6th Annual End of Year Conference

February 29, 2024

Hosted by Strategic Sourcing & Contracts

We're in this Together

Presenters

- **Linda Hippe** – *Director, Purchasing and Contracts*
- **Julio Gomez -** *Contracts Administration Supervisor*
- **Lilia Smith -** *Contracts Administration Supervisor*
- **Sherrie Shumaker -** *Accounts Payable Manager*
- **Kate Piscopo –** *TOC Contract Specialist*
- **CT Klock** – *Buyer*
- **Robin Hoffpauir** - *Buyer*

Today's Agenda

- Due Dates and Supply Chain Updates
- Accounts Payable
- Requisitions
- Purchase Order Sourcing
- Amazon Business
- Inventory Best Practices
- Contracting Best Practices
- ICA Contracting
- Contracting Resources
- Q&A

Due Dates and Deadlines

Presented by Linda Hippe

- **April 8 –** Using Manage Reqs, START identifying which Reqs and POs need to be closed out. Email your list of identified requisition numbers and purchase order numbers to Robin Hoffpauir at rhoffpauir@sandi.net
- **April 15** – Last day to submit a special request requisition (i.e., Services and Non-Direct Connect Suppliers). Deadline for stock item requests, **including copy paper** has been extended out.
- **April 15** – DEADLINE and LAST DAY for ALL departments and school sites to enter and save **placeholder requisitions** in PeopleSoft to pre-encumber an invoice amount that is unknown. This is not necessary for stock/inventory items.
- **May 10** – Last Day to submit a Direct Connect Requisition.
- **May 17** – DEADLINE and LAST DAY to notify Finance Analyst to: Close out your purchase orders and begin to reconcile your budget and ensure budget transfers.
- **May 31** – DEADLINE and LAST DAY to order Stock/Inventory items, including paper.
- **May 31** – DEADLINE and LAST DAY to clear-out/cancel all unused placeholder requisitions.
- **June 11** – DEADLINE and LAST DAY to deliver invoices to Accounts Payable to be charged to the 2023-24 budget.
- **June 12** – Ensure everything has been received, return requests completed, POs closed.

Accounts Payable Updates

Presented by Sherrie Shumaker

See Administrative Circular #43

- Final Invoices to A/P by June 11th, emailed to apinvoices@sandi.net. Make sure you first list the vendor name in the email subject line, and request Receipt.
- Receivers/Receipts should be emailed to supctrec@sandi.net before invoices can be paid.
- Travel Authorizations and Expense Reports must be entered by June 7th and fully approved by June 17th.
- No Accruals allowed for Travel. All travel occurring after June 7, 2024 (except virtual conferences with NO TA) will be charged to the 2024-25 budget.
- P-Card charges must **post (not charged)** to the Payment Net website by **June 10th** to be charged to the 2023-24 budget. Allow time for your purchases to post!
- **Watch for the Accrual Circular and Memo (email) going out at the end of April!**
- Please email specific year-end fiscal close questions to sshumaker@sandi.net.

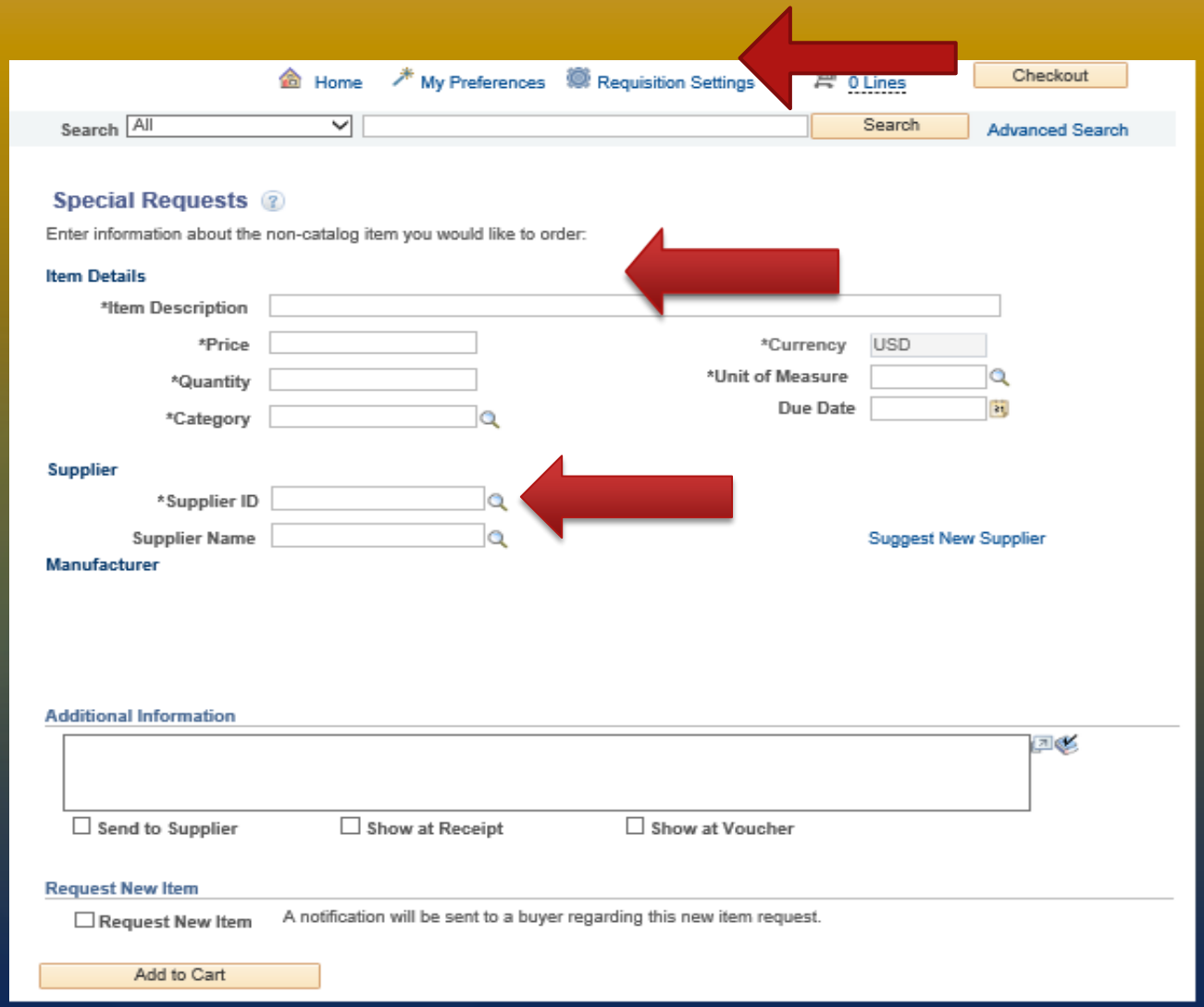
New Supplier and Purchasing Information

Presented by Kate Piscopo

When you are working with a new supplier or have an update to an existing supplier, enter the information using the New Supplier/Supplier Update Request Form. SS&C will process the update in PeopleSoft.

Entering E-Pro Requisitions

Presented by Robin Hoffpauir



Requisition Setting: Click on this symbol before going to special request when doing multi-line requisitions.

1. If you have a new supplier you would like to work with, send the New Supplier link to that supplier to complete.

2. The purchasing process moves quicker when the supplier is already in the system.

3. The more information you can add, the easier it is for the department to source your order.

4. Always attach a quote from the supplier you are working with to obtain the goods.

What Could Go Wrong with a Bad Requisition?

Presented by Robin Hoffpauir

Examples:

- Finance rejects the requisition (req) back to the submitter.
- Purchasing holds the req until it can be fixed… *this may take a while.*
- The req budget errors out because you selected the wrong category.
- The supplier ships the wrong items.
- Accounts Payable cannot pay the invoice.

Sourcing Best Practices

Presented by William Raynor

- Make sure the Supplier is in PeopleSoft
  - New Suppliers need W9 and 590 Form
  - New Supplier Request
- Find 1 quote for expenses under $10,000
- Find 2 quotes for expenses over $10,000
- Submit your Requisition
  - Make sure it is approved
- Request an invoice from your supplier
- Email SUPCTREC@sandi.net to receive your goods or services
- If your PO has additional funds, make sure to close it out by contacting your Contract Specialist or Buyer

E-Pro Requisition Sourcing

Presented by Lilia Smith

7-14 Business Days - The time it takes to Approve a REQ and Source to a Purchase Order

Why does it take longer than 7 Business Days?

- You never submitted the Requisition
- The department approver has not approved the REQ
- It failed budget check
- There was no quote attached and the REQ and the description was too vague
- The REQ is for a service and a contract is needed
- The items requested are back ordered or discontinued

3 - 10 Business Days – The time it takes to Dispatch a Purchase Order

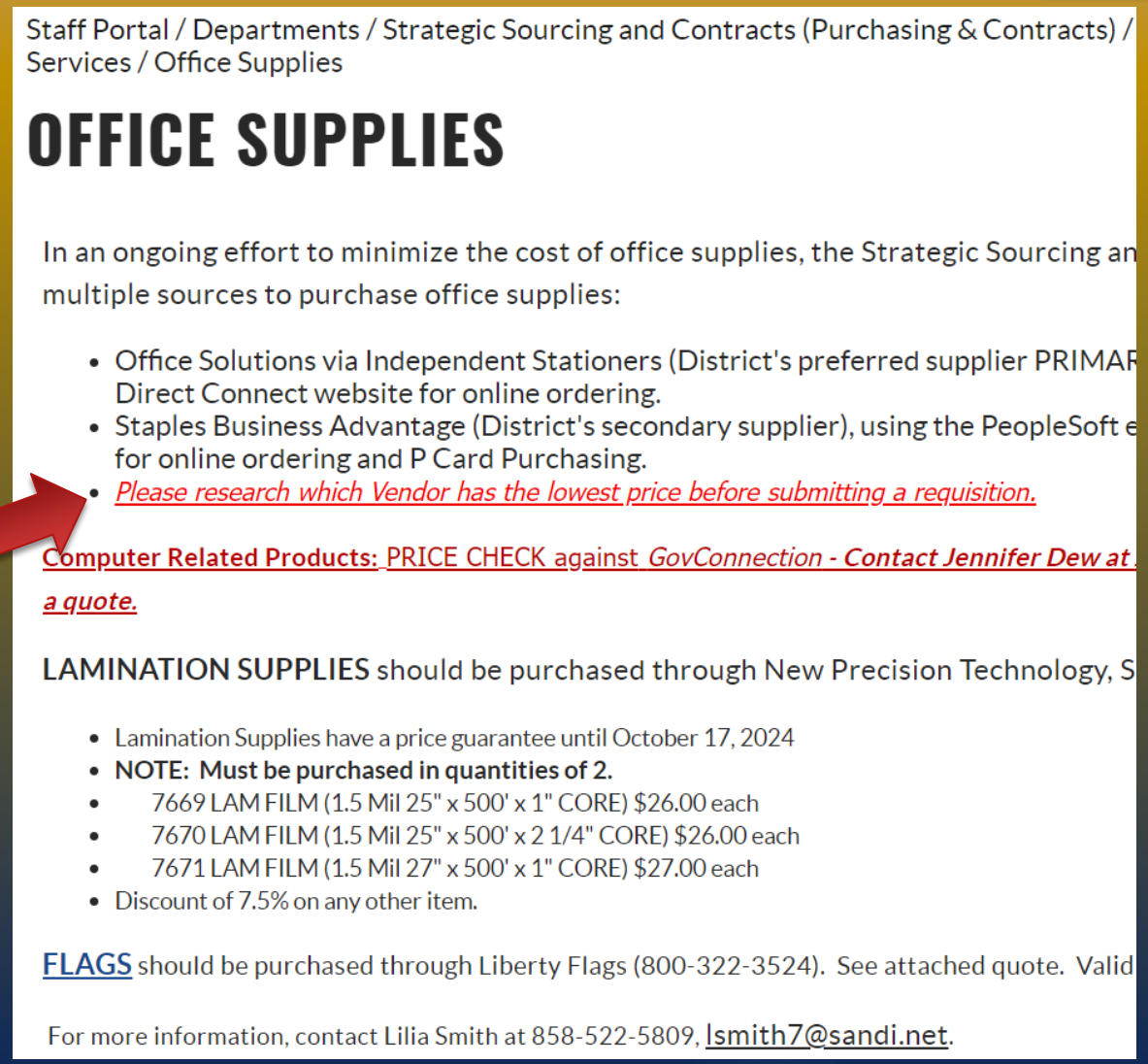
Why does it take longer than 3 Business days?

- Pending Board Approval
- Pending Final Signatures
- Information is missing – quotes, W-9 and 590 forms
- Processing of work is typically on First In- First Out

Office Supplies

Presented by Lilia Smith

- District is reviewing all Staples, Amazon and Office Solution orders. We are finding that our preferred supplier or suppliers that are the primary contract holders are not being utilized properly and in accordance with the law.
- Per best practices, purchasers are to compare Office Solutions and Staples pricing prior to submitting the req. This process has been on our website since the district switched suppliers; however, it is in red now, so it is more easily viewable.
- District has saved thousands of dollars by reviewing all orders and each line. Please take that into consideration as there may be a delay in your order. Money saved goes to the schools for use to spend on other items.



Staff Portal / Departments / Strategic Sourcing and Contracts (Purchasing & Contracts) / Services / Office Supplies

OFFICE SUPPLIES

In an ongoing effort to minimize the cost of office supplies, the Strategic Sourcing an multiple sources to purchase office supplies:

- Office Solutions via Independent Stationers (District's preferred supplier PRIMAR Direct Connect website for online ordering.
- Staples Business Advantage (District's secondary supplier), using the PeopleSoft e for online ordering and P Card Purchasing.
- *Please research which Vendor has the lowest price before submitting a requisition.*

Computer Related Products: PRICE CHECK against *GovConnection - **Contact Jennifer Dew at a quote.***

LAMINATION SUPPLIES should be purchased through New Precision Technology, S

- Lamination Supplies have a price guarantee until October 17, 2024
- **NOTE: Must be purchased in quantities of 2.**
- 7669 LAM FILM (1.5 Mil 25" x 500' x 1" CORE) $26.00 each
- 7670 LAM FILM (1.5 Mil 25" x 500' x 2 1/4" CORE) $26.00 each
- 7671 LAM FILM (1.5 Mil 27" x 500' x 1" CORE) $27.00 each
- Discount of 7.5% on any other item.

FLAGS should be purchased through Liberty Flags (800-322-3524). See attached quote. Valid

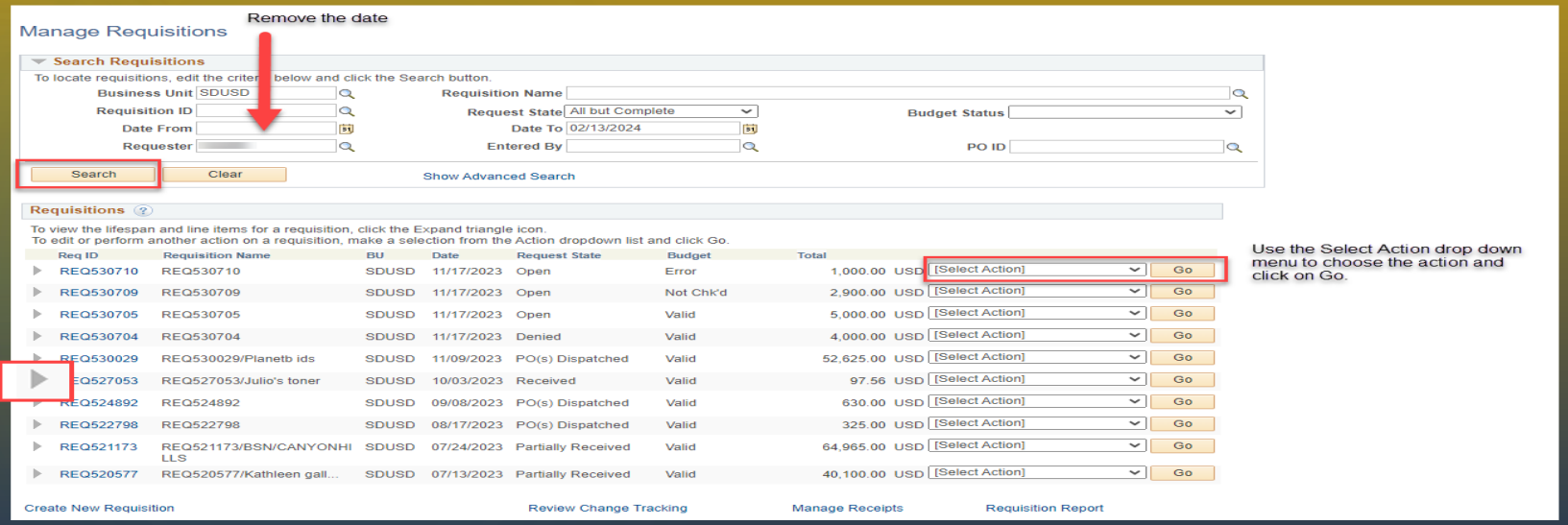
For more information, contact Lilia Smith at 858-522-5809, lsmith7@sandi.net.

Manage Requisitions

Presented by Robin Hoffpauir

Steps to reconcile your requisitions (reqs)

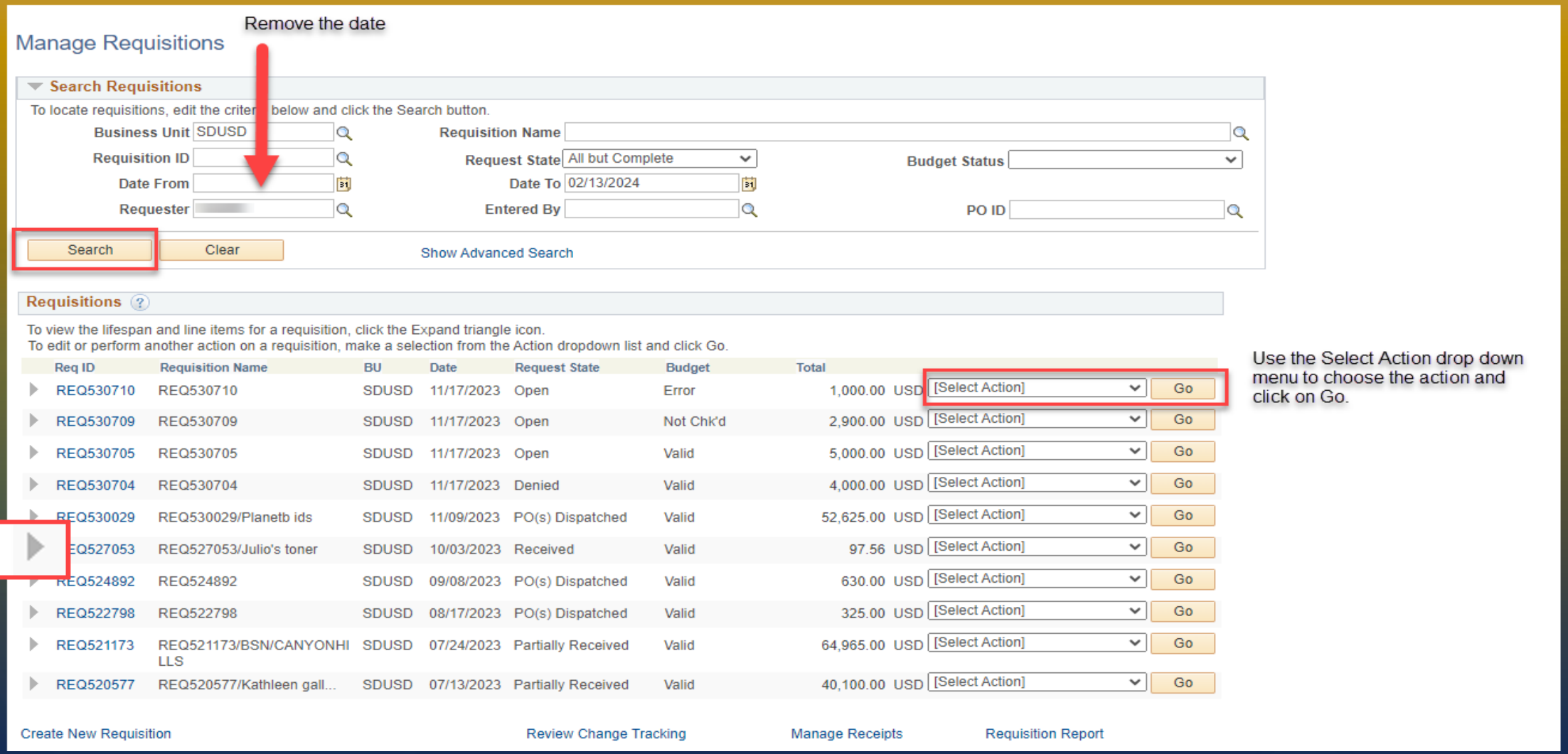
1. Remove the date in the Date From field.
2. Click on Search.
3. Review the list that shows all of your requisitions that are in various stages of the procurement cycle. These are the requisitions that are not complete yet.



Cleaning up and Closing out your Reqs

This search will return all the requisitions that are still open. Review the column "Request State." For more information, click the arrow to the left of the Req Id. This will show the lifecycle of the requisition.

Manage Requisitions (continued)



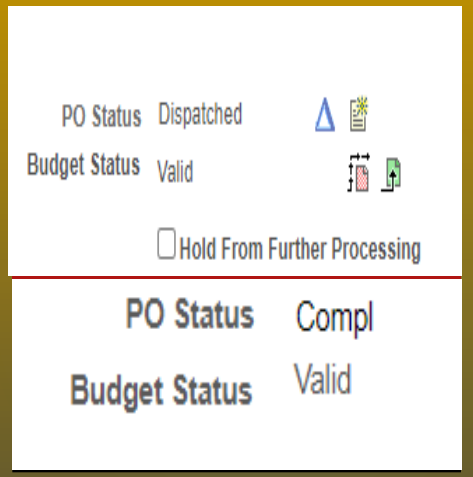
Use the Select Action drop down menu to choose the action and click on Go.

Manage Requisitions (continued)

- Actions to Take

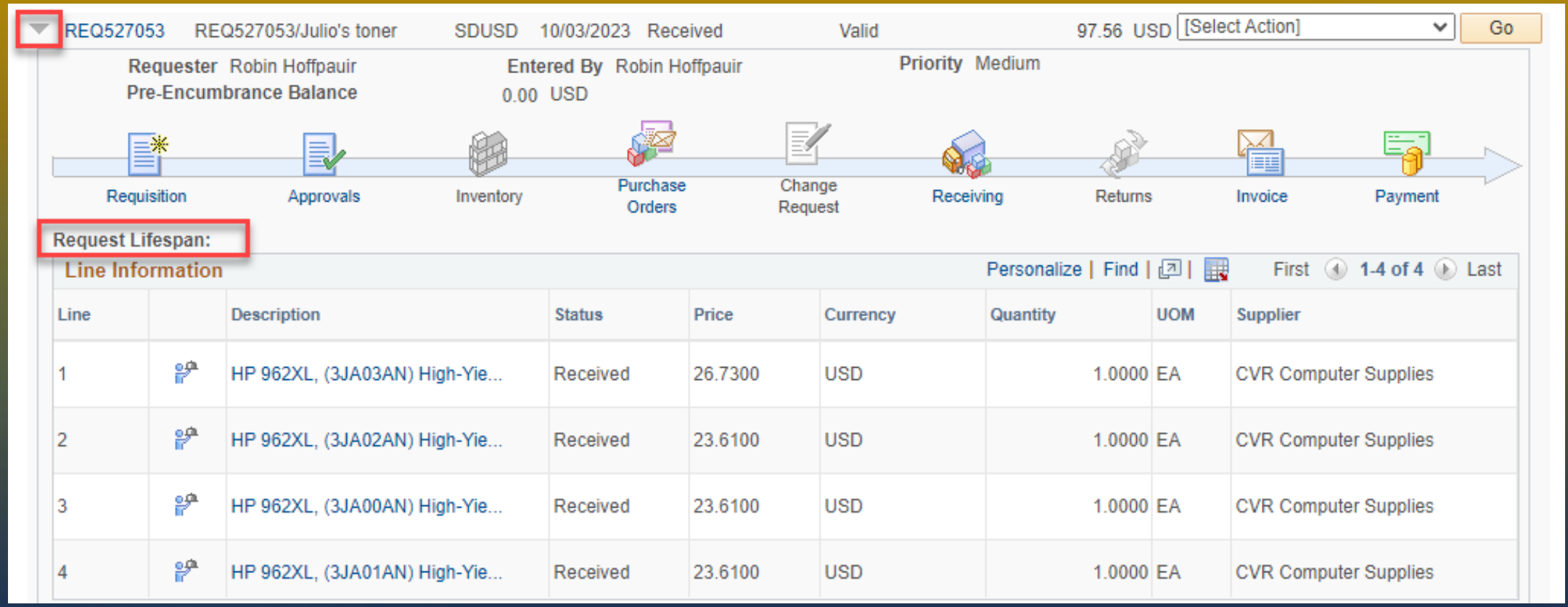
1. If there are any requisitions in your list where the Request State is Open and the Budget is Valid, determine what you need to do.
   a. If you need the requisition, submit it for approval.
   b. If you no longer need the requisition, cancel it and run the budget check. The funds will return to your budget.

2. If there are any requisitions on your list where the Request State is Open and the Budget is Error, determine what you need to do.
   a. If you need the requisition, contact your budget analyst to help resolve the budget error.
   b. If there is no more money left in the budget being used, cancel and budget check the requisition.
   c. If there is some money left and the requisition item(s) can be reduced to lower the total amount, or if you need to use a different budget string, then cancel/budget check/undo cancel and edit the requisition to make the necessary adjustment. Save and Submit after successful budget check.



Manage Requisitions (continued)

- After reconciling Open/Valid and Open/Error requisitions, focus on the other statuses. Use the left arrow to view the Request Lifespan to find out the stage of the requisition.



Manage Requisitions (continued)

- **DENIED**

- Actions to Take

1. If there are any requisitions in your list that have Denied Request State determine what you need to do.
   a. If the requisition is not needed, cancel and budget check so the money is returned to the budget.
   b. If the requisition was denied because it needs to be changed, then cancel/budget check/undo cancel/edit. Make the necessary changes, budget check, Save and Submit.

- **RECEIVED**

- Actions to Take

1. Use the arrow on the right to expand the Lifespan.
   a. Review the active links. When a step is complete the link associated to it will become active.
   b. If the payment link it active, that means the payment has been processed and the PO and Requisition can be closed.
   c. If the PO link is active, then the PO has been created.

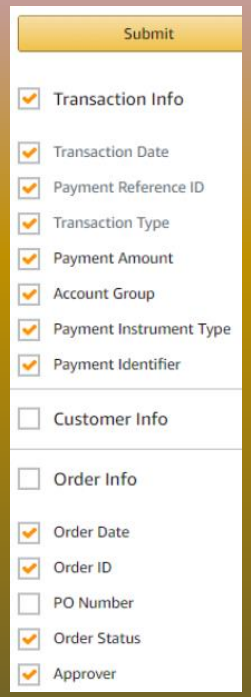
- If the Receipt link is active, then a receipt has been created. Some types of POs do not require a receipt. They are Office Solutions, Staples and Waxie. All other suppliers do require receipt(s). If the PO does not have a receipt and it has been more than 30 days, please follow up by contacting Strategic Sourcing and Contracts.

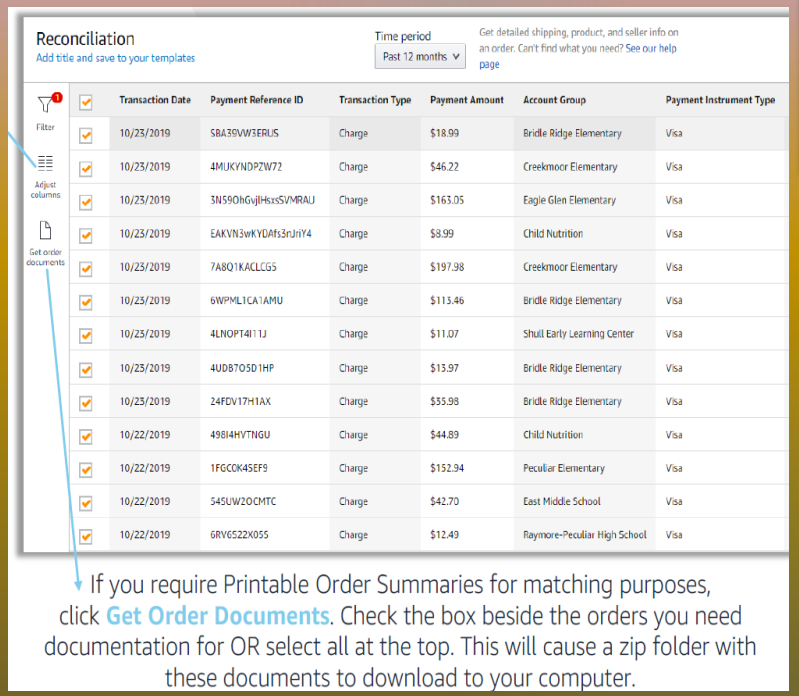
AMAZON BUSINESS

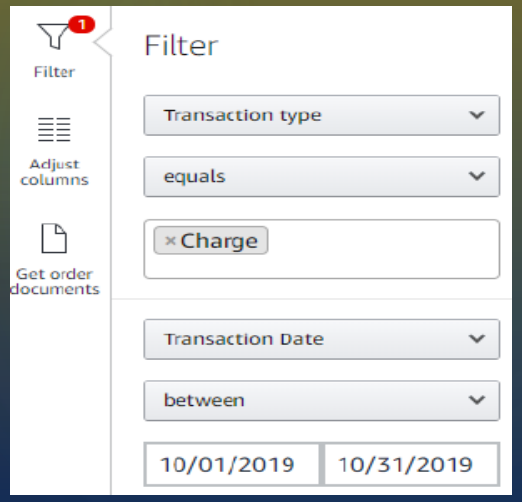
ANALYTICS TOOL & RECONCILIATION TIPS

Presented by Julio Gomez

- Register your Amazon account with Clever in Power School.
- Business Analytics Tool is accessible under your login account.
- Click on "Reconciliation." Use filter functionality to search your order history or customize reports.







You must not use a personal credit card or Amazon account for supplies shipped to a home.

A P-card is not charged until item has shipped.

amazon business

SAN DIEGO UNIFIED SCHOOL DISTRICT

Amazon Business Approver Guide

CONTRACTING PROCESS

Presented by Julio Gomez

You Need a Contract When:

- Signatures are required.
- Terms and Conditions are presented to you.
- Services are for or with children on school campuses.

❖ To ease the contracting process, various contract intake forms have been created to streamline the information collected from users.

❖ It is best practice to consider the following potential issues and talking them through with the designated department before submitting an Intake Form.

CONTRACTING PROCESS (continued)

Presented by Julio Gomez

Finance - Audit or budget challenges may exist or there are issues with the timing of receiving money not aligned with the fiscal year.

Information Technology- The services or goods include the transmission of student and/or staff data. The goods or services include the procurement of software that will connect with existing district systems. The goods may exceed the public bidding threshold.

Labor - Union or labor issues that would require Labor guidance. Potential issues to look for in the Scope of Work could be that the Contractor/Consultant/Supplier is providing services that a District employee could potentially provide, certificated teaching staff is not present during the delivery of the services, and/or the Contractor/Consultant is paying or providing a stipend to a District employee.

Office of General Counsel - The Contractor/Consultant/Supplier is seeking a change to the indemnification clause. The Contractor/Consultant/Supplier's legal location is not in California.

Plant Operations and Facilities - The services include the purchase of goods or products being installed at a site or the services affect instruction on a site.

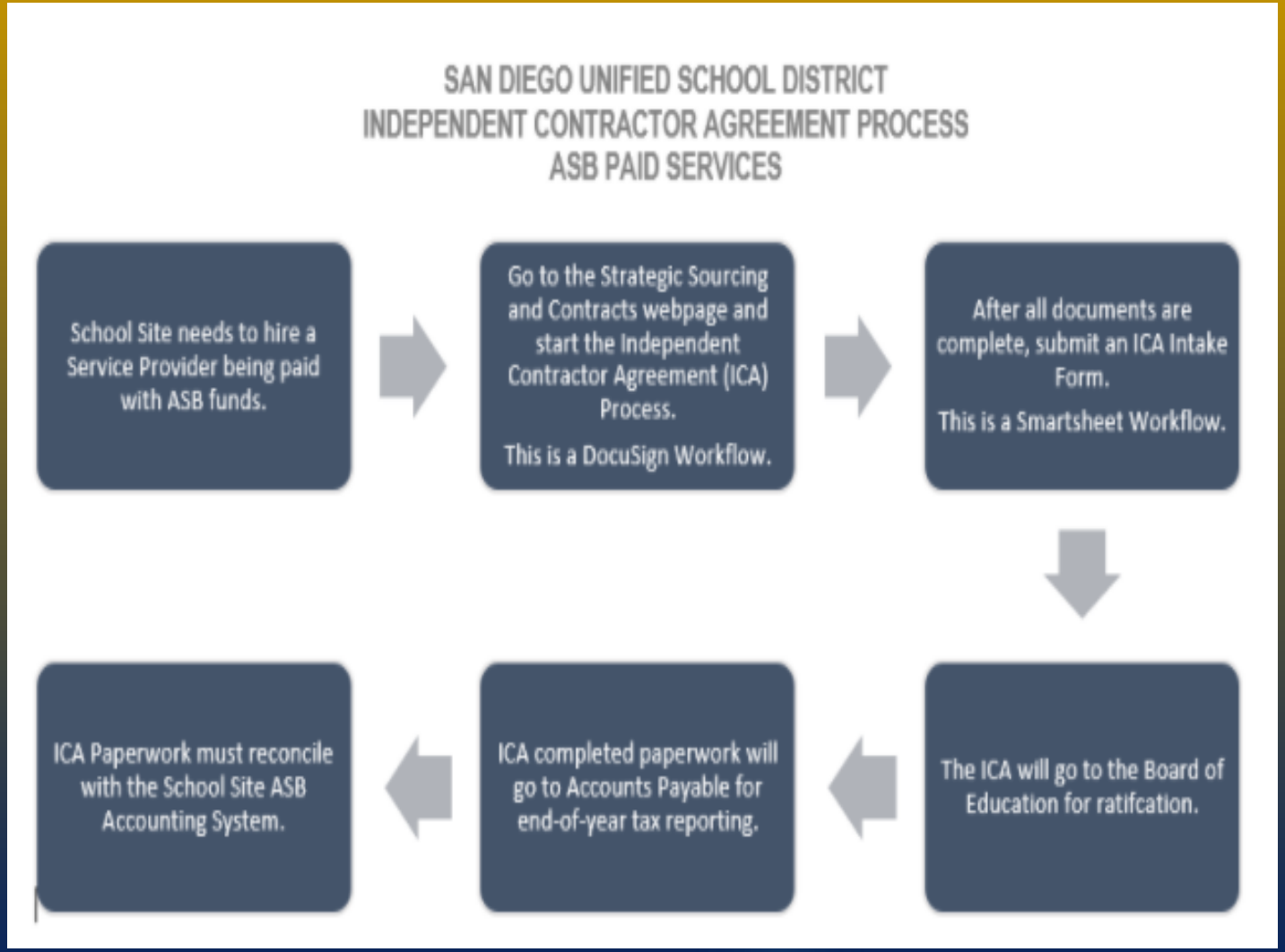
Risk Management - The Contractor/Consultant/Supplier is seeking a reduction in minimum insurance and/or the exception of liability requirements outlined in the Agreement.

ICA Contracting

Presented by Kate Piscopo

The ICA is used to help school sites and programs to contract with Resource Persons or Student Service Providers *ONLY*.

- ICA's ARE:
  - ✓ A one-page form agreement
  - ✓ Board-approved; work <u>should not</u> start until after approval
  - ✓ To be properly signed and submitted 4 to 6 weeks before the requested Board of Education meeting date



ICA Contracting

Presented by Kate Piscopo

- ICA's are NOT used for the following types of services:
  - Professional Services - Services by a professional consultant
  - Vendor services - Services by a vendor; vendor agreements include a comprehensive Statement of Work (SOW) and should accompany the Intake Form
  - Services used to procure goods, software licenses, settlement agreements, name changes/novation agreements, etc.

1. ASB Funds Only- Independent Contractor Agreement Form

   - PLEASE DO NOT USE FOR VENUE AGREEMENTS (Utilize GSA Intake Form)
   - Complete the DocuSign ICA PowerForm first
   - To complete the approval process, download the completed PowerForm and submit it with an Intake Form
   - School Sites must follow ASB procedures and policies
   - Need more information on this process? Click Here

CONTRACTING RESOURCES

- Contracting and Procurement can be quite the process to navigate. To help navigate these processes, you are highly recommended to first review the SDUSD Contracting and Procurement Manual to understand the "WHY" of contracting.

- If you have a question about Contracting or Purchasing, you are invited to use the following resources to learn the answer and seek assistance:

  - Check the Strategic Sourcing and Contracts (SS&C) website.
  - Reach out to an SS&C employee via email for assistance.
  - The SS&C Point of Contact list is found on the SS&C website.
  - Visit *Coffee Talks with SS&C Supervisors* every 2nd and 4th Thursday of the month. Meetings are held from 9:30 a.m. – 10:30 a.m. **and** from 1:00 p.m. – 2:00 p.m.

    Coffee Talk Zoom Link: *https://sandiegounified.zoom.us/j/84955724518*

Q & A

Thank You

Strategic Sourcing & Contracts