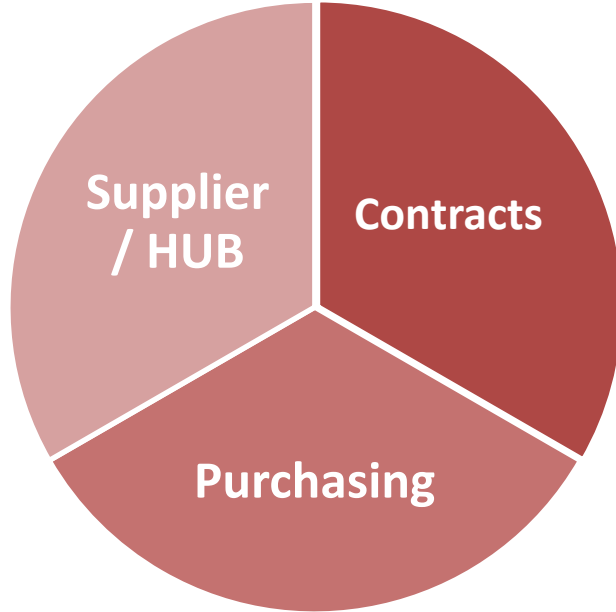




**TEXAS WOMAN'S**  
UNIVERSITY

FY' 26 Procurement Training

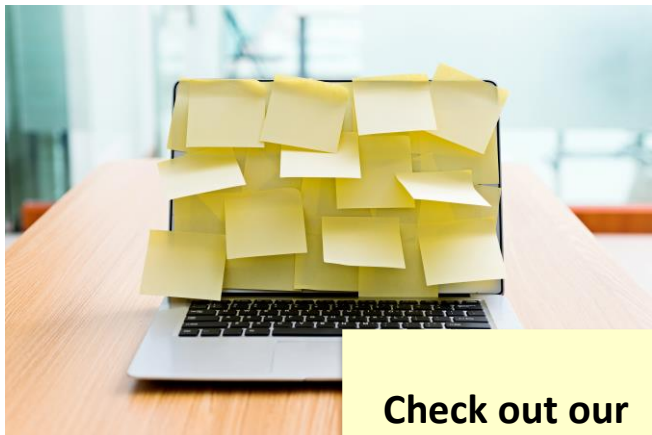
# What is Procurement Services?



Procurement Services includes 3 main areas with some of the following responsibilities:

- **Supplier / HUB**
  - Sets up suppliers
  - Helps you source HUB and Non-HUB suppliers
- **Contracts**
  - Processes contracts
- **Purchasing**
  - Processes requisitions & purchase orders

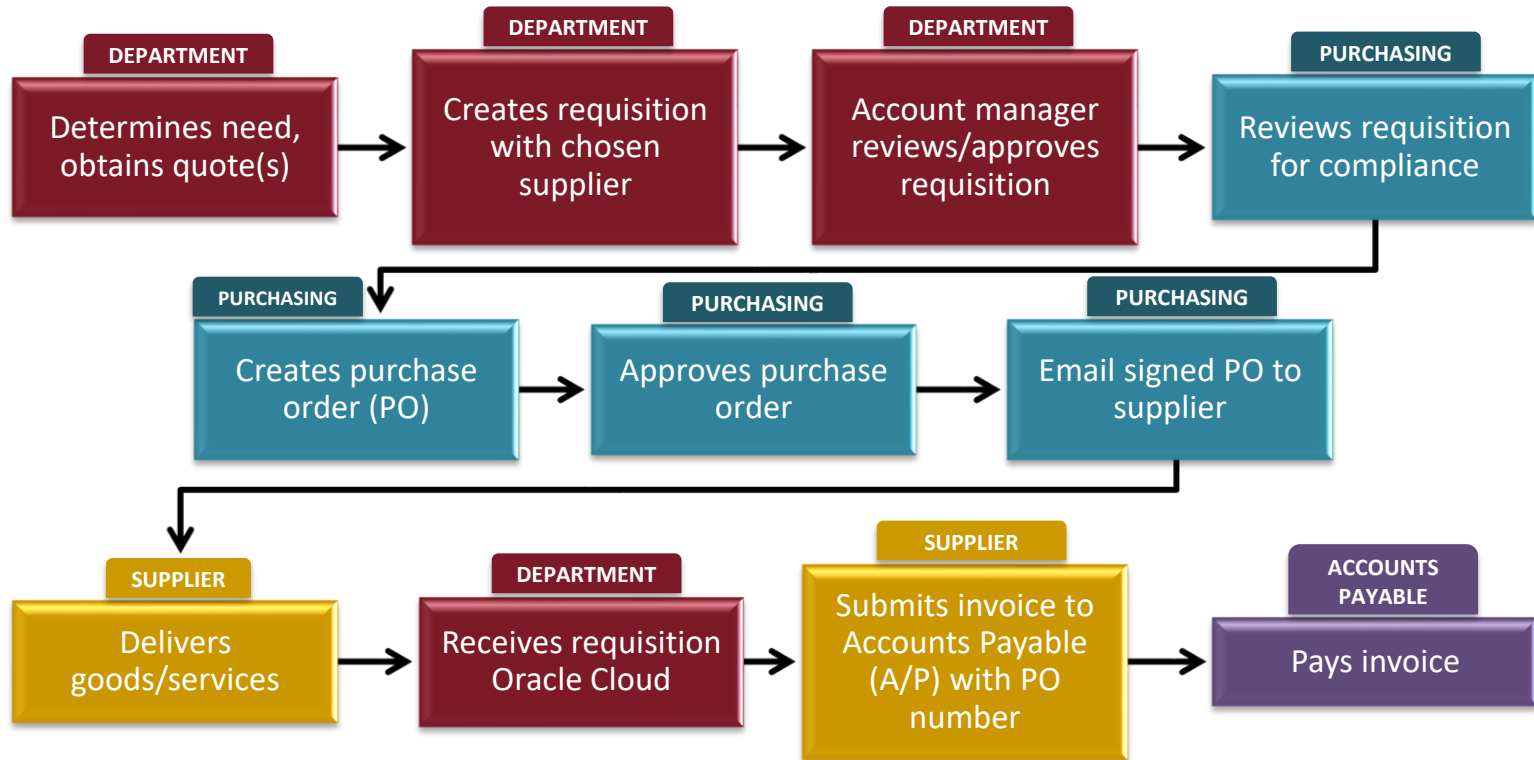
# How do I make a Purchase?



Check out our  
\* NEW \*  
Requisition  
Checklist!

1. **Department** obtains a quote
2. **Department** enters requisition in Oracle Redwood
3. **Purchasing** reviews and approves requisition to Purchase Order
4. **Purchasing** emails PO to vendor-requester cc'd
5. **Supplier** accepts PO and provides goods/ services per PO
6. **Department** receives requisition
7. **Vendor/Department** submit invoice to payables-payables@twu.edu
8. Vendor payment processed via eft or check per supplier portal

# Purchasing Process Overview



# Requisition VS Purchase Order

**Requisition = Department Request**

- ✓ A “request” for goods or services initiated by the department & processed through Oracle Cloud.
- ✓ **Departments** enter requisitions based on quotes.

**Purchase Order (PO) = Purchasing**

- ✓ A PO is TWU's contract & commitment-to-pay between the University and Supplier
- ✓ **PCS** reviews the requisition, then converts to a PO

# Purchasing Thresholds



## OPEN MARKET

**\$0 - \$50,000**

- 1 Quote required
- Use any supplier
- Cumulative total (across all 3 campuses) per supplier, per FY spend

## INFORMAL BID

**\$50,000.01 -  
\$100,000**

- 3 Price Quotes required
- "No Bid" vendor response not accepted
- Lowest vendor price wins

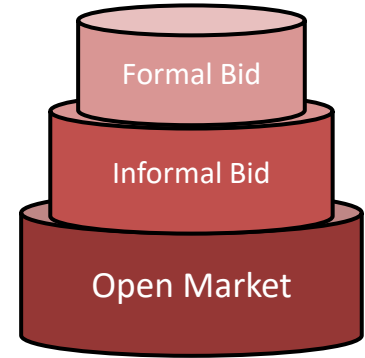
## FORMAL BID

**\$100,000.01 and up**

- Procurement Services formally bids service/good
- Bid posted publicly for 30 days
- More complex - takes time - plan ahead
- Best Value

# Procurement Methods

- **Open Market** (\$0-\$50,000)
  - **Informal Bid** (\$50,000.01 - \$100,000)
  - **Formal Bid** (\$100,000.01 +)
- 
- **Cooperative** (State Cooperative Contracts)
  - **Interagency** (Between two or more state or federal agencies)
  - **Sole Source** (Only one vendor can provide the goods or services)

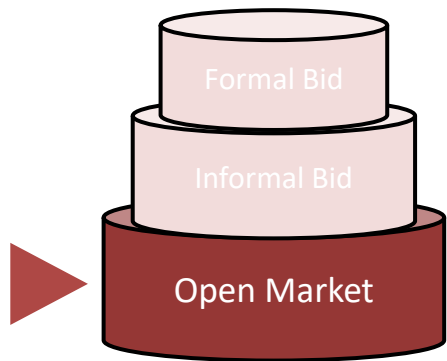


# OPEN MARKET

## \$0 - \$50,000

Cumulative total (across all 3 campuses) per supplier, per FY spend

✓ Use any vendor

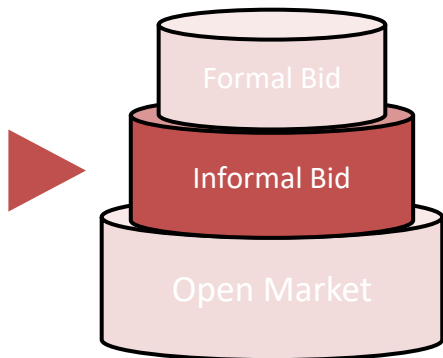


*\*However, it is imperative that we remain responsible stewards of the states money by ensuring that expenditures are both **reasonable and justifiable**.*



# INFORMAL BID

**\$50,000.01 - \$100,000**

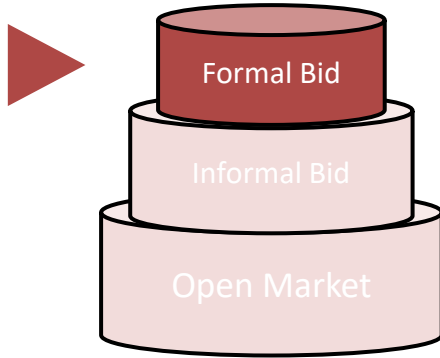


✓ Must obtain at least 3 quotes

- Pricing quotes received must be clearly documented and attached to **Line 1 Distribution**
- Lowest overall price quote must be awarded supplier and HUB information (if applicable) completed as awarded supplier on requisition distribution as 1<sup>st</sup> supplier

# FORMAL BID

\$100,000.01 +



- ✓ Complete formal [solicitation form](#); Email to [Procure@twu.edu](mailto:Procure@twu.edu)
- ✓ Procurement will work with department on the process
- ✓ Must be posted publicly for 30 days per State law

**Estimated timeframe from posting bid to contract award = 60-90 days**

# State Cooperative Contracts

## Did you know?

Suppliers on these contracts have already been competitively bid and awarded, meaning they already **satisfy the Procurement Method**



- Quote **MUST** reference cooperative agreement number
- Saves the department time and money
- TWU is a member of [MANY Cooperative Contracts](#)

# Confirming Orders

A “**Confirming Order**” is when goods and services are ordered prior to a PO being processed.

This violates TWU and State policies, and **TWU is not obligated to pay.**

Services should not begin, & goods should not be ordered until an **approved PO** has been issued by PCS and received by the supplier.



\*Non-Conforming Purchase Justification (**NCPJ Form**) required to be signed and submitted with requisition\*

# Purchase Order Change Notice (POCN)

## When do I need a POCN?

- Adding products/services to existing purchase orders.
- Updating existing Purchase Orders before they have been paid.

**\*\*Any changes needed on PO funding AFTER payment is made must be processed via IDT\*\***

## How do I enter a Change?

- Department must enter a new requisition. *Use the same procedure as entering any other requisition.*
- Include original PO number in description.
- Procurement will add to original order.

- **Do not submit request directly via Oracle.**
- **If submitted, requisition will be rejected by Procurement and become stuck in the system.**

# Punchout Catalog - TEJAS

- ITS has approved a standard list of computer equipment that should be ordered through the Tejas punchout site in Oracle Redwood.
- Quotes are **NOT** required from IT when using the punchout & ordering 3 or less computers
- TWU ITS will provide a quote for everything NOT on punchout or more quantities – [see TWU IT quote request form](#)



# Risk Assessments & TX-RAMP



- TWU's ITS security team is responsible for determining applicability and ensuring that cloud services contracted for are TX-RAMP certified.
- **ALL purchase for software, licenses, web applications and cloud services must be reviewed by ITS prior to purchase.**
  - Departments must submit a [Service Evaluation & Risk Assessment Request](#).
  - Attach any prior contract or risk assessment (if applicable) to the request
- Submit your request to ITS as soon as possible. RA take time to be reviewed by ITS.

# HEF (Higher Education Funds)

*Higher Education Funds (HEF) are provided to TWU in accordance with Article VII, Section 17 and provide capital funding for institutions of Higher Education.*

**Allowable HEF expenses** as set forth by the State of Texas include *(but are not limited to)* :

- Construction or reno of buildings and infrastructure
- Installation of IT resources/software acquisitions
- Capital Equipment, library books and library materials



**Accounts funded with HEF will have “11500” as the **fund source**.**

XXX.**11500**.XXXXXX.XXXXXX.XXX...

See [TWU Finance & Administration Higher Education Fund Guidelines](#) for more information.



# Executive Order GA-48



- On November 19, 2024, Governor Abbot issued **Executive Order GA-48**.
- This order creates **additional requirements** for Texas public education institutions and other state agencies regarding activities involving:
  - **China, Cuba, Iran, North Korea, Russia or Venezuela**
- **Pursuant to Executive Order GA-48, all TWU personnel:**
  - are prohibited from entering into a contract or PO with a country named above
  - are prohibited from accepting any gifts, regardless of value, from an entity associated with the countries listed above;
  - are prohibited from traveling on behalf of TWU to the countries listed above; and
  - must notify TWU of any personal travel to the countries listed above prior to that travel and submit a post travel brief outlining the details of the trip, including the dates and purpose of the travel.

# Doing Business with Foreign Suppliers

Purchases from foreign suppliers are not allowed unless the supplier has a **U.S. bank account or will accept a TWU check**. No exceptions.

- Prior to a purchase order being processed or contract being signed, a foreign supplier must acknowledge in writing the following:
  - Supplier will accept a paper check from TWU - If they don't have a US Bank account.
  - Supplier will acknowledge they understand that payment via paper check or ACH/EFT to US bank are the **only options for payment**.
- ACH/EFT payments are only allowed to U.S. bank accounts
  - **Credit card / wire payment not permitted**



# Supplier Self-Registration



- **Suppliers** are required to register themselves online – Registering in our new interface is very user friendly and simple to navigate for suppliers.
- Suppliers must:
  - [Create a portal account](#)
  - **Make Changes** to their account keeping W9, banking and address up-to-date
- **Emailing** W9's & EFT's is no longer allowed due to security and privacy for suppliers
- *Be sure to check **Executive Order GA-48** that prohibits certain countries to be used as suppliers*

# Sole Source

**Sole Source Justification/Approval Form**

Complete this form when only one source is available for goods or services requested or when only one product will meet your needs. Respond to all questions that apply. The state requires that we obtain three bids when possible. Please complete and forward to the Purchasing Department. If more space is needed, please attach additional page(s).

**PURCHASE INFORMATION**

1. Provide Estimated Price.

2. Provide name, manufacturer, and model number of item being purchased or the services to be purchased.

3. Provide Description of requested items or services and their purpose(s).

4. Reason(s) for requesting a sole source purchase:

- ☐ Original manufacturer or provider; no other local distributors exist.
- ☐ Only local distributor for the original manufacturer or provider.
- ☐ Only known item or service matching the requested needs or performing the intended task.
- ☐ Sole provider of a licensed or patented good or service.
- ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
- ☐ Sole provider or factory-authorized warranty service.
- ☐ None of the above applies (Please attach a detailed explanation and justification for this sole source request.)

5. Explain why the product or service requested is the only one that can satisfy your requirements.

6. Identify other sources reviewed and why they are unacceptable. Be specific with regard to specifications.

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for a sole-source or proprietary purchase.

Print/Type Name: \_\_\_\_\_ Print/Type Title: \_\_\_\_\_ Department: \_\_\_\_\_

Per Texas Government Code § 2151 *“Any purchase **over Open Market limits** must be competitively bid or purchase should satisfy the requirements of a sole source purchase and a sole source purchase justification form should be placed in procurement file.”*

Explanation must be justified and completed search for other vendors by department

List out other vendors searched on form and why they are unacceptable #6

# Receiving and Invoices



After delivery of goods or services, the supplier will send the invoice to Accounts Payable for payment.

If the department receives the invoice; forward it via email to AP with the PO# in the **subject AND body** of the email.

Do **NOT** send the invoice to Procurement.

**Email invoices to:**  
**[twupayables@twu.edu](mailto:twupayables@twu.edu)**

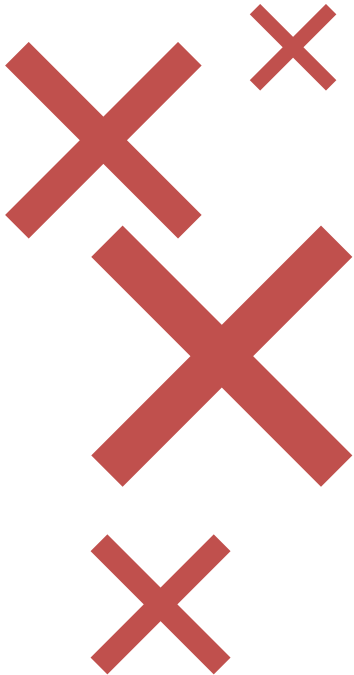
If you have received the order online but the invoice hasn't been validated, reach out to AP – there may be an issue matching the invoice to the receipt.

# Receiving and Invoices

- After delivery of goods or services are rendered, requester **MUST** go into requisition to **receive**
- Invoice must be received by payables – [twupayables@twu.edu](mailto:twupayables@twu.edu)
- Be sure to check the lifecycle of requisition



# Common Requisition Rejections



- Wrong ship to location chosen
  - Central Receiving – Denton/Dallas/Houston are the only correct options
- Incorrect Category Name
- Expired Quote
- Quote total doesn't match Req total
- Service dates are in past or already started
- Contract needed
- Missing Required Documentation

**Any of these will lead to delays in converting your requisition to a PO**

# Contracts

*A contract is a legally binding written agreement where there are terms and conditions to be signed off on and a supplier provides goods and/or services*



All services that will be coming onto campus and providing something to staff and/or students are required to have a **signed contract** and **purchase order** **prior to event.**

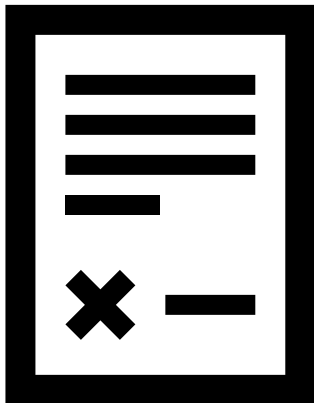


Only certain individuals within TWU are permitted to sign binding agreements on behalf of the University.

Find the full list of who's authorized to sign contracts here: **[TWU Signature Matrix](#)**



# Who can sign a contract for TWU?



- **Procurement Contracts**

- Contracts **up to \$100,000** signed by the Chief Procurement Officer (Chelle Jezek)
- Contracts **up to \$1 million** signed by VP of Finance & Admin (Jason Tomlinson)
- Contracts **over \$1 million** signed by the Chancellor or President
- No other persons are authorized to sign a contract on behalf of TWU. By doing so, they could be financially responsible for the contract amount.

***\*All contracts \$1 million or more must be approved by Board of Regents and Chancellor Feyton\****

- **Academic Contracts – All Signed by Provost or Chancellor**

- Clinical/Non Clinical affiliation & Supervision
- Research and Sponsored Programs
- Intellectual Property
- Partnerships, Memos of Understanding for Academic Collab
- Educational Experience
- TWU performing the service for payment/revenue

# Guest Lecturers & Speakers



What's the difference?



## Guest Lecturer

- Used for **Lecturing** to students.
- In a classroom setting only.

Faculty member/course # will be included  
in contract.

Independent Contractor Form –  
Authorization of Professional Services

## Guest Speaker

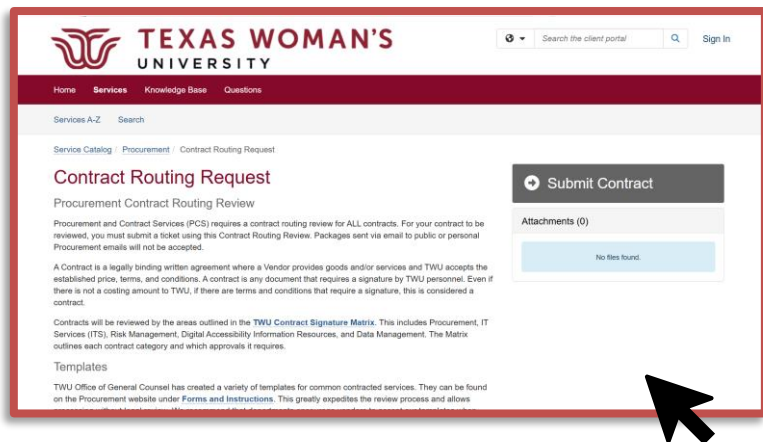
- Used for **Speaking** on campus.
- Outside of the classroom setting.

No Faculty member/course # needed.

Independent Contractor Form – Authorization  
of Professional Services

# Contract Services - TDX

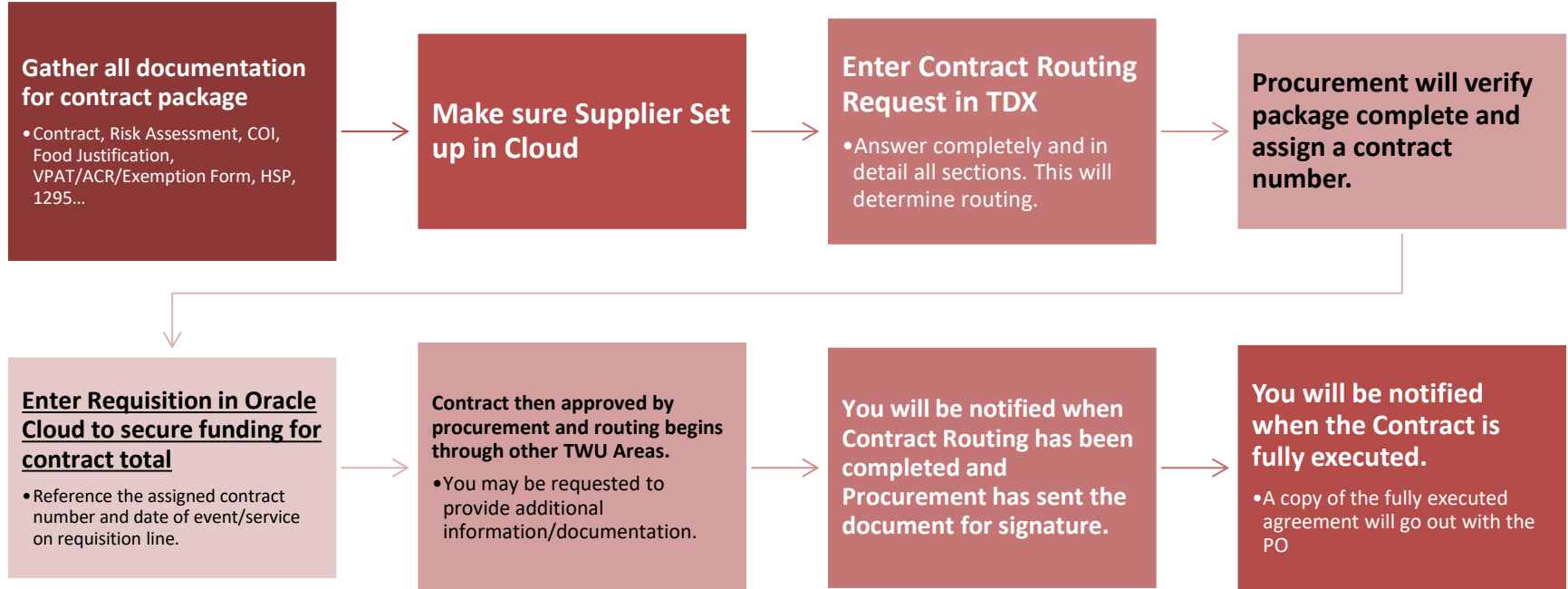
- TeamDynamix (TDX) is our Contract “ticketing system” software.
- The [Contract Routing Request](#) landing page is your 1-stop-shop for everything contracts.



**Helpful links you'll find on the landing page include:**

- [Forms & Instructions](#)
- [Contract Category Guide](#)
- [Supporting Documentation Breakdown](#)
- [ITS Risk Assessment Ticketing](#)

# Contract Steps



# Our Contact Info

Chelle Jezek | **Chief Procurement Officer**

Jamie Cogdell | **Director, Purchasing & Contracts**

Hannah Andrades | **Sr. Administrative Assistant**

Sheri Reed | **Procurement Generalist**

Cathy Allen | **Procurement Generalist**

Shawna Smyth | **Manager, Procurement Services /  
HUB Associate**

Shelby Garrison | **Vendor Services Administrator**

Kate Stokes | **Procurement Generalist (Contracts)**

Jenny Keele | **Contract Coordinator**



- **Purchasing:** [procure@twu.edu](mailto:procure@twu.edu)
- **HUB:** [ssmyth@twu.edu](mailto:ssmyth@twu.edu)
- **Supplier:** [twusupplier@twu.edu](mailto:twusupplier@twu.edu)
- **Contracts:** [twucontracts@twu.edu](mailto:twucontracts@twu.edu)

Please don't hesitate to reach out!  
We're genuinely happy to help!

# QUESTIONS?



**TEXAS WOMAN'S**  
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