

Procurement 101

Erin Mitchell, Purchasing Manager

Tuesday, May 24, 2022

Agenda

- Introduction
- Signature Authority
- Contract Routing
- Compliance Documentation
- Risk Mitigation

Introduction

Erin Mitchell

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Procurement Coordinators

Reagan Burnette

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Signature Authority

Should contracts be signed before or after events/services performed?

We should have a signed agreement in advance per SAO policy and also to protect the Institute.

Can I sign an Agreement? How about my Supervisor?

Please refer to the [Delegation of Presidential Authority](#) for a list of who is authorized to obligate GT to a contract. In general, only a Contracting Officer in the Purchasing Department can sign Agreements.

Remember: If you or someone in your department signs an Agreement, you can be held personally liable for any charges from the vendor. Only AUTHORIZED individuals can obligate GT funds.

Signature Authority

When should I expect a signed agreement back?

Most agreements we review require redlining in order to comply with all of the guidelines set in place by the state.

Typically you will hear back from Procurement within 48 hours regarding your contract. There may be additional questions before an agreement can be signed.

- Keep in mind that there are oftentimes compliance requirements and allow for extra time before your event.

Contract Routing

The department should submit a requisition when the agreement is for an amount \$2500 or greater and the event is taking place in the current fiscal year.

The department should submit a ServiceNow ticket if an agreement falls into any of the following categories:

- If a requisition was already entered for less than \$2,500
- If the agreement is for Hotel and Event bookings for future year events
- It is a hotel room block, where the entire fee will be paid by the individuals booking the rooms and does not commit any GT funds
- It is being paid directly by the GT Foundation

Contract Routing Through ServiceNow

The screenshot shows the Georgia Tech ServiceNow portal. The browser tabs include 'Employee-facing registry content' and 'Georgia Tech Service Portal - Ser'. The address bar shows 'gatech.service-now.com/home'. The page header features the Georgia Tech logo and 'Services & Support'. The navigation bar includes links for 'AGENT PORTAL', 'HOME', 'KNOWLEDGE', 'MY REQUESTS', 'MY APPROVALS', and 'SYSTEM STATUS'. The user profile 'KENDALL GRAHAM (BUSINESS SERVICES)' is visible. The main content area has a large search bar with the text 'How can we help you?' and a placeholder 'Describe your issue or topic'. Below the search bar are four service categories, each with an icon and a list of services:

- Teaching / Learning**: Academic Technology Resources for Faculty and Students
- Technology**: A/V • Accounts • Email • Network • Support
- Financials**: Workday • Policy • Training
- Human Resources**: HR Practitioners • Employees

The 'Financials' category is highlighted with a red border. The URL 'https://gatech.service-now.com/technology' is visible in the bottom left corner.

Contract Routing Through ServiceNow

Employee-facing registry content x Financials Home - Georgia Tech F x +

gategch.service-now.com/financials

Financials Administration Support

Type your question - Ex: "How do I create an expense report?"

Known Issues

Defects • Errors • Status

General Workday

Audit • Report • Planning

Expenses

Travel and Expenses

Procurement

eProcurement • BuzzMart • PCard

Financial Accounting

General Ledger • Accounting

Grants

Manage • Award Lifecycle • Deltek

Business Assets

Asset Mgmt • Surplus • Logistics

Supplier Accounts

Vendor Mgmt • Accounts Payable

Reporting

Request • Change • Update

Banking and Settlement

Treasury Services

Foundation Data Model

FDM • Request Changes

Workday Tips & Tricks

[Workday Update 7/12](#)
Planned JAGGAER System Downtime, My Georgia Office Products Price Increase, Updates to COVID-19 Travel Guidance
Jul 12, 2021

[Workday Update 6/22](#)
YE Close Downtime, Campus Reporting Dashboard updates, Commitment Accounting Office Hours
Jun 22, 2021

[Workday Update 6/8](#)
COVID-19 Travel Questionnaire update, new Campus Reporting Dashboard Links, YE Close Help, Delegations
Jun 8, 2021

Financials Questions?

Request Help

Answer a few questions and we'll handle the rest.

Start >>

Call Us

Speak with a financials expert.

404-385-5555 >>

Contract Routing Through ServiceNow

The screenshot displays the ServiceNow Financials interface. The browser address bar shows the URL: `gatech.service-now.com/financials?id=sc_category_knowledge&sys_id=078ccdf8db7be700391b9837db9619af`. The top navigation bar includes links for AGENT PORTAL, HOME, KNOWLEDGE, MY REQUESTS, MY APPROVALS, and SYSTEM STATUS, along with a user profile for KENDALL GRAHAM (BUSINESS SERVICES). The breadcrumb trail indicates the path: HOME > FINANCIAL SERVICES > PROCUREMENT. A search bar is located on the right side of the breadcrumb trail.

The main content area is titled "Procurement" and includes the sub-header "eProcurement • BuzzMart • PCard". It is divided into three main sections:

- Categories**: A vertical list of links including General Workday, Expenses, Procurement (highlighted), Financial Accounting, Grants, Business Assets, Supplier Accounts, Reporting, Banking and Settlement, Foundation Data Model, and Workday App Security.
- Service Catalog**: A section with a red border containing a "Request Help" link with the description "Submit an incident related to financial services" and a "View all services" link.
- Browse Knowledge**: A list of knowledge articles with view counts and timestamps, including "Close Open Purchase Order" (570 Views), "Procurement Troubleshooting Guide" (500 Views), "Submitting an Invoice for Bill-Only Requisition" (281 Views), "Requisition and Purchase Order Status Definitions" (127 Views), and "Legacy PO Receipt Form" (93 Views).
- Job Aids**: A list of links for various tasks, including "Change Order Request", "Requisition - Request Non-Catalog Items", "Receipt", "Requisition - Request Catalog Items", "PCard Transaction Verification", "Requisition - Create from Templates and Other Requisitions", "Supplier Contract - Procurement", "Purchase Order", and "Requisition - Create from My Procurement Favorites".

At the bottom left, there is a "Training Guides" section with links for "Workday Procurement (Web-based)" and "Workday PCard Process and Approvals (Web)".

Contract Routing Through ServiceNow

Employee-facing registry content x Request Help - Service Catalog - x

gatech.service-now.com/financials?id=sc_cat_item&sys_id=51832479db39b740fc9efe8d0f96191f&sysparm_category=078ccdf8db7be700391b9837db9619af

HOME > FINANCIAL SERVICES > PROCUREMENT > REQUEST HELP

Search

Request Help

Submit an incident related to financial services

*Requested By
Kendall Graham (Business Services)

*Requested For
Kendall Graham (Business Services)

*Preferred Contact Method
Email

☐ The 'Requested for' user was not listed in the search

*Contact Information
kendall.graham@business.gatech.edu

*Business Service
Procurement

*Short Description
Event Agreement for Signature

*Detailed Description
Hello, please see attached agreement for [Event Name] on [Date] being held at [Venue]. If there are any questions, please reach out to [Contact].

*Who is this impacting?
This is impacting my college/department/building

*How is the ability to learn/teach/work impacted?
This issue needs to be addressed, but the ability to learn/teach/work is not significantly diminished

Knowledge results

SUBMIT

Contract Routing Through ServiceNow

Employee-facing registry content x Request Help - Service Catalog - x

gatch.service-now.com/financials?id=sc_cat_item&sys_id=51832479db39b740fc9efe8d0f96191f&sysparm_category=078ccdf8db7be700391b9837db9619af

Custodial Fund Agreement - DocuSign Instructional Form
signed (DocuSign) document called the Custodial Fund Agreement. This knowledge article contains a PDF Attachment with instructions only on how to use DocuSign for the electronic signature. You can download the actual Custodial Entity Agreement Form as a PDF-fill-able form, here. The attached...

Custodial Fund Agreement
the Custodial Fund Agreement - DocuSign Instructions. This will be your guide on how to proceed. Download the PDF-fill-able Custodial Fund Agreement Form attached to this knowledge article. Fill out the form...

Custodial Entity - Inactivate/Reactivate existing [Order](#)
Request inactivation or reactivation of an existing Custodial Entity

Custodial Entity - Request new [Order](#)
Request a new Custodial Entity

[SUBMIT](#)

[Add attachments](#)

[System Status](#) [OIT Main Site](#) [Campus Map](#) [Support/Give](#) [Accessibility](#)

CREATING THE NEXT® | [Emergency Information](#) | [Accountability](#)

Compliance Documentation

Before signing off on the event agreement, the following documentation may be needed:

- E-Verify Affidavit
- Certificate of Insurance
- Certification of Funding Form
- Food & Group Meal Form
- Off-Campus Exception Form

E-Verify Affidavit

Who's Responsible for This: Procurement

Who Completes This: The Vendor

Where You Can Find It: You can find this form & related information on Procurement's [website](#)

E-Verify Affidavit

In order to comply with a State regulation, Georgia Tech requires a fully completed, signed and notarized [E-verify affidavit](#) from any vendor that provides labor or services in an amount that exceeds \$2,499.

It is the responsibility of Procurement to obtain this document, however we have found that the request is expedited when the vendor is made aware of the request from their primary point of contact.

Certificate of Insurance

Who Responsible for This : Procurement

Who Completes This: The Vendor

Vendor may need to furnish to GIT a certificate of insurance indicating that the following coverage is in effect and naming officers, agents and employees of the Board of Regents as additional insured.

Insurance Requirements

<u>Type of Insurance</u>	<u>Coverages</u>	
1. Commercial General Liability Occurrence (1996 ISO Occurrence Forms or Equivalent)	Premises & Operations	\$1,000,000/occurrence
	Products & Completed Operations	\$1,000,000/occurrence
	Personal & Advertising Injury	\$1,000,000/occurrence
	Contractual Liability	\$1,000,000/occurrence
	General Aggregate	\$2,000,000
2. Business Automobile Liability		\$1,000,000 CSL
3. Commercial Umbrella Liability		\$2,000,000/occurrence
4. Worker's Compensation (Employer's Liability)	a. Bodily Injury by Accident	a. \$1,000,000/accident
	b. Bodily Injury by Disease	b. \$1,000,000/employee
5. Professional (errors & omissions) Liability		\$3,000,000/occurrence; \$3,000,000 annual aggregate

Certification of Funding Form

Who Completes This: The Department

Where You Can Find It: You can find this form & related information on Procurement's [website](#).

Certification of Funding Form

Due to COVID-19, we had most of our planned events for 2020 & 2021 cancelled due to state & federal regulations.

To mitigate risk, we created the [Certificate of Funding for Reservation](#) form to ensure that the liquidated costs owed to the venue in the event of cancellation are available.

This is needed if the liability is over \$25K or Procurement needs assurance that the department has funds available.

Food & Group Meal Form

Who Completes This: The Department

Where You Can Find It: You can find this form & related information on Procurement's [website](#).

Food & Group Meal Form

The [Food & Group Meal Form](#) is required for all events where food is being provided on or off campus.

Meal per diem limits are imposed for most state-funded events.

Off-Campus Exception Form

Who Requests This: Procurement

Who Completes This: The Department

Where You Can Find It: You can find this form & related information on the Special Events [website](#).

Alcohol

Georgia Tech funds cannot be used to pay for alcohol & must be paid for by the Georgia Tech Foundation.

Taxes must be included in any purchases made with Georgia Tech Foundation funds.

Two Payment Options:

(1) All through GT Foundation

(2) You will need two separate invoices: one for the catering/reservation to be paid via Georgia Tech Funds & one for the alcohol to be paid by the Foundation

Risk Mitigation

All agreements are reviewed to ensure that the terms of the agreement align with our standard terms & that we mitigate any risk that could fall on the institution.

Three strategies to mitigate risk:

- Adding our revised “Force Majeure” language into the vendor agreement.
- The possibility of entering a purchase order for any liquidated damages
- Obtaining Event Cancellation insurance

Force Majeure

Sample of Force Majeure language

“Force Majeure” shall mean Acts of God, storms, inclement weather conditions, strike, disaster, civil disturbance, war, riot, acts of public enemy, explosion, epidemic, pandemic, curtailment of transportation facilities, insufficient registrations as reasonably determined by Georgia Tech/Insert proper identifier, or any law, order, rule, regulation, state of emergency, act of or restraint by any governmental body of authority, including federal, state or local authorities and agencies, which by exercise of due diligence such party is unable to avoid, or any other occurrence beyond either party’s control. In the event either party’s performance hereunder is rendered impossible, hazardous, or is otherwise prevented or impaired by a Force Majeure event, both parties shall be excused from their obligations hereunder, neither party shall be liable to the other in connection therewith, and any and all deposits and payments paid to the Hotel/Vendor/Insert proper identifier shall promptly refunded to Georgia Tech/Insert proper identifier.”

Questions

