

# Procurement & Contract Services University of Alaska

Administrative Services Center, Rm 103  
3295 College Rd  
Fairbanks, AK 99709

Phone: 907-474-7315

Fax: 907-474-7720

John A. Hebard, C.P.M., Director

<http://www.uaf.edu/procurement/>



# What We Do

Provide procurement and contract support to approximately 200 departments at UAF and Statewide as well as contacting support for UAS.

UAF P&CS secures:





# P&CS Staff

Director

Associate Director

Senior Contracting Officer

Contracting Officers

Purchasing Agents

Buyer

Other (Business Mgr, Contracts Mgr, Office Mgr, Proc Asst, Contract & PR Review Tech).



# Goals of P&CS

Procure quality goods and services at reasonable prices in a timely manner.

Promote full and open competition or document approved exceptions.

Serve as custodians of public funds.

Advise customers of statutory and regulatory procurement requirements (state and fed) and assist with applicable procurement methods.



# What Guides Our Actions?

University procurement is governed by the Alaska State Procurement Code (AS 36.30), BOR policy and University procedures.

Purchases and contracts entered into by the university with federal grant and CA funds are subject to 2 CFR (Code of Federal Regulations) Part 215, Uniform Administrative Requirements for Grants & Cooperative Agreements with Institutions of Higher Learning, and applicable OMB circulars.


Purchases and contracts entered into by the university with federal contract funds are subject to the FAR (Federal Acquisition Regulations).



# How Does the University Make Purchases?

We create a competitive environment for the purchase of goods and services.

The total amount of the purchase normally controls the type and formality of competition.



# What Type of Specifications Does the University Use?

Whenever possible, we will use non-restrictive performance or design based purchase descriptions. We may also use



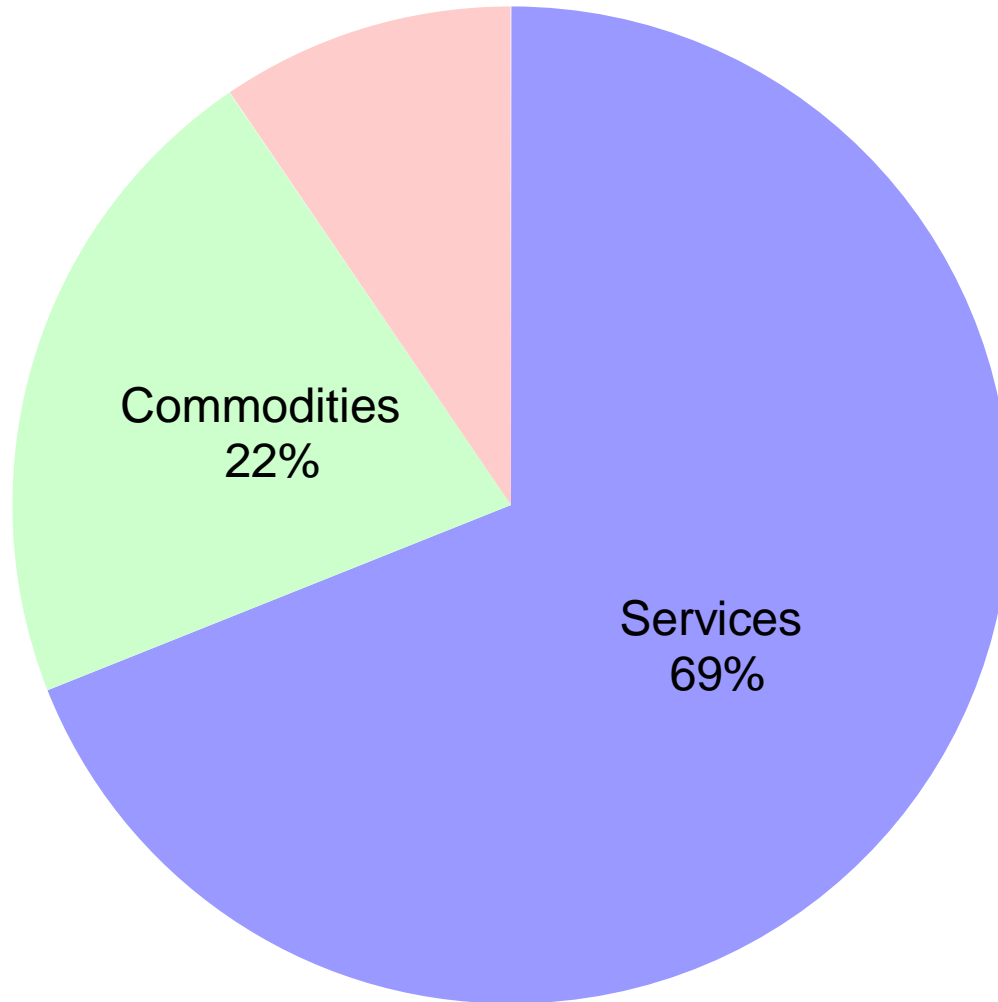


# FY10 Stats

In FY10, P&CS purchased approximately \$175 million in supplies, equipment and services. Over half of the funds used to purchase supplies, equipment and services



# What We Buy





# What We Buy

Fuel \$8.2 million

Office Supplies - \$1.6 million

Office Equipment and Furniture - \$1 million

Computer Software, Supplies, Equipment - \$13.4 million

Research and Education Supplies - \$11.5 million

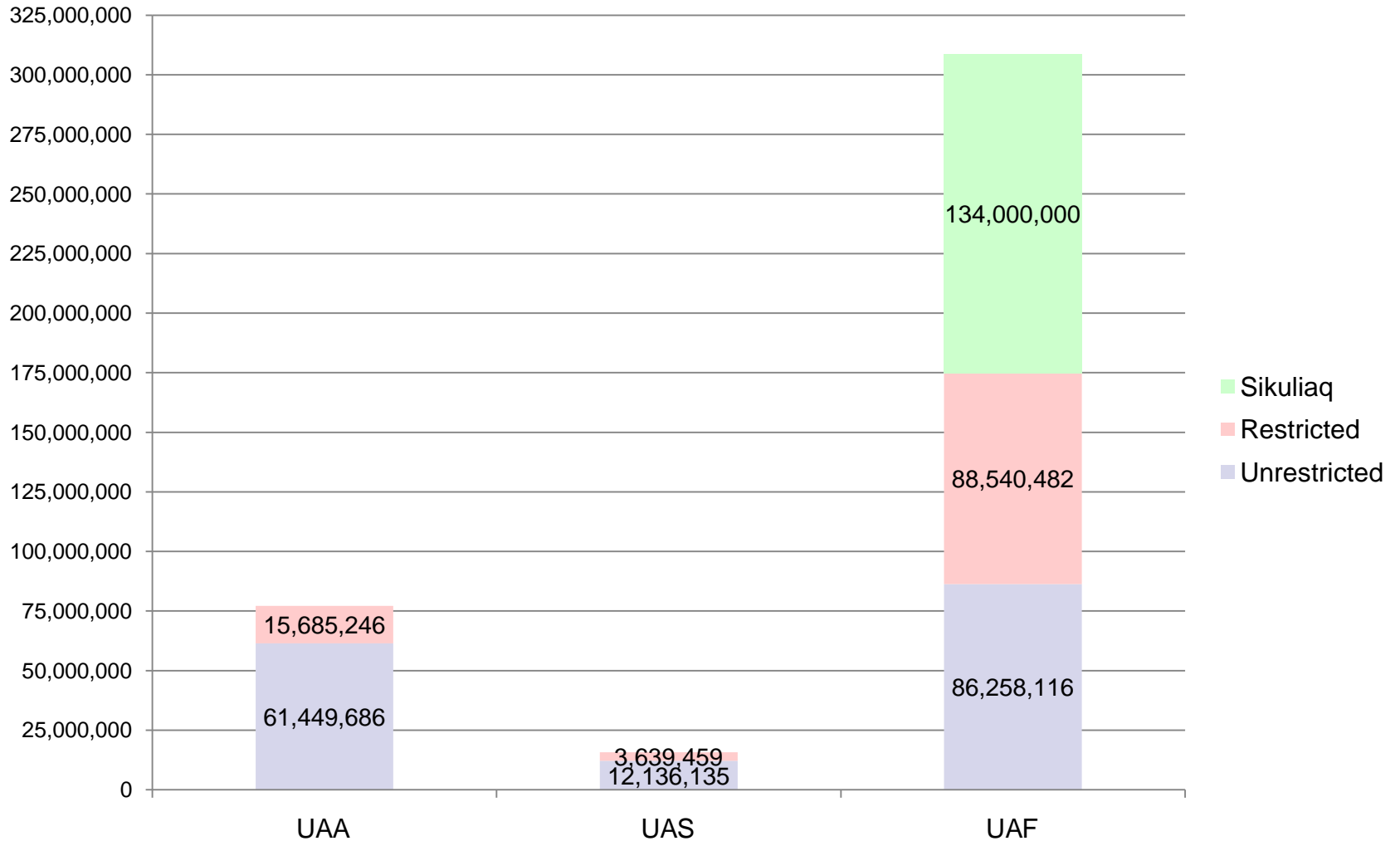
Research and Education Equipment - \$5.9 million

Transportation Equipment - \$2 million

Library Books, Subscriptions & Services - \$2.7 million

Professional Services - \$60.4 million

# Procurement Spend By MAU FY10





# UAF Procurement Spend by Funding Source

89,000,000 -  
88,500,000 -  
88,000,000 -  
87,500,000 -  
87,000,000 -  
86,500,000 -  
86,000,000 -  
85,500,000 -  
85,000,000 -  
84,500,000 -  
84,000,000 -  
83,500,000 -  
83,000,000 -  
82,500,000 -  
82,000,000 -  
81,500,000 -  
81,000,000 -  
80,500,000 -  
80,000,000 ▾

Fund 3

Fund 1



## Small Dollar Procurements (non - competitive)

\$5,000 or Less – No Competition Required. Purchasing functions at this level are highly decentralized and are generally made by the end-using department by following good business practices.

Departmental purchasing instruments include Limited Purchase Orders (LPOs), Blanket Purchase Order (BPO) Call Numbers, and the University ProCard (MasterCard).



# Small Dollar Procurements (cont.)

Other Small Dollar Procurement limits



# Small Procurements

\$5,000 - \$50,000 – Solicit Informal Competition

UAF solicits goods and services by issuing a Request for Quotations (RFQ). Solicitation and award process averages 1-3 weeks. Award is made to the low, responsive, responsible quoter via UAF Purchase Order.





# Large Dollar Procurements & Competition Thresholds

Greater than (Cna0 9elTc)2(u)1(( Cna0 9ela 2(u)8S -0.00



## Large Dollar Procurements & Competition Thresholds (cont.)

A request for proposals (RFP) is issued for services and high-end technology items. Solicitation and award process averages 60-90 days depending on complexity of procurement. Award is made in accordance with stipulated award criteria.



# Procurement Methods

Purchase Order (PO). Note: The RFQ process is the preferred method for securing informal competition which results in the issuance of a (PO);

Procurement Card (Pro-Card);

Limited Purchase Order (LPO);

Blanket Purchase Order (BPO);

Blanket Delivery Order (BDO);

Open Order.



# Other Procurement Methods

Sole & Single Source Procurements

\*Blanket Sole Source Determinations

Emergency Procurements

Limited Competition

Innovative Procurements

Unsolicited Offers

Exemptions



# Helpful Information

Locate P&CS's website @:

[www.uaf.edu/procurement](http://www.uaf.edu/procurement)

Locate Bidder's Application packet and How to Sell @:

<http://www.alaska.edu/swproc/bidders/>

Locate current P&CS solicitations @:

[http://www.uaf.edu/procurement/link\\_for\\_community\\_and\\_ve/current\\_solicitations/](http://www.uaf.edu/procurement/link_for_community_and_ve/current_solicitations/)

Locate P&CS commodity/service list @:

[http://www.uaf.edu/procurement/links\\_for\\_staff\\_and\\_facul/commodityservice-list/](http://www.uaf.edu/procurement/links_for_staff_and_facul/commodityservice-list/)

Locate current DDC projects @:

<http://facilities.alaska.edu/uaf/fsweb/ddcprojects/currentprojects.cfm>



The End.

Questions?

Comments?

THANK YOU!