Procurement Policy Updates

Siomara Plasencia, Contracting Officer
Wednesday, May 22, 2024
Introduction

Siomara Plasencia
Contracting Officer
splasencia3@gatech.edu

Procurement Coordinators
Reagan Burnette- Campus
Joston Brown- IT/Scientific
Anaya Carter-Merritt- P-Card
Briah Ivory- P-Card
Sydney Severin- GTRI
Agenda

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

Should contracts be signed before or after events/services performed?
We should have a signed agreement in advance per the State Accounting Office policy. This is 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 or a Procurement Coordinator in the Procurement 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.
When should I expect a signed agreement back?

Typically you will hear back from Procurement within 3 business days regarding your contract. There may be additional questions or compliance documents required before an agreement can be signed.

Most agreements we review require redlining in order to comply with all of the guidelines set in place by the state. Please allow for extra time before your event in order for your agreement to be reviewed and returned back to you in a timely manner.
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 the agreement is for Hotel and Event bookings for future year events.
  • It’s 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
Contract Routing Through ServiceNow
Contract Routing Through ServiceNow
Contract Routing Through ServiceNow

Request Help
Submit an incident related to financial services

*Requested By
Kendall Graham (Business Services)

*Preferred Contact Method
Email

*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
Contract Routing Through ServiceNow
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
E-Verify Affidavit

• **Who’s Responsible for Requesting 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 State regulations, 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 $2,499.99.

Please note, it’s Procurement’s responsibility 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.
E-Verify Affidavit

Contractor Affidavit under O.C.G.A. § 15-10-91(b)(1)

The undersigned contractor (“Contractor”) executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;

b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;

c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;

d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;

e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);

f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and

g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers’ licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

This will be the Vendor’s 4-7 digit E-Verify Company ID number

Federal Work Authorization User Identification Number

This will be the Vendor’s Company Name

Name of Contractor

Board of Regents of the University System of Georgia by and on behalf of the Georgia Institute of Technology

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on ______, _____ 20____ in _____________ (city), ___________ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _______ DAY OF ____________, 20_____

NOTARY PUBLIC
My Commission Expires: ____________________________
Certificate of Insurance

• **Who’s Responsible for Requesting This:** Procurement

• **Who Completes This:** The Vendor

• The vendor may need to provide 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.
<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Coverages</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commercial General Liability Occurrence (1996 ISO Occurrence Forms or Equivalent)</td>
<td>Premises &amp; Operations</td>
<td>$1,000,000/occurrence</td>
</tr>
<tr>
<td></td>
<td>Products &amp; Completed Operations</td>
<td>$1,000,000/occurrence</td>
</tr>
<tr>
<td></td>
<td>Personal &amp; Advertising Injury</td>
<td>$1,000,000/occurrence</td>
</tr>
<tr>
<td></td>
<td>Contractual Liability</td>
<td>$1,000,000/occurrence</td>
</tr>
<tr>
<td></td>
<td>General Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>2. Business Automobile Liability</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,000,000 CSL</td>
</tr>
<tr>
<td>3. Commercial Umbrella Liability</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2,000,000/occurrence</td>
</tr>
<tr>
<td>4. Worker’s Compensation (Employer’s Liability)</td>
<td>a. Bodily Injury by Accident</td>
<td>a. $1,000,000/accident</td>
</tr>
<tr>
<td></td>
<td>b. Bodily Injury by Disease</td>
<td>b. $1,000,000/employee</td>
</tr>
<tr>
<td>5. Professional (errors &amp; omissions) Liability</td>
<td></td>
<td>$3,000,000/occurrence; $3,000,000 annual aggregate</td>
</tr>
</tbody>
</table>
Certification of Funding Form

- Who’s Responsible for Requesting This: Procurement
- Who Completes This: The Department
- Where You Can Find It: You can find this form & related information on Procurement’s website.
Certificate 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’s Responsible for Requesting This: Procurement

• Who Completes This: The Department

• Where You Can Find It: You can find this form & related information on Procurement’s [website](#).
The Food/Group Meal Form is required when submitting any estimates, invoices, or reimbursements that include food.

<table>
<thead>
<tr>
<th>Purpose: This form is used to provide documentation for all food/group meal purchases funded with institutional, Foundation, and sponsored funds. Institutional funds include appropriations, departmental sales/service funds, student activity funds, and auxiliary funds. A copy of this form must be maintained with any P-Card receipt documentation and payment requests submitted to Accounts Payable. Use this form for meals or food purchased on or after February 1, 2022. Events using custodial (previously agency funds) or processed directly through the GT Foundation or GTRC do not require use of this form. For Ameex-to-Go orders, attach form to requisition.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Purpose:</strong></td>
</tr>
<tr>
<td>☐ On campus ☐ Off Campus</td>
</tr>
<tr>
<td>Date(s) of Event:</td>
</tr>
<tr>
<td>GT Event Sponsor:</td>
</tr>
<tr>
<td>Approval Signature:</td>
</tr>
<tr>
<td>*Pre-approval by department head/delegate is required for employee business meetings using institutional funds.</td>
</tr>
<tr>
<td><strong>Type of Activity:</strong></td>
</tr>
<tr>
<td>☐ Student Event ☐ Business Meeting ☐ Employee Group Meal ☐ Volunteer Event</td>
</tr>
<tr>
<td>☐ Conference, Camp &amp; Workshop ☐ Contract Hospitality ☐ Annual Member Recognition</td>
</tr>
<tr>
<td><strong>Participants:</strong></td>
</tr>
<tr>
<td>☐ Students ☐ Employees ☐ Non-employees ☐ Volunteers ☐ Conference Attendees</td>
</tr>
<tr>
<td>☐ Group event: 15+ participants (reception, banquet, open house) Estimated:</td>
</tr>
<tr>
<td>☐ Less than 15 participants. Provide list of participants with associated dept/identity.</td>
</tr>
<tr>
<td>Meal cost per person:</td>
</tr>
<tr>
<td><strong>Funding Source:</strong></td>
</tr>
<tr>
<td>☐ Student Activity Fees ☐ Custodial Funds ☐ Departmental Sales Rev</td>
</tr>
<tr>
<td>☐ Sponsored ☐ Institutional ☐ Auxiliary ☐ GT FDN/GTRC</td>
</tr>
<tr>
<td><strong>Worktag(s):</strong></td>
</tr>
<tr>
<td>(See policy 5.2.1.9 for detailed policy)</td>
</tr>
<tr>
<td><strong>Foundation Funds:</strong></td>
</tr>
<tr>
<td>Foundation funded payments for snacks, beverage service, and other meals in support of Institute business may be processed through Accounts Payable. Meal per diem limits and meeting length limits are not imposed.</td>
</tr>
<tr>
<td><strong>State and Other Funds:</strong></td>
</tr>
<tr>
<td>Meals served during employee business/training meetings using institutional funds must: (1) last 4+ hours, (2) be pre-approved by Dept Head, (3) include a formal written agenda with meeting times, and (4) no breakfast or end-of-meeting lunch or dinner.</td>
</tr>
<tr>
<td>Official student events, volunteer events, and food purchased for official guests and program participants is limited to State of Georgia meal per diem limits, but minimum meeting lengths are not imposed.</td>
</tr>
<tr>
<td>State of Georgia Meal Per Diems Limited to $13/breakfast, $14/lunch, $23/dinner per person (incl tax/tip) Payments for alcohol cannot be processed through the Institute (see policy for allowable exceptions)</td>
</tr>
<tr>
<td>Sponsorship funds can only be used when specifically allowed by sponsor in writing. Meals purchased using custodial funds aren't restricted by meal per diem limits, but must be reasonable.</td>
</tr>
<tr>
<td><strong>Payment/Catering:</strong></td>
</tr>
<tr>
<td>See Student Center website for GT Catering Providers Policy: <a href="http://www.studentcenter.gatech.edu/campuscatering.htm">www.studentcenter.gatech.edu/campuscatering.htm</a></td>
</tr>
<tr>
<td>Use of authorized caterers is required for on-campus events over $400.</td>
</tr>
<tr>
<td><strong>The P-card can be used for food purchases that are in compliance with the Food/Group Meal policy.</strong></td>
</tr>
<tr>
<td>Payments made through the Institute are exempt from sales tax. The FDN &amp; GTRC are subject to sales tax.</td>
</tr>
</tbody>
</table>

Questions: Submit a ServiceNow ticket to Accounts Payable
CAMPUS CATERING SERVICE PROVIDERS

PRIMARY CATERING PROVIDER

• Georgia Tech’s Primary Caterer is Tech Catering

• Tech Catering has exclusive catering rights in the Student Center, Exhibition Hall, and West Village Dining Commons

SECONDARY CATERING PROVIDERS

• Georgia Tech has contracted with Secondary Caterers

• Secondary Caterers are contracted operators and can be used anytime without prior authorization from Administration in non-exclusive locations.

Primary Contact:
Kelly Rowland- Prather Director (GT Catering)
kelly.rowlandprather@dining.gatech.edu
# Secondary Catering Contracts

<table>
<thead>
<tr>
<th>Contracted Secondary Catering Suppliers</th>
<th>Informal Catering</th>
<th>Formal Catering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affairs to Remember</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avenue Catering</td>
<td></td>
<td></td>
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<tr>
<td>Carlyles</td>
<td></td>
<td></td>
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<tr>
<td>Proof of the Pudding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serendipity Catering</td>
<td></td>
<td></td>
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<tr>
<td>Time To Dine</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**America To Go**

- Catering Food Delivery service
- Punchout Service in Jaggaer
- Maximum order limit: $600
- When to order? When you need quick catering, for example “12 box lunches”.

*Additional Secondary Catering Suppliers contracted with Georgia Tech (i.e. Technology Square restaurants) can be found on the special events website: https://specialevents.gatech.edu/resources/catering/companies*
Catering Requisitions

1. **Quote & Agreement**
   - Formal Supplier Quote/BEO/Agreement is needed for purchase justification.
   - Agreements/BEOs for off-campus catering must be signed by Procurement.

2. **Unauthorized Purchase**
   - Per State Accounting Office policy, a PO should be issued in advance of goods or services being delivered.
   - Not following this policy will result in an unauthorized purchase. Form must be attached to requisition.

3. **Alcohol**
   - On-Campus alcohol approval attached to quote.
   - Alcohol charges can not be purchased on state funds.

- E-Verify affidavit for off-campus catering (collected by Procurement)
- Food Group Meal Form attached to requisition
- Exemption Approval documentation must be attached to requisition for on-campus not contracted caterers
Alcohol

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

If the purchase is being made with Georgia Tech Foundation Funds, taxes must be included in this purchase.

Two Payment Options for Alcohol:

(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.”
Office Hours

Wednesdays 9 am - 10 am
Click here to join the meeting

Thursdays 1 pm - 2 pm
Click here to join the meeting

AP and Procurement Virtual Office Hours | Procurement & Business Services (gatech.edu)