

THE PURCHASING CONNECTION

APRIL 2008

VOLUME 1, ISSUE 4

EDUCATING

In our last issue we looked at the first strategic value statement—Connecting. Now let's look at Purchasing's second strategic building block of our Value Statement supporting the Mission and Vision Statement:

Educating – *Purchasing will educate the Faculty, Staff, and Business Community in sound and consistent purchasing methodologies focusing on purchasing policy and procedures, purchasing law, negotiating with the supply base, and the bidding process.*

It is appropriate that educating is part of the mission and vision of HACC's purchasing department. We work closely with faculty, staff, and the business community to teach them how to make the requisition process effective, efficient, and timely. By reaching out and extending our knowledge of policies, procedures, procurement law, and market conditions we can procure your goods and services at the best value and without risking negative publicity for the college.

HACC's Policies and Procedures were developed to provide the college with various checks and balances against the numerous purchasing laws established in the commonwealth and federal codes. It is the responsibility of Purchasing to assure that these Policies and Procedures are explained to you, our customers and the business community.

There are manuals upon manuals on Purchasing Law and we cannot attempt to make everyone experts, we can make you aware of their existence and applications. To name a few Federal Laws that must be followed are: 1) The Sherman Act (restraint of trade – monopolizing trade); 2) The Clayton Act (price discrimination – price fixing); 3) The Robinson-Patman Act (price discrimination); or 4) The Anti-Kickback Act (obtaining or rewarding favorable treatment in connection with a contract). Just knowing that certain laws exist could affect the way we purchase goods and services in HACC's hybrid centralized / de-centralized purchasing environment and creates a few challenges especially as the college moves towards a more centralized model. It is Purchasing's responsibility to assure that HACC is not in violation of these and other laws.

Negotiating with suppliers is done to achieve best value for HACC a salesman's ultimate goal is to make a sale and without Purchasing's involvement guiding the purchasing decision using sound methodologies to accomplish the best value we jeopardize the good will the college has build over the years. Purchasing should be involved in all negotiations of terms of contracts/agreements; delivery terms; and other conditions that protects HACC. When confronted with a contract, forward those documents to Purchasing. The VP of Finance and College resources George Franklin is one of the few people within the college who has signing authority.

Changes to the bidding thresholds are noted in this issue of The Purchasing Connection. The bidding process is only handled through the Purchasing Department. Purchasing will work with the internal customers in preparing bid documents and proposal analysis. It is important to remember to allow anywhere from 4 to 6 weeks to complete the bid process depending on the complexity of the transaction.

Contacts:

- ◆ Garry Crider—717-780-1164
- ◆ Sue Davis—717-780-3214
- ◆ Mike McEnany—717-780-2349
- ◆ Kathleen Jones—717-780-2334
- ◆ Fawn Grimes—717-780-2534
- ◆ Eve Mwangi—717-780-1128

**In order to
make the right
purchasing
decision
which pro-
vides the best
value to
HACC.....**

Inside this issue:

- Did You Know* 2
- Cartridges for Canine's* 2
- End of Fiscal Year 2007-08 Must Dos* 3
- Banner Training* 3
- Hobby, Obsession, or Addiction—Volunteerism at its Best* 4

THE PURCHASING CONNECTION

DID YOU KNOW?

THERE HAS BEEN AN INCREASE OF BIDDING THRESHOLD DOLLAR AMOUNTS FOR ALL CAMPUSES.

The Board of Trustees approved an increase of bidding threshold dollar amounts for all campuses effective February 5, 2008.

The College Policies the change will effect are:

- 1) Policy 222—Purchasing
- 2) Policy 225—Requests for Quotes, Requests for Bids and Requests for Proposals
- 3) Policy 227—Expedited Purchase
- 4) Policy 278—Contract Development for the Acquisition of Goods and Services
- 5) Policy 294—Disposal of Sale of College Property

In summary, the threshold dollars have change as follows:

- Purchases less than \$3,000 required no bids or quotes **has changed** to purchases less than \$5,000
- Purchases between \$3,000—\$10,000 require 3 quotes **has changed** to purchases between \$5,000—\$20,000
- Purchases over \$10,000 require public advertising and formal bidding **has changed** to purchases of \$20,000

If you have any questions feel free to contact Purchasing.

“CARTRIDGES FOR CANINE’S”

The Purchasing Department partnering with Higher Information Group (formerly Harrisburg Copiers) has introduced a recycling program for printer cartridges which benefits Susquehanna Services Dogs. A program of Keystone Children & Family Services, Susquehanna Services Dogs trains dogs to help children and adults with disabilities to become more independent.

Just drop off your empty ink-jet or printer cartridges in the assigned containers placed at strategic locations around campus (**no copier cartridges please**). When the containers are full please contact either Higher Information Group or Keystone Children and Family Services for pickup.

Higher Information Group Contact – 717-652-3310

Keystone Children & Family Services – 717-232-7509

Campus Drop off Locations: All campus Bookstores

WW locations: W211
W132
H213
B201
B232
S104
A121
213
Library

Note: *You may also bring cartridges in from home to donate.*



THE PURCHASING CONNECTION

END OF FISCAL YEAR 2007-08 MUST DOS

Purchase Order request deadline: Friday, May 23 is the last day Purchasing will accept any requests for fiscal year 2007-08 purchases, including capital equipment and grants. If you have a grant that crosses both fiscal years, you will still be required to suspend your purchasing activities for the month of June.

All non-sufficient fund (NSF) requisitions and purchase orders must also be resolved by this deadline or they will be deleted.

Current purchases that are still outstanding (not yet received or paid for) will be honored **ONLY if the goods are physically received on or before June 30, 2008**. If the goods are received after June 30, 2008 they will be paid using new fiscal year (FY09) funds. No exceptions!

First summer classes - Please inform instructors that they need to plan and prepare their requests for instructional items and submit them to Purchasing before the May 23 deadline also.

Blanket Purchase Orders: Departments may continue to use blanket purchase orders until the end of June as indicated below, as long as the invoices will be in Accounts Payable by the **first week of July**.

Please check the balances of your current blanket purchase orders and make sure you have enough money left in them for the remainder of the year. If not, please request any increases as soon as possible so there is no delay in payment. You may view the balance remaining on your blanket purchase order using the FGIENCD screen in Banner.

If you determine that you no longer need to keep your blanket purchase orders open, **please notify the Purchasing office** so we can close them. (Any funds that you did not spend will be released back into your budget.)

Office Supplies: Friday, June 20 will be the last day for processing online office supply orders from OfficeMax. Order only what will be consumed in this fiscal year; do not attempt to spend the balance of your office supply budget. All orders will be reviewed and approved by Purchasing for sufficient funds before being submitted to OfficeMax. OfficeMax orders placed after June 20 will not be processed and delivered until after July 1st and they will be charged to your FY09 budget.

Duplicating (Gancom): Friday, June 20, 3:00 PM will be the last day to submit duplication projects for this fiscal year. While we recognize the need for limited duplication services after June 20, please plan ahead and keep jobs to a minimum during this period. You will be able to pick up completed jobs until June 30. Full duplication services will resume Tuesday, July 1.

Purchasing Cards: Purchasing Cardholders may continue to use the credit card as usual. Know, any charge that does **POST** on your June 23 statement will be a FY08 charge. Any charge posted after June 23rd will be charged to your FY09 budget. We will not be having an extra closing in June (June 30th) as in previous years. An email will be sent to remind you to do your allocations.

Maintenance Agreements: Anyone who has an existing maintenance agreement will be contacted by Purchasing over the next several weeks to determine if you will be renewing the agreement for the new fiscal year and where it should be charged. Your prompt response is much appreciated by both Purchasing and the vendors, who require timely processing of renewal contracts and purchase orders. If you receive any renewal paperwork from a vendor, please forward it to Purchasing (W130B) immediately. **DO NOT** enter requisitions for maintenance agreements in Banner.

Insurance Certificates: Departments will be contacted by Purchasing over the next several weeks to determine if you need to have a current certificate of insurance sent to a vendor. Your prompt response is much appreciated.

No stockpiling: Departments may only order what will be received, invoiced, and consumed in this fiscal year, including online office supplies, with the exception of supplies needed for July 1 classes! Any items that are received, invoiced, and/or consumed after July 1 will be processed

**BE PRO-
ACTIVE IN
YOUR
PURCHAS-
ING
NEEDS!!**

**BANNER TRAIN-
ING: Requisition/
Receiving**

Location: Stabler
102—Video Confer-
encing all Campuses

Dates:
May 05, 2008
August 15, 2008

Time: 10:30am to
Noon

No pre-registration
required.

THE PURCHASING CONNECTION

HOBBY, OBSESSION, OR ADDICTION? VOLUNTEERISM AT ITS BEST!



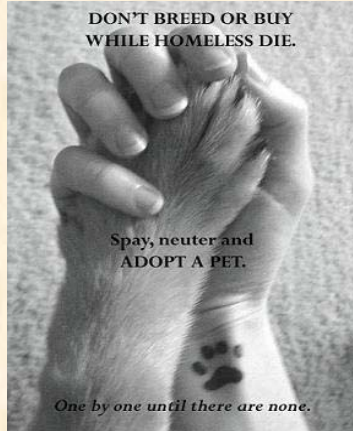
Sue Davis

One HACC Drive
Harrisburg, PA 17110

Phone: 717-780-1164
Fax: 717-780-2325
E-mail: cgrider@hacc.edu

**WE'RE ON THE
WEB. GO TO
WWW.HACC.EDU
UNDER "BUSINESS
& COMMUNITY"**

Some people's hobbies may be fishing or hiking, some are obsessed with donating their time to helping others or gardening. Sue Davis's addiction on the other hand may be considered odd, she is a self proclaimed dogaholic.



On the weekends Sue can often be found studying and enjoying her 4 dogs and her laundry. Come on, 4 dogs do you really think her clothes don't get dirty and hairy. Most of the time the back of her truck looks like a place where wild animals hang out. She says she is forever taking walks, filling water bowls, or yelling "NO" and "STOP THAT". Sue can always be found with some kind of edible debris in her coat and pants pockets and she says she can't attend formal functions without having a paw print on her backside.

If not for some parts of this description you might think Sue has a lot of children. She has 5 - one human child with two legs and four fur kids with 4 legs. In her eyes the only way to distinguish between the two is the four legged ones can't articulate in human language, otherwise you can't tell them apart. Just like children, canines slobber and make a mess when they eat, and they don't

pick up after themselves when they are done playing.

When Sue is not attending to her unruly pack, she volunteers for a local animal rescue group, Furry Friends Network, who pull (rescue) dogs from high-kill shelters. This group helps shelters in Pennsylvania, West Virginia, and Kentucky. There is not a day that goes by without an all e-mail alert going out to rescue organizations to save the life of an adoptable dog scheduled to be euthanized. This group helps all they can but the realization is they can't save them all, which touches them deeply. The motto of the group is, "Saving Lives, One Animal at a Time."



A typical weekend in the life of a Furry Friends volunteer may involve a transport, something akin to a relay of drivers who run short hour to two legs to get the dogs to an approved rescue. The relay may originate in Kentucky and make stops in different states till all the dogs are delivered to the rescue who is taking them. Those rescues then adopt the dogs out to new homes which are approved before the dog goes to live there. This takes a lot of volunteer effort, because if one volunteer decides they can't drive the whole transport may fall apart and the dogs are again in danger of losing their lives till the next transport is organized. Happily this doesn't happen to often because of the time restraints with these dogs.

When they pull these dogs from the shelter some may have medical issues which need addressed which the rescue pays for. Their vet bills alone are usually \$10,000 a month. As you can guess they do a lot of fundraising and the majority goes to vet bills.

People who know Sue consider her a "dogaholic". "I guess if your life revolves around a living being that is sometimes smelly, forever chewing your favorite shoes, or meeting you at the door with a smile, then yes, I admit it, I am a dogaholic.", states Sue.

"I guess if your life revolves around a living being that is sometimes smelly, forever chewing your favorite shoes, or meeting you at the door with a smile, then yes, I admit it, I am a dogaholic."

