

The Contracting and Purchasing Services department "CPS" provides purchasing, contracting, accounts payable, claims, insurance, surplus, shipping and receiving, and property administration services to NAU departments.

ANNOUNCEMENTS

With the Winter Closure fast approaching, please submit requests to Contracting and Purchasing Services to allow adequate time for processing.

Did you know [Arizona State Law](#) prohibits procurement from a public officer or employee, unless a contract resulting from a public competitive bid has been issued? Visit our [website](#) for a list of restricted and substantial interest vendors and help keep the University in compliance.

Contracting and Purchasing Services hosted its first P Card Approver Conference and we want to extend our thanks to all those who participated. PowerPoints of the conference can be viewed at our [website](#).

CPS TIPS

Before you contact a vendor about your project contact CPS.

Frequently, CPS receives requests for purchases that exceed the bidding threshold. We learn that the department, being the subject matter expert has researched, reviewed and often called in vendors for presentations and, after determining which vendor can satisfy the requirements, sends the purchase to CPS as a sole source. Actually, what has taken place is the procurement process that needs to be completed by CPS. As soon as you know of a project, maybe you are researching a software package or planning to replace a room full of equipment, contact CPS so that we can help you with your purchase.

Sending contracts to CPS.

Any contract where NAU is spending money is subject to procurement policies. When sending contracts for signature, please include the appropriate buyer and the Contracting, Insurance and Claims Division on all correspondence.

WELCOME!

We are excited to welcome our new additions to the contacting and purchasing team:

Holley Buck, Contracts Administrator
928-523-8036
Holley.Buck@nau.edu

Ryan Hatch, Stock/Inventory Assistant
928-523-6097
C.Hatch@nau.edu

Aaron Kaminski, Insurance/Claims and Contracts Administrator
928-523-2099
Aaron.Kaminski@nau.edu

Jessica Ott, Senior Buyer
928-523-0462
Jessica.Ott@nau.edu

Baily Pugh, Program Coordinator
Small Business Utilization & Procurement Compliance
928-523-6099
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Kate Smith, Buyer/Assistant P Card Administrator
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Accounts Payable and Materials Management

DECEMBER 2014

Accounts Payable Staff Visits Departments on Campus

Accounts Payable is making in person visits to departments on campus to get know the customers they work with every day over the phone and through e-mails. The Accounts Payable staff works with many people across campus, but rarely gets to see them in person, if at all. Through these visits, Accounts Payable will get to put a face with the customers they work with, see their work areas and answer any questions their customers might have. Connie Raney, Accounts Payable Coordinator, stated that it is a great way to get to know their customers.

For Accounts Payable's first visit, Connie Raney and Brenda Hooten met with Becky MacIntyre and Brenda Womble from Housing and Residence Life. They spoke with them about the different duties they have in their department, their internal PO system, how the charges work on their end and toured their building.

Look for information from Accounts Payable to arrange a visit with your department soon.

Property Surplus

NAU has the responsibility to make the best use of its assets and, when it has no further use for them, maximize returns on their sale. NAU is not allowed to give or throw away NAU property. The Surplus Property Department is the only NAU department authorized to dispose of NAU property. The primary role of the Surplus Property department is to ensure that the excess property generated by NAU will be handled in a method that both maximizes the return to NAU and meets the disposal requirements of the state and federal governments.

Come stop by!
Store hours are Monday thru Friday from
10:00am to 2:00pm

Visit our [website](#) for more details about Campus and Public Services, including a list of items we cannot handle and how to dispose of those items. Instructions for filling out the Property Control Authorization form for transfers can also be found there.

Like us on [Facebook](#) to see items we currently have in stock as well as upcoming auctions.

Campus Supply

Campus Supply not only sells supplies to Facilities Services, but to all departments on campus. Campus Supply has many items that you may need for your office. With the cold and flu season upon us, we have facial tissue and hand sanitizer for your reception areas. Copy paper, both virgin and recycled, can be purchased from Campus Supply and delivered to your office. Come by Campus Supply, visit our [website](#) for on-line ordering, or give us a call to see what supplies Campus Supply can provide for your department.

Property Administration

Property Administration would like to remind departments that all computers, I-Pads, and tablets must be tagged with a NAU asset number, whether they meet the \$5,000.00 threshold or not. Also if you have other highly desirable items that could walk away, contact Property Administration about getting the items tagged. For more information please call 523-6391.

How You Can Help Expedite the Contract Process

The Contracts Division of Contracting and Purchasing Services reviews, edits, negotiates, and signs a wide variety of vendor contracts at the request of NAU departmental representatives. Types of contracts that come through our department may include but are not limited to facility use, hotel and catering, consulting and other types of services, speakers, performers, equipment purchases, leases, software licenses, subscriptions, intergovernmental agreements, partnerships, and sponsorships. Often the provisions of a vendor's contract could impact the operations of other NAU departments, in which case we have a responsibility to reach out to the impacted departments to make sure the contract is in compliance with campus policies, or if modifications to the contract need to be negotiated. You can speed up the contract process by soliciting this input simultaneously when submitting the contract to our office. Please include information regarding any communication with these other departments.

The following list contains examples where input from other departments may be needed. Please note that this is not a comprehensive list, but does include the departments that Contracting and Purchasing Services routinely reaches out to for input:

- VP Research – Intellectual Property
- Institutional Review Board – Research Involving Human Subjects
- Office of Public Affairs – News/Press Releases and Filming
- Marketing – Use of Logos and NAU's Name in Marketing Materials
- Information Technology Services – Software, Online and Network Security
- University Advancement – Gifts and Donations

The Contracts Division will happily continue to contact these departments for input if that is your preference.

Why do you need to register your volunteers?

Volunteers are those persons doing work for NAU, under the direction and control of NAU officials and who do not receive payment by anyone for these activities. Arizona Administrative Code R2-10-107(B) extends liability coverage to registered volunteers acting at the direction of NAU officials and within the course and scope of NAU authorized activities.

To become a registered volunteer, the volunteer and their NAU supervisor must complete and submit a Volunteer Registration Form to the Insurance and Claims Division, PO Box 4067 prior to performing services for NAU. State Risk Management, NAU's insurer, will ask for the completed Volunteer Registration form in the event there is a claim. The form is found under the FORMS section on the Insurance and Claims website at: nau.edu/ics.

Please note: Volunteers are NOT covered by the State's Workers Compensation plan if injured; volunteers are strongly encouraged to obtain their own medical insurance before participating.

Thank you very much for your consideration.

New Bid Threshold

The Arizona Board of Regents has approved increasing the Bid Threshold for procurements to \$100,000. While the new limit will not be posted to the Contracting and Purchasing Policies website until ABOR has updated its policy, NAU is using the new limit at this time.

Other procurement requirements remain the same and are as follows:

Up to \$5000 decentralized to departments

Between \$5000 and \$25,000 Buyer's professional determination

Between \$25,000 to \$100,000 informal competitive bidding (minimum of 3 quotes)

Refer to Contracting and Purchasing policies [303-01](#), [303-02](#), [303-03](#).

Transactions processed by Contracting and Purchasing Services that have a cost over \$5,000 but under \$100,000 must be restricted to small businesses, unless it is impracticable. Please contact [Baily Pugh](#) for Small Business information.

Has your department been awarded a grant?

If your department has recently received or will receive a grant in which the procurement of goods or services are required, we encourage you start working with Purchasing Services as soon as possible. If the process is initiated early, we can assist in ensuring procurement needs are met while following purchasing policy. It is important to keep in mind that granting agencies audit NAU's use of grant dollars and one of the requirements for all granting agencies is that NAU follow procurement policy.

Software Bidding Threshold Guideline

Prior to any software purchase, the procurement bidding threshold of \$100,000 must be taken into consideration. The \$100,000 threshold includes the license fees and maintenance for the contract term. A contract term cannot exceed 5 years unless approved by the President or designee.

Example:

Software license cost: \$60,100

Maintenance per year cost
(Beginning year 2): \$10,000

For the example listed above, the bidding threshold would not be exceeded for a four year term because the aggregate cost for the term would total \$90,100.

For the example listed above, the bidding threshold would be exceeded for a five year term because the aggregate cost for the term would total \$100,100.

The term of the software is defined as the length of time you intend to use the software, which is often spelled out in the vendor's licensing agreement or contract.

Please feel free to contact Contracting and Purchasing Services or [Glenn Birkett](#) when in doubt in regards to this software bidding threshold guideline.