



PENNSYLVANIA'S STATE SYSTEM *of* HIGHER EDUCATION

About the State System and Procurement Overview

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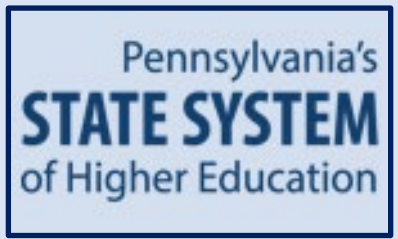


COMMONWEALTH UNIVERSITY OF PA



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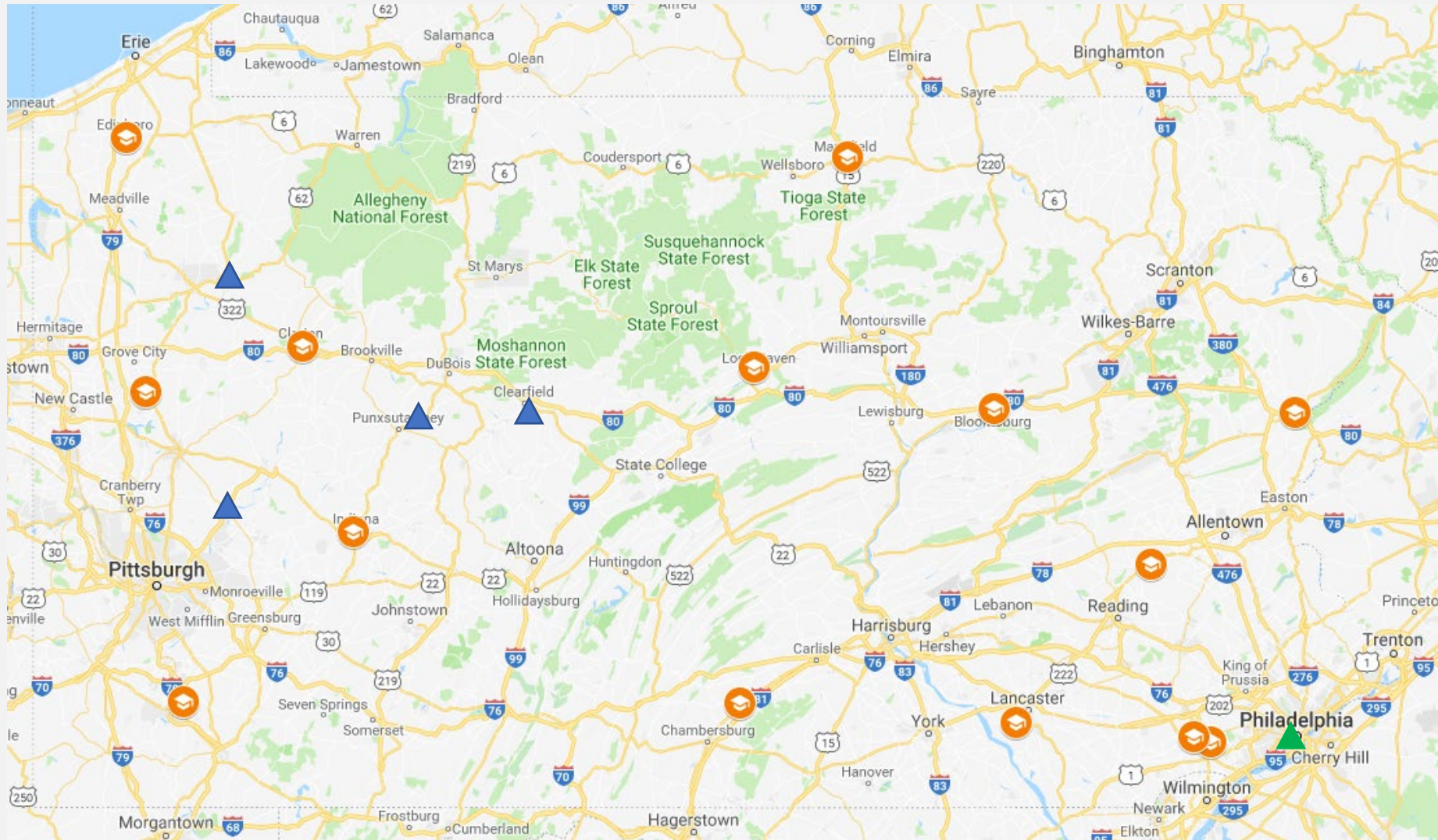





The PASSHE purpose

Provide high quality education at the lowest possible cost to students.

That means providing career-relevant higher education for all Pennsylvanians—no matter where they are or who they are—in service to the changing needs of the Commonwealth.

PASSHE Universities and Campuses



-  PASSHE University/
Campus Location
-  Branch Campuses
-  Center City

- Cheyney University**
- Commonwealth University**
 - Bloomsburg
 - Lock Haven
 - Mansfield
- East Stroudsburg University**
- Indiana University**
- Kutztown University**
- Millersville University**
- PennWest University**
 - California
 - Clarion
 - Edinboro
- Shippensburg University**
- Slippery Rock University**
- West Chester University**

PASSHE: The people's university system (1 of 2)

- ❑ We are the **most affordable** option in the state, though our affordability advantage is shrinking.
- ❑ We have **10,000+ talented faculty and staff**, though the diversification of our employee base is not keeping pace with the diversification of our student population.
- ❑ We are home of the **nation's oldest HBCU (historical Black College and University)**, which is transforming itself for the future.
- ❑ The State System produces **26,000 career-ready graduates each year**:
 - **95%** of them are employed within two years of graduation
 - **88%** are working in their field of study
 - **72%** are working in PA
 - Equipped with critical thinking, communications, analytical, and other **skills employer's demand**
 - Working in **PA's high-need areas** (Business, STEM-H, Education) especially in rural PA

PASSHE: The people's university system (2 of 2)

- ❑ We serve nearly **90,000** students from every region in PA
- ❑ Nearly 90% of our students **come from PA**
- ❑ Nearly 80% will **stay in PA** after graduation
- ❑ We serve largely **middle and low-income students**
- ❑ Our student population is **more diverse** than the state's overall population
- ❑ Second-year persistence rates show **signs of increase**, especially for underrepresented minority students
- ❑ Six-year graduation rates are **higher than the national average**, though significant attainment gaps exist for low-income and underrepresented minority students
- ❑ While we serve a largely traditional student population at present, significant opportunities exist to serve a larger **adult/working** student population



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Procurement Overview An Introduction to Procurement





Our Mission

- Provide excellent customer service and value to the State System through supplier negotiations and cost-saving initiatives. Provide quality products and services at the best value, i.e., price, quality, delivery, sustainability, supplier partnerships, etc.
- Utilize strategic and collaborative sourcing methods supported by technology and data analytics to optimize university spend and create significant cost savings.
- Develop and implement System-wide supply chain strategies and policies to leverage and optimize university purchasing power.
- Demonstrate and support social responsibility within Procurement Shared Services. Maintain the highest level of ethical and legal standards throughout all our business transactions and relationships.



Procurement Background

The Universities have granted authority to employees of Procurement Shared Services to perform transactions on their behalf.



*Procurement Shared
Services Solutions*

Core responsibilities include providing all business, operational, and management procurement functions. This includes conducting competitive procurements including negotiations, as well as processing and executing purchase orders, contracts, and contract amendments.

Note: Construction and Real Estate Leases are optional services.

Procurement Shared Services

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Director, Procurement Shared Services

- ❖ Construction/Real Estate

Jennifer Lewis

Director, Services

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- ❖ Professional Services
- ❖ Operational Services
- ❖ Strategic Sourcing
- ❖ Library/International and other services
- ❖ Change Management
- ❖ Supplier Support

Jeff Ulanoski

Director, Materials

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- ❖ IT Services
- ❖ IT Materials
- ❖ Materials
- ❖ Analytics and Right-To-Know
- ❖ Procurement Card





West Chester University Procurement Contacts

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Millersville University Contacts

Purchasing Contacts

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Procurement Shared Services Overview

The procurement organization services all participating universities and the Office of the Chancellor with procurements in the following areas:

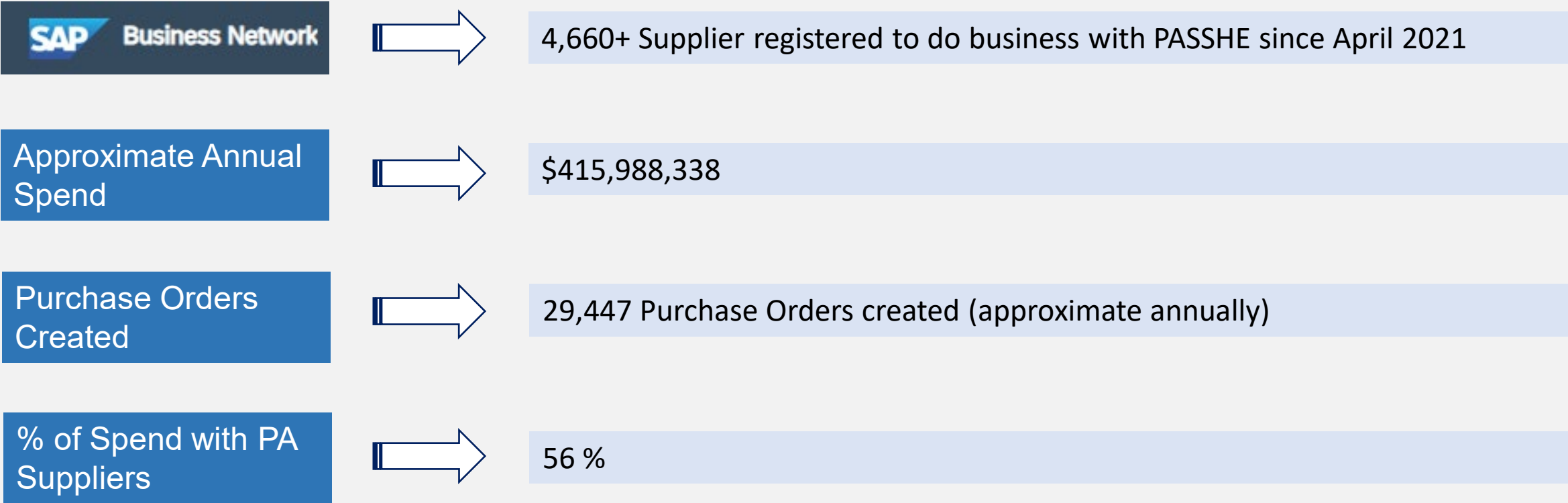
- ✓ Procurement Card program management
- ✓ SourcePoint Catalog Options
- ✓ Purchase Order processing
- ✓ Complex procurement processing
- ✓ Contract Management Support
- ✓ Construction contracting support (on optional individual university basis)
- ✓ Real Estate Lease Management (on optional individual university basis)



The goal is to maintain a collaborative relationship between all parties to support ongoing development and enhancement of purchasing procedures, best practices, synergies, and cost savings to support the university's mission and operations.



Interesting Procurement Statistics (as of Fall 2023)



Purchasing Cooperatives accessible to PASSHE

Pennsylvania eMarketplace – bidding, award, and contract information on DGS Contracts



Department of General Services



PA eMarketplace

Purchasing Cooperatives and Contracts

Commonwealth of PA Cooperative Purchasing Program



COSTARS Purchasing Program

Intermediate Unit Cooperative Purchasing Programs

- PEPPM
- Keystone Purchasing Network

National Purchasing Cooperatives

- E&I Cooperative Services
- NASPO – National Association of State Procurement Officials
- OMNIA Partners
- SourceWell

Competitive Bidding:

All purchases shall be made in a manner which will maximize the value of all goods and services received for the amount expended. Therefore, competitive bids will be solicited based on PASSHE Guidelines.

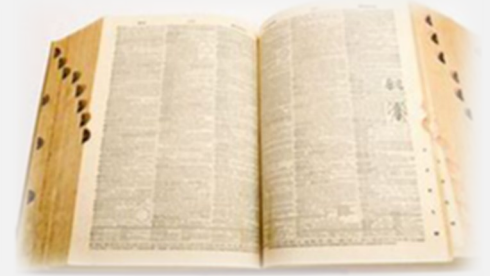
Sourcing Projects

- Request for Information (RFI)
- Request for Quotation (RFQ)
- Request for Proposals (RFP)
- Invitations for Bids (IFB)

Purchase Orders/ Complex Purchases

- Purchase Order – low dollar under the bid threshold
- Purchase Order – with existing contract
- Service Purchase Contract – no existing contract

Sourcing Projects - Definitions



Request for Information (RFI)

- Used to collect information regarding the capabilities of suppliers
- Obtain data about features and specifications of a product or service when a business owner and/or Procurement do not have sufficient information to develop an appropriately detailed work statement
- To be used to gather information for a future solicitation
- Clarifies competitive requirements – *does not ask for pricing or delivery information*
- **NOTE:** An RFI cannot be used as a source selection method to procure goods or services. An award cannot be made based on an RFI.

Request for Quotations (RFQ)

- Purpose is to invite suppliers to provide quotes on specific products or services
- May be used in conjunction with State System, Commonwealth or cooperative contracts as part of a best-value selection process

Request for Proposal (RFP)

- Formal competitive solicitation process for the purchase of products or services, or both
- Allows more extensive factors than price to be considered in the award determination including such items as supplier experience, project plan, design features and scope of services
- Includes a two-part evaluation, the first being technical proposals, and the second being cost proposals
- May result in one of the following types of contracts:
 - University Contract – Specific to one university
 - Strategically Sourced Contract (SSC) – System-wide contract that usually includes fixed pricing
 - Qualified Collaborative Contract (QCC) – System-wide multiple-award contracts; the State System qualifies suppliers

Invitation for Bids (IFB)

- Solicitation process for the purchase of products or services where price is the only consideration in the award determination
- Contract award must be made to the lowest responsive, responsible bidder. There are no other considerations in determining the award other than price.



Exceptions to Competitive Bidding



- Items available on State contract
- Items available via an Approved Purchasing Cooperative Contract
 - Purchasing Cooperatives
- Procurement available from agencies for person with disabilities (such as Pennsylvania industries for Blind and Handicapped – UniqueSource)
- Items that have been specified under grant or restricted gift provisions.
- Items being procured under the sole source and/or emergency provisions based on the Commonwealth Procurement code.

In accordance with the Commonwealth Procurement Code, all Commonwealth agencies are required to award contracts over the bid threshold via a competitive solicitation process, unless included within the Procurement Code exceptions to competitive bidding. The bid threshold is set each year by the Department of Labor and Industry.



Pennsylvania's
STATE SYSTEM
of Higher Education