Doing Business with the University of Georgia

Presented by: UGA Procurement, the UGA Small Business Development Center, and the UGA Multicultural Business Division
Doing Business with the University of Georgia - Procurement

Procurement & Purchasing

Construction & Public Works

Business Development
• 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 by 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
• 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**

**Sample PO format**

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**Vendor Information**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGMA ALDRICH Inc</td>
<td>3700 SPRUCE ST ST LOUIS, Missouri 63103 United States</td>
<td>UGA Procurement Office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DUNS No.</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>000119906</td>
<td>+1 404 379 7012</td>
</tr>
</tbody>
</table>

**Delivery Information**

<table>
<thead>
<tr>
<th>Delivery Address</th>
<th>University of Georgia</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIL &amp; RCVS GCVS</td>
<td>MAIL &amp; RCVS GCVS</td>
</tr>
<tr>
<td>4403 ATLANTA WAY</td>
<td>4403 ATLANTA WAY</td>
</tr>
<tr>
<td>ATLANTA, GA 30322</td>
<td>ATLANTA, GA 30322</td>
</tr>
<tr>
<td>United States</td>
<td>United States</td>
</tr>
</tbody>
</table>

**Billing Information**

<table>
<thead>
<tr>
<th>Billing Address</th>
<th>University of Georgia</th>
</tr>
</thead>
<tbody>
<tr>
<td>1020</td>
<td>ACCOUNTS PAYABLE</td>
</tr>
<tr>
<td>2542</td>
<td>BVNS 307</td>
</tr>
<tr>
<td>ATHENS, GA 30602</td>
<td>ATHENS, GA 30602</td>
</tr>
<tr>
<td>United States</td>
<td>United States</td>
</tr>
</tbody>
</table>

**Line No.**

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No.</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFX_92F, 7.2T23</td>
<td>VC0021</td>
<td>EA</td>
<td>$2.2 USD</td>
<td>1 EA</td>
<td>$2.2 USD</td>
</tr>
</tbody>
</table>

**Total**

$5.2 USD

**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), 41 CFR 60-741.5(a), and 41 CFR 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. The contractor shall make reasonable efforts to recruit, hire, and advance in employment qualified minorities, females, disabled individuals, and veterans. Unreasonable accommodation requests will be reviewed in accordance with applicable law.

- **002 UGA Terms & Conditions**
  UGA Terms & Conditions Revised 8.12.20 apply to this purchase order and can be found at [http://ulsfin.uga.edu/policies/termsconditions/08.12.20.pdf](http://ulsfin.uga.edu/policies/termsconditions/08.12.20.pdf)

- **033 Export Control**
  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: dvnppt@uga.edu, and receive prior written authorization from the University 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 ELC-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 ELC-controlled items, data, or services, it shall reimburse the University for all legal costs and other losses imposed by the above-named regulatory agency for any violation of export controls regarding the prohibited items, data, or services, REVISED 5.17.19.

- **041 Certification of No Boycott Against Israel**
  If the contractor certifies that it 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. § 50-9-46.

- **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 event, vendor shall refund all payment made, on a prorata 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:**
  Expectations for Contractors, Vendors and Suppliers in Response to COVID-19 apply to this Purchase Order and can be found at [https://ulsfin.uga.edu/policies/expectationsforcontractorsvendorsandsuppliers](https://ulsfin.uga.edu/policies/expectationsforcontractorsvendorsandsuppliers).
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**
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 Maintenance 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.
• 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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Doing Business with the University of Georgia
Business Development
• The UGA Procurement Office provides assistance to small, minority, women-owned, and veteran-owned small businesses seeking UGA contracts.

• The UGA Business Development Coordinator recruits these businesses through expos, networking events, individual counseling, and workshops.

• The 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.
Small Businesses

• 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.
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

• 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
Doing Business with the University of Georgia

- UGA Procurement Website & Contacts — [http://busfin.uga.edu/procurement/](http://busfin.uga.edu/procurement/)

- Ernest Webster, Business Development Coordinator — [supplierdiversity@uga.edu](mailto:supplierdiversity@uga.edu)

- UGA Supplier Registration — [https://suppliers.uga.edu](https://suppliers.uga.edu)


  - Includes registration links and training resources, including a training module!