VCUQatar Internal Purchasing Procedures

As of August 05, 2013 (replaces Purchasing Procedures as of March 29, 2013)

I. Procurements

A. Purchases ≤$10,000

1. VCUQ Requestor must obtain one (1) written quote.

2. If the purchase is under $5,000, it is highly encouraged that a p-card be used for payment if the p-card is accepted by the vendor. Do not enter p-card orders into eVA.

3. If the purchase is between $5,000-$10,000 OR if the p-card is not accepted by the vendor, then a purchase requisition (found at http://procurement.vcu.edu/i-want-to/learn-about-VCUQ/), with quote attached, must be filled out by VCUQ Requestor and signed by VCUQ Department Head. VCUQ Department Head is responsible for supplying index and account (expense) code on the requisition. VCUQ Requestor must send the requisition to the VCUQ Procurement Manager to be entered into eVA. In some cases, the VCUQ Department Head and VCUQ Requestor may be the same person.

4. VCUQ Procurement Manager must approve the order in eVA and distribute the Electronic Procurement (EP) to the vendor and also send a copy to the VCUQ Department Head, VCUQ Requestor, VCUQ Receiver, and VCUQ Fiscal Services Specialist.

B. Purchases >$10,000

1. VCUQ Requestor must obtain appropriate number of quotes based on Method of Procurement as described below.

2. A purchase requisition (found at http://procurement.vcu.edu/i-want-to/learn-about-VCUQ/) with all quote(s) attached, must be filled out by VCUQ Requestor, and signed by VCUQ Department Head (and VCUQ Dean if request is $50,000 or over). VCUQ Department Head is responsible for supplying index and account (expense) code on the purchase requisition. VCUQ Requestor must send the requisition to the VCUQ Procurement Manager to be entered into eVA. In some cases, the VCUQ Department Head and VCUQ Requestor may be the same person.

3. VCUQ Procurement Manager must send supporting documentation to VCUQ Senior Buyer (Located in Richmond) who will complete the procurement process.

4. **Method of Procurement**
   1. **Term Contract Orders**
      a. All term contracts are listed at: http://procurement.vcu.edu/i-want-to/learn-about-VCUQ/

      b. For an order to be placed off a term contract, VCUQ Requestor must obtain a quote from the contractor and verify that the quote matches prices, discounts, and terms of the contract.

   2. **Competitive between $10,000-$50,000**
      VCUQ Requestor must obtain three quotes with common, written specifications. Award goes to lowest responsive and responsible vendor.

      Note: Spot (single non-recurring) purchases may be exempt from the competitive process by obtaining a single quote at the Buyer's discretion and when price reasonableness has been documented.

3. **Competitive over $50,000**

a. **Invitation for bid:** used if award is based solely on price

i. VCUQ Requestor should obtain one quote and/or create a list of specifications and send to VCUQ Senior Buyer along with a list of potential sources.

ii. VCUQ Senior Buyer will draft solicitation and send to VCUQ Requestor for approval.

iii. Solicitations:

1. Middle Eastern/European vendors:
   a. Seek competition to most reasonable extent.
   b. Keep solicitations out for a time period sufficient to receive adequate responses.
   c. Advertise in Middle East newspapers (if applicable)
   d. Bidders send bids directly to VCUQ Procurement Manager and email a copy to VCUQ Senior Buyer.
2. US vendors:
   a. IFB: out to bid for minimum of 10 calendar days.
   b. If available, 6 vendors must be solicited.
   c. SWAM requirements included.
   d. Post solicitation in eVA.
   e. Bidders send bids directly to VCUQ Senior Buyer.

iv. Evaluation: VCUQ Senior Buyer tabulates all bids, and sends the lowest responsive and responsible bid to the VCUQ Department Head for approval of award.

v. Award: Award goes to lowest responsive and responsible bidder.

b. **Request for Proposal**: used if award is based on overall value

i. VCUQ Requestor should obtain one proposal and/or provide information describing the required goods and services and send to VCUQ Senior Buyer along with a list of potential sources, names of Evaluation Committee member(s), indicating designated chairperson and budget code for newspaper advertisement.

ii. VCUQ Senior Buyer will draft solicitation and send to VCUQ Requestor for approval. VCUQ Senior Buyer will send applicable Evaluation Committee Memo to Evaluation Committee members .

iii. Solicitations:

1. Middle Eastern/European vendors:
   a. Seek competition to most reasonable extent.
   b. Keep solicitations out for a time period sufficient to receive adequate responses.
   c. Advertise in Middle East newspapers (if applicable)
   d. Offerors send proposals directly to VCUQ Procurement Manager and email a copy to VCUQ Senior Buyer.
2. US vendors:
   a. RFP: sufficient time to receive adequate responses but not less than 10 calendar days after the solicitation has been advertised publically.
   b. If available, 6 vendors must be solicited.
   c. SWAM requirements included.
   d. Post solicitation in eVA.

e. Advertise in the Richmond Times Dispatch.
f. Offerors send proposals directly to VCUQ Senior Buyer.

iv. Evaluation and Award: VCUQ Senior Buyer reviews all proposals to ensure responsive and responsible offers. VCUQ Senior Buyer and RFP Committee review, and evaluate all responsive and responsible proposals and award the contract based upon the Evaluation Committee Memo to Committee Members.

4. **Sole Sources (all Sole Sources over $10,000 must be approved in advance by VCU Richmond Procurement Services)**

For sole sources, VCUQ Requestor must obtain quote and complete detailed documentation form (found at http://procurement.vcu.edu/files/Sole_Source_Documentation.pdf). The VCUQ Senior Buyer will provide guidance when needed.

5. **Demand Payments (all Demand Payments over $10,000 must be approved in advance by VCU Richmond Procurement Services)**

The following services/products may be procured non-competitively, in addition to those on the VCU Procurement Services Website (found at: http://procurement.vcu.edu/i-want-to/make-a-purchase/understand-procurement-methods/#demand-payment). The VCUQ Requestor must obtain one quote:

a. Short-term rental (less than six months) of real property (i.e. building/hotel space)

b. Catering

c. Qatar Foundation Payments

d. Tuition for employees children (up to four)

e. Rental vehicles for employees

6. **Emergency**

a. *VCUQ must obtain advance approval of the VP for emergency procurements exceeding $30,000.*

b. VCUQ must submit quote to VCUQ Senior Buyer.

c. VCUQ must submit documentation to VCUQ Senior Buyer that:

1. Supports the nature of the emergency
2. States the amount of competition sought
3. States rationale for the selection of the vendor
4. States price reasonableness.

d. The requisition will be edited as necessary and routed through eVA to obtain required approvals.

5. *Once the requisition is fully approved in eVA, VCUQ Procurement Manager must print the EP and distribute to the vendor and send a copy to the VCUQ Department Head, VCUQ Requestor, VCUQ Receiver, and VCUQ Fiscal Services Specialist for all procurements other than those awarded as the result of an IFB, RFP or Emergency (VCUQ Senior Buyer will distribute these EP's).*

II. Change Orders if an amount on an Invoice exceeds the amount on the Purchase Order)

A. If the total dollar amount of an invoice is higher than the total dollar amount on the original purchase order (and the invoice is accurate), then an eVA Change Order must be created to reflect the new total.

B. The Department Head must make and initial the change on a copy of the original PR form or invoice and send the PR form (with Purchase Order number notated) to Procurement Manager to initiate the change order in eVA.

C. Procurement Manager must send a copy of the Change Order to the Department Head.

D. Department Head must forward a copy of the Change Order (and original EP if necessary) to Receiver.

III. Information Technology Orders from US vendors

A. If p-cards are accepted, purchase with a p-card and have order shipped to "Virginia Commonwealth University The Qatar House, 1326 W Broad Street., Richmond, VA, 23220".

B. If p-card is not accepted, or if the order is over $5,000, follow instructions to submit a purchase requisition to VCUQ Procurement Manager to enter into eVA.

C. If entered into eVA, VCUQ Procurement Manager must change "Ship To: Virginia Commonwealth University The Qatar House" and "Bill To: Virginia Commonwealth University Accounts Payable and Support Svs., P.O. Box 980327, Richmond, VA 23298" on the eVA requisition.

D. VCUQ Procurement Manager must approve the order in eVA and distribute the EP to the vendor and also send a copy to the VCUQ Department Head, VCUQ Requestor, VCUQ Receiver, and VCUQ Fiscal Services Specialist.

IV. Vendor Contracts needing Signature

A. Any contract or agreement, regardless of dollar amount or procurement method, that contains Terms and Conditions and needs signature, must be sent to VCUQ Senior Buyer.

B. VCUQ Senior Buyer will review contract or agreement and send to the individual, in Richmond, authorized to sign contracts for signature.

C. Once signed, VCU Senior Buyer will email a copy of the contract to VCUQ Requestor.

D. If VCU is the first signatory, VCUQ Requestor must obtain a dually signed copy from the vendor.

E. VCUQ Requestor must follow process outlined in I. A or I. B. above regarding the use of p-card or purchase requisition for order placement.

V. Independent Contractors

A. See "VCUQ Classification and Compensation Types" -Payments to Individuals, Employees, Local Hires (effective 8/2/12)" for processing instructions. Located under the VCUQatar Purchasing forms section located at http://www.vcu.edu/procurement/purchasing/vcuqatar/vcuq_purchasing.html

B. VCU Senior Payment and Travel Officer (Payment Officer) must send all ICA's for US citizens, regardless of dollar amount, to VCU Vendor File Manager for tax reporting.

C. The ICA approval process is separate from the procurement approval process. All ICA's must be accompanied by a Purchase Order prior to commencement of services.

VI. Purchasing Cards

A. Application

1. *Applicant must take Purchasing Card Training (found at http://procurement.vcu.edu/i-want-to/receive-training/take-an-online-course/) and pass the test prior to filling out the Corporate Purchasing Card Employee Agreement (found at*

http://procurement.vcu.edu/files/CorporatePurchasingCardAgreement.pdf

2. *Agreement must be signed by applicant, applicant's supervisor, and initialed by VCUQ Chief Financial Officer.*

3. *Application must have the following information filled in:*
   ORG: 1304
   Phone: (804) 828-5126
   PO Box: 842539
   Index Code: HQ1123
   Fiscal Administrator: Susan O'shea
   Limits: Standard limits must be requested unless approval and justification provided by VCUQ Director of Accounting and Financial Reporting or Associate Dean for Administration. Higher limits may be granted at a later date if purchasing history supports the need.

4. *Application must be legible and complete before submitting to the Program Administration Team.*

B. Reconciliation

Reconciliation procedures are available at:
http://procurement.vcu.edu/files/Online_Reconciliation_Guide_Web.pdf

VII. Real Estate Leases

A. Any new leases or lease renewals must be coordinated through and approved by VCU Real Estate Services in advance.

B. VCU Real Estate Services will enter real estate leases into eVA and receive in Banner.

VIII. Catering

Catering involving students, VCUQ employees, guests to VCUQ, or the public for an event must be approved in advance by obtaining approval as defined in approval matrix. Purchase requisition must contain details of the event to include: **who** is attending the event with the total number of estimated attendees, **what** the event is for, **where** the event is being held, **when** the event is taking place, and the **business justification** for holding the event.

IX. Gifts to Outside Individuals

A. Prior approval must be obtained from VCUQ Associate Dean for Administration and VCUQ Dean.

B. Dollar amount should not exceed $100 USD. Additional approval is required for gifts over $100 USD by VCU Vice Provost Academic Finance and Administration.

C. After approvals are obtained, follow normal purchasing procedures by submitting a purchase requisition or using a p-card.

X. Gifts from Vendors

University employees having administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove, or otherwise affect a procurement transaction, or any claim resulting there from:

A. Shall not solicit, demand, accept, or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services, gifts, transportation, lodging, meals, tickets to events or shows or anything else of value.

B. Shall not accept employment from any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the state unless the employee or former employee provides written notification

to the head of the state agency prior to commencement of employment by that bidder, offeror or contractor (Code of Virginia, Section 2.2-4370).

For additional information, please refer to the "Ethics in Public Contracting" portion of the "Conflict of Interest" in the "Learn about Compliance" section of the VCU Procurement Services Website: http://procurement.vcu.edu/i-want-to/make-a-purchase/learn-about-compliance/#conflict-of-interest

Any exceptions must be requested by VCUQ Associate Dean for Administration and receive approval from VCU Procurement, VCU Audit, and VCU Controller offices.

XI. eVA

A. Website: http://www.eva.state.va.us/

B. Vendors:

1. FEIN: For non-US vendors, enter 999-999-999. For US vendors, enter vendor's Federal Employer Identification Number.

2. Code non-registered (State entered or ad hoc) Middle East vendors as X02. Code state entered (non-registered) US/Europe vendors as R02. Code eVA self-registered US/Europe vendors as R01. Every effort must be made to have US/European vendors register in eVA. All US/European vendors that receive awards as a result of a competitive process must register in eVA prior to award.

C. Independent Contractors:

1. TIN: For non-US citizens, enter 999-999-999. For US citizens, enter the Social Security Number.

2. Code all non-US citizens as X02. Code US citizens as R02.

D. Currencies:

1. It is important to use the appropriate eVA BSO's for entering orders in QR and USD. Do not change the currency within the requisition on the line items.

2. Request vendors to accept purchase orders and invoice in either QR or USD.

3. If there is ever a situation where another currency must be used, then enter all "other" currencies (non-USD and non-QR currencies) in the USD BSO and note the currency and conversion in the "Comments" section of the requisition. For "other" currencies, currency exchange rate must be agreed upon in advance by vendor and VCUQ and printed out and attached to EP.

E. Accounting:

1. Use index code HQ1123 for all orders created in the USD BSO (all USD and "other" currencies). Please note the department index code in the "Comments" section of the requisition.

2. Use the department index code as listed on the PR form for all orders created in the QRBSO.

F. Line Items:

1. To add more than one line item to a requisition in eVA, copy the line item from above and edit. Do not select "Add Items".

2. Requisitions that have numerous individual line items may be entered as a "flip flop" (switch "quantity" an price") on the first line item referencing to the supporting quotation.

3. "Shipping" or "Freight" charges must be on a separate line item. There is a commodity code designated for Shipping/Freight (NIGP 96286) that must be used so that the vendor or VCU is not

charged the eVA fee on the shipping charges.

G. Change Orders:

1. "Ship To" can be changed through a change order; must pick from drop-down menu.

2. "Bill To" and "Supplier" cannot be changed through a change order. Either change in the beginning of requisition creation, or, once approved, cancel existing order and start over.

3. If you need to delete items in a line, "zero out" the existing line item.

4. Account or index codes cannot be changed on existing lines. If an account or index code is changed, "zero out" the existing line, copy the original line to create a new line item, and then change the account or index information in the new line item.

5. Price, quantity, and descriptions can be changed on existing line items. If there is a change in quantity or price, a revised quote must accompany the change order requisition.

6. Verification of payments must be made prior to flip-flopping the quantity and price.

H. Approval flow:

1. VCUQatar Purchasing BSO:
   ≤$10,000 VCUQ Creator →VCUQ Approver (see approval matrix)
   >$10,000 VCUQ Creator →VCUQ Approver →VCU Approver (VCU Associate / Assistant Director of Purchasing)
   →VCUQ Senior Buyer→ VCUQ Creator (for non-registered vendors)

2. If requisition is denied during the approval flow, then the creator cannot touch it for 24 hours. Instead of denying, request the creator to withdraw and edit.

I. Miscellaneous:

Time eVA is down: 12am - 2am EST, 8am - 10am Qatar

Employee/Working Title Key			
VCU Qatar		**Qatar Support Office/VCU Richmond (VCU)**	
Dean	Allyson Vanstone	Vice Provost Academic Finance and Administration	Teresa Atkinson
Associate Dean for Administration	Gary Huff	VCU School of the Arts Dean	Joe Seipel
Procurement Manager	Lolwa Abdulla	Associate Director of Purchasing	Gary Gulliksen
Receiver	Yousef Al-Awadi	Assistant Director of Purchasing	Gary Gulliksen
Fiscal Services Specialist	Shaduli Valappil	Director of Finance	Susan O'shea
VCUQ Creator	Lolwa Abdulla	VCUQatar Senior Buyer	Monique Curley
		VCUQatar Senior Payment and Travel	Thomas Smith (Interim)
		School of the Arts Computer Center	Adria Dunn
		VCU Audit	Craig Anderson
		VCU Controller	Patricia Perkins
		VCU Real Estate Services	Mitzi Lee
		Interim Manager of Operation	Patricia Shazer
		eVA/Banner Coordinator	Patricia Shazer

Expenditure Approval Matrix

		Expenditure Type		
Amount	**Approval Level**	**Travel**	**Equipment/Services/Food**	**Grant**
Up to $9,999	1	Direct supervisor Account authorized approver if different than direct supervisor *Note: International travel requires dean/dean designee approval*	Direct supervisor Account authorized approver if different than direct supervisor *Note: Gift purchases are limited to $100 and requires dean level approval.*	Direct supervisor Research designee
$10,000 to $24,999	2	Director of Finance	Director of Finance *Note: Expenditures of $10,000+ may require additional documentation depending on procurement type*	Director of Finance *Note: Expenditures of $10,000+ may require additional documentation depending on procurement type*
$25,000 to $49,999	3	Assoc. Dean for Administration	Assoc. Dean for Administration	Assoc. Dean for Administration
$50,000+	4	Dean	Dean	Dean