SAN DIEGO
Community College District

City College · Mesa College · Miramar College
College of Continuing Education

Procurement Training

Purchasing and Contract Services

March 18-20, 2025

What We'll Cover

- Meet the Team
- Review of Board Policy and Administrative Procedures
- Suppliers
- Requisitions
- Blanket Orders
  - Catering
- Agreements
- Insurance

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What We'll Cover

- Change Orders
- Receiving
- Cooperative Agreements
- Dell Orders
- CDW-G Updates
- Site Improvement (SI) Process
- Contract Bid Threshold
- Trivia
- Questions

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Meet the Team – Maria Briney

Senior Procurement Specialist

- UTILITIES & ESSENTIAL SERVICES
- FURNITURE
- DENTAL & MEDICAL EQUIPMENT & SUPPLIES
- COSMETOLOGY EQUIPMENT & SUPPLIES
- CAL-CARD

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Meet the Team – Claudia Moreno

Procurement Contract Specialist

CONSULTING, CONSTRUCTION & SOFTWARE AGREEMENTS

EQUIPMENT MAINTENANCE

MISC. SERVICES

COMMUNICATION & MEDIA RELATED

ASSOCIATION, MEMBERSHIP, & ACCREDITATION FEES

SECURITY, FIRE, SAFETY, & EMERGENCY SERVICES

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Meet the Team – Alyssa Gino

Procurement Specialist

- COMPUTER HARDWARE, PERIPHERALS & SUPPLIES
- SOFTWARE
- PRINTERS
- AUTOMOTIVE
- TEXTBOOKS
- THEATRICAL EQUIPMENT & SUPPLIES
- AUDIO VISUAL EQUIPMENT & SUPPLIES

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Meet the Team – Danny Ortiz

Procurement Specialist

ARTS, CRAFTS & PROMOTIONAL ITEMS

UNIFORMS & APPAREL

OFFICE & PRINT SUPPLIES

ATHLETIC EQUIPMENT & SUPPLIES

SAFETY & PROTECTION EQUIPMENT

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Meet the Team – Rommel Ladringan

Procurement Specialist

SCIENTIFIC EQUIPMENT & SUPPLIES

MEDICAL EQUIPMENT & SUPPLIES

AGRICULTURE & LANDSCAPING

INDUSTRIAL & CONSTRUCTION SUPPLIES

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Meet the Team – Suzy Murillo

Admin Technician

SUPPLIERS

SAM.GOV

CLOSE PURCHASE ORDERS

CREDIT APPLICATIONS

OVERSEE HOME DEPOT ACCOUNT

OVERSEE LOWE'S ACCOUNT

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Board Policy and Administrative Procedures

- BP 6100 Delegation of Authority
- BP 6330 Purchasing and Contract Services
- BP 2710 Conflict of Interest
- AP 6300.1 Purchase of Food and Refreshments
- AP 6150 Designation of Authority

https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx

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Suppliers

For new suppliers:

- W-9 form (current version), completed
- Supplier Intake form, completed
- Forms can be found on our website

https://www.sdccd.edu/departments/business/purchasing/forms.aspx

Suppliers

Key points to remember

- Vendor must accept District Purchase Orders
- Vendor must accept payment terms of Net 30 (N30)
- Vendor must provide a **<u>physical address</u>**
- Vendor must have a valid email address for PO delivery
- Tax classification

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Suppliers

- Send forms to the campus Business Services Office for entry.
- Purchasing and Contracts will review and determine approval with AP assistance, if needed.
- Once the supplier is approved, the requestor will be notified by email.

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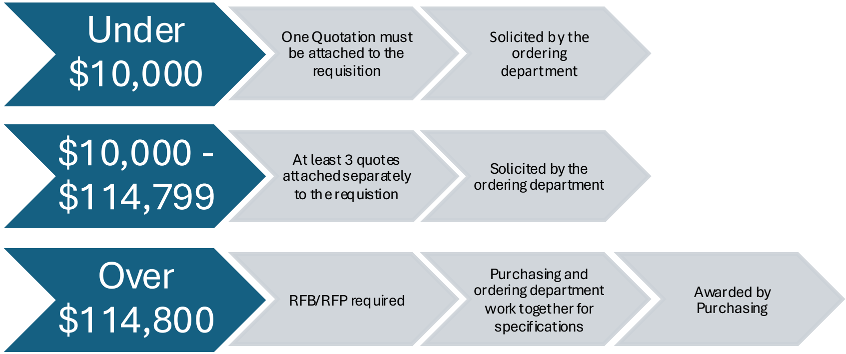
Requisitions

- All required documents must be attached.
- Always use most current documents available on our website.
- Please allow 7-10 business days for processing orders once they have arrived in Purchasing and Contracts.
- Contact the Procurement Specialist to see if there is a cooperative agreement available.
- If a cooperative agreement is available, the supplier could offer deeper discounts.
- Change orders
    - The change order amount must be equal or greater than the vouchered amount.



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Blanket Orders

- Goods and/or Services purchased on an "as-needed" basis.
- Once the order exceeds $10,000, additional quotes will be required.
- Items or services must be described on the Purchase Order.
- Control of the usage is the responsibility of the department.

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Catering

- Required forms need to be routed through Enterprise Services.
    - Decline from Food Services
    - Current Health Permit
    - Current Certificate of Insurance
    - Completed Hold Harmless document
    - Quote
- Blanket Order must be created in PeopleSoft
- Category Code 901-00 must be used

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Contracts 101

- Contract Basics
- Contracting Parties
- Scope of Work
- Terms and Conditions
- Indemnification and Hold Harmless
- Data
- Authorized Signatures

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Agreements

- Lecture Agreement
- Performance Agreement
- Consultant Agreement
    - Professional Services
- Software Agreement

New templates coming soon!

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Insurance

- General Liability
- Automobile Liability
- Worker's Compensation
- Errors and Omissions
    - Professional Liability
- Cyber Liability
- Additional Insured Endorsements
- TULIP Program

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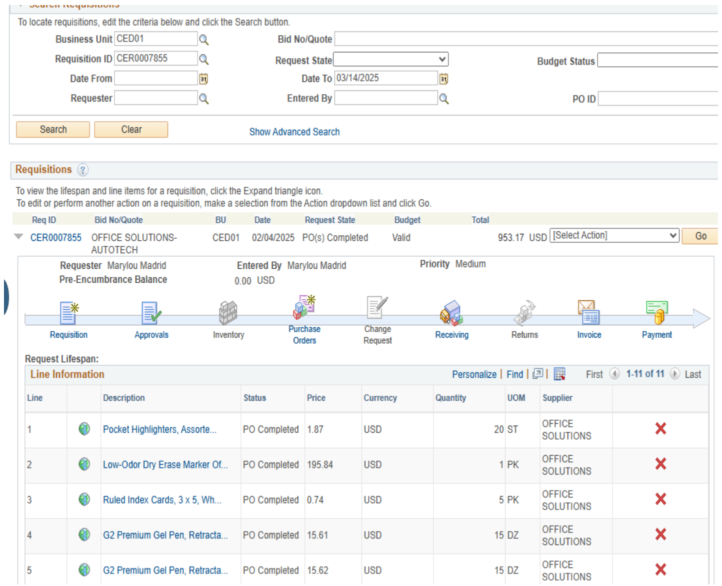
Manage Requisitions

- Tracking
  - Approvals
  - Status
  - PO number
  - Receiving
- Financials 9.2 > eProcurement > Manage Requisitions



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Receiving

- All items ordered must go through a Stockroom or the Cental Distribution Center.
- Do not ship anything to your home address.
- Notify the Stockroom/CDC if you directly receive an item from a PO.

Contacts:
CDC: Gary Waldrop
City: Edward Michel
Mesa: Frank Fernandez
Miramar: Stan Herivaux

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Dell Reminders

- Line-item pricing on quotes
- Non-taxable ProSupport
- Entering ProSupport
- Subtracting ProSupport price
- Contact Brandi Williams for quote requests
    - brandi.williams@dell.com
- Cooperative agreement

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CDW-G Updates

- New Account Manager
- CDW-G Punch-out
- Contact Brett Bradford for quotes requests
    - bretbra@cdwg.com
- Cooperative Agreement

Current Contracts

- B & H Photo Video
- BKM/Steelcase
- BSN
- Canon
- CDW-G
- Complete Office – Copy Paper
- Cultura/Haworth
- Dell
- Fisher Scientific
- Grainger
- GST – Golden Star Technology
- HP – Hewlett Packard
- Home Depot
- Konica Minolta
- Lakeshore Learning
- Lowes
- Medline
- Office Solutions
- Parron Hall
- Sweetwater
- VWR
- Waxie

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Contract Bid Threshold

- All contracts involving an expenditure of $114,800.00, must be approved by the Board starting July 1, 2025.
  - Public Contract Code (PPC) § 20651 (a)
- Services may not commence until Board approval.
- Purchase order will be issued after Board approval.

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Public Works/Site Improvement Process

PUBLIC WORKS PROJECTS

MAINTENACE AGREEMENTS

SITE IMPROVEMENT (SI) PROCESS

Contract Operations, Enterprise Services, and Facilities (OESF) or your campus liaison for all requests.

Campus Liaisons

CE – Anthony Vargas

City College – Jay Purnell

Mesa College – Jacqueline Collins

Miramar College – Dan Gutowski

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Reminders & Updates

Purchasing Handbook coming July 2025!

Denied Requisitions

Current Agreements

Invoices to Accounts Payable apinvoice@sdccd.edu

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Year-End Reminders

Year-End Notice Review

Confirm year-end dates with your campus Business Office

Confirm all invoices have been paid before you request a PO to be closed.

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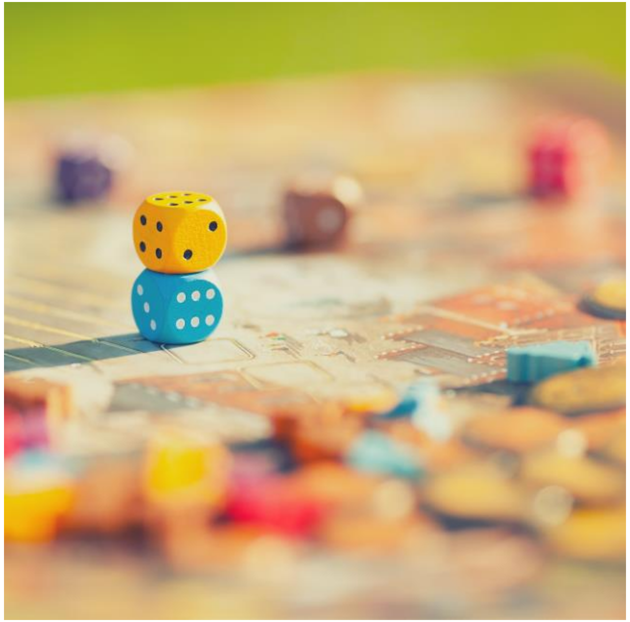
Trivia



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Q&A

Thank you!

Call us! ***619-388-6562***

Email us! ***DL for Purchasing Buyers***

Check out our web page!
https://www.sdccd.edu/departments/business/purchasing/index.aspx

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