Doing Business with the University of Georgia
A brief overview of Purchasing at UGA.

• UGA Procurement Office
• Common Types of UGA Purchases
• Purchase Methods
• Public Works (Construction and Public Works Services)
• Federal Research Subcontracting Opportunities
• Contact Information, Links, and Questions
UGA Procurement Office

• Procurement roles include:
  • Reviewing and approving department’s individual purchase requests
  • Continually updating processes and workflows to match ever-changing regulations
  • Establishing and managing short- and long-term contracts
  • Maintaining and updating purchasing e-systems and logistics
  • Resource for the vendor community

• 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 Types of UGA Purchases

• Contract purchases
  • By Utilizing Statewide Contracts
    • Usually set up the Georgia Department of Administrative Services (DOAS), State Purchasing Division (SPD)
    • “Mandatory” vs. “Convenience”
  • By Utilizing 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 still regulated by State Purchasing Division
Common Types of UGA Purchases

• Open Market Purchases
  • Current State of Georgia Bid Threshold: $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)
Competitive Solicitations & Submitting 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 at the end of this presentation**
Georgia Procurement Registry
Purchase 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
  • UGA prefers shipping terms of FOB Destination

• 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:** Aug 16, 2022  
**PO/Reference No:** E1334826  
**Revision No:** 0

**Contact Information**
- **Contact:** UGA Procurement Office  
- **Email:** procure@uga.edu  
- **Phone:** +1 706-542-2961  
- **Issuing Officer:** Paul Stank

### Supplier Information
- **Vendor Name:** SIGMA ALDRICH INC  
- **Address:** 3700 SPRUCE ST  
  ST. LOUIS, Missouri 63103 United States  
- **Suns No.:** 006119506  
- **Phone:** +1 404-779-7512

### Delivery Information
- **Requested Delivery:**  
- **Ship Via:** Best Carrier-Best Way

### Billing Information
- **Change to PO Listed Above:** Send invoices to epay@uga.edu. All invoices must include the correct UGA PO number in order to be processed.

### PO Terms

**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), 60-252.16, 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 status as a Vietnam Era Veteran.

**002 UDA Terms & Conditions**  
UDA Terms & Conditions (Rev 6.12.20) apply to this Purchase Order and can be found at [http://ubuntu.uga.edu/procurement/standards/contract/101026-uda.pdf](http://ubuntu.uga.edu/procurement/standards/contract/101026-uda.pdf)

**003 Export Control**  
F13.1.19  
If the supplier is providing any item, 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 EAR or similar 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 dmc@uga.edu, and receive prior written authorization from the University 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 EAR-controlled or similar items, data, or services that are controlled by the Department of Commerce, Bureau of Industry and Security, Export Administration Regulations (EAR)), and inform the University of any non-compliance with the law. The supplier shall notify the University if it determines that it is not providing any item, data, or services that are controlled by the Department of Commerce, Bureau of Industry and Security, Export Administration Regulations (EAR), and inform the University of any non-compliance with the law.

**004 Certification of No Boycott Against Israel**  
F13.21  
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. 40-7-66.

**007 Force Majeure**  
F13.14  
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 catastrophes, disease, quarantines, epidemics, pandemics, or any other cause beyond the reasonable control or contemplation of such party in such event. Vendor shall refund all Program fees on a pro-rata basis, for the portion of the Program that has not been completed, but any processing fees and costs incurred.

**008 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://www.uga.edu/procurement/expectationsforcontractorsvendorsandsuppliersinresponsetocovid-19.html](https://www.uga.edu/procurement/expectationsforcontractorsvendorsandsuppliersinresponsetocovid-19.html)

### Table: Purchase Order Details

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<td>EA</td>
<td>5.22 USD</td>
<td>1 EA</td>
<td>5.22 USD</td>
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**Total:** 5.22 USD
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
Action: Where do I Start?

• Register at the appropriate sites, depending on your business type and scope.
  • GPR and UGA Supplier, links at end of presentation

• 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
Doing Business with the University of Georgia

Section:

Public Works: Construction and Public Works 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 Board of Regents policies.
- Work closely with the UGA Office of University Architects and the UGA Facilities Maintenance Division.
- GPR and Sourcing Director are used
- Purchasing thresholds
  - Purchases under $50,000 do not require a bid posting. Departments 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 required on all public works projects valued at $10,000 and above.
  • Each project may have differing insurance requirements based on type and value. This should be explained in the solicitation documents if applicable.

• 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.
Business Development Coordinator

- The University of Georgia Procurement Office provides assistance to small, minority, women-owned, and veteran-owned small businesses seeking UGA contracts for products and services. The Business Development Coordinator recruits the aforementioned businesses through business expos, networking events, individual counseling, and “How to do Business with UGA” workshops.

- In addition, the UGA Business Development Coordinator 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.

- 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.
Federal Research Subcontracting Opportunities

- 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.
Federal Research Subcontracting Opportunities

• 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
Helpful Links

• UGA Procurement
  • http://busfin.uga.edu/procurement/

• 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)
  • Includes registration links and training resources, including a training module!
  • https://doas.ga.gov/state-purchasing/team-georgia-marketplace/jaggaer-sourcing-director
Doing Business with the University of Georgia

Procurement Contacts: procure@uga.edu (706)542-2361

Bob Currey, Chief Procurement Officer – bob.currey@uga.edu
Ernest Webster, Business Development Coordinator – erwebste@uga.edu

UGA Procurement & Contacts — http://busfin.uga.edu/procurement/