



## Purchasing Month Webinar Questions and Answers

*Q: If a contract does not cover a specific need, would we need to get additional quotes?*

**A: It depends on the dollar threshold whether quotes or a solicitation is required. Below \$10,000 only requires a fair and reasonable price determination from a vendor. Between \$10-\$25K requires three (3) written bona fide quotes. Above \$25K requires an advertised formal solicitation for bids or proposals.**

*Q: Do we have any contracts for moving services yet?*

**A: No.**

*Q: Are there Amazon discounts available for employees?*

**A: No.**

*Q: We can order batteries (AA and AAA) from Amazon instead of Staples Advantage?*

**A: AA and AAA batteries can be ordered from the Facilities Stores Operation at a lower price than the office supplies contractors and Amazon Business. Amazon should only be used to purchase specialty and non-contract battery types.**

*Q: What are the guidelines for using Amazon Business vs Staples or Dell?*

**A: Both Staples Advantage and Forms and Supply, Inc. are on the state office supplies contract. Dell is on the state information technology contract. Amazon Business can only be used for supplies not on any contract.**

*Q: What is the best way to order through Facilities Stores?*

**A: Use the COVID-19 form located on the purchasing website. You would use “other items needed” text box to request batteries, etc.**

*Q: Are we restricted to using only the companies on contract? ex. - chartered bus lines that we've used in the past who are not on the new contract? We can no longer do business with them?*

**A: Please refer to the Fixed Price Bid. Purchasing has the ability to add vendors during the life of the contract. Only vendors currently on a specific contract should be used for service under that contract. For more information, contact our office.**

*Q: Also, I know that you can get ethernet cables directly through UTS at the shop across from the Blatt center but I always wonder if there is a more efficient way to get them than walking down there.*

**A: You will be responsible for contacting the DoIT Office to inquire about other available options for picking up supplies.**

*Q: If we check the state contract site, do we also need to make sure we see if they are a vendor for UofSC to be able to do business with them when it comes to payments being issued?*

**A: Yes. Vendors registered with the State Division of Procurement Services are not automatically registered in the UofSC PeopleSoft supplier database.**

*Q: Is there a list of all the things we can order from Facilities, aside from COVID supplies?*

**A: For additional information concerning Facilities Stores Operations, please contact the warehouse manager at 777-9001.**

*Q: Will the Sole Source form be available through the Purchasing Toolbox? And will the form replace the current memo required from the requesting department?*

**A: Yes. The sole source form will replace the current memo and is currently available in the Purchasing Forms section of the Purchasing Toolbox.**

*Q: Are they (Facilities) delivering? I always have to go down there and pick up my items ordered.*

**A: The preferred method is for employee pick-up. Special accommodations are considered.**

*Q: Do we have a way to track by department the dollar amount spent with Small and minority business? Would like to get reports by vendor and the amount spent annually so that we can evaluate our actual spend.*

**A: We are in the process of updating the supplier profiles in PeopleSoft of all certified small and minority businesses. Once this is complete, we will develop a public query that can be used to run spend reports based on vouchers for these suppliers.**

*Q: With AP Supplier now doing onboarding electronically, if the new supplier notes they are Small Minority Business will that automatically transfer to the purchasing directory for these suppliers?*

**A: Unfortunately, supplier information is not automatically transferred to the Small and Minority Business Directory. Please refer commonly used minority vendors to register on Purchasing's website as well.**

*Q: Why is that information not being pulled from PeopleSoft when we use a small or minority vendor?*

**A: The information from PeopleSoft being used for the purpose of reporting spend. However, for the purpose of departments finding minority businesses, the directory contains more pertinent information such as business categories, goods or services provided, and direct contact information.**

*Q: With campus being occupied again will purchasing be doing highlight trainings again as often as it used to be?*

**A: Training will be conducted more frequently throughout the year.**