

UPDATES

Message from the Director

The start of the New Year has taken off to a good start. I hope it has been the same for you in your professional and personal lives.

There are significant changes occurring within the procurement area in terms of being more automated in attempt to do our job more efficiently, effectively, and to be more environmentally friendly. Some of these changes include:

- Automatic signature of purchase orders
- Use of eMaryland Marketplace (eMM) to receive solicitations that have been entered in eMM.

- Revision of a new procurement manual that's more reflective of changes in the law.
- Exclusionary clause curricular materials and collaborative agreements generated by the General Counsel and Provost Office for better integration of vendor services in the academia arena locally nationally, and internationally.

Procurement will continue to provide our customers with information that is helpful in procuring goods and services for your department.

“The building’s simplicity, deliberate restraint, and strategic fenestration strengthen and enhance the design while providing a successful platform for a sustainable public structure.” -- Robert Maschke, FAIA

Award Winning Building: Center for Built Environment & Infrastructure Studies, CBEIS

Located at the Northern end of the campus, the Center for Built Environment and Infrastructure Studies is the new home of the Institute for Architecture and Planning, the Department of Civil Engineering, and the Institute for Transportation Studies.

CBEIS was conceived as an exchange of people, ideas, departments, and building methodology. By



housing multiple designs and engineering disciplines under one roof CBEIS promotes interactivity among constituent students and faculty.

The building has received numerous design awards:

- AIA Baltimore - Presidents Award (Client of the Year)
- U.S. Green Building Council
- AIA Baltimore - Design Award (Sustainable Award)
- AIA North Carolina – 2012 Merit Award
- 2012 Wintergreen Award
- Urban Land Institute Wave Maker Award
- AIA Maryland Excellence in Design (Public Building of the Year)

Coming down the pike regarding Small Business Reserve

Soon to come to the forefront of Small Business Reserve (SBR) procurements is legislation intended to assist agencies in meeting or exceeding the State's 10% SBR goal. In most years the State agencies have fallen short of ensuring 10% of the total value of their purchases are paid to certified Small Businesses in the state of Maryland. As a result, legislation will soon be introduced which will effectively require all small procurements that have the estimated value of \$15,000 to \$100,000 be solicited as "Designated SBR" procurements.

As a "Designated SBR" procurement only Small Businesses certified by the Department of General Services will be able to be awarded the procurement. MSU's SBR percentage achieved through the first half of FY'14 stands at 7.13%, so we asking each Department to make an effort over the second half of the FY to assist the University in meeting or exceeding the 10% goal. The University will be notified when this proposed legislation will be enacted as part of the Code of Maryland Regulations.

What to include when submitting a requisition

Any requisitions entered in *Self-Serve Banner* should have supporting documentation submitted to the Procurement Office upon completion of the requisition. Also, before the requisition is completed, the *Document Text* area should include pertinent departmental information (contact person's first and last name, phone number, department name, grant ID number, etc...). If supporting document is not submitted to the Procurement Office, it will delay the process and/or cause the requisition to be removed. When entering documents in Banner and if they are not approved timely, the requisition will be removed from the system. This is done to ensure that the year in closing and roll over to the next fiscal year goes smoothly. In conjunction with the requisition being removed from the system, an abeyance notice will be sent to the end user.

Reminder Corner

Banner Module End users are encouraged to consult the online Banner training module for a refresher course on how to complete requisitions and to perform budget queries, budget transfers, and multi-budget transfers. If you don't use the various processes on a regular basis, it is so easy

to forget what steps to take to generate the desired document. The training module can be found on MSU's website under Finance and Management, Procurement, Training. If you have any questions, please be in contact with the Procurement Office on 443.885.3074.

Vendor Check When obtaining quotes for vendors, please be sure the vendor accept purchase orders. If not, obtain all the necessary paperwork and instruction and forward to Procurement with the requisition.

When completing a requisition in Banner

Banner There are certain fields on the requisition form in Native Banner that are not required to complete in order to process the requisition and obtain a requisition number. One such field is the “Vendor Contact.” However, Procurement requires that this field be filled out in order for the documents to be processed by a buyer. In some instances, we have seen the vendor information placed in “Document Text.” If at all possible, it is not to go on that page but in the correct area in the front of the requisition form. This helps expedite the process. If further clarification is needed, please contact Procurement at 443.885.3074.

Supporting Documentation for Grants

Grants The supporting documentation to accompany the BB-4 when a grant is involved requires a copy of the grant itself for audit purposes. The grant should indicate the person that is being paid and the services to be rendered.



Without this documentation, it only delays the processing of the BB-4 into a purchase order. If further clarification is needed, please contact Procurement at 443.885.3074.

Solicitations Any item that exceeds the \$5,000 threshold must be bid for a specific period of time (see Putting Together the Pieces on MSU’s website under Procurement). The end user is to provide a copy of the specification, ensure that funds have been encumbered in Banner and sign off on the solicitation document indicating their concurrence with the request. Without these steps being taken, Procurement cannot proceed with processing the solicitation.

Request for Vendor Identification Information

When requesting a vendor identification number, the following information must be provided and via email to Procurement:

- Vendor Name
- Vendor Address
- Vendor Telephone Number

- Vendor Federal Identification Number or the consultants Social Security Number

The vendor Federal ID or Social Security number is very important in that it helps us avoid duplicating identification codes in Banner.



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 of new construction. For more information contact please call us at 443-885-3074.