

Procurement & Property Control

SPRING NEWSLETTER

Washington Service Center, Room 107/110 1700 East Coldspring Lane Baltimore, MD. 21251

UPDATES



E-Maryland Advertising Period

eMaryland Marketplace, Maryland's internet-based procurement system, is a business tool that provides vendors with easy access to State procurement information. Potential bidders can search for solicitations and active contracts on eMaryland Marketplace and browse for open bid opportunities. The system also allows vendors to obtain bid results online once the due date and time for bid submission have passed.

COMAR 21.05.02.02 requires a minimum of 20 days from the date an Invitation for Bid or Request for Proposal is published to the date Bids or Proposals are due. However, effective March 16, 2015, the eMaryland Market Place advertising period for solicitations greater than \$25,000 will change from 20 days to 30 days. The purpose of this change is to solicit more responses from potential Bidders or Offerors, allowing a minimum of 30 days between the date of publication and the response due date.

Agencies are strongly suggested to allow additional time when possible to promote competition in State procurements, especially for more complex procurements requiring lengthy proposals.

Memorable Quotes !

Education does not take place when you learn something you did not know before. Education is your ability to use what you learned to be better today than you were yesterday.

Iyanla Vanzant

Minority Business Enterprise

Minority Business

Enterprise (MBE) – in order

for MSU to meet its MBE

goal of 29%, we strongly

encourage you to use MBE

certified vendors to procure

goods and services.

Specifically, when buying

supplies, paper, computers,

etc., it is important that you

consider these entrepreneurs. While we know that the price of

doing business with this

group of vendors will cost

you a few more cents, it is

the right thing to do and it

helps to foster competition

among this group of

vendors. Please utilize the attached links for your convenience

MBE Directory:

<http://mbe.md.state.md.us/directory/>

SBR Directory:

<https://emaryland.buyspeed.com/bsa/external/registeredVendorSearch.sdo>

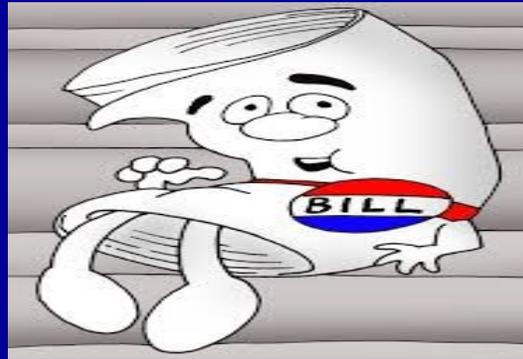
You may contact the office of Procurement and Property Control at 443-885-3114 for more information.



Procurement and Property

Control is a Department under the Division of Finance and Management at Morgan State University. Our mission is to provide quality procurement services to internal and external customers in a timely manner. We are responsible for maintaining inventory control, purchasing goods and services as well as providing the oversight for new construction. For more information please contact us at 443-885-3074.

House Bill 48



Janitorial & Housekeeping Services

Over the next several newsletter publications, Procurement will explain areas that are addressed in HB48. The first area involves janitorial products and housekeeping services. Morgan State University is required to procure the services through Blind Industries (BI), as required by regulation. In the University's effort to adhere to HB 48 requirements, all janitorial supplies and housekeeping services will be vetted through the Preferred Provider first (Blind Industries). If Blind Industries cannot provide the service or products needed, a waiver will be issued to the University. However, it is our duty to present our needs to BI before moving forward with any other procurement method. Please feel free to contact Procurement for assistance with your request.

What is a PCAR- Form ?

PCAR is the acronym for Property Control Action Request. When your department need to request a move , relocate furniture or equipment , request tables or chairs for an event, or to request the removal of disposed items, a PCAR form should be completed and submitted to the Office of Property Control via -fax or email. Upon receipt, the Property Control Staff will ensure that your request is honored in a timely and efficient manner. The PCAR form can be faxed to 443-885-8368. You may access the PCAR form by clicking the link below.

<http://www.morgan.edu/Documents/ADMINISTRATION/Planning%20and%20Info%20Tech/OnlineForms/PPC03%20Property%20Control%20Action%20Request.pdf>

ALL ABOUT BIDS

Single Bids

A single bid is a procurement methodology. It follows the normal procurement process where a bid is advertised for at least 3 to 30 days, depending on the funding threshold. At the end of the process, if no other vendor has submitted a proposal, but the one, the bid is awarded to the single bidder. However, Procurement is reexamining the process to determine if appropriate outreach is conducted to ensure that all avenues have been exhausted to ensure competition among competitors. The Department of Budget Management (Control Agency for the State of Maryland) as well as members of the Board of Public Works are monitoring how this methodology is being handled and justified.



Bid Evaluation Process

When bids are received for processing, an evaluation committee is established to review and make a selection of the bid for award. The end user is responsible for identifying staff that have technical and financial expertise in the various areas of the bid to determine what proposal would best meet the needs of the University. Prior to the evaluation committee meeting, Procurement shares guidelines with the end user and the committee members to ensure the integrity of the process. The evaluation could take one and/or two weeks to complete if oral presentations are required for clarification on certain issues associated with the technical proposal. The orals take place prior to the review of the financial proposals. Once the entire process is completed, an award is made to the vendor selected and notification is sent to all participants.

Copying/Printing Cost Savings

Hello colleagues! The University has executed an agreement with Xerox that will result in reducing the cost for printing/copying overtime. Large amounts of paper are wasted by printing out single line emails or printing out unnecessary copies of documents. It has been brought to the attention of the University that several departments have exceeded their monthly copying/printing allowance amount. The University is currently looking into measures we can take to address the excessive use of paper. However, in the meantime, below are a few steps we all can take to address this issue.

- Use both sides of the sheet of paper, whether for copying or printing.
- Set defaults to double sided - select one-sided printing only when needed.
- Print only the pages you need by using the "Print Selection" function.
- Use a small font size to reduce the number of pages printed
- Send large jobs to the University Print Shop.

Splitting Procurements

As a reminder, purchases cannot be split in order to keep them below the bidding threshold of \$5,000.00. A procurement cannot be artificially divided in order to use the small procurement method instead of other procurement methods as identified in MSU's procurement manual or in COMAR. . It is prohibited by regulation. This also applies to procurements that are placed on the credit card. Such actions will result in an audit exception. If in doubt regarding split procurements, please be in contact with the Procurement Office at 443.885.3074.

Monitoring of Invoices and the Timely Payment of Services

End Users, please keep in mind that invoices are to be sent directly to your attention for payment of goods and/or services purchased. Once you receive the document, it should be checked against the item's purchased. You are then to approve and sign the invoice affixing the purchase order number to it. It should then be sent to Accounts Payable for processing.

Please Note: the invoice should not be sent to Procurement since payments are not processed by this Department.

In addition to the above, it is the end user's responsibility to monitor the status of the payment of the invoice until it is paid. This is done in two ways: By contacting Accounts Payable for a status update, and/or checking in native Banner using Form FOIDOCH to see the payment status. If you have any questions, contact Procurement at 443.885.3074.