



UNIVERSITY OF GEORGIA

Doing Business with the University of Georgia

Presented by: UGA Procurement, the UGA Small Business Development Center, and the UGA SBDC Multicultural Business Division

Doing Business with the University of Georgia

The background image shows a lush green campus scene. In the foreground, there's a black lamppost with a white globe. Behind it, a white building with classical architectural features is partially visible through the dense foliage of trees. The lighting suggests a bright, sunny day.

**Procurement &
Purchasing**

**Construction & Public
Works**

Business Development



UGA Procurement Office

- Procurement roles include:
 - *Reviewing and approving purchase requests*
 - *Establishing and managing contracts*
 - *Maintaining and updating purchasing systems, processes, and logistics*
 - *Serve as a vendor community resource*
- Governing Entities and Guiding Practices
 - *Federal and State of Georgia Laws and Guidelines*
 - *State of Georgia Board of Regents (BOR)*
 - *Governor's Office of Planning and Budget (OPB)*
 - *Georgia Department of Administrative Services (DOAS)*
 - *Georgia State Purchasing Division (SPD)*
 - *University policies; UGA Office of Legal Affairs*
 - *Best business practices*



Common Purchases

- Contract purchases
- Open Market purchases
- Solicitations & Bids

Common Types of Purchases – Contract Purchases

- Statewide Contracts
 - Usually set up the Georgia Department of Administrative Services (DOAS), State Purchasing Division (SPD)
 - “Mandatory” vs. “Convenience”
- Agency Contracts
 - Also known as “State Entity Contracts”
 - Set up by UGA via a competitive process or other purchasing method
- Consortia/Cooperative Contract Purchases
 - Less common than contract purchases or open-market purchases
 - Use of these types of contracts is regulated by State Purchasing Division

Common Types of Purchases – Open Market Purchases

- Current State of Georgia Bid Threshold is \$25,000
- Competitive Purchases under \$25,000
 - Departments are encouraged to seek quotes/competition
 - Optional informal or formal bidding
- Competitive Solicitations \$25,000 and greater
 - Request for Quotes (RFQs) are the most common solicitation
 - Request for Proposals (RFPs)



Common Types of Purchases – Competitive Solicitations & Bids

- UGA utilizes JAGGER Sourcing Director to post and manage most public solicitations (Requests for Quote and Requests for Proposals)
 - State Purchasing Division manages this solicitation system.
 - Vendors will need to register to submit a bid/quote, but do not need to be registered to view active solicitations. (Registration links at the end of this presentation)
- Notice of postings are also posted to the Georgia Procurement Registry (GPR)
 - Vendors need to register to be notified of bid opportunities
 - Registered vendors will be notified of UGA and other State Entities postings based on an NIGP code, a commodity code that categorizes the item/service being procured
- **Registration links are available the end of this presentation**

Georgia Procurement Registry

★ Quick Links

Bidding Event Search

Supplier Search

NIGP Search

Team Georgia Marketplace

Bidder and Supplier Portal

GPR Buyer Login

References

GEORGIA PROCUREMENT REGISTRY

Georgia DOAS

Team Georgia Marketplace

Find bidding opportunities offered by the State of Georgia. To submit a bid or proposal, you must be registered as a supplier or bidder. To register, [click here](#). To search for a bidding event, use a keyword or any combination of criteria. Events will be displayed in the search results.

Event Search Criteria

Type of Response

All

Search Keyword

Enter Event ID or Title

Event Status

OPEN

Government Type

All

Government Entity

All

Advanced Search

Event Process Type

All

Event Date Range

--- Select ---

MM/DD/YYYY

MM/DD/YYYY

Reset

Search

OPEN Events

Show 50 entries

Previous 1 2 3 4 5 ... 11 Next

	Event ID	Event Title	Government Entity	Start Date (ET)	End Date (ET)	Ends In	Status
E	48400-DOT0002653	T32-D3-VegRem-I-75-156-164-136960	Transportation, Department Of	Aug 04, 2022 @ 04:32 PM	Aug 18, 2022 @ 03:33 PM	Ending soon 0hrs,4 mins	Open
	77037-CP-340-24-1	Barrett Mill Road Aluminum Box Culvert Installatio	White County Board Of Commissioners	Jul 21, 2022 @ 08:20 AM	Aug 19, 2022 @ 10:00 AM	Ending soon 18hrs,31 mins	Open
	77037-CP340-035-224-1	May White & Hester Roads Prep & Paving RFB	White County Board Of Commissioners	Aug 04, 2022 @ 10:07 AM	Aug 19, 2022 @ 10:00 AM	Ending soon 18hrs,31 mins	Open
	23-018	VIP Consultant_BCSD_Leaders	Bibb County Board Of Education	Aug 09, 2022 @ 04:47 PM	Aug 19, 2022 @ 11:00 AM	Ending soon 19hrs,31 mins	Open
	66791-22-RFP-08122022-LMP	2022 MULCH INSTALLATION SERVICES RFP EXTENSION	Evermore Community Improvement District	Aug 12, 2022 @ 04:46 PM	Aug 19, 2022 @ 01:00 PM	Ending soon 21hrs,31 mins	Open

Purchasing Methods

- Purchase Order
 - The most typical document sent from Procurement
 - PO number will begin with an “E” (i.e. “E123456”)
 - Once items/services are delivered and received, invoice can be sent to Accounts Payable (actpay@uga.edu) listing the applicable PO number on the invoice
 - UGA prefers payment terms of Net 30 days, to give ample time for the receiving of an item and any further payment approvals
- Alternative Methods
 - Some departments have access to a **Purchasing Card (P-Card)** which can be used for some low-dollar purchases
 - For some types of purchases, departments may purchase services or supplies without needing a Purchase Order via a **Payment Request** process that typically has a limit of up to \$2,500 and only requires an invoice from the business



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Aug 16, 2022	E1334826	0
Contact Information		
Contact	UGA Procurement Office	
Email	procure@uga.edu	
Phone	+1 706-542-2361	
Issuing Officer	Paul Strait	

Supplier Information		Delivery Address	
Vendor Name	SIGMA ALDRICH INC	Delivery Address University of Georgia MAIL & RCVG SVCS 4435 ATLANTA HWY ATHENS, GA 30606 United States Attn:  Davis Dept.: H1000259 Franklin-Biochemistry Room: B322B ShipTo Address Code (UGAmart Building Number) 02037	
Address	3050 SPRUCE ST ST LOUIS, Missouri 63103 United States		
Duns No.	006113906		
Phone	+1 404-379-7012		
Delivery Information			
Requested Delivery			
Ship Via	Best Carrier-Best Way		
Billing Information		Billing Address	
Charge to PO Listed Above	Send invoices to actpay@uga.edu. All invoices must include the correct UGA PO number in order for payment to be processed.	University of Georgia Attn: ACCOUNTS PAYABLE RM 302 BUSINESS SERVICES BLDG 424 E BROAD ST ATHENS, GA 30602-4214 United States	
F.O.B.	Destination		
Payment Terms	0% 0, Net 30		
Contract Number	no value		
Quote Number			

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	pEFRTX_R, ConfigurationID: 1291826 Product Number: VC00021 Product Description: DNA Oligos in Tubes baseCount: 29 shipping: Ambient sequence: GGTCAGGAAGTTGTATCATTTACCCGG scale: 0.0250 UMO name: pEFRTX_R purification: DESALT tubes: 1 packageType: TUBE m	VC00021	EA	5.22 USD	1 EA	5.22 USD
Vendor Part Auxiliary ID		CartId`1156213~ConfigurationID`1291826				

Total					5.22 USD	
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Purchase Order

Sample PO format

PO Terms			
Header	001	Equal Opportunity	The University of Georgia is an equal opportunity employer and a federal contractor. To the extent applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, and for inquiring about, discussing or disclosing compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.
	002	UGA Terms & Conditions R8.12.20	UGA Terms & Conditions (Revised 8.12.20) apply to this Purchase Order and can be found at http://busfin.uga.edu/procurement/tandcs/document/Rev8.12.20.pdf
	033	Export Control R3.1.19	If the supplier is providing any items, data, or services under this order that are controlled by the Department of State, Directorate of Defense Trade Controls, International Traffic in Arms Regulations (ITAR), or 500 or 600 series items, data, or services that are controlled by the Department of Commerce, Bureau of Industry and Security, Export Administration Regulations (EAR), it must notify (by sending an email to drunge@uga.edu), and receive prior written authorization from, the University's Office of Export Control before delivery. The notification provided by the supplier shall include the name of the University of Georgia point of contact, identify each ITAR-controlled or 500 or 600 series CCL-controlled commodity, including the associated U.S. Munitions List (USML) category number(s) or 500 or 600 series Commerce Control List (CCL) Export Control Classification Number(s)), and indicate whether or not the determination was reached as a result of a commodity jurisdiction or self-classification process. The supplier agrees that if it fails to notify the University that it is providing ITAR-controlled or 500 or 600 series CCL-controlled items, data or services, it shall reimburse the University for any fines, legal costs and other fees imposed by the above-named regulatory agency for any violation of export controls regarding the provided items, data, or services. REVISED 3.1.19.
	041	Certification of No Boycott Against Israel R7.5.22	Applicable to any Purchase Order/Contract of \$100,000 or more - Contractor certifies that Contractor is not currently engaged in, and agrees for the duration of this Contract not to engage in, a boycott of Israel, as defined in O.C.G.A. § 50-5-85.
	047	Force Majeure	Force Majeure: Neither party will be liable to the other party for nonperformance resulting from labor strikes, riots, wars, acts of governmental authorities preventing performance, extraordinary weather conditions or other natural catastrophe, disease, quarantine, epidemics, pandemics, or any other cause beyond the reasonable control or contemplation of such party. In such an event, Vendor shall refund all Program fees, on a pro-rata basis, for the portion of the Program that has not been completed, less any processing fees and costs incurred.
	048	Expectations for Contractors, Vendors and Suppliers in Response to COVID-19	Expectations for Contractors, Vendors and Suppliers in Response to COVID-19 apply to this Purchase Order and can be found at https://busfin.uga.edu/procurement/expectationsforsuppliers.pdf

Forms and Documents

- There are many documents that Procurement is required to obtain from a vendor at the time of a specific purchase. Common examples include:
 - E-verify Affidavit
 - For services \$2,500 and greater, Georgia law requires UGA to only do business with vendors who are registered with the Federal E-verify System
 - When requested by UGA, signature and notary are required by the business for each purchase
 - Federal Debarment Form
 - Required for federally funded purchases
 - When requested by UGA, signature required by the business
 - Tax Compliance Form
 - Completed form required at certain higher dollar amounts, or as requested.
 - Original Equipment Manufacturer Letters
 - Sole Source Letters



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Public Works & Construction Services

What are Public Works?

- Public works are defined as contracts to be performed on public property of the state and involve a fixed asset.
- They include a broad range of activities such as repair, maintenance, design, and consulting.
- Public works include building, altering, repairing, improving, or demolishing a public structure or building or other public improvements of any kind to public real property.



Public Works, General Information

- Purchased in accordance with the Georgia Board of Regents policies.
- Work closely with the UGA Office of University Architects and the UGA Facilities Management Division.
- Sourcing Director and GPR are also used for solicitations and bids
- Purchasing thresholds
 - *Purchases under \$50,000 do not require a public bid posting. UGA units may request price quotes/estimates.*
 - *Competitive sealed bids are required at \$50,000 and above.*
 - *Public advertised and opened bids are required at \$100,000 and above.*



Public Works: Insurance and Bonds

- A certificate of insurance (COI) is generally required on all public works projects valued at \$10,000 and above.
 - *Each project will have differing insurance requirements based on type and value.*
 - *Requirements should be explained in the solicitation documents.*
- Bonds
 - *Bid bonds may be required if the estimated price is \$100,000 or greater.*
 - *Performance and Payment Bonds are required if the estimated value is \$100,000 or greater, and in the amount of 100% of the contract value for construction projects.*



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Business Development



Supplier Strategy & Programs Specialist

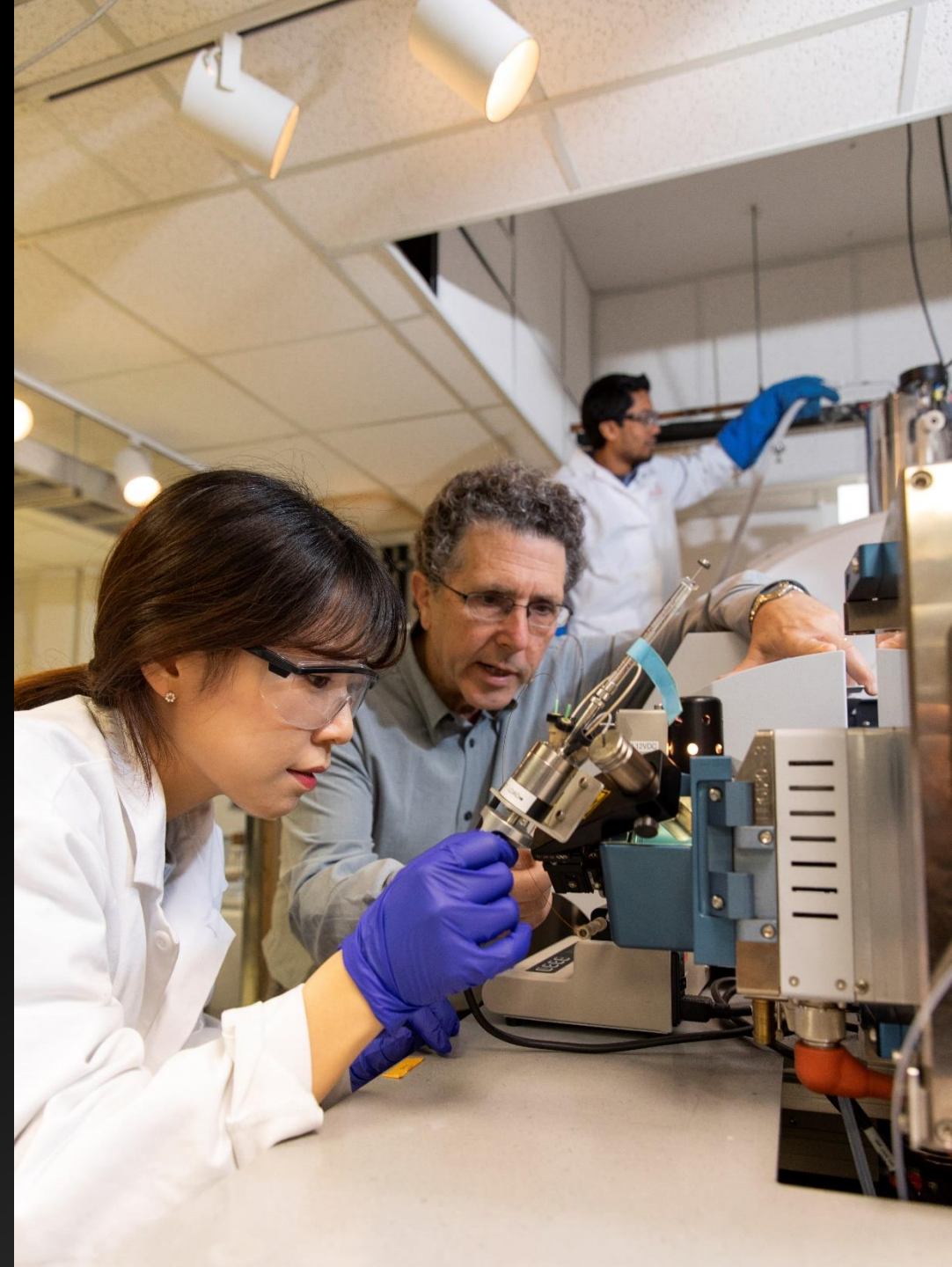
- The UGA Procurement Office provides assistance to small, minority, women-owned, and veteran-owned small businesses seeking UGA contracts.
- The SSPS recruits these businesses through expos, networking events, individual counseling, and workshops.
- The SSPS is a resource to the small business community, UGA departments, and to any local, state or federal small business development agency seeking information on UGA contracts and bid opportunities.

Supplier Strategy & Programs Specialist

- The State of Georgia defines a small business as one which is independently owned and operated and must have either fewer than 300 employees or less than \$30 million in gross receipts per year.
- The small business may be a sole proprietorship, corporation or any other legal form.
- For all categories under small business, such as minority, small disadvantaged, woman-owned and veteran-owned, at least 51 percent of the business must be owned and controlled by an individual or a group of that particular category.

Small Businesses

- Subsections of the Small Business Classification include:
 - *Small Disadvantaged Business (SDB)*
 - *Women-Owned Small Business (WOSB)*
 - *Veteran-Owned Small Business (VOSB)*
 - *Service-Disabled Veteran-Owned Small Business (SDVOSB)*
 - *Historically Underutilized Business Zone (HUBZone)*
 - *Alaska Native Corporations and Indian Tribes (ANCs) (Not certified as a SDB and may be a large business)*



Federal Research Subcontracting Opportunities

A photograph of a laboratory setting. In the foreground, a woman with dark hair, wearing a white lab coat, a grey face mask, and safety glasses, is looking down at a piece of equipment. In the background, another person in a lab coat and mask is visible, working at a different station. The lab is filled with various equipment, including pipettes, boxes of supplies, and a large piece of machinery on the right.

- Specific Federal Research Subcontracting awards are available to small businesses for:
 - *Professional Consultants*
 - *Scientific Consultants*
 - *Lab Supplies*
 - *Information Technology*
 - *Travel*
- To be eligible for these opportunities, the vendor must be certified and registered as a Small Business in the Federal System for Award Management (SAM) program.

Action: Where do I Start?

- Register at the appropriate sites, depending on your business type and scope.
- Reaching out to departments on campus
 - UGA Department websites
 - Respectful and un-pressured communication
 - If they have questions on the purchasing process, direct them to contact Procurement
 - Provide quotes when asked by departments



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- UGA Procurement Website & Contacts — <http://busfin.uga.edu/procurement/>
- Lauren Barlow, Supplier Strategy & Programs Specialist — supplierdiversity@uga.edu
- UGA Supplier Registration — <https://suppliers.uga.edu>
- Department of Administrative Services and State Purchasing Division — <http://doas.ga.gov/>
- Sourcing Director and Georgia Procurement Registry (GPR) — <https://doas.ga.gov/state-purchasing/team-georgia-marketplace/jaggaer-sourcing-director>
 - *Includes registration links and training resources, including a training module!*