

PURCHASING HIGHLIGHTS

March 26, 2024



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South Carolina

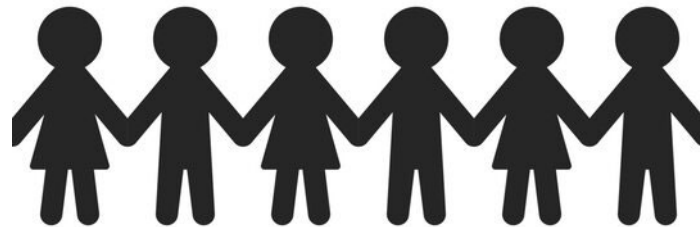
AGENDA

- Celebrating Purchasing
- Blanket Orders
- Three Quote Method
- State Contracts
- Looking for Money
- Contact US
- Upcoming Purchasing Highlights



Procurement Month '24 Celebrating the Power of You

National Procurement Month is celebrated throughout the month of **March** and is dedicated to honoring purchasing professionals.



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State of South Carolina

Governor's Proclamation

WHEREAS, public procurement and fixed asset management professionals support and enhance the delivery of governmental services by promoting ethical purchasing practices; and

WHEREAS, public purchasing involves the management of goods, the establishment of sources and shipping through inventory and warehousing, the disposal of surplus items, and the determination of which product or service to buy to meet a specific need at the lowest possible price within the required deadline without sacrificing quality or service; and

WHEREAS, public purchasing and materials management professionals in South Carolina are dedicated to pursuing efficiency in the operation of government and providing the highest value for taxpayers' dollars.

NOW, THEREFORE, I, Henry McMaster, Governor of the great State of South Carolina, do hereby proclaim March 2024 as

PROCUREMENT MONTH

throughout the state and encourage all South Carolinians to recognize the many contributions made by public purchasing professionals to the responsible management and monitoring of goods and services.



A handwritten signature in black ink, reading "Henry McMaster".

HENRY McMASTER
GOVERNOR
STATE OF SOUTH CAROLINA



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BLANKET ORDERS

- Blanket Purchase Orders are a simplified method of filling repetitive needs for small quantities of **miscellaneous** supplies, services or information technology and are designed to reduce administrative costs associated with small purchases by eliminating the need for issuing individual payment requests or purchase orders. Think of it as an “allowance” to make purchases with a supplier during a specified time range.
- Blanket Purchase Orders are valid for up to one year and are closed each fiscal year.
- A one-year service agreement is not a blanket order.
- An annual software license is not a blanket order.
- University Contracts are no blanket orders.
- FY24-25 Blanket Orders are allowed on or after **June 7th**.
- Blanket Order Requisitions **must** have:
 - (1) line descriptions indicating they are
 - (2) FY24-25 blanket orders, as well as the
 - (3) Include authorized users of the PO.



THREE QUOTE METHOD

In 2019, the law provided state agencies to obtain 3 written quotes for purchases between \$10,000 - \$25,000.

- 1) Send a written request to 3 or more vendors (not a phone call or website search). The next slide provides you with a blank quote form and the link to the form.
- 2) Must receive 3 bona fide written quotes
- 3) Quotes must be within 30 days of submittal to Purchasing
- 4) Copy of all written request and quotes must be attached to requisition

If you are unable to obtain 3 bona fide written quotes, you can submit a requisition, a quote, and request Purchasing to assist in advertising in the state's publication, South Carolina Business Opportunities (SCBO).



THREE QUOTE METHOD

REQUEST FOR INFORMAL QUOTATION



DATE:
FROM:
PHONE:
EMAIL:
FAX:

TO:
LOCATION:
ATTENTION:
EMAIL:
PHONE:
FAX:

DELIVERY POINT ADDRESS:

Service(s) To Be Rendered Day(s) After Receipt of Purchase Order

IF THERE IS FREIGHT, PLEASE INDICATE THE AMOUNT

<u>QUANTITY</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL, <u>EXCLUDING</u> SALE TAX:				\$0.00

PLEASE RETURN NO LATER THAN:

VENDOR SIGNATURE:



THREE QUOTE METHOD

<u>QUANTITY</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
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				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
GRAND TOTAL				\$ 0.00

Commodity Used USCM-A Prefix															
Acce	ACE	Board	BLD	Case	CE	Foot	FT	Electronic	ELE	Cream	CRE	Flat	FLT	Square	SQ
Bookle	BD	Bookle	BOY	Carton	CAR	Gallon	GAL	Grain	GRA	Powder	POW	Quart	QRT	Sheet	ST
Bag	BAG	Shm	BCK	Shampoo	SH	Ounce	OUN	Paper	PAP	Roll	ROL	Ream	RAM	Tube	TU
Booklet	BOK	Cass	CAN	Shims	SHM	Ounce	OUN	Line	LIN	Roll	ROL	Roll	ROL	Tub	TUB
Book	BK	Container	CON	Drum	DRM	Unit	UNI	Milk	MIL	Pack	PAC	Set	SET	Unit	UN
Box	BL	Crate	CRT	Rel.	REL	Shrimp	SRM	Glass	GLS	Pin	PIN	Tile	TIL		

THREE QUOTE METHOD

REQUEST FOR INFORMAL QUOTATION

EXAMPLE



UNIVERSITY OF
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DATE:

FROM:

PHONE:

EMAIL:

FAX:

TO:

University of SC - Landscaping

LOCATION:

1600 Hampton St, Suite 606

ATTENTION

Lana Widener

EMAIL:

llw@sc.edu

PHONE:

803-777-4115

FAX:

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DELIVERY POINT ADDRESS:

743 Greene St

Columbia, SC 29208

Service(s) To Be Rendered 10 Day(s) After Receipt of Purchase Order

IF THERE IS FREIGHT, PLEASE INDICATE THE AMOUNT

<u>QUANTITY</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
2,500	EA <input type="checkbox"/>	Mulch, Red Bark	\$5.50	\$13,750.00
				\$0.00
				\$0.00
GRAND TOTAL <u>EXCLUDING</u> SALE TAX:				\$13,750.00



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STATE CONTRACTS

A statewide "term" contract is a contract for the indefinite delivery of an indefinite quantity of specific supplies or services to be furnished as needed and upon request during a fixed period.

Generally, any of the following entities can purchase through statewide contracts awarded by Procurement Services. *Note:* Any special limitations will be addressed in the applicable contract.

State government, including any department, commission, council, board, bureau, committee, institution, college, university, technical school, agency, government corporation, or other establishment of state government.



STATE CONTRACTS

Check out the statewide contracts:

- Appliances and Kitchen equip
- Audio Visual
- Body Armor, Body Cameras
- Educational Supplies
- Equipment Rental
- **Electronic Transcript Services**
- Executive Search Services
- Fuel
- Furniture
- **IT Equipment Leasing**
- Industrial Gases
- Mattresses
- Medical Supplies
- Microscopes
- Network Hardware and Firewall
- **Office Supplies – new contracts with Herald Office Supply and Staples Business Advantage**
(start date 4/29/2024)



Goods & Services Contract Search

Information Technology Contract Search

SCEIS Contract Search

Daily Fuel Prices

Purchasing Card (P-Card)

- PCs, Servers, Storage, Peripherals
- Security Software
- Scientific Equipment, ie Fisher, Thermo Fisher Scientific and VWR
- Software
- Toner Cartridges
- **Web Conferencing**

<https://procurement.sc.gov/>



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10% RULE

For "governmental bodies" covered by the Consolidated Procurement Code, use of term contracts is mandatory—with one exception. If an agency finds another vendor willing to sell the same supplies, services or information technology at a price that is at least 10% less than the contract price and under the same terms, the agency “may purchase from the vendor offering the lower price after first offering the vendor holding the term contract the option to meet the lower price.” If the term contract vendor meets the price, then the purchase must be made from the contract vendor otherwise, the product may be purchased from the non-contract vendor provided the transaction and the process is properly documented sufficient to satisfy the requirements of an external audit. See, S.C. Code Ann. § 11-35- 310(35).

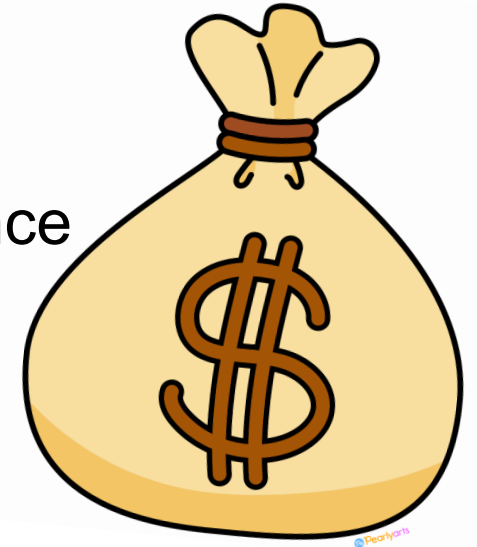
Summary:

- You have to go back to all state contract vendors on the list.
- If the state contract vendor cannot meet the price, then the off-contract vendor must abide by all the terms and conditions on the state contract (warranty, pricing, shipping, etc.)
- If the non-contract vendor will not meet the terms and conditions, you must use the state contract.



LOOKING FOR SOME MONEY

Want to return money from a Purchase Order that has a balance remaining, but you are finished with the PO?



- Send an email to close a PO to purchasing@sc.edu. Closed PO's will be release any remaining money back to the general ledger.
- If a PO is fully matched and has a \$0 encumbrance, it will be closed, no need to send a request to close.
- Only send requests to close a PO if all invoices have been paid.
- PO's that are not closed and still have an encumbrance balance will be rolled into the new fiscal year.
- Go to PO Inquiry to review PO information:

Purchasing > Purchase Orders > Review PO Information > Purchase Orders



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CONTACT US

- We have multiple staff monitoring Purchasing mailbox
email address: purchasing@sc.edu
- Use the email box to
 - send all emails to request to close a PO
 - general inquiries – you do not need to copy a buyer
- Questions about a specific requisition or purchase order that has been assigned to a buyer, you can email them directly



CONTACT US

Purchasing Receptionist Phone #: (803)777-4115

Purchasing mailbox: purchasing@sc.edu

Consolidated Services: (803)777-2156 or (803) 777-9001

A listing of Purchasing staff and their contact information is located on the Purchasing website:

https://sc.edu/about/offices_and_divisions/purchasing/index.php



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2024 PURCHASING HIGHLIGHTS SCHEDULE

- May 21st @ 10 AM
- August 20th @ 10 AM
- October 22nd @ 9-11 AM



THANK YOU!

If you have additional questions, please
send an email to purchasing@sc.edu



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