

 		<p align="center">Center for Research Compliance and Development (CRECED) POST-AWARD PURCHASING PROCEDURES</p>	
<p>PROCESS: Post-Award Purchasing Procedures</p>			
<p>POLICY REFERENCE: Rules and Regulations for the Acquisition of Equipment, Supplies, and Non Personal Services at the University of Puerto Rico</p>			
<p>PURPOSE: Set out best practices for performing equipment, supplies or non-personal services acquisitions for all research investigation projects federally funded in the University of Puerto Rico, Medical Sciences Campus</p>			
<p>ISSUE DATE: September 2016</p>	<p>LAST AMENDED DATE:</p>	<p>EFFECTIVE DATE: 9/1/16</p>	
<p>RELATED FORMS: Certificación 44 - Fe de Errata a la Certificación Número 30 (2008-2009), OMB Super Circular 2 CFR 200 Subpart D</p>			
<p>DIRECTOR APPROVAL:</p>		<p>APPROVAL DATE:</p>	

INTRODUCTION:

After the creation of the Center for Research Compliance and Development (CRECED) the need for a Procurement Agent dedicated exclusively to process the purchasing needs of our research community was identified. For now, we have only one Purchasing Agent but we are confident that the agility provided will encourage a greater use of this resource thus enabling the growth of this department

DEFINITIONS:

- **Acquisition** – The action of procuring equipment, supplies and non-personal services through any of the recognized and authorized by these Rules. The terms “procurement” and “acquisition” may be used interchangeably in official documents.
- **Buyer:** University employee authorized or designated by the appropriate authority to carry out procurement transactions on behalf and in the name of the University of Puerto Rico, in

accordance with applicable rules. Therefore, the term includes individuals appointed to the position of Procurement Agent for such purposes in accordance with applicable rules.

- **Change Order:** Official document issued by the Procurement Office introducing modifications or amendments to the terms and conditions established in the Purchase Order after the date of issue.
- **Goods** – Equipment, furniture, vehicles, supplies, provisions, and articles authorized by these Rules for the acquisition on behalf of the University of Puerto Rico.
- **Quotation** – Written offer containing the prices and conditions of a good or non professional service in response to a request by the University.
- **Procurement Director** – Employee designated to head and supervise the operation of the Procurement Office. In units where such position does not exist, it shall refer to the supervisor or employee who exercises the aforementioned responsibilities. The Procurement Director shall be responsible for complying and ensuring compliance with applicable rules for the acquisition of goods and services.
- **Emergency** – An exceptional event or situation that causes an unexpected and unforeseen institutional need which requires immediate action on behalf of the University and entails the urgent procurement of goods as a result of a risk to life, health, safety, or security of one or more individuals, property, and the operations or services provided at the University.
- **Equipment** – Includes all chattels and moveable property of a durable nature with a normal useful life of at least two years, which can be used repeatedly without changing its nature or being consumed.
- **Specifications** – Set of terms, conditions, and physical, functional, esthetic, or qualitative characteristics for each line item of goods and services to be acquired, which shall be used as a baseline for acquisition and analysis and which bidders or supplier must satisfy in their offer.
- **Principal Investigator** – Person responsible of a specific research project for which University funds or from other sources have been assigned.
- **Board of Trustees** – The governing body in charge of governing and administrating the University of Puerto Rico, with powers and duties defined in the University of Puerto Rico Act, as amended.

- **Bidding Board** – Group of employees designated by the President or Chancellor of each institutional unit responsible for analyzing and adjudicating the bidding process for the acquisition of goods and/or services required by these Rules.
- **Supplies** – Objects or provisions considered necessary to carry out the work, the performance of a service, or the execution of a project, whose useful life usually does not exceed two years and which is consumed or changes its nature with use.
- **Purchase Order** – Official document issued by the Procurement Office in accordance with these Rules formalizing agreements between the University and the supplier for the acquisition of goods.
- **Procurement Office** – Office or Division that conducts procurement transactions for goods or services in each institutional unit of the University.
- **Vendor or Supplier** – Natural person or legal entity willing and able to provide a good or service at the time and under the circumstances and specifications requested.
- **Requisition** – Form used to request the Procurement Office the acquisition of goods and/or services, in accordance with the provisions of these Rules.
- **Non Personal Services** – Services that mainly consist of a product of labor that does not require specialized or professional knowledge, skills, or abilities. Elements in addition to human labor are factored in. This category includes the miscellaneous services companies might offer, such as services for equipment and structural maintenance and repair, catering, courier services, leases, among others.
- **Requester** – Organizational unit, dependency, office, division, or subdivision of the University with budgetary responsibility that allows an employee to request and authorize the acquisition of goods and/or services in accordance with the provisions of these Rules.
- **Sole Source of Supply** – Refers to the situation in which there is only one natural person or legal entity willing and supply a good or render a service that has been solicited at the time and under the conditions requested.

REQUISITION VERIFICATION PROCEDURE:

1. Gather the total amount of the requisition
2. Gather number of lines of the requisition
3. Gather Account Number, get Project Number and Object Code

DOCUMENT AND REQUIREMENTS VERIFICATION PROCESS:

1. Justification Letter
 - a. Check to see if it is a valid, not outdated with the department letterhead and submitted in PDF format
 - b. Needs to explain the need of the equipment, supply or service to be acquired
 - c. Should state which federal account will be charged
 - d. In the event of a Sole Source of Supply situation, it must be explained in this letter and proof of it from the goods or services provider attached in the requisition
 - e. In the case of an emergency so determined by the President of the University or the Chancellor of an Institutional Unit, the corresponding Procurement Office shall request at least three (3) quotations for the acquisition of goods or non personal services without the need for a notice or invitation to bid.
 - f. For Furniture or Constructions, a letter from the Office of Planning, Design and Construction approving the purchase.
 - g. Specialized equipment and supplies that the Principal Investigator of a Project may determine are necessary for the development and use in a research project with approved proposals and funds awarded for the acquisition of equipment and supplies may be acquired by direct procurement and are exempt from the bidding process. These provisions apply to all research projects financed with funds awarded in consideration to an approved proposal that authorizes the acquisition of specialized equipment and supplies. Acquisitions may be applied to the funds that have been assigned to the project.
2. Invoices / Quotations
 - a. Check to see if it is a valid, not outdated with the department letterhead and submitted in PDF format
 - b. Check item descriptions, quantity and prices match those registered in the requisition
3. Requirements

- a. For acquisitions not exceeding three thousand dollars (\$3,000) only one quotation with the letterhead must be submitted by the Requester. The Procurement Office shall select the supplier taking into consideration experiences with previous acquisitions and/or the reasonableness of the price offered in the quotations requested by the Procurement Office or by the Requester.
- b. For acquisitions exceeding three thousand dollars (\$3,000), but not exceeding fifty thousand dollars (\$50,000) no less than three (3) quotations in writing shall be submitted.
- c. The Procurement Agent can conduct an informal request for quotations to various vendors if he deems necessary in order to preserve the best interest of the University of Puerto Rico.
- d. For acquisitions exceeding fifty thousand dollars (\$50,000) must be approved by the Bidding Board.
- e. If the acquisition is for a Non Personal Service and a local vendor is providing the service, this vendor must submit a valid not outdated Certificate of Eligibility (Certificado de Elegibilidad) from the General Services Administration (Administración de Servicios Generales) and a valid not outdated No Debt Certificate from "ASUME". If the vendor is not registered in the General Services Administration (Administración de Servicios Generales) then they need to submit valid not outdated certificates from "ASUME", "CRIM" and "Hacienda".
- f. For acquisitions exceeding twenty five thousand dollars (\$25,000) federally funded, Procurement Agent must conduct a query in the System of Award Management web page to make sure that the day the Purchase Order is created its status is not Suspended or debarred.
- g. When Procurement is for animals Requester shall submit a Space Requisition Form from the Animal Resources Center
- h. Every requisition for a federally funded project must include a copy of an approved proposal that authorizes this acquisition.

PURCHASE ORDER PRINTING AND DISTRIBUTION

1. Purchase Orders with Pre Paid, C.O.D., Wire Transfer or Electronic Payment Terms
 - a. Print copies labeled Vendor (Proveedor), Accounting (Contabilidad) and Receiving and Delivery (Recibo y Entregas).
 - b. Send Vendor (Proveedor) copy, signed by Procurement Agent, Accounting (Contabilidad) copy and valid not outdated Pro Forma Invoice with Law 84 paragraph to the Finance Office for approval. If Pro Forma Invoice is from a local vendor, invoice must be submitted in original not electronic version.
 - c. Send Receiving and Delivery (Recibo y Entregas) copy to Receiving and Delivery Department.
2. Purchase Orders with Payment Terms other than Pre Paid, C.O.D., Wire Transfer or Electronic

- a. Print copies labeled Vendor (Proveedor), Receiving and Delivery (Recibo y Entregas)
 - b. Send Vendor (Proveedor) copy, signed by Procurement Agent to vendor by regular mail
 - c. Send Receiving and Delivery (Recibo y Entregas) copy to Receiving and Delivery Department.
3. Purchase Orders for Equipment
 - a. Send by email Property (Propiedad) copy to Property and Purchasing offices
 4. Purchase Orders for remote sites
 - a. Print copy labeled Receiving and Delivery (Recibo y Entrega) and send to remote site for receiving entry to the system.

PURCHASE ORDER CHANGES AND CANCELATIONS

1. Purchase Order Changes
 - a. Requester notifies Procurement Agent of needed change in writing to be attached to the Purchase order in the system.
 - b. Procurement Agent verifies that items are not received or paid.
 - c. Dollar amount increases greater than twenty percent (20%) cannot be processed
 - d. Requester must provide a valid and not outdated Invoice stating the change needed
2. Purchase Order Cancellations
 - a. Requester notifies Procurement Agent of needed cancellation in writing to be attached to the Purchase order in the system.
 - b. Procurement Agent verifies that items are not received or paid.