

# WELCOME



# PURCHASING/FINANCE TRAINING SESSION “101”



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Marie Hampton  
Director of Purchasing Services



# Overview and Goals of the PURCHASING FUNCTION

To provide excellent customer service to internal clients and vendors throughout the procurement process, while promoting the need for accountability, ethical and fiduciary responsibility of each employee involved in the procurement of goods and services for the District. To protect the integrity of processes that aligns with the mission, vision and goals of the District. To obtain goods and services at competitive prices and promote integrity and fairness in the bidding process in accordance to the Public Contract Code, California Education Code, Government Code and the District's Board Policies and procedures. To develop and promote the District's SLBE/SELBE program in order to obtain contracts from the District.

# PURPOSE OF THE PURCHASING FUNCTION

- To provide excellent customer service to internal customers, faculty and staff .
- To ensure goods are obtained at competitive pricing.
- To guarantee fairness and minimize corruption via procurement processes.
- To consolidate goods and services in order to provide “best value” to the District.
- To serve as “gateway” to small local businesses and the community at large in obtaining contracts with the District.

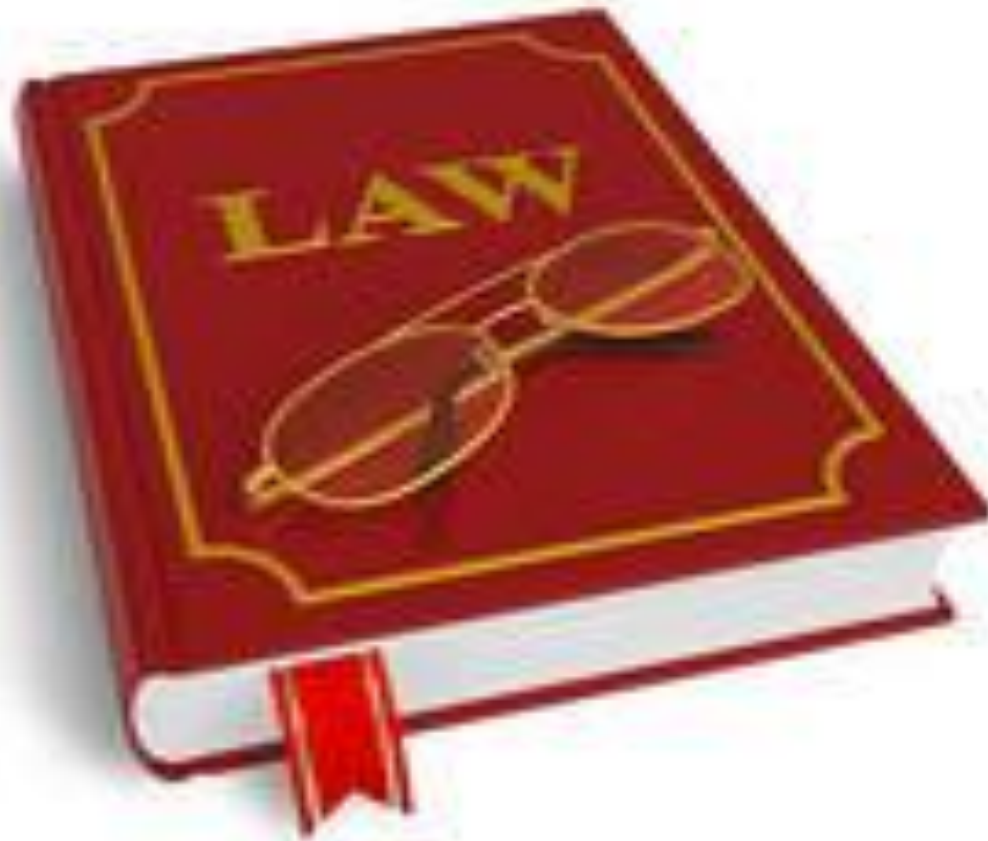
# BOARD OF TRUSTEES



# BOARD POLICY SECTION 6300

The Board of Trustees of the Peralta Community College District adopted policies and procedures which are consistent with the State of California Ed. Code, Part 49 (commencing with Section 8100) and the State of California Public Contract Code Section 20651-20660. Whereby, the purpose of these policies and procedures is to represent the basic intentions and goals of PCCD by ensuring that goods and services which are necessary for the operation of the colleges are obtained at competitive prices and to guarantee fairness in the bidding process to minimize opportunities for corruption.

# PURCHASING AND THE LAW





# CODES

## CALIFORNIA PUBLIC CONTRACT CODE

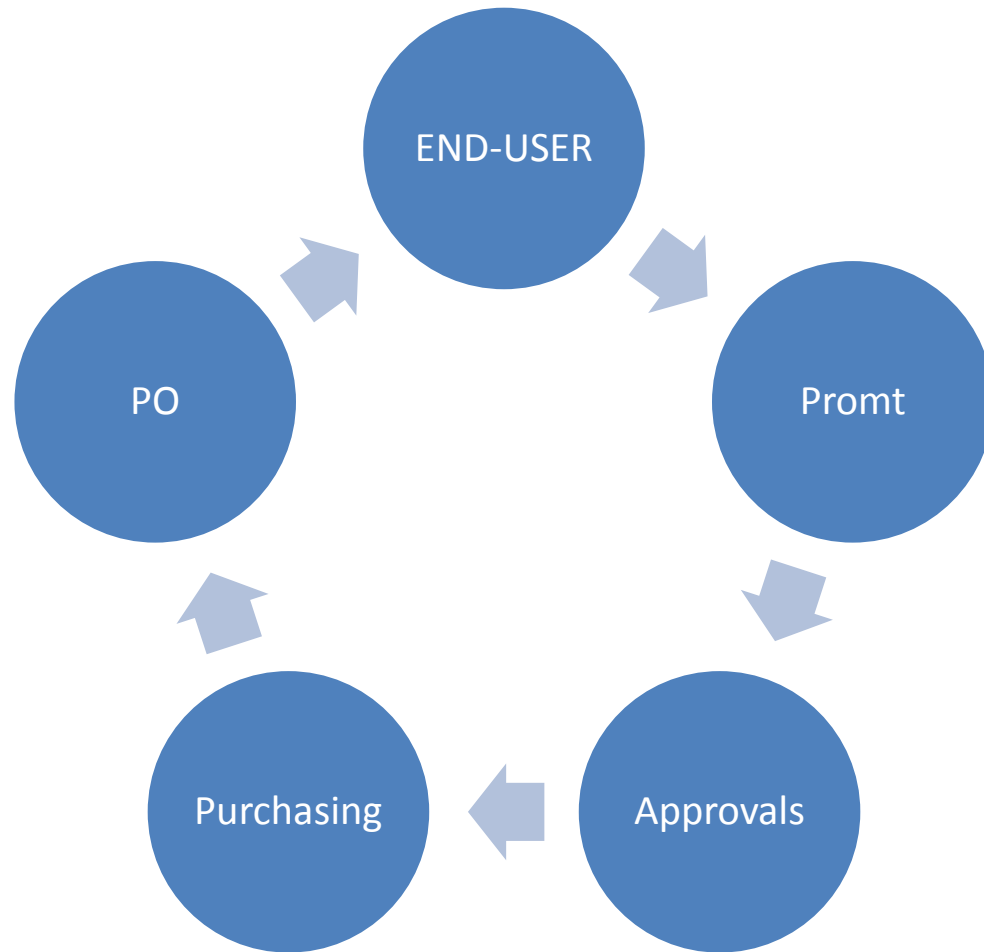
The Legislature finds in enacting this code to achieve the following:

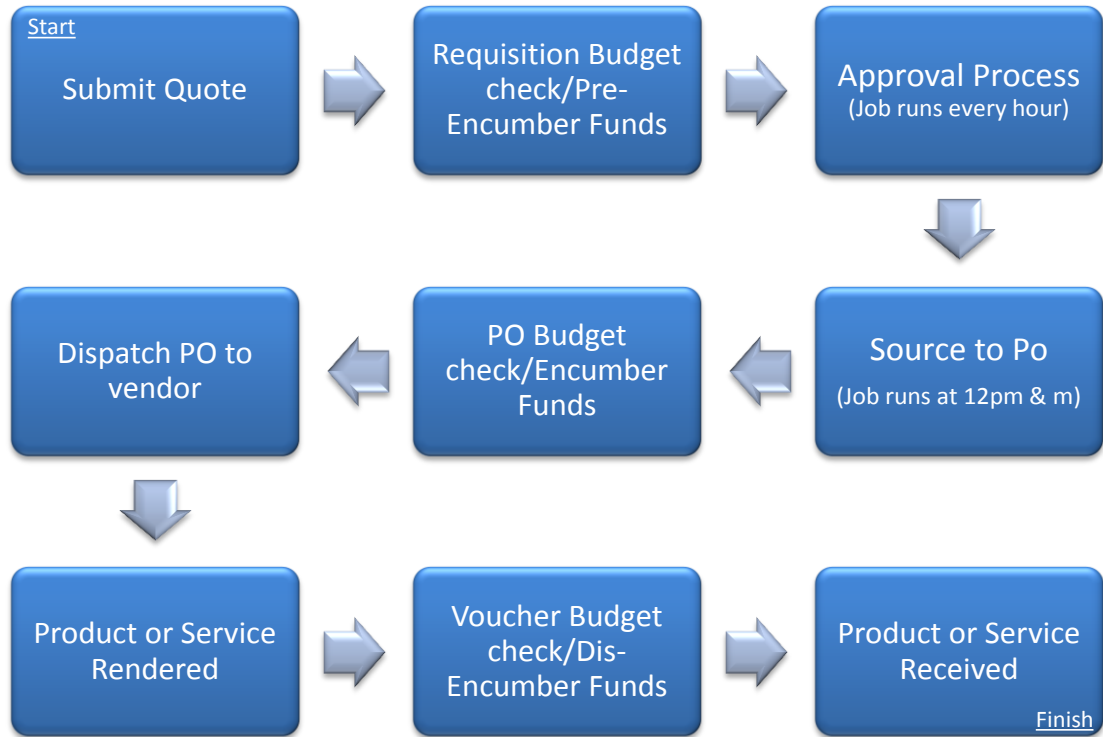
- To clarify the law with respect to competitive bidding requirements.
- To ensure full compliance with competitive bidding statutes as a means of protecting the “PUBLIC” from misuse of public funds.
- To provide “all” qualified bidders with a fair opportunity to enter the bidding process, thereby stimulating competition in a manner conducive to sound fiscal practices.
- To eliminate favoritism, fraud, and corruption in the awarding of public contracts.

## CALIFORNIA EDUCATION CODE

- The code establishes the law of this State (CA) respecting the subjects to which it relates, and its provisions and all proceedings under it are to be liberally construed, with a view to effect its objects and to promote justice.
- The provisions of this code, insofar as they are substantially the same as existing statutory provisions relating to the same subject matter, shall be construed as restatements and continuations, and not as new enactments (linked to the PCC and Government Code).
- Whenever reference is made to any portion of this code or of any other law of this state, such reference applies to all amendments and additions now or hereafter made.

# PURCHASING/REQUISITION CYCLE





# TYPES OF PURCHASES



# GOODS AND SERVICES

What are goods?

Goods can be both tangible and intangible, and involve the transfer of ownership to the consumer (i.e, office supplies, copiers, books, printer, etc).

What are services?

Services do not normally involve transfer of ownership of the service itself, but may involve transfer of ownership of goods developed by a service provider in the course of the service. For example, distributing [electricity](#) among consumers is a service provided by an [electric utility](#) company.

# PUBLIC WORK PROJECTS



# PUBLIC CONTRACT CODE

## SECTION 1100

"Public works contract," as used in this part, means an agreement for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.

# PROFESSIONAL SERVICES





# DEFINITION

Professional services are defined as:

“**An** industry of technical or unique functions performed by independent contractors or consultants whose occupation is the rendering of such services.”

Examples of professional services include those of: accountants, appraisers, architects, attorneys, business consultants, business development managers, engineers, law firms, public relations professionals, recruiters, researchers, real estate brokers, translators, etc.

While some may not be limited to licentiates (individuals holding professional licenses), the services may be considered "professional".

# JOHN HIEBERT, BUYER



# PURCHASING THRESHOLD\$



# PURCHASING DEPARTMENT THRESHOLDS FOR PURCHASE ORDERS

## GOODS AND SERVICES

- Under \$2,500 1 quote
- Between \$2,500 - \$10,000 1 **written** quote
- Between \$10,000 - \$83,400 3 written quotes or 2 **written quotes** under **piggy back-able contract for furniture purchases**
- Over \$83,400 **Formal Bids and Board Approval required**, or a piggy back-able contract pricing quote and Board Approval required, or two piggy back-able contract pricing quotes and Board Approval required for furniture purchases

# PURCHASING DEPARTMENT THRESHOLDS FOR PURCHASE ORDERS

## PUBLIC WORKS PROJECTS – ALL CONSTRUCTION CONTRACTS

- Under \$2,500 1 quote
- Between \$2,500 - \$10,000 1 **written** quote
- Between \$10,000 - \$14,999 3 written quotes
- Over \$15,000 **Formal Bids** and **Board Approval** is required, on all construction contracts

# PURCHASING DEPARTMENT

- PURCHASING GUIDELINES

1. Adhere to the Purchase Order thresholds with regard to when a written quote is required.
2. When buying catering services for an event in excess of \$2,500 a written quote must be obtained in advance, even if it's from your current campus cafeteria vendor.
3. When creating a requisition that is based on an ICC, submit a copy of the ICC to your buyer at the same time.
4. When an ICC applies to a purchase order, reference it in the description of the PO.
5. When creating a requisition, be sure to code the PO Origin correctly (MIN,BOA,LPO,ATV). Consult the Information Technology Department on Requisition procedures.
6. If applicable, implement budget transfers at the same time a Change Order is submitted.
7. Use Open Account Purchase Orders in advance, rather than multiple Pay To Invoice Purchase Orders after the fact.
8. Upon receiving your order, approve the invoice for payment as soon as possible.
9. When using multiple budgets to pay for a Purchase Order, use percentages within a given line item, rather than the same item on multiple lines with the different budget.

# DAVID BUI, BUYER



# MEASURE A





# PURCHASING DEPARTMENT

## MEASURE A PURCHASES

- All Standard purchasing Thresholds Apply
- Required Documentation
  - Purchases of Goods
    - Measure A Form Completed and Signed
    - Official and Current Quote(s)
    - If necessary, Board of Trustees approval (via Board Minutes)
  - Purchases of Services
    - Measure A Form Completed and Signed
    - Independent Contractor/Consultant Services Contract (ICC) Completed and Signed
    - If necessary, Board of Trustees approval (via Board Minutes) and a signed official contract
    - Official and Current Quote(s)

# GINA DOWEN, STAFF ASSISTANT



# VENDOR DATABASE



# Purchasing Department Vendor Numbers

## WHO NEEDS A VENDOR NUMBER?

- Anyone who is to be paid by PCCD will need a vendor number. This means “active” vendors and not “potential” vendors.
- Examples:
  - Contractors/Consultants – Services over \$600 (will need and ICC).
  - Any vendor doing business with PCCD.
  - Employees needing reimbursement.
  - Retired employees needing reimbursement.
  - Students workers.

# Process To Obtain A Vendor Number

- A Vendor Application must be completed by the requester.
  - Make sure all sections of the application are complete.
- Also included with the application is a W-9, which also needs to be filled out.
- Send the completed documents to:  
gdowen@peralta.edu or fax to 510-587-7873.

# Where Can I Find A Vendor Application?

- Purchasing Department Web page on the Peralta Web site under the “Documents – List of Current Bids, RFPs and RFQs” tab – See Vendor Application icon.

OR

- A Vendor Application and W-9 can be emailed or faxed to you.
- Once the documents have been processed, a confirming email with the vendor number will be sent to the requester.

# POTENTIAL AND INACTIVE VENDORS

## POTENTIAL VENDORS

- In order to receive a vendor number, it is important that the requesting vendor is actually going to actively be doing business with PCCD. Please contact the Purchasing Department to assist you with identifying their business potential or refer the Vendor to the Purchasing, as the Purchasing Department is the gateway to vendors in our community who will be doing business with PCCD.

## VENDOR RECORDS

- In order to make any changes to a vendor record, a resubmitted application and W-9 must be completed. This ensures that PCCD is in compliance with current laws.
- A vendor who has not done business with PCCD for three years, automatically becomes inactive. This keeps the vendor database current with active vendors doing business with PCCD. This record can be reactivated; however, if there are any changes to the vendor's information, an updated vendor application and W-9 must be submitted.

# JIT PURCHASES (JUST-IN-TIME)





# PURCHASING DEPARTMENT JUST-IN-TIME OFFICE SUPPLIES PURCHASING PROGRAM

- Staples Advantage supplies available for purchase
- Attend the yearly mandatory training session
- Input an open account requisition for goods
- End-User will be notified when account is activated for use
- Item delivered directly to one's desk or department as early as the next business day

SHAWNEE MARTINEZ  
WAREHOUSE, SUPERVISOR



# SHIPPING AND RECEIVING



CoolClips.com

# **PROCESS FOR RECEIVING ORDERS**

## **VISUAL CHECK OF MERCHANDISE**

- Visual check-in of packages for any damage and verification of goods with delivery receipt. If everything is checked and okay, merchandise is accepted.
- Second visual check of merchandise before delivery to campuses/District Office. Packing list and Purchase Order is compared to merchandise in package for completeness of order and if okay, Packages are then resealed and delivered to end-user with copy of delivery receipt.
- If there is damage of any inconsistency with merchandise, the warehouse will advise end-user and vendor for their reconciling. Naturally, this will cause a delivery delay.

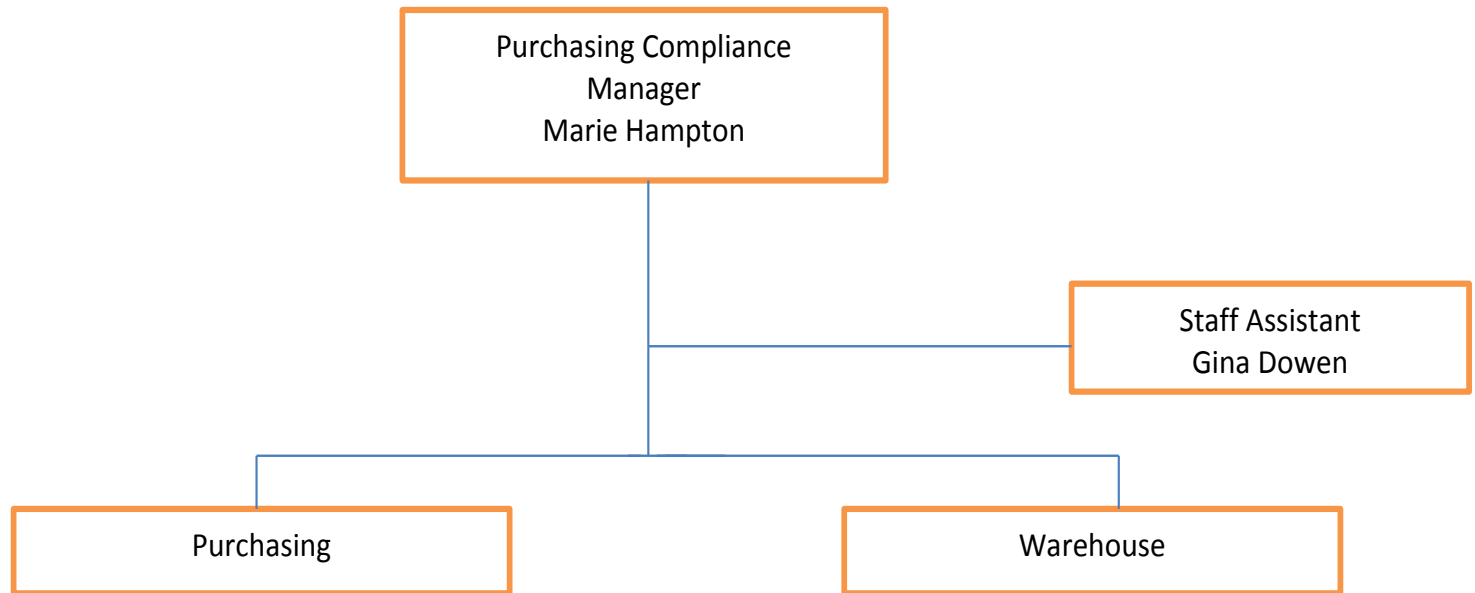
# PROCESS FOR DELIVERY OF GOODS

- Merchandise is received weekly, checked-in, palletized and sealed.
- Ensure timely delivery of items to campuses/District Office at least once a week. This timeframe may vary during high peak months February – June along with other variables.
- If you have a confirmation that merchandise was shipped from Vendor and you have not received the merchandise, check with your storekeeper. If they have not received your order, please call the warehouse for assistance.

# CONTACTS



# Purchasing Organizational Chart



John Heibert – Buyer, Measure A  
David Bui, Buyer  
Assistant Buyer, Vacant

Shawnee Martinez – Supervisor  
Assistant Supervisor – Vacant  
Luis Orellana - Warehouse Driver  
Jay Kendrix – Warehouse Driver  
Thomas Holmes – Warehouse Driver

# Purchasing Staff and Contact Information

- Director of Purchasing Services  
Marie Hampton 510-587-7895
- Buyer, District, Merritt and BCC  
David Bui 510-466-7255
- Measure A  
John Hiebert 510-466-7217  
Assistant Buyer, Laney College and COA  
Vacant 510-466-7256
- District Warehouse – Supervisor  
Shawnee Martinez 510-466-7334