Duke Procurement & Supply Chain Management

Purchasing Goods and Services at Duke
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- Reasons/results of review and update
- Updated GAPs
- Updated Forms
- Procurement Website changes
- Contacts for questions/help
Reasons for Review and Update

• Request from RACI to simplify the acquisition and payment for services
  – Address challenges with international purchases
  – Address challenges with domestic purchases
  – Continue to meet legal requirements associated with independent contractor status and sponsored research funds

• Need documentation of the process for purchasing goods
Results of Review and Update - Overview

• New GAPs
  – GAP 200.370 – Purchasing Services on Sponsored Funds
  – GAP 200.371 – Purchasing Services on Admin./Non-Sponsored funds
  – GAP 200.372 – Purchasing Goods on Sponsored Funds
  – GAP 200.101 – Sole Source Justification for Purchases on Sponsored Funds
    • Required only for goods/services on sponsored funds > $10,000
    • Exclusions from SSJ: hotel, events, conference hosting, rent, scientific advisory board

• New Forms
  – Term Sheet
  – Sole Source Justification Form
  – Domestic and International RSSA ($10,001-$100,000)
  – OSA (non-sponsored terms)
Results of Review and Update - Overview

• Simplified process
  – No longer requiring certificate of insurance and being named as a co-insured for purchases less than $100,000 (still required for high risk contracts that Procurement executes)
  – Eliminates the waiver request process for Risk Management for these types of purchases Note: Still requires insurance but removing request to have certificate (COI) on file at Duke
  – Shortened all forms except for long version RSSA (Services greater than $100,000)
  – Shortened set of terms and conditions for purchased services below $100,000
Results of Review and Update - Specific

- GAP 200.370 - Purchasing Services on Sponsored Funds within the US (Domestic)
  - Less than $2,500
    - No PO or RSSA required
    - A/P check request, ICC
  - $2,501 - $10,000
    - Buy@Duke shopping cart, no contract required
    - Term sheet (fillable form) with ICC, no SSJ form
  - $10,001 - $100,000
    - Buy@Duke shopping cart
    - Domestic RSSA ($10,001-$100,000) - Shorter version of contract with relevant terms for sponsored funds
    - ICC, SSJ required when applicable
  - Greater than $100,000
    - Buy@Duke shopping cart
    - Domestic RSSA (> $100,000) – Longer version with appropriate Riders, ICC, SSJ
Results of Review and Update - Specific

- GAP 200.370 - Purchasing Services on Sponsored Funds Provided Outside the US (International)
  - Less than $10K
    - No purchase order or RSSA required
    - A/P check request
  - $10,001 - $100,000
    - Buy@Duke shopping cart
    - International RSSA ($10,001 - $100,000) - Shorter version of contract with relevant terms for sponsored funds
  - Greater than $100,000
    - Buy@Duke shopping cart
    - International RSSA (> $100,000) - Longer version with appropriate Riders
Results of Review and Update - Specific

• GAP 200.371 - Purchasing Services on Non-Sponsored Funds
  – Domestic
   • Less than $2,500 – A/P check request, ICC
   • $2,500 - $10,000 – Term sheet, ICC
   • $10,001-$100,000 – OSA (non-sponsored terms), ICC
   • Greater than $100,000 – OSA (non-sponsored terms, ICC
  – International
   • Less than $10,000 – A/P check request
   • $10,001-$100,000 – OSA (non-sponsored terms)
   • Greater than $100,000 – OSA (non-sponsored terms)
Results of Review and Update - Specific

- GAP 200.372 - Purchasing Goods on Sponsored Funds
  - Competitive Bids/Sole Source
  - Ordering Process (SAP Buy@Duke)
  - Special Commodities and Ordering
    - Capital Equipment
    - Radioactive substances
    - Animals
    - Controlled substances for animal use
Procurement Website Changes
https://finance.duke.edu/procurement

• Instructions
  – How to Procure and Pay
  – Soliciting Bids
  – Purchasing Goods and Services
  – Making Payments

• Links to GAPs
  – 200.101 – Sole Source Justification
  – 200.370 – Purchasing Services on Sponsored Funds
  – 200.371 – Purchasing Services on Non-Sponsored Funds
  – 200.372 – Purchasing Goods on Sponsored Funds

• Links to Forms
  – Term Sheet
  – Sole Source Justification Form
  – Domestic RSSA ($10,001-$100,000), Domestic RSSA (>100,000) & Riders
  – International RSSA ($10,001-$100,000), International RSSA (>100,000) & Riders
  – Outside Services Agreement (non-sponsored terms)

• Contact information
Contacts for Help

• Procurement
  – Dean Freck – Director of Contracting, University Products and Services
    • Michele Meece – Sourcing Manager, Professional Services
  – Ed Sharpe – Director of Research Procurement
  – Duke Procurement Main Number: 919-681-5900

• ORA/ORS