Contracts & Purchasing Guide 2021-22
Our Mission

The mission of the Contracts and Purchasing Department within the division of Administration and Finance is to develop and implement sound procurement practices while providing quality service through teamwork and communication with University departments and vendors. The Contracts and Purchasing Department is dedicated to providing our staff and faculty with the most effective and efficient centralized means for procuring quality goods and services, in an economical and timely manner, in support of the Gallaudet University mission and goals. The Contracts and Purchasing Department provides direction and support to the University community in identifying sources capable of providing a continuous supply of goods and services in a quality and cost efficient manner.

Goals

Ensure the uninterrupted delivery of acceptable quality of good and services at the right time and price.

Procure materials and services for the University’s use at the maximum end-use value per dollar spent.

Develop reliable alternate sources of supply to meet the University’s requirements.

Resolve complaints on all goods and services purchased thru our department.

Establish contract terms and administer contracts effectively.

Ensure University business is conducted in a fair, ethical and open environment, in full compliance with University policies and procedures, as well as applicable laws and regulations.

Promote and encourage the use of deaf or alumni vendors.

Gallaudet University is an equal opportunity employer/educational institution and does not discriminate on the basis of race, hearing status, disability, religion, color, national origin, age, sex, covered veterans status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. PP
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HOW TO PURCHASE ITEMS OR SERVICES

All departments must first complete the requisition process. If you are not yet a Requester or an Approver, email purchasing@gallaudet.edu and the role will be created for you through a Help Desk ticket. If working remotely you must first log into your vpn (virtual private network) and enter fsprod.gallaudet.edu in your browser’s search box. If you are not familiar with a vpn, contact the Technology department and they can assist you. To begin creating a requisition, first access the link below, your log in information will be:

Link: fsprod.gallaudet.edu
User ID: FirstName.LastName
Password: use your Gallaudet email password

The following information is a guide and video to creating a requisition.

https://www.youtube.com/watch?v=8dzGVwTkYMQ

1. Click on box “PURCHASING REQUISITION”.

2. Click on the “Add a New Value” tab.

3. Click on the blue “Add” button.

4. In the “Requisition Name” box, type in the Vendor’s Name.

5. Click on “Add Comments” link (in blue), Note: once you have added comments it will change to “Edit Comments.”
5. In the comment box, type the document description that you are attaching (example: Scope of Work, Proposal, Quote, Employee Vs Contractor Checklist, etc.)

**Note:** This area is also to put the POC – Point of Contact information, such as vendor contact name, address, email address, phone number if this information is not already available on the SOW, Proposal, or Quote.

Click “**attach**” and upload your document.

**NOTE:** If adding more than one document you MUST click on the “+” (plus sign) and a new blank window will appear to add another document. Follow step 5 again. You can only add one document per window.

Click “**ok**”
6. DETAILS TAB:

SPECIAL NOTE: Prior to entering information in the DETAILS line, if you know you will use more than one line, go to: (This step only applies if you are creating multiple lines, otherwise skip to the next step.)

On Main page, click on REQUISITIONS DEFAULTS:

Click on “Override”

SPEEDCHART box, type in Department code and Object code (no space, no dashes)

Click “ok”

This should allow you to create as many lines as you need without having to go through the “green book/Defaults icon, Red Page/Schedule Icon, White Page/Distribution icon” process for each line.

OTHERWISE use the following steps and proceed:

Click the tiny arrow in the “DESCRIPTION” box to expand that window and then type a brief description of the service that will be provided by the vendor. (Example: Providing video creation services for the University Communications department.)

QUANTITY box (IF services) enter “1” (one). IF you are purchasing items then you would put the quantity of how many of that same item you are ordering.

UOM box (Unit of Measure) if services, enter “LOT” if it is not a set amount of time, such as “year”, “month”, etc.

CATEGORY box enter the Object Code.
**PRICE** box enter the full cost of the services (if services) that will be provided. **Do not** enter the hourly rate. **IF** you are entering items to be purchased then you would enter the cost of 1 “one” item.

**NOTE:** The magnifying glass gives you a list of your options.

Click on the “**GREEN BOOK**” also called the “**DEFAULTS**” icon

7. In the **SPEEDCHART** box type your department code and object code (no spaces, no dashes).

Click “ok”

8. A “retrofit” window will appear, click on “Mark All” and the boxes in the left column (under “APPLY”) will automatically be check marked.

Then go to the far right column and check the boxes under “Apply to All Distribs.”

**NOTE:** You will notice that the lines for which you check the box will “uncheck” the box in the left column. That is what is should do.

Click “ok”
Once the window disappears it will take you back to the Details tab line with the green book (Defaults Icon), to the right of it…

9. Click on the “Red Page with a Clock” icon also called the “Schedule” icon.

10. On this page you will ONLY click on the “White Page with Arrows” also called the “Distribution” icon.

**IMPORTANT:** On this page there are 4 (four) boxes you need to be sure the information is there and correct:

1. Account box should have the Object Code
2. Fund box should have a 3 digit code
3. Dept box should have the department number
4. Bud Ref should have the current Fiscal Year/Budget Year. If services will cross over more than one fiscal year, create a line (from the main page) for each fiscal year and add the determined amount of funds for each year.

Click “ok”

SPECIAL NOTE:

If you need to add extra lines for more services or (if purchasing items) more items then you can click on the “+” to the right on the DETAILS tab line on the main page. Then follow steps 6 through 10 again.

Next page, click “Return to Main Page”

Return to Main Page

11. SUPPLIER INFORMATION tab:

Click on the magnifying glass in the Supplier box.

In the “Short Supplier Name” box, type in a partial name of the vendor.

Click “Search”
If the vendor name is in the system, click on the vendor name.
If the vendor name is NOT in the system then click the “x” to get out of that window.

**NOTE:** You do not need to enter a Supplier Name if the Supplier is not in the system. Leave the box blank.

**CLICK “SAVE”**

The requisition will automatically be assigned a number once it is saved. That is the number you will use as a reference.

**APPROVERS:** To view the Approvers for your requisition, go to:
Click on “View Approvals”

You will be able to view the approval routing:
NOTE: Approvers receive an email alert that a requisition needs their approval.

IMPORTANT: Although BUH staff receive email alerts about requisition approvals, each department is responsible for reminding there BUH to approve requisitions.

Step 2: Purchase Order

Each department and vendor will receive a copy of the PO via email.

Step 3: Receiving your items

Your item(s) will be delivered to Gallaudet’s Central Receiving Department. From there, they will deliver it to the department specified on the requisition. When you receive the invoice for this order, you must submit it to the Accounting Department at accounts payable@gallaudet.edu for payment processing. Once the PO has been paid, your department should contact our office to close the PO.

To contact Receiving:

Ordering Furniture and Space Design

When ordering office furniture, flooring, etc., please contact: Christopher Hoffmann, Director, Campus Design and Planning at christopher.hoffmann@gallaudet.edu. He will direct you to vendors and/or provide specifications for your furniture or other furniture related needs.

Gallaudet University is authorized to participate in the U.S. General Services Administration Schedule often referred to as GSA Schedules and E and I Cooperative Service for substantial savings to Gallaudet.

GSA establishes long-term government-wide contracts with commercial firms. GSA Schedules provide access to over 11 million commercial supplies (products) and services at volume discount pricing. It provides fast, flexible, cost-effective procurement solutions that allow us to meet acquisition challenges, while achieving our mission. The benefits of using the GSA Schedules are:
- Realize cost savings;
- Experience flexibility and choice;
- Save time;
- Achieve Transparency
- Control procurement

E and I Cooperative Service is a member owned, non-profit sourcing cooperative exclusively focused on serving the education community and provides cost savings to the university as well.

Contact Christopher Hoffmann at christopher.hoffmann@gallaudet.edu for more details.

Once you have selected the vendor(s) go back to Step 1: Requisition Process.

**CONTRACTS FOR SERVICES**

The Purchasing Department finalizes and issues all contractual arrangements on behalf of the University. Before a contract can be prepared, certain information is needed, and should be attached to the requisition when created. If the consultant is an individual, their social security number MUST be provided. If the consultant or contractor is a company, their Federal Employment Identification Number should be provided. Below is a check list of what should be provided before submitting a contract:

1. **STATEMENT/SCOPE OF WORK OR SERVICES** is a list of tasks that describes what the consultant or contractor is expected to do or produce. Often there is a specific outcome or product for which the consultant or contractor will be paid. Any supporting documentation, e.g. contractor's proposal, should also be attached.

2. **DURATION** is start and end dates and must be provided.

3. **MILESTONES/DELIVERABLES** are times and results of each phase, if any, should be described.

4. **QUALITY/QUANTITY** of the product or service and should be described.

5. **SCHEDULE OF FEES/PAYMENTS** is the total amount of the contract/consulting agreement, to include amounts to be paid at various stages during the duration of the agreement or deposits that may be required.

6. **AUTHORIZED REPRESENTATIVES** to identify the name of the person to contact for technical and/or operational specifics and the name of the authorized representative for the company.

See example below:
ADDITIONAL INFORMATION REQUIRED:

Individual Contractors are required to complete an “Independent Contractor Vs Employee Checklist” that must be submitted with the requisition. Form is located:


Certificate of Liability insurance may also be required.

Established Inc., Corp. and LLC Contractors are required to submit a W9 and ACH forms to the Finance office.
GRANTS

The Contracts and Purchasing Department will create and finalize all grant agreements/sub-recipient agreements on behalf of the University. The following information is required:

The Primary Investigator (PI) must complete a Sub Recipient Contract Questionnaire. The Sub Recipient Contract Questionnaire can be found under Forms/Instructions on the Finance Office/Sponsored Programs Post-Award/Policies & Procedures/Subrecipient Monitoring website:

http://www.gallaudet.edu/finance/sponsored-programs-post-award/policies-and-procedures/subrecipient-monitoring

The Statement/Scope of Work, approved budget, and Notice of Award letter must be attached to the Subrecipient Questionnaire. The Subrecipient Questionnaire should be signed by an authorized person per the Signature Authority Form.

The completed and approved Subrecipient Questionnaire will then be delivered to the Finance Office so that an audit approval can be performed.

After the audit approval is given and delivered to the Contracts and Purchasing office, a Sub-Recipient Agreement will be created. The original Agreement requires the signature of a University contract official. The signed Agreement will then be sent to the sub-recipient/contractor in duplicate for signature.

Once the signed Agreement is received from the sub-recipient/contractor a Purchase Order is created. A copy if the original signed agreement and the PO will then be emailed to the originating department. The original signed agreement will be retained in a contract file in the Contracts and Purchasing department.

Agreement renewals require all of the information above. An Agreement Amendment will be sent to the sub-recipient/contractor.

ADOBE SIGN


and https://www.gallaudet.edu/contracts-and-purchasing/information-forms

Used to process Grant agreements, Purchasing Card applications, Staples Advantage applications.
AMAZON BUSINESS ACCOUNTS

The Contracts and Purchasing department has established a partnership with Amazon Business and is in the process of creating accounts for university departments. To open an account for your department, create a purchase order with the estimated amount of purchases for the fiscal year. A blanket purchase order will be created for that amount and the PO information will be uploaded to the Amazon Business account. When making purchases you will be required to select that PO number at check out.

STAPLES ADVANTAGE

Gallaudet’s main vendor for office supplies is Staples Advantage. To obtain an account for login access, please fill out the form located on our web page under Adobe Sign forms: Application for Log in Access. See example of form on the next page.

When using Adobe Sign, complete the form, send it to the appropriate persons for signature, then send to our office at purchasing@gallaudet.edu. Be sure to obtain the appropriate authorization signatures or the form will be rejected.

Once your login access has been approved, you will receive an email with your Username ID, Password and login instructions.
PURCHASING CARD

The purchasing card program provides campus departments with a quick and easy means for purchasing equipment, supplies and services necessary for day to day business operations. Similar to a personal credit card, the purchasing card may be used at a variety of retail or wholesale businesses for over-the-counter, telephone, or on-line purchases.

This program offers benefits to both the user and the University. It allows departments to make SMALL dollar purchases directly with selected vendors in an efficient and timely manner, while reducing costs associated with invoice processing and check printing. This program adds value to the University, enhancing our ability to provide goods and services ethically to the campus community.

Only regular status employees are eligible to receive a purchasing card. However, athletic coaches hired on a seasonal basis may be issued a card for team travel expenses. Seasonal coaches will be issued a card at the beginning of the season and must return the card to the Contracts and Purchasing Department on or before the coaches’ end-date listed on the Special Pay Action Form.

Cards are usually issued to employees at manager level and above. However, Budget Unit Heads (unit administrators) and senior administrators may request a card for an employee based on documented academic or business needs. The Unit Administrator and Senior Administrator must approve issuance of a purchasing card. Each approved cardholder is required to sign an agreement describing the responsibilities associated with card use.

Cards issued to employees will have the cardholder’s name printed on the card. The cardholder may make transactions on behalf of others in the department. However, the cardholder is held accountable for all purchases associated with their card.

To apply for a purchasing card, please go to our website to complete the form: Application for Purchasing Card located under Adobe Sign forms (see example on next page). The application must have signatures from a Budget Unit Head and a Senior Administrator for approval. Please be sure to include purchasing@gallaudet.edu as the final signature to submit the form to our office. Copies of this form or those without signature approval will not be accepted and will be returned to the department.

Once you have applied for a purchasing card, you will want to review the Purchasing Card Manual also located on our website under information and forms link. The manual will answer all of your questions including, but not limited to:

1. Make a purchase
2. Tax Exemption
3. Monthly Statements
4. Access to online account
5. Lost or stolen card
6. Restricted purchases
7. Fraudulent purchases
To view the entire purchasing card manual, go to:

https://www.gallaudet.edu/contracts-and-purchasing/information-forms
PURCHASING CARD CANCELLATION FORM
(USE ONE FORM PER CARD)

Employee’s Name on Card (please print):
Purchasing Card Number:
Reason for Cancellation:

Name of person returning card if not Employee:
Reason Employee is not returning their own card:

If card is not attached, please give explanation:

Preparer __________________________ Date ___________

Employee __________________________ Date ___________

Budget Unit Head __________________________ Date ___________

Senior Administrator __________________________ Date ___________

Contracts and Purchasing __________________________ Date ___________

(Nota: Your application is rejected, unless there is a reason to the right. If rejected, you must submit the forms again.)