

# **A Guide for Doing Business with the Purchasing Services Office of Valdosta State University**

The information below gives you assistance on providing goods and services to Valdosta State University (VSU). It is an overview of the process used by the Purchasing Services Office at VSU. Other campus departments have their processes. We look forward to doing business with you.

## **Overview of the Purchasing Process**

- Valdosta State University is an agency of the state of Georgia and required to follow the policies and procedures of the Board of Regents of the University System of Georgia, the Georgia Department of Administrative Services State Purchasing Office regulations, as well as various other regulations by offices of the State and Federal governments. All purchasing is under the direct management and control of the Vice President for Finance Administration. The Purchasing Services Office is only one department at VSU that is authorized to purchase for the institution. The Vice President for Finance and Administration has delegated other departments the capacity to obligate the institution as follows:
- Agency Funds – the individual responsible for the account.
- All items and services not otherwise delegated – Purchasing Office
- Athletic Funds – Director of Athletics
- Expenses related to employee travel (transportation, lodging, etc.) – each cabinet level officer and the Travel Office
- Facilities items and services regulated by the Facilities Office of the University System – Director of Physical Plant
- Food Service Food items – Director of Auxiliary Services.
- Information Technology items – Director of Information Technology
- Library collections and related services – Director of the Library
- Professional Services – Each cabinet level officer
- Public Works, construction – Director of Physical Plant
- Purchases made with petty cash and check requests - each cabinet level officer
- Student Activity funds –Dean of Students
- Student Health Center drugs and medical items – Director of Auxiliary Services
- Telecommunications lines and services – Director of Auxiliary Services

## **VSU Purchasing Services Office Objectives**

- be a responsible, ethical, and reliable representative for VSU to the campus communities;
- obtain the greatest total value within the considerations of the all requirements;
- ensure fair and equitable treatment of all campus customers and suppliers;
- ensure accountability in the expenditures authorized by the Purchasing Services Office.

## **VSU Supplier Base**

VSU supplier base and list of potential bidders are supplied by the Georgia Procurement Registry which is a free web-based advertising system for publicizing government contract opportunities. It ensures that contract opportunities are quickly and widely disseminated to the vendor community. VSU searches the State Purchasing Office Vendor Registration System by commodity, service, geographic location, and small or minority business status to locate vendors. The Vendor Registration System will automatically notify vendors by e-mail when related bids and procurement opportunities become available. Although the system meets the minimum number of bids solicitations required in the Georgia Procurement Manual, the system does not always meet the requirements for Small and Minority Business opportunities. Additional vendors may be selected as determined are necessary by the buyers.

Each supplier is responsible for keeping the State Purchasing Services Office informed of any important changes and information. The information in your vendor profile at the State Purchasing Office Bid Registry will be valid for 365 days from the date it is entered. You will receive e-mail notification prior to its expiration to allow you to easily "re-register." This will serve as a reminder to review your profile information in case of changes during the year and will allow state and agency purchasing officers to have a more accurate listing of vendors wishing to do business with the state.

A Contractor may be suspended, terminated, or debarred by the State Purchasing Office. Causes for vendor debarment or suspension include the following:

- Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract;
- A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts according to O.C.G.A. Section 50-24-3.;
- Damage or destruction to State property.

## **Procurement Methods**

- Purchasing Card (*P-Card*)
- Requests For Quotes (*RFQ*) (*formerly called Invitation to Bid*)
- Requests For Proposals (*RFP*)
- Reverse Auctions
- Contracts
- Open Market Purchase Orders

A VISA Purchasing Card is used by state employees to secure approved goods and services (used most frequently for consumable supply items under \$5000).

**Purchasing Card (P-Card)** Program simplifies day-to-day purchasing activities while enhancing cost-effectiveness. The P-Card streamlines payment and purchasing procedures, reduces the administrative burden traditionally associated with small dollar value purchases, and allows for quicker receipt of goods. The P-Card offers more accountability through consistent and timely reconciliation processes and electronic management controls.

**Request for Quote (RFQ)** Purchasing conducts best value procurements through the Request for Quote process (RFQ). Typically used for purchasing standard products and services, the RFQ process considers price to obtain the best overall value for state government. DOAS provides technical guidance

in defining contract specification and performance requirements and evaluation criteria to assist state entities in effectively managing contracts after they are awarded.

**Request for Proposal (RFP)** State Purchasing conducts best value procurements through the Request for Proposal (RFP) process. Typically used for purchasing complex services, the RFP process considers both quality and price to obtain the best overall value for state government. DOAS provides technical guidance in defining contract performance requirements and evaluation criteria to assist state entities in effectively managing contracts after they are awarded.

**Reverse Auctions** Georgia Code 50-5-67 establishes the authority for the Department of Administrative Services to conduct Reverse Auctions. The bidding process shall not be used to procure construction services or for any contract for goods or services valued at less than \$100,000

The use of reverse auctions, controlled by the buyer, allows a single buyer to communicate with many different suppliers at the same time. All reverse auctions will have a specific start and end time. Our system requires suppliers to acknowledge their intent to participate in a particular auction by pre-qualifying before the event. Suppliers are then issued a pass code which will allow them to log-in to the scheduled reverse auctions. During the event, all suppliers will be able to view the current 'lowest bid' and continue to submit lower bids until to the auction end time. At the end of the event, the lowest bid will be posted and the award made, pending verifications.

## **Purchase Contracts**

By leveraging the state's purchasing power, State Purchasing establishes statewide contracts for a wide variety of products, services, and equipment. Contracts include commonly used commodities such as office furniture, motor vehicles, natural gas, liquid petroleum, paint, ammunition, asphalt, and many other commodities and services.

The Agency Contract Index (ACI) provides a comprehensive listing of all agency contracts. This single point of access for Agency Contract information will facilitate the location of existing contracts for possible use by agencies other than the originating agency. The ACI will provide immediate access to agency contact information, vendor contact information, commodity and service requirements, specifications, and pricing. Agencies review agency contracts online and determine if there is an existing contract that meets their needs and contains the appropriate contract assignment provisions for their use.

For additional information about Statewide Contracts and Agency Contracts call DOAS' State Purchasing at 404-657-6000.

## **Open Market Purchase Orders, Terms and Conditions**

- An Open Market Purchase Order is issued when items cannot be ordered with another process and are not on a contract. The terms and conditions of VSU's purchase orders are available online at <http://services.valdosta.edu/business/potc.aspx>

## **Delivery and Acceptance of Items**

A supplier should always review the delivery date and specifications on a purchase order and contact the institution if these are not correct.

If a Purchase Order is issued as the result of a bid, the supplier should maintain or have available an inventory sufficient to make delivery within the time stated, or take whatever other measures may be necessary in order to insure that delivery will be made in accordance with the contract. Failure to deliver in accordance with the contract could result in the contractor being declared in default which could cause a purchase order to be canceled.

Delivery does not constitute acceptance. All supplies, materials, and equipment delivered to any VSU office shall be subject to inspection and testing. Failure to reject upon receipt, however, does not relieve the contractor of its liability. If tests subsequent to delivery reveal a failure to meet specifications, the contractor shall be deemed to have breached its contract. Items that do not meet specifications will be rejected and the supplier will promptly be informed of the rejection.

### **Payment Terms**

Payment will be initiated for each line on the purchase order upon complete delivery and acceptance of each line unless otherwise stated on the order. Time, in connection with discount offered, will be computed from date of complete delivery of the supplies or materials at destination, or from the date a correct invoice is received if this is later than the date of delivery.

### **Cancellation of Purchase Orders or Contracts**

No cancellation a statewide contract may be made unless in writing and signed by the State Purchasing Office. No cancellation of a purchase order or agency contract may be made unless in writing and signed by VSU. The State or VSU may in its sole discretion grant a contractor's request to cancel an order to release a contractor from its contract if the contractor is prevented from performing its contractual obligations by an act of war, act of God, order of legal authority, or other unavoidable cause not attributed to the fault or negligence of the contractor. The burden of proof for such relief rests solely with the contractor.

### **State & Local Sales Taxes on Institutional Purchases**

The State is prohibited from paying or reimbursing a vendor for any taxes which may be lawfully imposed on the vendor or on the property being provided. If the order is from a written quote then the price on the quote is deemed to include all applicable costs. Purchases made by University System of Georgia institutions related to normal campus operations or purchases for resale are not subject to Georgia sales taxes. Since all transactions take place in Georgia based on delivery and acceptance of the items in Georgia taxes from other states do not apply. Some purchases utilizing agency funds could be subject to sales taxes and it is the responsibility of the owner of these agency funds to inform the supplier if this situation exists. Also, if an item is physically purchased and accepted in another state then the taxes of that state could apply to the transaction. The Georgia Department of Revenue determines what purchases are subject to sales taxes, and should be contacted if an interpretation is required.

## **Supplier Invoices**

Invoices must be rendered in the number of copies required by the purchase order or contract and issued to the VSU address indicated on the purchase order no later than five (5) business days after delivery is made. Invoices and statements should include the following information:

- Contractor name, payment address, and Federal tax I.D. number;
- Purchase Order Number;
- VSU Bill To address indicated on the purchase order;
- Item description for each line on the purchase order;
- Quantity, unit, unit price, and extension for each line item;
- The invoice number and invoice total;
- Payment discount or net 30 terms, as applicable;
- Date of order and shipping date;
- Any back orders and shipping date for an item not yet shipped.

## **Small and Minority Business Recognition Program**

Valdosta State University recognizes the state's commitment to support the growth of minority and socially/economically disadvantaged small enterprises.

The Governor's Entrepreneur and Small Business Office works with communities, economic developers, state and federal agencies, authorities, commissions, boards and institutions to provide the small business communities with access to resources and opportunities.

Vendors must register through the [Vendor Registration System](#) which is a free web-based system provided by DOAS' State Purchasing that enables vendors to register their company and identify product and service offerings. State and local governments can search the Vendor Registration System by commodity, service, geographic location, and small or minority business status to locate vendors. The Vendor Registration System will automatically notify vendors by e-mail when related bids and procurement opportunities become available.

## **Contact**

If you have any questions contact Financial Services.

Phone: (229) 333-5708

Fax: (229) 333-7408

Business hours:

8 a.m. to 5:30 p.m.

Monday through Thursday

8 a.m. to 3 p.m.

Friday

Direct all written correspondence to:

Valdosta State University  
Financial Services  
1500 N Patterson St.  
Valdosta, GA 31698

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**Updated 09/30/2020**