



MORGAN
STATE UNIVERSITY™

Procurement & Property Control

1700 East Cold Spring Lane

Washington Service Center, Room 107/110

Baltimore, MD. 21251



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Inventory Tracking/Tagging Process

When equipment is paid for by Accounts Payable and identified in Banner as equipment, Banner produces an O'Tag report which alerts Property Control Unit that capital equipment has arrived on campus. Once the item has arrived it will be barcoded with a University barcode and added to the department's inventory listing after the OTag is produced. There are two systems used for inventory, the General ledger which is part of Banner and the Fixed Assets system (Listing in Banner). Inventory is reconciled between the two forms. Each department does its own annual inventory check and submits documentation to Property Control. Capitalization threshold is \$5,000 and above and sensitive items (2,500 and up) and includes all weapons. Beginning FY2015 the Property Control teamed up with the IT Department, Comptroller's office and Banner's parent company ELLUCIAN to update the software, to get an accurate reflection of total number of assets, and match the two inventory systems to the extent possible. This approach will enable Procurement's Fiscal Asset personnel to obtain more accurate monthly reports that will be easy to reconcile the yearly report.



Quote of the Season!

"Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure."

-Maryanne Williamson

What We Do

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.

Summer Help

Procurement and Property Control was fortunate to be able to hire five student interns (2 college students and 3 high school students) interested in working at a prestigious HBCU. They will be with us until August, 2016 and we look forward to their making a mark on the work that we do in Procurement. We were proud to have a student work for us who graduated this year. We wish Ms. Thelma Inyang best of luck in her pursuing her future endeavors.

Physical Tracking of Fixed Assets

Most orders are received in the warehouse unless specified otherwise or if P Cards are used for payments. Once the asset arrives, staff verifies that the item is not damaged and still under warranty. The Receiving staff ensures that there is no discrepancies between the packing slip and Purchase Order as to the item or quantity described. If the order is complete, a Receiving Report is done in Banner. Then if the item meets the requirement of inventory listing (sensitive, or above \$5,000) it will be tagged and entered in the system for depreciation before being delivered to the department.

University Savings

Hello colleagues! As we all are aware, the University executed an agreement with Xerox that had and continue to reduce the cost of printing/copying here at the University. The University completely understands that printing/copying cost is one element that is affecting most organizations day-to-day activities. Once issue that has been resulted with most agencies is the cost involving desk printer (s). This issue has been recognize by the University and management has made the decision to eliminate any all future purchase of desk printer. Analysis is also being con-

ducted to develop steps to eliminate desk entirely. Also, keep in mind much paper is wasted by printing out single line emails or printing out unnecessary copies of documents. It is a cost you can't avoid completely and is directly proportional to the number of documents you print. The University is currently looking into measures we can take to address this matter. However, in the meantime, below are a few steps we all can take to helps 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 really 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

May 2016 Commencement

To the University Community who were involved in the preparations for 2016 May Commencement Ceremony exercise, many thanks to those who did an excellent job in making the event a success. This commencement came with some challenges due to increment weather however, special acknowledgement is extended to the Commencement Committee and the University Policy force for their support and due diligence in ensuring that everything went smoothly. Please be advised that if there are any outstanding invoices that still need to be paid, each department must approve the invoice by signing and stating that it is "Ok to Pay". The document is to be forwarded to Accounts Payable located in Montebello A-Wing, room 217 for payment. A copy of the approved invoice should also be sent to Procurement (Rufus Berry) for our records.



Coming Soon!!!

The ASCEND Center for Biomedical Research which is also known as the Student Research Center (SRC) will be located in Key Hall 200. Housed in the learning center will be students who will conduct research regarding biomedical and health. In the learning center, students will have the opportunity to expand their leadership skills by conducting demonstrations, lab activities and/or community research through the development of their own research projects. The ASCEND Center for Biomedical Research is currently working on making the SRC a registered Morgan State University student organization. During the summer of 2016, the former University suite of the President will undergo extensive renovations to become the home of the ASCEND Learning Center. The ASCEND Learning Center will open in the Fall of 2016 upon the return of the student body.

Business Diversity Corner

It Counts

The question was raised whether one can count the value of an MBE purchase if it was not originally designated as an MBE Procurement? The answer is yes. Even though procurement does not have an MBE subcontracting element to it, if awarded to an MBE business or vendor, it counts toward our overall MBE goal. So the key to increasing our MBE participation is to seek out minority business, whether your purchase is designated as MBE or not. Thank you for your help in growing the Universities MBE program.

SBR Final Push

Through the month of March '16, the University's Small Business Reserve (SBR) program percentage is 5.6%, a good way from achieving our 10% goal. With 3 weeks left in fiscal year 2016, a deliberate push toward our achieving the 10% goal is essential. So we seek your assistance in looking for SBR companies/vendors when considering with whom to do business. The directory for registered Small Businesses in Maryland can be found at the www.emarylandmarketplace.com website. Happy searching and thank you for your support.



Within the last Fiscal Year some changes have been made in the process of taking in bids and other processes have been reinforced. When receiving bids the process has become to date stamp the receipt. Once the Buyer is notified of the incoming bid(s) they are then filed away until the official bid opening date. Then the Technical and Financial Proposals are date stamped by the buyer as well. Since this is incoming mail this will be logged into the Procurement Inbound/Outbound Log Book.

Other processes that have been enforced are the sending/receiving mail and the distribution of Purchase orders. Any mail being received will be date stamped and log into the procurement log book. When it comes to distributing Purchase orders the process is as follows:

- 1) Once approved by the Director of Procurement and Property Control then Purchase Orders are printed out for the administrative team to prepare the documents to be signed.
- 2) The Purchase Orders goes to the designated Buyer to attach all supporting documents (this includes the MSU Contract or any Agreements) to be signed by the Director of Procurement. Once these documents are

signed, they are returned to the administrative team for review followed by the Buyer for review.

- 3) Once these documents are signed, they are returned to the administrative team for review followed by the Buyer for review.
- 4) Purchase Orders that are associated with Contract Agreements that require signature by Finance and Management will be sent to that office for approval and signature. The Purchase Order(s) are sent via campus mail in a Finance and Management specific envelop with the contents written on the sheet on placed of the envelop. This part of the process is logged into Procurement's Log book as it would be treated as outgoing mail.

Procurement (Purchasing copy)

- stays in this office to be filed away and scanned to the Administrative Assistant.

Receiving – Anything tangible, which will be placed in Receiving's mailbox, other wise both receiving and property control copies will be filed away together.

Property control - This is the Same process as the Receiving but in a separate box.

Vendor- Sent to the vendor/ person in charge of rendering the services
 Accounts Payable - Sent off in the assigned folders to accounts payable office
 Departmental - Sent to the department in Morgan that requested for the service.

- 5) All other Purchase orders will be as distributed followed and sent out via Campus Mail and logged into Procurement's Log Book.

All inquiries concerning Purchase Orders, Requisitions, and Tax Exempt Form will be handled at the main desk. Please call ext. 3074 with you concerns.



Competitive Sealed Bidding and Contract Awards

End Users...did you know?
 The award of a contract will be to the vendor/contractor submitting the lowest responsive and responsible bid. However, the award could be made on the basis of price and other price related factors as outlined in MSU's Policies and Procedures, under Procurement Method, Section B, Competitive Sealed Bidding (Invitation to Bid).

Statewide FedEx Mail and Small Package Delivery Services Contract (BPO #050B6400005)

This Contract provides Maryland State agencies with the ability to utilize FedEx Small Package Delivery Services at discounted rates.

To take advantage of the discounted rates, please contact the Communications Service Department (x3900) for detailed information.

MSU Contract

The Morgan State University contract has been updated on the Morgan State website (link listed below).

Please take note of the additional information has been updated to the contract as well as the sections labeled 2.1 "Order of Precedence" and 28 "Contract Affidavit".

When submitting the contract the highlighted portions should be removed if they do not apply to the service or have not been placed on bid. Also as a reminder, section 2 "Scope of Work" needs to be filled with details of the service being rendered. Once the MSU contract is completed, it is to be forwarded to the vendor for signature. The contract signed vendor contract should be sent to the **PROCUREMENT OFFICE** and **NOT** directly to Finance and Management due to supporting documentation that needs to accompany the contract. Be sure to send all contracts to Washington Service Center Rm#107 or to Keon.Allen@morgan.edu.

Going forward, contracts will not be accepted with missing Scope of Work information and/or the (b) and (c) portions of the Order of Precedence, are not properly remove. If any contracts are received without the necessary action being taken, you will be asked to make corrections resubmit the contract(s) signed by the vendor (must be original signature), and with all the appropriate information.

Contract link: http://www.morgan.edu/finance_and_management/office_of_procurement/forms.html

MD Public Information Process

It is important that we keep in mind the premise behind what the Maryland Public Information Act is all about. The public has the right to information about government activities. The Act grants the people of this State a broad right of access to public records while protecting legitimate governmental interests and the privacy rights of individual citizens as stated in the Maryland Public Information Act Manual. It is imperative that we all understand what can be shared with the public in order that we make sound decisions regarding how government should operate. As we all know, transparency is the buzz word today. People in leadership positions, at all levels in society, have a great responsibility to be accountable for the managing of the tax payer's dollars. They must be held accountable as well as responsible for their actions. MPIA request must be responded to in a timely manner (30 day period) or earlier. As request are forwarded to Morgan State University, Dr. Don Veal is responsible for overseeing the process. Procurement pulls together information as requested on Operational requests that fall under the purview of the Vice President for Finance and Management. For more information, contact the Procurement office at 443.885.3074.

Single Bid/Proposal Award Recommendations

According to MSU's Policies and Procedures if a single bid is received in response to a solicitation and the Director of Procurement or an authorized designee determines that the bid is responsive and from a responsible bidder and other bidders had a reasonable opportunity to respond, a negotiated award may be made if it is determined by the Director of Procurement or an authorized designee to be in the best interest of the University. However, Gov. Larry Hogan has stated at a recent BPW session that single bids are highly frond upon. Therefore, we must take in consideration the clarity of the bid specs and the time allotted for the bid due date to ensure that ample time is allowed for interested vendors to be responsive. Receiving several bids may be the difference in being able to award the project or having to rebid it.

Faculty Institute

Each year, the Provost for Academic Affairs sponsors the Faculty Institute for new and continuing faculty members for FY 2017. Last year, Procurement participated in the process by presenting general information and contacts regarding the procurement process. In fiscal year 2017, the intent is to again participate sponsor a Procurement workshop for New and continuing faculty members. Our hope is that these workshops will be on-going and will ensure that Morgan State University continues to have a clean process that adhere to state regulations and procedures. Procurement will keep end users updated on the progress of this endeavor.



Exclusionary Clauses

From time to time, there will exist contracts that are not subject to the MSU Policies and Procedures. Listed below are the contracts for which President Wilson or his designee has been authorized to establish policies and procedures when entering into contracts that are outside of the Universities existing policies and procedures. As of this date, exclusionary clauses (B.4.b.) and (B.4.m.) have been approved by President Wilson. Procurement has established the policies and procedures for the remaining clauses and will request review and approval from the Office of the General Counsel.



- (B.4.a.) Provides an exception for contracts for the sale, purchase, transfer, disposal or any other action involving interest in real Property.
- (B.4.b.) Provides an exception for contracts for the collaborative undertakings that support the mission of the University.
- (B.4.c.) Provides an exception for contracts for the reimbursement contract for which user eligibility and cost is set by law or by rules and regulations (e.g. Medicaid).
- (B.4.d.) Provides an exception for contracts for intergovernmental contract or business like agreements.
- (B.4.e.) Provides an exception for contracts for the purchase of resale and remanufacture and subsequent resale.
- (B.4.f.) Provides an exception for contracts for agreements creating contractual employment relationships.
- (B.4.g.) Provides an exception for contracts for cultural, entertainment, intercollegiate athletic contracts, and exhibitions on university owned or leased property.
- (B.4.h.) Provides an exception for contracts for surveying and evaluation architecturally, archeologically, historically, or culturally significant properties and other than architectural services, preparing historic preservation planning documents and educational materials.
- (B.4.i.) Provides an exception for contracts for the protection and administration of intellectual property rights.
- (B.4.j.) Provides an exception for contracts for housing, food and related supply or service contracts for conference facilities.
- (B.4.k.) Provides an exception for contracts for contracts of Morgan State University for programs and operations located or implemented out of the United States.
- (B.4.l.) Provides an exception for contracts for any procurement or contract to be the extent of any conflict with governing federal law, regulation, assistance instrument or other requirement; or terms of any gift.
- (B.4.m.) Provides an exception for contracts for the purchase, use or development of curricular materials.

