Welcome to the Office of Contracting & Procurement’s first quarterly newsletter! Just as spring is a metaphor for transitions, we want to use this Spring 2017 issue to highlight some process changes with contracts, vendors, and procurement in general.

Also, with Commencement right around the corner, we want to send a shout out to the Class of 2017! Congratulations on your many accomplishments. For departments dealing with the often overwhelming purchasing needs surrounding Commencement, we want you to know we are here to help! Whether it is a rental (contract), a guest speaker (personal service contract), a new vendor or last minute emergency (P-Card), drop us a line for priority processing.

Rowan Purchasing Thresholds
Quick Reference Guide
The below represents general procurement documentation requirements. Some specialty purchases require quotes and/or approval documents regardless of the total amount of the purchase. Visit our website for more information www.rowan.edu/purchasing

<table>
<thead>
<tr>
<th>Amount</th>
<th>Documentation Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.01 - $3,069.99</td>
<td>Quotes Not Required</td>
</tr>
<tr>
<td>$3,070 - $30,699.99</td>
<td>Three Quotes Required</td>
</tr>
<tr>
<td>$30,700 +</td>
<td>Call Us for Assistance</td>
</tr>
</tbody>
</table>

**Please note that Vendor compliance is also necessary for Rowan University purchases per the New Jersey Divisions of Treasury, Revenue and Purchase & Property. The guideline above applies to purchase totals only. Further vendor related documents may be necessary to complete a purchase.

The Office of Contracting & Procurement is dedicated to support the University’s mission of education and research through fair and competitive procurement processes while fully complying with all applicable laws and internal policies and procedures.

At all times the Office of Contracting & Procurement strives to provide services with personal and professional standards that reflect the principles of ethics, integrity and respect.
This Vendor is Currently on Hold...

Change affects every department at some point. It can be a change in leadership, support staff or maybe even location. While the change may be necessary, it can also be frustrating.

For example, you just entered a requisition for a $250 PO to cover your usual, monthly order for a product or service that you have been purchasing for years. You hit complete and move on, confident that your PO will be issued shortly. And then you get the message: This vendor account needs to be updated. Please collect a W-9.

Really?

Yes. Newer tax laws more than doubled the penalties for errors on certain IRS reporting, which includes mis-matched Tax ID/Name combinations, missing SSNs, and incorrect business structures. The fines mount quickly. By the time Rowan is notified of the error, the penalty can be $2,600 for just 10 mis-matched vendor names.

The only way Rowan can correct reporting errors is by collecting current vendor-completed W-9s. With this in mind, we appreciate your help in keeping our files current and accurate!

OK, so you collected the W-9, we executed a tax ID match -- everything is looking good. And then you get the message: This vendor does not have a valid NJ BRC. Hold placed on account.

Really?

Yes. Remember, too that Rowan University is state funded and classified as a state agency. All businesses must have a valid Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue and Enterprise Services prior to conducting business with the State of New Jersey and prior to the award of a contract. This applies to ALL businesses, regardless of the state or country in which they are located.

Please visit our website for more information, or give us a call at x4171.

Rowan Preferred Vendors

For the most part, departments can choose their own vendor for supplying goods and/or services. As long as the vendor is compliant and up-to-date with their documentation, they are considered “approved.” There are, however, exceptions to this policy.

First and foremost, if a vendor has been awarded a contract through a public bid for certain goods/services, then it is up to the University to uphold that vendor’s exclusivity per the terms and conditions of the bid document. Some awards are germane to the entire university, across all campuses, and these vendors we post as Preferred Vendors. As published on our website, the current list is as follows:

**Office Supplies:**
- Office Depot -- ID: 910001389

**Ink & Toner:**
- Ink & Toner Store -- ID: 916159799
- MRA International -- ID: 916006352
- Office Depot -- ID: 910001389
- KT’s Office Services -- ID: 910001389
- Ribbons Express -- ID: 91509476

**Scientific Equipment & Supplies:**
- Thomas Scientific -- ID: 916093065
- VWR -- ID: 910001085
- WorldWide Medical -- ID: 916011251

**Transportation:**
- Vehicle Rental Services
  - Avis Budget Group -- ID: 915692891
- Coach Buses
  - Primary: Academy Bus Express -- ID: 915913389
- School Buses
  - Primary: McGough Bus Company -- ID: 910001458
- Secondary: HA DeHart -- ID: 915017364
- Shuttles:
  - SJ Transportation Authority -- ID: 916099782

It is important to visit our Preferred Vendor page for more information. Some of the above vendors require that you sign up for an account and provide certain information in order to receive pre-negotiated pricing and special services.

**New Vendor Forms Quick Reference Guide**

First, confirm the new vendor will accept POs, submit an invoice for payment and accept a check or bank transfer. If Rowan is mailing a check for payment, confirm remittance address. This is often different than the address noted on the W-9 or website. Once confirmed, the below forms will be necessary to assign a Vendor Banner ID:

- **NJ BRC** can be pre-determined through the Division of Revenue’s On-Line service. Follow the instructions on the website: [https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp) if unable to verify BRC status via the online inquiry, contact us for further instructions.
- **Ch.51/EO117 Vendor Certification** is required for purchases over $17,500. This is mandated through NJ’s Pay-to-Play legislation. It is a Public Law. It applies to single purchases and cumulative spend. Please contact our office for help in determining the need for this certification.
Sign on the Dotted Line
contracts@rowan.edu

Is there a contract hidden in your quote? Many vendors issue quotes that require a signature. Sometimes the signature is to acknowledge items, quantity and pricing before actually placing the order, but other times the signature can obligate the University to accept terms and conditions that are not in our best interest.

One example we see a lot is the shipping term FOB. FOB stands for “Free On Board.” This comes from international commercial law specifying at what point obligations, costs, and risk involved in the delivery of goods shift from the seller to the buyer. In other words, it is the point where the legal transfer of the items takes place. If a quote denotes FOB Origin, it means Rowan is responsible for the items from the minute the truck leaves the seller’s warehouse and is not acceptable. All Rowan purchase orders have conditions of purchase listed on the top right hand corner of the PO document. Condition number three (3) clearly states FOB Destination, which means the seller is responsible for the goods until it reaches the Ship To address.

Any quote or order that requires a signature should be sent to Contracting & Procurement for review. Remember — employees, including officers, faculty and staff, may not bind the University by signing contracts. The only authorized signatories are the University President and the Chief Financial Officer (CFO).

Sole Source Approvals

It is the policy of Rowan University to procure all materials, equipment, supplies, and services through competitive means. However, there exists a category of expenditure whereby such open bidding is not possible due to the product or service being available from only one source. The Procurement appropriate justifi- all due diligence to or service at the to the University.

First, download Justification Form This form must with at least one 2 - 7) completed. information rather crease the likelihood being approved speeding up the form is complete, captured, forward approval request additional support-contracts, quotes, contracts@rowan.edu.

In those instances, Department upon fication, will act with obtain the product best possible price the The Sole Source from our website. be fully executed, category (sections By attaching more than less, you can in- of your purchase while simultaneously process. Once your with all signatures your completed form, along with all ing documents, i.e., specifications, to

The End is Near!!!

Yes, folks -- it is almost that time again. Fiscal Year End. For those of you who are new, Rowan operates on a July - June fiscal year. That means the last day of FY17 is June 30th and the first day of FY18 is July 1st. For some departments, the day comes and goes with little notice. However, there are many departments where the fiscal year transition creates a whirlwind of requisitions, closeouts and confusion. Here are some things you can do now to ease the pain:

Take a look at your FY17 budget -- if you see a surplus and plan to order supplies, furniture or technology, consider doing it NOW. Putting this off can mean there will not be enough time to receive your goods by June 30th ultimately resulting in a rejected purchase request.

Analyze your standing orders for recurring costs -- water, copiers, shredding services, should all be fiscal year standing orders. If you see that you will need increased or decreased funds in these POs to cover the remainder of the fiscal year, request your change orders now.

Close out open encumbrances now! There are many reasons a purchase order may have funding left even though it has been “final received.” Sometimes items are cancelled or discounts are applied after completing the purchase order. First, verify all invoices against the PO are paid. Prematurely closing a PO causes a lot of problems in Accounts Payable. Once payment is confirmed, go ahead and request a closeout to release the remaining balance. This way, you have an accurate budget total and you might be able to squeeze in that “wish list” item before the fiscal year end purchasing freeze.

Keep an eye out for a Rowan Announcer/Daily Mail -- Each year, the Division of Finance sends multiple messages via the Rowan Announcer system that gives detailed information, instructions and DEADLINES for the Fiscal Year End. This is very important information -- please flag it and keep it for reference.

Coming Next Issue...

Ask a Contracting & Procurement Specialist: Do you have specific questions or problems that you need answered? Do you ever wonder WHY we ask for certain documentation? Submit your questions to jamesk@rowan.edu with NEWSLETTER Q&A on the subject line. Deadline for submissions is May 26th for inclusion in the Summer Issue.