



Purcha\$ing \$en\$e

A Quarterly Publication from the OU Purchasing Department

www.ou.edu/purchasing/home/index.htm

Did you know?

The OU Health Sciences Center in FY 2009 continued its impressive rate of research growth by achieving more than \$121 million in federal, state, corporate and nonprofit or foundation grants and contracts. Funding from the National Institutes of Health – considered to be the gold standard for research – was almost \$50 million.

-Source,
OU Public Affairs

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Liability Insurance

The Risk Management Department provides this information (below) about liability insurance.

Q - What is liability insurance?

A - It provides risk coverage for the university, making the insured (for example, a vendor, supplier, or contractor) legally obligated to pay in the event of bodily injury or property damage, and sometimes other perils.

Q - How are university employees covered for liability?

A - The University of Oklahoma is an agency of the State of Oklahoma and, as such, is provided liability protection under the State of Oklahoma “Governmental Tort Claims Act” (Title 51, Subsection 151). Compliance with this law is administered by the State of Oklahoma Risk Management Division of the Department of Central Services. The

types of liability coverage are General Tort, Vehicle, and Watercraft. The limits are \$175,000 per person, any loss other than property; \$25,000 per person, property damage; and \$1,000,000 per occurrence, all claimants and coverage.

Q - What type of insurance does the University of Oklahoma require of third parties (usually vendors or contractors)?

A - General liability with a minimum limit of \$1,000,000, automobile liability with a minimum limit of \$1,000,000, and workers compensation according to statutory limits, if applicable. These requirements protect the university should the third party cause property damage or bodily injury while on our campus, or should the party or its employees get injured on the job.

Medical Malpractice Insurance Payment Exception

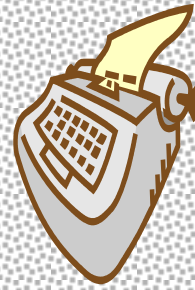
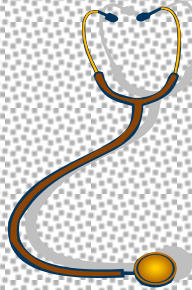
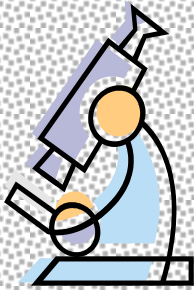
The Financial Services and Purchasing Departments have jointly agreed to an exception for payment of medical malpractice insurance premiums, normally requiring a purchase order for amounts over \$5000. Departments may pay invoices for this specific insurance coverage

on direct pay vouchers, regardless of the dollar amount. The voucher comments section should clearly state the payment is for medical malpractice insurance coverage so Accounts Payable can note the exception and process for payment.

Specialty Underwriters

The Purchasing Department currently has a competitive contract in place with Specialty Underwriters for corrective and preventative equipment maintenance for lab, medical, and office equipment. The advantage of using the Specialty Underwriters contract is the ability to continue receiving service from the original equipment manufacturer at about 20% off the cost of purchasing the maintenance agreement directly from the manufacturer. Specialty Underwriters offers you the opportunity to have the exact same service with a savings of up to 30%. The benefit to the university is that they provide a guaranteed cost savings on maintenance contract costs and management control. University depart-

ments will coordinate with Purchasing to establish individual equipment maintenance contracts with Specialty Underwriters. University departments should contact Specialty Underwriters directly for initial quotes. To obtain a quote, you can access the vendor contact information by going to the Purchasing website at <http://www.ou.edu/purchasing/home/contracts/services.htm#services>, "Maintenance Contracts on Equipment". If you currently have equipment and would like to take advantage of this contract or have any questions regarding this contract, contact Kent Depe, (405) 325-2818, kent-depe@ouhsc.edu and he can assist you through the process.



Obtaining Quotes

While Purchasing appreciates the effort and diligence many departments have shown in the past by obtaining quotes, there are several reasons buyers need to perform this task. In almost all cases, there are Terms and Conditions attached to a vendor quote, and many of the terms cannot be accepted. The quote document used by Purchasing was created and is continually modified by OU Legal to meet ever changing legal requirements. In order to respond to our RFQ, the vendor must submit their quote on our document, thus agreeing to university Terms and Conditions. This eliminates the need for legal review, and often lengthy negotiations with the vendors, thus reducing the amount of time from requisition to purchase order.

After receipt of the requisition and specifications, the buyer will create an Request for Quote (RFQ) document and send it to the requesting department for review and approval. Once the quote closes, a bid summary listing all of the responding vendors and their quotes will be sent to the department for their review and award. The winning bidder is not *required* to be the lowest bidder, however if not, a detailed justification will need to be submitted to, and approved by the buyer.

The requesting department can assist the buyer and therefore accelerate the RFQ process by providing detailed specifications in easy-to-understand language, suggested vendors, and quick turn-around of the RFQ review and award.

Pre-Pay Guidelines

As a state entity the university cannot prepay except in certain circumstances such as when the nature of the business demands it (industry standards), like for subscriptions, subscription renewals, conference registrations, certain maintenance contracts, payments for pre-paid insurance premiums, etc. Even in those instances when we do prepay, certain guidelines have to be met to remain in compliance.

Below is the brief version of prepayment rules:

As a state agency we are not to prepay for goods or services. However there is an exception to this rule. The exception can be utilized if a two prong test is met:

1. It is the **industry** practice or standard (not vendor practice or standard) for vendors to receive payment up front; and
2. where there is no reasonable alternative method of payment

These guidelines can also be found on the Purchasing website. Below is the State statute regarding pre-payment.

Pre-payment statute

State statute title 74, 85.44B

§74-85.44B. Payment for goods or services pursuant to contract.

Payment for products or services pursuant to a contract executed by a state agency, whether or not such state agency is subject to the Oklahoma Central Purchasing Act, Section 85.1 et seq. of this title, shall be made only after products have been provided or services rendered. This does not prohibit the payment for subscriptions to magazines, periodicals, or books or for payment to vendors providing subscription services.

Added by Laws 1992, c. 250, § 4, eff. July 1, 1992.

Amended by Laws 1993, c. 101, § 1, emerg. eff.

April 20, 1993.



Travel Agencies

For all of you Norman campus faculty and staff, getting contact information about the university's contracted travel agencies is easier than ever. Arranging your official business travel can start with a click of the mouse. Simply go to www.ou.edu and click on the "OU EMPLOYEES" button. A panel will drop down. Under "Useful Links" you'll see "Hotels and Travel." Click on that link to pull up the "University of Oklahoma Travel Portal." When you get there, click on "Staff and Faculty Travel," and then "Travel Agencies." From this page you can

click on the travel agency you'd like to use. It's as easy as that. A similar path for HSC and Tulsa faculty and staff is not yet complete for their respective websites, but in the meantime, you folks can easily use the method described above since our contracted travel agencies can serve any OU campus.

If you have any questions, feel free to call Pam Cantrell at (405) 325-9606.



There are no secrets to success. It is the result of preparation, hard work, learning from failure.
 ~ Colin Powell

Strategic Sourcing

Have you been KISS'd? Eh...Er...that is to say, "Have you been Kindly Introduced to Strategic Sourcing?"

It's an admittedly uppity Purchasing term that means nothing more than getting you (your department) nicely *matched* with the suppliers you need to carry out your mission. Well, you say. I can do that perfectly fine on my own when I'm under the Small Dollar limit (\$5,000), so why do I need you – Purchasing – to bother me about something as vague as Strategic Sourcing? Well... because the pricing and contracting (read that: tedious terms and conditions) work has already been done. This makes numerous excellent contracts available at your finger tips.

Your #1 Strategic Sourcing tool is www.eandi.org. E&I stands for Educational & Institutional Cooperative Services, Inc. It is higher-education's not-for-profit purchasing group that harnesses the combined buying power of colleges and universities across the U.S. It is the sister organization to the National Association of Educational Procurement (NAEP) whose members – including OU – got together in 1934 to achieve better prices, terms and conditions for their institutions. Of E&I's 85 con-



tracts, 82 were awarded competitively. The products and services are the result of thorough studies about who buys what, how much, and at what prices. They represent the hard work and ingenuity of higher-ed Purchasing professionals across the country, including your own here at OU. All of the competitively awarded contracts satisfy our rules for competition.

Accessing the E&I contracts at www.eandi.org is easy. If you already have a Login ID and Password, log in. If not, just follow the directions to get them. You can browse contracts by company name ("Index") or by contract "Categories." Click on each contract that may be of interest to you. A window will open, and at the top you'll find instructions on how to use that contract. In most cases, you should be able to use your P-Card to make the purchase. If in doubt, contact Purchasing. *This* should be your one-stop shopping mall.

So...please send me an email when you've been KISS'd. This inquiring mind wants to know.

~Burr Millsap, Associate Vice President of Administration and Finance

Hello and Goodbye

Welcome to these new employees!

- ◆ Brittani Browning
- ◆ Kristie Morris
- ◆ Emily Pierce
- ◆ Rebecca Selby
- ◆ Sean Simpson
- ◆ Jack Williams

Best wishes to these departing employees!

- ◆ Joe Brenner
- ◆ Heather Sprunger

American Express



If you are made aware of a vendor that does not currently accept American Express, please email that vendor information to proadmin@ouhsc.edu. We will then collect some additional vendor data and send that information to American Express. Amex will then contact the vendor and attempt to get them to accept the card. With the information we have received from departments in the past few months, Amex has been able to sign on over 200 vendors who previously did not take the card. While the number of recently added merchants is encouraging, please note that it is a complicated and sometimes timely process to sign up a new merchant. Amex will attempt to contact every mer-

chant that we send to them but unfortunately it can be difficult to convince them to accept American Express. For those merchants that do agree to take the card, it can sometimes take weeks to get the business setup properly and ready to take the cards. Please continue to send in the information so that your vendors can be added, but please be patient and prepared to make other payment arrangements in case the signup process is delayed.

Pcard Tips

July - Many cardholders purchase images for web design, publication, training, etc. However, if you are buying images please make sure that you are only purchasing the images that you need at that moment. Some cardholders have purchased multiple credits or packages and have not redeemed all the images, which is considered prepayment. Although these credits/packages may appear to offer you savings, utilizing university funds without receiving anything in return is against policy.

August - Please remember that when you give a vendor your billing address, please give them your address as you listed it on your Pcard application. The way the bank re-

quests your address is building name/room number first and then the street address. Giving a vendor your information incorrectly can result in your Pcard being declined. If you need validation of your address or need to update your address, please email proadmin@ouhsc.edu for assistance.

September - If you are locked out of SAM and have the Pcard Team reset your password, please continue to use that new password for the rest of the day. SAM will only allow you to change the password once in 24 hours. If you update your password before that timeframe, SAM will not recognize your new password and you could become locked out again.

Pcard Training Dates

HSC

Wednesday, November 4th, 8:30–10:30 AM

SCB 111

https://webapps.ou.edu/Purchasing/pcard/training/forms/hsc/hsc_form.cfm

Norman

Tuesday, November 10th, 8:30–10:30 AM

OMU Sooner Room

https://webapps.ou.edu/Purchasing/pcard/training/forms/norman/norman_form.cfm

Thank You!

Purchasing would like to thank the over 1,200 Pcard holders across all three campuses for their continued use of the program. Studies have shown that the average administrative cost of making a payment via traditional means amounts to nearly \$89. The average cost of payments

made with the Pcard is only about \$20, meaning that when you use the Pcard the university has a cost savings of \$69. Thank you all for your continued effort to utilize the Pcard program!

**Serving the Norman,
Oklahoma City and Tulsa Campuses**

University of Oklahoma Purchasing Department
2750 Venture Drive
Norman, Oklahoma 73069
Phone: (405) 325-2811

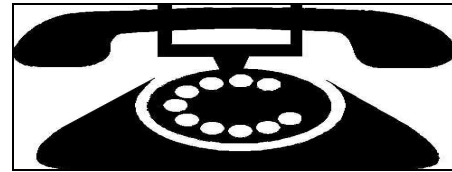
**Norman Campus
OU Property Control Surplus Store**
Now open for general public sales each Wednesday from 8:30 AM—2:00 PM
2101 West Tecumseh Road, Norman
Call (405) 325-2782 or visit
http://www.ou.edu/property_control/index.htm
for more information.

Meet Linda Johnson



Linda Johnson's career with OU began in 1991 as a Data Entry Specialist. She is currently a Senior Buyer with Purchasing, and handles a myriad of commodities ranging from HSC property leases to medical and research equipment. Linda is one of Purchasing's PeopleSoft "gurus" at resolving PeopleSoft problems and testing new PeopleSoft software. Her favorite part of her job is helping campus users acquire a better understanding of Purchasing procedures and assisting with PeopleSoft issues. Linda has a grown son, two grandchildren, and a daughter who is a senior at John Marshall High School. Along with spending time with her grandchildren, she is involved with her daughter's activities which include pageants, and cheer/pom competitions. Linda is also the PTA President at John Marshall. In her free time, she enjoys reading a good romance novel and traveling with her family.

GIVE US A CALL!



Acquisitions

- Nathan Baird 325-5083
- Pam Cantrell 325-9606
- Kent Depe 325-2818
- Linda Johnson 325-2229
- Mark Keesee 325-8519
- Brad Larson 325-8965
- Susan Mecham 325-3091
- Lisa Merrell 325-4893
- Ron Nealis (918) 660-3079
- Michael Parrish 325-9846
- Randy Payton (918) 660-3082
- Kira Reyes (918) 660-3091
- Linda Royal 325-7079
- Sean Simpson 325-3308
- Craig Sisco 325-5261
- Tami Tatum 325-5097
- Sandy Totten 325-5090

Pcard

- Brittani Browning 325-4637
- Suzanne Carter 325-5092
- Emily Pierce 325-9485
- Rebecca Selby 325-5081

Property Control

- Patty Bowman 325-2641
- Stephen Kraus 325-2782
- Jeremy Paden 325-2701
- David Seymour 325-2782
- Dennis Winfrey 325-1680

Purchasing \$en\$e is a quarterly publication of the University of Oklahoma Purchasing Department.
Jean Wilson, Associate Director of Purchasing