database along with the expiration date of the card.
- 3) Once training is completed a signed cardholder agreement is put In the project file for the cardholder.

### **Statement Closing Date has Arrived**

- 1) Printout condensed statement from SmartData. Save the statement to Purchasing/RF/Credit cards/procurement cards. Save as that month’s bill (ex. February 2014). Give A/P, a copy of the statement. AP will find IODP cardholders with charges and send the list to IODP by email.
- 2) Send initial notice via **blind copy** e-mail to cardholders who had charges. Let them know they should be receiving their statements by the **8th** of the month. (Send another email to those internal **SRS/RF employees** who had charges)
- 3) Follow up with second notice around the **16<sup>th</sup>** of the month.

- 4) Start calling cardholders who have not sent paperwork by **one day before A/P's due date.**
- 5) If you haven't received all statements by the **day of** the deadline, print the ones that are missing out of the master statement you saved at the first of the month.
  - a. Add the account number tied to the card and the administrative account number (40200102001) (A/P will add the appropriate PA expense code.)
  - b. You should have all statements to A/P before 3:00p.m.on the deadline date.

NOTE: Remember to keep copies of the missing statements so that you can follow up again with the cardholder to get those in as soon as possible.

### **Initial Review – SRS Purchasing**

- 1) SRS PURCHASING reviews the paperwork to verify that all backup and signatures are provided.
- 2) Statement with a receipt for each transaction is attached (If receipt is missing and the statement provides a good description of the items you do not need to obtain a receipt from card holder.)
- 3) Either a transaction log with an authorized signature or a statement with an authorized signature on the "I certify stamp" is required.
  - a) **If any Travel related fees are charged (registration, airline tickets, food, etc), the SRS Purchasing will send a copy of the back-up documentation and either a transaction log or copy of the cardholder's statement to Travel with the card number marked out. (Travel will contact the cardholder to obtain information as to who the registration or airline ticket was for, purpose of the trip and the dates of the trip. If a membership fee is included in the registration, this is an unallowable charge. (See unallowable charge procedures in Second Review section below). If cardholder is an RF or IODP Travel department employee we do not need to check their statements as their procedures are different.**
- 4) EMPLOYEE statements, if a certified order requisition is missing, the buyer will notify the authorized approvers from screen 52B, immediately and obtain verbal approval with written approval to follow as soon as possible. When written approval is received it is noted for which voucher and given to A/P to be added to the voucher once it's scanned.
- 5) If SRS Purchasing is aware that a credit is pending for the next month's statement, SRS Purchasing will make a copy of the charge receipt, transaction log sheet (if available) and statement to hold as back up for the following month. If the pending credit is a disputed item the charge will be paid on the administrative account (402001-02001) until credit is received. The credit will need to be applied to the administrative account.
- 6) All employee statements are to be prepared and given to Purchasing Coordinator (Teresa O'Brien) for review and initialing before sending to AP

### **Follow these procedures for exceptions:**

#### **Justification Needed for Purchase**

A/P or PA will handle.

#### **Supporting Documentation Needed for Purchase**

- SRS Purchasing will contact cardholder for back-up paperwork and hold in Purchasing until received.

- The A/P-Voucher Compliance will class the charge or use procedures for unallowable charges.
- When the back-up paperwork is obtained, the SRS Purchasing will forward the statement to A/P.

### **Purchase is an unallowable Charge**

The PA or A/P-Voucher Compliance will handle appropriately.

Purchase is paid as a verbal because transaction log is not signed or receipt(s) are not received from cardholder.

- A/P-Voucher Compliance will follow up for paperwork after check has been issued.
- SRS Purchasing will put voucher number on original paperwork.

Purchase is paid on administrative account because no paperwork has been received from cardholder.

- SRS Purchasing will follow up for paperwork after check has been issued.
- SRS Purchasing will put voucher number and check number on original paperwork and send to A/P-Voucher Compliance to process expenditure revision from the administrative account to the appropriate project account.

**All expenditures placed on the administrative account (402001-02001) require A/P-Voucher Compliance to create a 7899 voucher be placed on their research project. This will assist in tracking outstanding problems by clearing them from deficit reports.**

*NOTE:* If a cardholder fails to get their paperwork to us on time for a two or three month period discuss with Purchasing Coordinator to reduce credit limit to \$1 until all is received.

### **Access Credit Card Procedures**

Open Access to **F:\PURCHASE\Credit Cards\Converted Credit Cards.mdb**

#### **On Main Switchboard go to Enter CC on Main Form**

Use Advanced Filter by form, by hitting the Advanced button right by the filter button. Then hit the Filter by Form button.

Use the PI's last name as the only filter. Make sure all other fields are blank. Hit Advanced apply filter button.

- If the record is found, Access will pull it forward. If there is more than one PI with the same last name, Access will show at the bottom of the screen Record 1 of 2 (filtered). Select the correct Record and add the additional information needed. Notice also that a PI may have more than one project. This record indicator is right above the PI's record indicator, located on the sub form.
- When information is added and you leave the card portion of the form the information is saved. Remove filter using the filter button
- If no record is found, Access will pull forward a filtered but blank form. Complete the known fields.

**ID** – Let Access assign

**PI First Name** – Add the first name and enter their middle initial if known

**PI Last Name**

**Dept.**

**Street** – Building and room number if on campus

**Address 2** – Needed only if off campus

**Phone**

**Fax**

**Email** - Not required then tab to next form for the project number information.

**Project Number**

**End Date** – Enter the project end date from screen 51 in FAMIS.

**RA Name** – They are now PA's. There is a drop down box or you can begin typing and Access will fill in for you. NOT REQUIRED

**PI Info** – Access fills this in for you from the PI form above. **DO NOT CHANGE!**

**Credit Card Number** – leave blank if until you receive the card

**Type credit card** – Shell, Chevron, etc. If you start typing your selection, Access will pull up your choice. Once your selection is listed, tab down to the next field.

**Requested date** – Enter the date you request the card from the vendor.

**Issued date** – Enter the date you issued the card to the cardholder.

**Expiration date** – Complete when credit card is received. If the card doesn't have an expiration date, enter the end date of the project term or project year.

**Cancel date** – Only fill in when you cancel the card.

**Authorized individual** – Fill in the individual who will be the cardholder, usually the Principal Investigator.

**Project number** – Pulls from project number sub form.

**Comments** – Only used for special notes or when a card is moved from one project to another one.

Once you tab or hit the Enter key past the comments field, all information is saved into Access.

Close Form –Click on X at the top right corner of form.

### **Search Credit Card**

Used to find a information by a credit card number or any other fields available on the pop up. Use the same way you did above.

### **Update Credit Card Companies**

Used to make changes to credit card company's information. Use the filter by form feature as you did on the other forms.

### **Report Credit Cards per Company**

When you click on this one you will get a pop up box asking for the company supplying the credit cards. Enter the name and hit enter. It will create a report of all credit cards for that company.

### **Exit**

Closes database.

### **Getting to other reports/queries**

Close the Main Switchboard by clicking on the X at the top right of the form. From there you can click on the reports or queries you might need as they are listed to the left of the screen.

### **Exceptions when using the database: Changing the PI on a project.**

When the PI changes on a project, go into Enter CC on Main Form and Filter by Form to see if new PI has a record or not.

If PI does not have an existing record, and previous PI does not have more projects than the one changing, then; In the Main Form, go into the old PI's record and update. Don't forget to update the PI's first name in the Project Sub-form.

If the PI does have an existing record, you cannot update the record in the Main Form. You must get the new PI's ID number from the Main Form and then go to the Project Number Table and find the project number in question. Once the project number is located, the PI's ID number needs to be changed reflecting the new PI's number.

## **FAMIS Procedures**

### **Purchase Order**

Receive order requisition, review for PI and PA signatures and the expense class. Add necessary information needed to input into FAMIS. (i.e. complete account number, dept. code, sub dept. code, ARRA funding being used - screen 51 or 62, ship to address, whether the account is federal/non-federal funds - screen 9 or SPR 111, ) If prepayment is required and you are not using your procurement card, see section VIII for processing.

### **Screen 220 - PO Header Create/Modify**

Enter **220** on screen field. Hit enter key. You are now ready to fill in the header.

**DOC** - Enter K0(this is a zero) for **Purchase orders or W0 for lease of space, hotel agreements, consulting agreements or a special arrangement a PI might need when working at a non TAMU facility**. This allows the system to assign the next available purchase order number. **STOP:** Hit enter before entering header information. System now displays a pop-up window and asks for all departments and sub-departments that will be associated with this purchase order.

**DEPARTMENT/SUB-DEPARTMENT** - You may obtain these numbers from screen 51 or place a question mark in the department field and the system will bring up a pop-up screen listing all departments and their assigned department numbers. (Note: Not all accounts are assigned sub-department codes.) You can query on this screen by changing TYPE to either an N for name or I for ID. Enter first two letters of department name and hit enter key. Your selected department should be at the top of the screen. Tab down to the correct department and place an X beside it. Hit enter and the system automatically assigns the selected department code to your purchase order.

**VENDOR** - Put the first few letters of the vendor's name in the vendor field and hit enter. You will get a pop-up screen where you can search by vendor name. Find appropriate vendor with the same address as you have on order requisition. Tab down to it and place an X beside it. Hit

enter and the system automatically assigns that vendor to your purchase order. Tab to the next field. NOTE: If vendor must be set up send an email request to “Vendorsetup” with vendor’s complete address and phone number.

**DOC YEAR** - The system automatically defaults to the current fiscal year. You can change the year if needed. (Ex. 2001) Tab to next field.

**STATE REQ.** – Enter a short description of what you are ordering.

**DOCUMENT DATE** - The system automatically assigns the current date to your purchase order. Tab to next field.

**CAT.** – Most of your orders will be RO for regular order. However, if you are not sure what the category is, put a question mark in the field, hit enter. A pop-up window will be displayed. Tab down to the appropriate category, place an X beside it and hit enter. The system will automatically assign to your purchase order. Tab to the next field. (Note: If you enter a category and close the purchase order, you can’t change it. You will have to cancel the purchase order and copy the information added to a new purchase order.

**USER REFERENCE** - Put in the support account number from the order requisition. This will print on our purchase orders. Tab to the next field.

**STATE ORD.** – Enter the Project Administrator’s name. (ie Janice Blum, (Blum).

**REQUIRED DATE** - **This is not a required field.**

**CONTACT PERSON** - **This is not a required field.**

**PHONE** - **This is not a required field.**

**START DATE** - Only applies if you are processing a maintenance agreement or blanket order. (i.e. Beginning date Sept 1, end date August 31 next year.) Tab to next field.

**BUYER** - Enter your three letter code. If you don’t remember what it is, enter a question mark in the field and hit enter to bring up a pop-up window. Tab to the appropriate code, place an X and hit enter. The system automatically pulls the code to the purchase order. Tab to the next field.

**END DATE** - Only applies if you are processing a maintenance agreement or blanket order. Tab to next field.

**RESEARCH Y/N** – Indicates if funds are for research or not. Enter Y for yes and N for no. All of our purchase orders will be research unless we are processing an administrative order.

**TYPE FUNDS** - To review a list put a question mark in the field and hit enter. A pop-up window will appear showing all available choices. Select the one indicating a blank for fund type and whichever order type is appropriate for this order. This fund type refers to the type

bank we are using not the agency from which the funds came. Once you choose type fund from the list it will automatically pull order type.

**TYPE ORDER** - See type funds above.

**CHANGE DATE** - Only use if you are processing a change order. Tab to next field.

**PRINT DOC** - Indicate Y for yes.

**PCC CODE** - We will not use.

**DEPT.** - This field pulled when you indicated it on first pop-up window. If you need to add additional codes, hit F11 to add. Tab to next field.

**SUB-DEPT.** - Most accounts do not have one. If they do you will get it from screen 52 along with the dept. code.

**LDT code** - We will not use.

**DOC SUMMARY** - Indicate a summary of items being ordered. Example: computer system components, general lab supplies, etc. Tab to next field.

**VENDOR QUOTE #** - Type in vendor quote number if available. Tab to next field.

**VENDOR REFERENCE** - Type in vendor sales representative who provided prices. Tab to next field.

**DELIVERY** - This is the promised delivery date provided by vendor. If we do not have a quote, show it due in two to three weeks. **Exception: Reprints usually take 3 to 6 months.**

**TERMS** - These are the vendor's payment terms. **NOTE:** This will pull from vendor database if you hit F10. If it doesn't pull and the actual terms are not known, enter 'N' in the third blank and 30 in the fourth blank.

**FOB** - This is freight terms. It pulls forward when you hit F10 above. You can view a list of choices by placing a question mark in the field and hitting your enter key. A pop-up screen will appear. Tab to appropriate freight term, place an X beside it and hit enter to select.

**SHIP/HANDLE** - This field is not used.

**SOLE SOURCE** - Indicate a Y for yes or an N for no. If you select yes another pop-up window will appear when you save the header. This pop-up is for a brief justification. (NOTE: If you ever come back to review the po header, you can access the short description you added by hitting F7.) You will then complete the form which appears on screen 223. See instructions for completion of the form as indicated on IE. **This is not a required field.** You may choose to only complete the hard copy justification which is required.

**EMERGENCY** - Indicate a Y for yes or an N for no. If you select yes another pop-up window will appear when you save the header. This pop-up is for a brief justification. (NOTE: If you ever review the PO you can access the short justification by hitting F8 on this screen or an inquiry screen). You will then complete the form which appears after hitting F8. **This is not a required field.**

**BIDDING VENDOR, VENDOR CONTACT, RSP CD and BID AMOUNT** - These are used when creating purchase orders from bids. If a department sends bids with their order requisition you can enter those here. **NOTE:** This information does not currently pull from bid database. **This is not a required field.**

NOTE: Be sure you hit enter before advancing to the next screen.

### **Screen 221 - PO shipping and text Info**

Screen 221 can be accessed by hitting F5 (next) when on screen 220 or by entering 221 in screen field and pressing your enter key or just hit enter. Complete the following fields:

**SHIP TO ADDRESS NBR** - Enter a question mark in the field and a pop-up window will appear listing all addresses. You can query by code (C) or name (N). Find the one you need, mark it with a X and hit enter to select. If the address is not set up go to screen 316. See section VI for instructions.

**INVOICE TO ADDRESS NBR** - Same process as ship to address above. You will use 001 for Texas A&M Research Foundation.

**TEXT CODES** - You can query on text codes available by placing a question mark in one of the fields and hitting your enter key. Text codes established for bids will begin with a 2 and for purchase orders a 1. (Ex. 2DE for requesting descriptive literature be sent with their quotes.). The pop-up window gives you a brief description of each code. However, you can hit F5 for a full description if you are unsure of the one you need. **You must add one of the following text codes to your orders:** "1ye" - This account is federally funded or "1no" - This account is non-federal. If you are using ARRA funding add code 1AR. You can obtain this information by going to screen 9 to determine the sponsor and read the project title to determine ARRA funding. If you are unsure about the sponsor listed, check with another Purchasing team member or go to screen 111 in SPR and query by sponsor number.

**ADDITIONAL TEXT LINES** - If you have additional notes you need to add before line item printing and no on line text codes exist, you can add this information here.

**LDT CODES** - We are not using these. Now hit enter to save this screen.

**Screen 222 - PO Additional header text** - If you need to add additional header information you will use this screen. After entering information hit enter to save. Now hit F5 to advance to screen 224.

### **Screen 223 - PO sole source justification**

You will only advance to this screen when your purchase order is a sole source. You must add a short justification for each question asked on this screen. After completing, hit enter to save. **This is not a required screen.**

#### **Screen 224 - PO item create/modify**

You will now complete your line item information listed below.

**QUANTITY** - Enter the quantity being ordered for item #1. This is a numeric field.

**UOM** - This is the unit of measure. If you are not familiar with the system's designation of each unit, put a question mark in the field and a pop-up screen will appear with all valid values. Tab down to the one you need, place an X beside it and hit enter.

**UNIT PRICE** - Enter the unit price indicated on the order requisition. Tab to next field.

**DISCOUNT** - The vendor may extend a discount by line item. If so, you will indicate it here. View pop-up windows for the two fields falling under or to the left of Discount. The first field you will indicate P for % or D for \$ and the second field you will indicate percentage amount or dollar value of discount. (Ex. P10 or D100.00)

**PROC CODE** - This field is used for several different things. Put a question mark in the field to see your choices (ex. **N**, No charge item - when the PI gets something free with his order, **V**, Vendor discount - when the discount amount cannot be evenly distributed against each line item), **M**, Multiple invoices -when you are processing a purchase order with a need to receive more than the quantity specified at different dollar amounts. (Ex. Copier rentals with per copy cost added monthly will be different each time. **Freight charges** should always have this code.) Place an **M** in this field. It will allow multiple invoices to be processed as needed until all money is expensed.), **R**, Trading in equipment, **Z**, zap the line item permanently. There are several others that we will probably not use.

**DESCRIPTION** - Enter the line item description. If additional space is required you can enter a Y under **MORE DESC** at the bottom. When you hit enter to save, the screen will appear for additional line item description.

**FY** - Indicates fiscal year monies you want to use. The system defaults to the current year. Enter another year if needed.

**CC** - Indicates campus code you are posting to. System will default to current campus. We are campus code 99.

**ACCOUNT** - Enter the appropriate account number. All research accounts will begin with a 4 (Ex. 468320 01000). All administrative accounts begin with 1's. GERG accounts begin with 6's. The last four digits of the account portion you indicate is the object class/expense code. If you place a ? in the last part of the account field, a pop-up window will appear and you can search for the appropriate one. Again, you can search either by name (N) or ID (I). Tab to the appropriate one, mark with an X and hit enter. The RA must provide the expense class on the order requisition.

**PCT** - Percentage of line item amount to be paid out of this account. For the majority of our orders it will be 100%.

**AMT** - In some cases you might be given a breakdown by dollar amount instead of percentage. Enter those amounts here. **NOTE:** If you are paying from two or more accounts, enter the ones with a specified dollar amount and the last one with 100%. If each account is specified by a percentage, you can enter the percentage from each account instead of specified dollar amounts.

**Screen 225 - Additional line item description**

If additional line item description is needed advance to screen 225. If none is needed hit enter key to save, then F5 to advance to screen 226 or enter 226 in screen field and press your enter key. If you need to add another item hit enter.

**Screen 226 - Purchase order document close**

**CAUTION**, before you close make sure all information on po is correct. Closing the document encumbers the funds.

**CLOSE DOCUMENT** - Change to a Y and hit enter. Your document will now show a closed status in the middle of your screen. If the purchase order won't close, note the reason at the top of the screen and call the RA. They will probably need to lift a flag.

**Screen 215 - Purchase Order Print**- This screen is used to print your purchase order documents.

**Start Doc** - Enter the document you need to print. This field and the next field allow you the ability to print a range of purchase orders.

**End Doc** - Enter the last document number you need to print. **Print (Y/N)** - Enter a 'Y' in the Print field.

**Printer** - Leave blank. The system automatically defaults to appropriate printer.

**Print date** - The system will automatically assign today's date.

**Reprint** - Leave blank unless you are reprinting a purchase order. Then enter a 'Y'.

**Two Forms** - We are not currently using this field. Leave blank.

**Text Codes Last** - If you do not want your text codes to print first, add a 'Y' in this field.

**Mail Code, FED Text Codes and Spl output** - We are not currently using any of these fields. Leave blank. Now hit enter to print. You will see a message saying purchase order has printed at the top of the screen.

**Screen 219 – Purchase Order Vendor Change** – Enter the purchase order number that requires a vendor number change. Hit enter. Now tab down to current vendor number and type over the

name with the correct vendor name or vendor number. The system will not ask for a reason. Type in the reason and hit enter. The top of the screen should show Record has been successfully modified.

**Screen 227 – Purchase order Copy/Transfer to a new document – Doc** - Enter the purchase order number you are copying from.

**Item** – You only need to add an item number in this field if your purchase order has more than 10 line items and you want to start with item 10, otherwise leave blank.

**New Class** – Enter a P for purchase.

**Doc** – Enter K0 so the system will assign the next available purchase order number.

### **Bid Processing**

Receive order requisition, review for PI and RA signatures as well as the expense class. Add necessary information needed to input into FAMIS. (i.e. complete account/project number, dept. code - screen 51 or 62, sub code, ship to address, whether the account is federal/non-federal funds - screen 51 or 9.)

### **Screen 410 - Bid header create/modify**

Complete the following fields to create your bid.

**DOC** - Enter B0(this is a zero) and the system will assign the bid number. Hit enter key. System now displays a pop-up window and requires that all departments and sub-departments that will be associated with this bid be entered.

**DEPARTMENT/SUB-DEPARTMENT** - go to screen 51 and enter the account number. You will see the department code and sub-department code displayed in the center left of the screen. You should already have this number on the order requisition. Enter the number in the field. Hit enter and the system automatically assigns the selected number to your bid.

**DOC YEAR** - The system automatically defaults to the current fiscal year. You can change the year if needed. (Ex. 2001) Tab to next field.

**DOCUMENT DATE** - The system automatically assigns the current date to your bid. Tab to advance to the next field.

**CAT.** - If you are not sure what the category is, place a question mark in the field, hit enter. A pop-up window will be displayed. Tab down to the appropriate category, place an X beside it and hit enter. The system will automatically assign to your bid. Tab to the next field.

**USER REFERENCE** - This field is user defined however, we are using the support account number. Enter the support account number and tab to next field. On account 130041-01009 and 130022-01009, enter the first five digits of the account and then the PI's name (i.e. 200041-Bevan).

**STATE REQ.** - Type brief description of the item/items you are bidding.

**REQUIRED DATE** – We do not use this field. This date would pull forward from the requisition module, indicating when the PI needs the goods. Since we are not currently using the requisition module you will have to enter his/her required date as indicated on the order requisition. Tab to next field.

**CONTACT PERSON** - This is the name of the department contact person. This does not print on the bid. It is on-line information which will print on the purchase order when transferred. Enter the PI or delegated person and tab to the next field. This is not a required field.

**PHONE** - This is the contact person's phone number for on-line information which will transfer to the purchase order. Enter and tab to next field. This is not a required field.

**START DATE** - This would only apply if you are processing a bid for a maintenance agreement or blanket order. Tab to next field.

**BUYER** - Enter your three letter code. If you are not sure what it is, enter a question mark in the field and hit enter to bring up a pop-up window. Tab to the appropriate code, place an X and hit enter. The system automatically pulls to the bid. Tab to the next field.

**END DATE** - This would only apply if you are processing a maintenance agreement or blanket order. Tab to next field.

**RESEARCH Y/N** - Indicate if project funds are for research or not. Enter Y for yes and N for no. All of our bids will be research unless we are processing an administrative order.

**TYPE FUNDS** - To review a list put a question mark in the field and hit enter. A pop-up window will appear showing all available choices. Tab down to the appropriate fund type, place an X beside it and hit enter. The system automatically pulls to bid. The majority of our bids will be federally funded. Type funds and Type order connect. Once you choose type fund from the list it will automatically pull type order.

**TYPE ORDER** - See type funds above.

**CHANGE DATE** – Not used unless you are processing an amendment to your bid. Tab to next field.

**PRINT DOC** - Indicate Y for yes and N for no.

**OPENING DATE** - Enter your bid opening date. Usually two weeks from the date you send out the bid. If you are processing a rush/emergency bid you would only give 7 days for vendors to respond.

**TIME** - Enter 4:45pm

**DEPT.** - This field pulled when you indicated it on the first pop-up window. If you need to add additional codes, hit F11 to add. Tab to next field.

**SUB-DEPT.** - This field pulled when you indicated it on the first pop-up window.

**DESCRIPTION** - This is a summary of the entire bid document (i.e. misc. laboratory supplies). Tab to next field.

**SOLE SOURCE** – We do not use this field. Enter an “N”. If the purchase is a sole source you would create on purchase order screens (220 series).

**EMERGENCY** – We do not use this field. Enter an “N”. Indicate a Y for yes or an N for no. If you select yes another pop-up window will appear when you save the header. This pop-up is for a brief justification. NOTE: If you ever review the bid you can access the short justification by hitting F8 on this screen or an inquiry screen. You will then complete the form which appears after hitting F8.

**SUGGESTED VENDORS** – We do not use this field. These would have pulled if the bid was being created from a requisition.

#### **Screen 411 - Bid shipping and text**

Hit F5 to advance to screen 411 or enter 411 in screen field. Hit enter.

**SHIP TO ADDRESS NBR** - Enter a question mark in the field and a pop-up window will appear listing all addresses. You can query by code (C) or name (N). Find the one you need. We are setting up ship to codes for each buyer. Mark yours with an X and hit enter to select.

**INVOICE TO ADDRESS NBR** - Same process as ship to address above. However, this should always be TAMRF, 001.

**TEXT CODES** - You can query on text codes available by placing a question mark in one of the fields and hitting your enter key. Text codes established for bids will begin with a 2. (i.e. 2DE for requesting descriptive literature be sent with their bid.). The pop-up window gives you a brief description. You can hit F5 for full description if you are unsure of the one you need. More than one text code can be added. You may want to have a text code created indicating the vendor should direct inquiries to you.

**ADDITIONAL TEXT LINES** - If you have additional notes you need to add before line item printing and no on line text codes exist, you can add this information here.

#### **Screen 412 - Bid header text continued**

If you need to add additional header text you can advance to this screen by entering a 'Y' at the bottom of screen 411, more text line field. After you enter additional text, hit enter to save. You can then advance to the next screen by entering an 'E' in the page field ('E' is for exit, 'B' is for page backwards and 'F' is for page forward) and the system will take you to screen 414.

#### **Screen 414 - Bid item create/modify**

Enter screen 414 in screen field and hit enter. You are ready to complete the following fields.

**QUANTITY** - Enter the quantity of item 1 being ordered. This is a numeric field.

**UOM** - This is the unit of measure. If you are not familiar with system designation of each unit, put a question mark in the field and a pop-up screen will appear with all valid values. Tab down to the one you need, place an X beside it and hit enter.

**ESTIMATED UNIT PRICE** - Enter the unit price indicated on the order requisition. Tab to next field. This does not print on bid document.

**COMMODITY** - You will select the appropriate commodity from a pop-up screen by placing a question mark in the field and hitting your enter key. Find the appropriate one, mark with a X and hit enter again. This is not a required field.

**DESCRIPTION** - Enter the line item description. If additional space is required you will enter a Y under **MORE DESC** at the bottom. When you hit the enter key to save this screen, a page (**screen 415**) with additional lines will pop-up. Enter the description, hit enter key to save. Then put an E in the page field. This will take you to 414 for next item or 416 to complete the document.

**PROC CD** - Indicates whether the bid needs special processing (i.e. a trade in of equipment). This is not a required field. Hit enter key to save and then F5 to advance to screen 416 or enter 416 in screen field and hit your enter key.

#### **Screen 416 - Bid document close**

**CAUTION:** before you close your bid list make sure all information on the bid is correct.

**CLOSE DOCUMENT** - Change to a Y. You are now ready to create your bid list. Go to section III for instructions.

#### **Screen 418 - Flag Maintenance**

This screen allows you to reopen your bid document. Enter the appropriate bid number. Change the N on reopen bid to Y and hit enter.

#### **Bid List Maintenance Screens**

Screens available for inquiry are **440** and **441****Screen 420 - Master list create**

The master lists are permanent master vendor lists for a particular commodity. From these lists you can create specific bid list for each bid issued. We do not use these screen too often.

**COMMODITY** - Enter a question mark in this field and a pop-up window will appear listing all commodity codes on file. You can enter one or more letters of the item you are looking for and hit enter. If there are any commodity codes matching your description they will appear at the top of the screen. If not, you may need to search by a different description (i.e. chemicals may be under laboratory supplies). When you select your commodity a list of vendors should appear at the bottom of your screen. If a vendor you know sales the commodity is not shown, you can go

to screen 453 to add the vendor. See section V for commodity/vendor set up. If you don't have access to these screens, see Teresa or Liz to set up.

**MASTER LIST** - You decide what you want the master list to be filed under (i.e. chemicals for a particular purpose might be named under that particular purpose).

**BUYER** - Enter your three letter code. If you don't remember what it is place a question mark in the field and hit enter. A pop-up screen will appear listing all buyers. Find your name, tab down and place an X beside it and hit enter.

**COMMENT** - You can add a special comment for the list as another way to identify it for future use.

**SEL** - This field allows you to tab down to each vendor you want to add on the list, place an X beside each one you want to add and hit enter to create. The system displays additional information about the vendor to the right of the vendor number and name. This information will help you select small/disadvantaged vendors for our subcontracting efforts.

#### **Screen 421 - Copy master list to specific list**

This screen allows you to copy a master list to a specific bid list to be used for a particular bid. Multiple specific lists can be used to create a specific list as well.

**TO SPECIFIC LIST** - Enter your bid document number to tie the list to your bid document.

**FROM MASTER LIST** - Enter the master list name that you want to copy to your specific list.

**ADD TO EXISTING LIST** - You will leave this field blank if you are adding your first master list. If you choose to add another master list to your specific list you will need to enter a Y for yes before you hit enter to save.

#### **Screen 422 - Vendor specific list create**

This screen allows you to create a specific list from vendors who provide the specific commodity you chose.

**COMMODITY** - Enter a question mark in this field and a pop-up window will appear listing all commodity codes on file. You can enter one or more letters of the item you are looking for and hit enter. If any codes match your description they will appear at the top of the screen. If not, you may need to search by a different description (i.e. chemicals may be under laboratory supplies). When you select your commodity a list of vendors should appear at the bottom of your screen.

**SPECIFIC LIST** - Enter your bid document number to tie the list to your bid document.

**ADD TO EXISTING LIST**- You will only enter a 'Y' in this field if you are selecting your second commodity to choose vendors. Some of your bids may have more than one commodity being requested or you may decide to add more from the same commodity.

**SEL** - This field allows you to tab down to each vendor, place an 'X' beside each vendor you want to add and hit enter to create. The system displays additional information about the vendor to the right of the vendor number and name. This information will help you select small/disadvantaged vendors for our subcontracting efforts.

#### **Screen 423 - Bid list vendor modify**

You will use this screen to either add or delete a vendor from either a master or specific list.

**TYPE** - You will either enter a 'S' for specific list or an 'M' for master list depending on the one you want to modify.

**LIST** - Enter the name of the list you wish to modify.

**LIST BY COMMODITY** - You enter either a 'Y' for yes if you want the vendors listed by commodity code or 'N' for no if you want the vendors listed alphabetically. The yes would only apply if you had chosen vendors from more than one commodity listing.

**F** - This is the function key where you indicate if you want to 'D' delete a vendor, 'A' add a vendor, 'P' position vendor to list or 'U' update vendor. Enter your desired function beside the appropriate vendor/s and hit enter to update the list.

#### **Screen 424 - Bid list maintenance**

This screen allows modification of header information, usually on a specific bid list. The opening date and opening time fields will be the most commonly changed items of information. This screen is only used if you are extending the due date for some reason.

#### **Screen 426 - Copy specific to specific**

This screen allows one specific list to be copied to create or add to another specific list. You might use this if you want to reuse vendors created for an old bid.

**TO SPECIFIC LIST** - Enter the bid document number you want to copy to.

**FROM SPECIFIC LIST** - Enter the specific list you want to copy from to add to the new specific list.

**ADD TO EXISTING LIST** - Enter a 'Y' if you are adding a second or additional master list to the specific list.

**SEL** - Enter an 'X' beside each vendor you want added to the list. If you want all vendors selected you need not complete this field. Simply hit F10 to select all vendors.

**Screen 216 Bid Doc print** - This screen is used to print your purchase order documents.

**Start Doc** - Enter the document you need to print. This field and the next field allow you the ability to print a range of purchase orders.

**End Doc** - Enter the last document number you need to print. **Print (Y/N)** - Enter a 'Y' in the Print field.

**Printer** - Leave blank. The system automatically defaults to appropriate printer.

**Print date** - The system will automatically assign today's date.

**Reprint and Catalogue only** - Leave blank unless you are reprinting a purchase order. Then enter a 'Y'. Catalogue only, always leave blank.

**Two Forms** - We are not currently using this field. Leave blank.

**Text Codes Last** - If you do not want your text codes to print first, add a 'Y' in this field.

**Mail Code, FED Text Codes and Spl output** - We are not currently using any of these fields. Leave blank. Now hit enter to print. You will see a message saying purchase order has printed at the top of the screen.

**Screen 430 - Bid list response – We do not use this screen.**

This is where you enter whether the vendor responded or not and any additional comments pertaining to each bid received.

**LIST** - Enter the list you want to update.

**BUYER** - Enter your three letter code.

**F** - You can only enter changes in the lines without vendors already listed. This field is used to add a vendor who may respond even though they were not sent a bid.

**RESP** - You can enter a question mark in the field and a pop-up window will appear with your selections. Once you place an 'X' beside your selection, hit enter to accept. When the system returns to the screen, hit enter again to accept the changes.

**Screen 428 - Bid list flag maintenance**

This screen is used to delete or freeze bid lists.

**Screen 417 - Transferring a bid document to a purchase order or another bid document**

Enter the document number. If you are not transferring all items, you can pick only the specific ones you want to transfer (i.e. Item 23 only).

**New Class** - Enter the appropriate document class. If you are unsure what it should be, enter a ? (question mark) and hit enter. A pop-up window will appear with your choices. Choose the appropriate class and hit enter again (Most of the time you will choose P for purchase order).

**Doc** - Enter the appropriate document prefix (K0 for purchase order, B0 for bid).

**FY** - System automatically puts in the current fiscal year.

**Cat.** - Enter a question mark in the field and a pop-up window will appear. Place an X beside your selection, then hit, enter. The majority of your transfers will be 'ro' for regular orders.

**Vndr** - Enter the vendor number of the company you want to issue a purchase order or another bid to. If you are unsure of the number, enter the first few letters of the vendor name in the field and hit enter. A pop-up window will appear with all vendors starting with those letters. Scroll down and pick the correct vendor. Hit enter.

**Exist Class** - When transferring a bid document to another bid document you will use this field. Enter the class of the existing document you are transferring to.

**Doc** - You would use this field if transferring to an existing document.

**Header screen** - Enter a yes in this field if you want the header information to transfer.

**Func** - Beside each line item you will place the appropriate code. To transfer, place a 'T' in this field. If you are copying line items from a document which has previously been transferred you will enter a 'C'. There is a pop-up screen on this field if you enter a question mark and hit enter. After all items are marked, hit enter to transfer. The header of the new document will appear. Update header with vendor quote number and reference, line item pricing and account information.

### **Screen 11 procedures (Encumbrances)**

If there is an increase on a line item or additional charges added for freight you may need to increase encumbrance on screen 11. **DO NOT OPEN** the purchase order until you see if the account is in deficit. If the account is not in deficit, open the purchase order and update the dollar amounts. If the account is in deficit, add the encumbrance through screen 11. You may need to contact the RA to see if any funds are available. He/She may want you to use what's left and then put the remainder on 7899. If no additional charges were added you are ready to process the invoice. If not enter **11** on screen field. Hit enter key. You will have to open a batch each day. Enter your first and last initials and the last four digits of your phone number (i.e. to8453). For status you will enter a O for open. For the bank you will enter 00010. Press your enter key. You are now ready to fill in necessary fields.

**ACCOUNT** - Enter the appropriate account number with the expense class given by the Project Administrator.

**TYPE** - Enter a 0. This field has not been defined yet. When it is, we may change our procedures.

**OVERRIDE BUDGET EDIT** - Leave this field blank

**P.O. NUMBER** - Enter purchase order number.

**DATE** – The date always defaults to the date you are entering the transaction.

**DESCRIPTION** - This is a description of your encumbrance transaction. Enter the vendor name.

**AMOUNT** – Enter the dollar amount you need to add.

**DEBIT/CREDIT** - Enter a **D** to add funds to the existing encumbrance.

**COST REFERENCE 1, 2, 3** - These are not needed unless you are processing requests for SPECIAL accounts. This information will be on the order requisition.

**ID#** - Leave this field blank.

Now hit enter to process the transaction. You may get a pop-up warning stating that you may be processing a transaction in the wrong place. Place a Y in the box and hit enter. When the transaction is complete you will see a note at the top of the screen indicating the transaction was accepted. Now you're ready to create the invoice header.

### **Vendor Commodity Create/Modify**

If a vendor has not been tied to a specific commodity because a bid has not been issued, you can go to screen 453 to add it. If you don't have access to add, send a request to Liz or Teresa to set up.

**VENDOR** - Enter the first few letters of the vendor name to pull up a pop-up screen. Go to the correct vendor, mark with an 'X' and hit enter. This will pull the vendor name to your screen.

**F Field** - Tab down to the first blank line. Enter an 'A' in the F field to add or a 'D' to delete.

**COMMODITY ADD** - Enter the first few letters of the desired commodity listing you want to choose. Hit enter key. You will get a commodity listing. You can only choose one at a time. Hit enter. Advance to next line and repeat the above process. Once you have chosen all commodities that need to be added for this vendor and you have entered the 'A' in the F field, hit enter. This will add all new commodities to the vendor.

**COMMODITY DELETE** - To delete commodities simply add a 'D' in the F field and hit enter.

### **Ship to Code Setup**

When a Principal Investigator's address is not set up you will either have to see someone who has access to enter them or set them up yourself by the following procedures:

- 1) Go to screen 316.
- 2) Put a question mark in the address nbr field to query on PI's already set up. After you verify your PI has not been set up, change the code to N, to query by number. Get the next available number.
- 3) Go back to screen 316. Enter the number and hit enter. The message at the top should read, "Ship to number does not exist, enter information."
- 4) Always enter the last name of the PI first, a comma and then their first name on the first line.
- 5) Enter the department name on the first line of the address and under that enter either Texas A&M University, Prairie View A&M University or whichever campus location is correct.

- 6) Under city, state, zip and country enter the appropriate information.
- 7) Hit enter to save.

### **Prepayments**

When we receive an order requisition requiring prepayment for over \$5,000, please process as follows:

- 1) Create header on screen 220. Obtain purchase order number and mark on order requisition. The purchase order category will be 'PR' for prepay. This keeps the system from creating an encumbrance when the document is closed.
- 2) Make a copy of the order requisition on goldenrod paper. Send to A/P requesting that the check be returned to you on the front of the order requisition. A/P will process on 104.
- 3) When check is returned, enter screen 221 and add check number as a text code.
- 4) Close purchase order and print.
- 5) After successfully printing the purchase order, go to screen 228 and complete the purchase order.
- 6) A/P will follow up with PI to make sure goods are received.

### **Office Memo Procedures**

Before entering screen 11 you will need the vendor name and the assigned office memo number from your list.

### **Screen 11 - Encumbrance transactions**

Enter **11** on screen field. Hit enter key. You will have to open a batch each day. Enter your first initial, last initial and the last four digits of your phone number (Ex. to8453). For status you will enter a O for open. For the bank you will enter 00010. Press your enter key. You are now ready to fill in necessary fields.

**ACCOUNT** - Enter the appropriate account number with the expense code given by the Project Administrator.

**TYPE** - Enter a 0. This field has not been defined yet. When it is, we may change our procedures.

**OVERRIDE BUDGET EDIT** - Leave this field blank

**P.O. NUMBER** – Add your next available office memo number from your assigned list or the subcontract number (Always begins with an “S”) the PA has given you on the encumbrance request form.

**DATE** – The date will automatically be listed on the encumbrance. You would only enter a date here if you needed it to be different that the date you are entering the encumbrance.

**DESCRIPTION** - This is a description of your encumbrance transaction. For tracking purposes on screen 62 and 26, enter the vendor name since this encumbrance doesn't appear by vendor.

**AMOUNT** - The dollar amount of the transaction request.

**DEBIT/CREDIT** - Enter a **C** to release funds or a **D** to add funds to an existing encumbrance or create a new encumbrance.

**COST REFERENCE 1, 2, 3** - These are not needed unless you are processing requests for SPECIAL accounts. If they are, the Project Administrator will provide them.

**ID#** - Leave this field blank.

Now, hit enter to process the transaction. You may get a pop-up warning stating that you may be processing a transaction in the wrong place. Place a Y in the box and hit enter. When the transaction is complete you will see a note at the top of the screen indicating the transaction was accepted.

## **Texas HUB / Federal Small Business Subcontracting Plans & Reporting**

### **Federal Subcontracting Plans**

When an agency requires that a subcontracting plan be submitted with the proposal, budgets will bring a copy of the proposal budget with the [appropriate form](#) and ask that the form be completed and returned to them by a certain date. Generally, all agencies will require a subcontracting plan for contract awards totaling \$650,000 or more (see FAR 52.219-9).

- ✓ Review each line item in the proposal budget to determine if it can be subcontracted to an outside vendor. Data processing charges, photocopies, etc. are usually done within the departments and charged from TAMU and, therefore, are not subcontractable to an outside vendor. Categories that are usually subcontractable to an outside vendor are: supplies, equipment, printing, local travel (airfare), car rental, subawards/subcontracts, etc. Total all of the potential subcontractable expenses and calculate the percentage of subcontractable items against the total contract award.
- ✓ Sponsored Research Services usually works with the PI and/or his/her staff to determine vendors they anticipate using if they obtain the award. They are asked to use small disadvantaged businesses and if they are unsure who they might use we let them know that we will assist them if they win the award. Each proposal will be unique and will have different circumstances/objectives, and thus, may require that higher or lower percentage goals be set.
- ✓ Once the information provided by the PI/department, review the vendors in SAM.gov or in FAMIS to determine if they are small/disadvantaged businesses or if some contracts exist that utilize Texas HUB or small disadvantaged businesses that can provide the goods or services. After the review you will be ready to determine the appropriate percentages for the plan.
- ✓ Complete our subcontracting plan for the appropriate system member and obtain the Purchasing Coordinator's signature.
- ✓ Forward electronically to the proposal person handling the submission.
- ✓ Give the hard copy file to Gwen for the subcontracting plan files.

## **Texas HUB Subcontracting Plans (HSP)**

The HUB subcontracting plan is required on purchase request being submitted which are anticipated to exceed \$100,000:

When SRS issues a Bid/RFP's

- A blank HSP must be included if subcontracting is probable. Buyer is to ensure that adequate time is provided to the vendors to complete the plan (usually 3 week bid opening is given).
- In the event that subcontracting is not probable, the buyer must complete the HSP Subcontracting Waiver (see Exhibits section) and have it approved by the appropriate member HUB Coordinator after obtaining authorization from the Business Support Services Coordinator (Teresa O'Brien)
  - TAMU, TAMUS and HSC Teresa O'Brien has authorization to approve the waivers
  - AgriLife Research, Extension and TVMDL – DeeAnn Schneider, daschneider@ag.tamu.edu
  - TEES – Mary Williams, me-williams@tamu.edu
  - HSC – Tommy Bosquez, bosquez@tamhsc.edu or Robby Bounds, [bounds@tamhsc.edu](mailto:bounds@tamhsc.edu) (In Teresa's absence)
  - TAMU – Rex Janne, r-janne@tamu.edu (in Teresa's absence)
  - TAMUS – Don Barwick, dbarwick@tamus.edu (in Teresa's absence)
- When bids are opened, the HSP must be reviewed by the appropriate person listed above prior to a bid being tabbed. If the HSP is not approved, the bid is rejected. Rejected proposals/bids will not be listed on the tabulation sheet.

## **Texas HUB Subcontracting Plan (HSP) Submitted to a Sponsor for a Member**

SRS must obtain HUB plans from vendors as well as submit plans to other Texas state agencies when we submit a proposal to them. Requirement will be determined by state agency based on likelihood of subcontracting.

If required by state agency, the HSP must be completed as per the instructions on the official State of Texas form. SRS will work with the member to complete the plan.

## **Reporting**

*Small and Small Disadvantaged Business/EPA Fair Share/DBE/HUB Reports Information*

All reporting requires a report from for the current reporting period, either FAMIS or Business Objects with the exception of TEES which must be done manually.

FAMIS – TAMU, TAMUS, RF, AgriLife, etc...

- ✓ Request report on line at <http://www.tamus.edu/offices/famis/reports/>. If you have problems request them through our report coordinator. Specify the dates (i.e., July 1, 2000 through September 30, 2000), project numbers, sponsor and campus codes and the report name FBAR339.
- ✓ This report lists all disbursements made to vendors classed as small, woman owned, disadvantaged businesses, hubzone businesses, veteran disabled,
- ✓ (Each disbursement is broken down to show the account/project number and its corresponding dollar amount.), total direct expenditures by account/project for the report period, account/project total award to date.
- ✓ Reporting information for the DBE/HUB (CPRIT) reports is obtained through

- ✓ Business Objects listed under the Document List/Public Folders/ RF – Financial; TeresaHUB2.

TEES project information is obtained through the EPIK Portal.

- ✓ Expenditures and vouchers will need to be printed to tabulate the total expenses for the project reporting period.

Log on to EPIK PORTAL. Select EPIK FORMS.  
For List of Projects for Sponsor:  
Select – Research>Project>Query>Sponsor Research>Sponsor ID (abbreviated)  
Execute query  
Click – Project>Report. Print report.  
For Expenditures:  
Select – Research>Project>Query>Project Transactions  
Project- Enter project number  
Fiscal Year – enter fiscal year for the report  
Period – select a number for each month. (September is the first month of the fiscal year)  
Activity Type – pick Expenditure from the drop down  
Click on REPORT – print report with expenditures  
For Vouchers:  
Select – Finance>Payable>Query>Voucher All-Fields Query  
Reference Number – Enter voucher number  
Select – Execute Query (Second? Mark Box)>Detail>Report by  
Scrolling down to the bottom of page. Print the voucher report.  
To print an Invoice Image of the voucher. Click on the invoice number which will  
Highlight the field.  
Select – Invoice Image  
A pop up window will appear, click OK  
Print the invoice  
All expenditure will need to be identified as small or large and totaled for the reports.

#### STANDARD FORM ISR

[Subcontracting Report for Individual Contracts](#) is to be submitted semi-annually (unless agency requires them quarterly or annually) for each federal contract over \$650,000 to the applicable contracting officer. When requested also send a copy to our Small Business Administrator at the address below:

Valarie Coleman  
SBA Procurement Center Representative NASA  
2101 NASA Parkway  
Mail Code: BD BA11  
Houston, TX 77058  
Email: [valerie.j.coleman@nasa.gov](mailto:valerie.j.coleman@nasa.gov)

The ISR Form report covers information for individual contracts only. Specific instructions are on the [eSRS](#) website.

Reporting Contractor. This is auto filled once you select the sponsor contract number in [eSRS](#).

#### STANDARD FORM SSR - [Summary Subcontract Report](#)

This form is to be submitted quarterly to each Federal agency a system member has an active contract totaling \$650,000 or more. This cumulative report is to be submitted yearly (unless otherwise requested), and begins with new totals each October 1 (the start of the Government's fiscal year). The reports are due as follows: January 25 (for the previous October 1 - December 31), April 25 (October 1 - March 31), July 25 (October 1 - June 30), and October 25 (July 1 - September 30). Detailed instructions are on the [eSRS](#) website.

#### EPA FAIR SHARE OBJECTIVE PLAN

When we submit proposals to EPA we are required to submit a Fair Share Objective Plan. This plan calls for a minimum of 8% of the portion of the proposal which can be subcontracted with small, HUBZONE small or small disadvantaged business concerns. We do not submit a plan. It's just expected that we apply "best effort" to utilize these vendors.

#### [EPA Form 5700-52A - MBE/WBE Utilization Under Federal Grants, Cooperative Agreements, and Other Federal Financial Assistance Programs.](#)

This form is submitted yearly unless specifically requested in the contract provisions. Specific instructions are on the back of the form. A brief explanation of each section will follow.

- 1A. Fill in fiscal year
- 1B. Reporting Period. The dates will either be all quarters or a specified quarter depending on the EPA officer.
- 2A. This will change depending on the EPA office designated to review the reports.
- 2B/C. This will be the representative listed for the region who awarded the project.
- 3A. This will be the system member who obtained the grant/agreement
- 3B. Teresa O'Brien, [tobrien@tamus.edu](mailto:tobrien@tamus.edu)
- 3C. 979-845-8453, 979-862-3250 fax
- 4A. Agreement ID number, award number
- 4B. CFDA code listed on the project set up sheet
- 5A. Total award amount
- 5B. Check only if no expenditures were made at all.
- 5C. Total procurement amount not to include payroll from FAMIS report
- 5D. Verify if sub awards were issued. If we had expenditures at all then you would mark yes for contracts as a purchase order is a contract.
- 5E. Put actual expenditures for each group and each type purchase from the FAMIS report.
6. Always type in the project number. If we are not having any expenditures with MBE or WBE's then provide a short justification.
7. This is our authorized representative, currently Teresa O'Brien.
8. Signature of authorized representative. Type in the date you are preparing the report and the date.

[DBE FORM](#)– Disadvantage Business Enterprise (DBE) report is to be submitted semi-annually. The reporting period runs from January 1, 20\_\_ to June 30, 20\_\_ and from July 1, 20\_\_ to December 31, 20\_\_. A brief explanation of each section will follow.

1. Contractor
2. Program: NCHRP; TCRP; ACRP; NCRFP; HMCRP & CTBSSP

3. Project Number
4. Submitted by: Teresa O'Brien
5. Date
6. Contract Amount
7. Proposed Expenditures to Date
8. Actual Expenditures to Date
9. Name of DBE/DBE Expenditures

**HUB FORM** - Reports are generally submitted on the annual award date of the project, but may be changed in the award provisions.

NOTE: CPRIT HUB reports are submitted on line through their on line grant management program <https://cpritgrants.org/>.

### **Review of Sponsored Project Summary**

When new projects are awarded CGST sends a copy of the SPS via Purchase Notify. The SPS is reviewed to determine if reporting is required. Follow these steps:

- ✓ Receive SPS notices via e-mail daily or weekly.
- ✓ Check award type. If grant, other than EPA (Environmental Protection Agency) or a flow through from EPA, no need to check anything else. If contract proceed to step 3.
- ✓ Check sponsor type. If federal proceed to step 4. If a state agency and total award is over \$100,000 proceed to step 5.
- ✓ Check total award amount.
- ✓ If it is over \$650,000.00 print the award/SPS notice and give to Gwen. If it's under \$650,000.00 delete it.
- ✓ If it is under \$650,000.00 check award for DBE reporting (usually required with National Academy of Science awards).
- ✓ Check our HUB subcontracting plan file to see if the proposal number on the SPS matches any of them. If not check contract file to see what documentation is provided indicating reports are due.
- ✓ Check project budget to get an idea of how much equipment we might be purchasing. If a great deal of equipment or services inform the Buyer assigned to the Project Administrator as a heads up for what may be coming.