

Procurement News

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**Stony Brook University
Procurement Office**

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Executive Order 127

Executive Order 127, “Providing for Additional State Procurement Disclosure”, requires the University to collect and record certain information from Contractors seeking a Procurement Contract and to make that information available to the public. The purpose of Executive Order 127 is to further enhance the strength and integrity of the Public Procurement System and to maintain public confidence in State Procurement through open, efficient and effective contract processes.

Executive Order 127 applies to Procurement Contracts, in excess of \$15,000 annually, including purchase orders, amendments, and renewals for goods or services that are not awarded based on lowest price. Types of contracts included in Executive Order 127 are Single Source/Sole Source, Preferred Source i.e.: Corcraft, New York State Industry Disabled, etc, emergency contracts and mini-bid procurements under an OGS Backdrop Contract for Services or technology being acquired on a best value basis (not to the lowest bid).

Executive Order 127 requires Contractors to disclose to the University a list of persons or entities, including but not limited

to consultants, friends, relatives, employees, elected officials, trade organizations, unions, lobbyists, and attorneys who contact a University Employee in an attempt to influence the procurement process.

After the decision to go forward with procurement has been made e.g. issuance of a purchase requisition, the reporting and record keeping obligation of E/O 127 are activated. In the event that a contractor has assisted a University Employee (requisitioner) in the preparation of a bid specification, or sole/single source justification, that employee is required to obtain from the contractor a “Contractor Disclosure of Contacts Form” (Exhibit D page 2 of 4) and “Contractor Disclosure of Prior Non-Responsibility Determination Form” (Exhibit D page 3 of 4) on the Procurement website www.procurement.stonybrook.edu listed under forms). The completed forms must be submitted to the appropriate Procurement Office, along with the requisition for processing. These forms will become part of the official Procurement Record. During the purchasing process, any additional attempts (contacts) to influence the Procurement by the Contractor must be documented by completing a “Report of Contact Form (Exhibit

D page 4 of 4) on the Procurement website. Contact includes all written, verbal and electronic communications. The completed forms must be forwarded to the appropriate Procurement Office to become part of the official record.

Prior to the issuance of a purchase order/contract, the Procurement Office must make a determination of responsibility; that the contractor has complied with the Order by providing accurate and complete information as to the identity of persons or organizations retained, employed or designated to attempt to influence the procurement process. The Procurement Office may award to a contractor who has had a prior finding of non-responsibility if the award is in the best interest of the State and the University maintains a record of the reasons supporting the award.

Any University Employee, Board Member or Trustee who fails to report a contact by a contractor or its representative “shall be subject to appropriate disciplinary action. In addition, where such conduct violates the Public Officers Law, such matter shall be referred to the State Inspector General and the State Ethics Commission, as may be appropriate.”

Important Procurement Card Update!

New York State has awarded the Procurement Card contract to a new vendor. The new Procurement Card service will be offered through Citibank Visa. At this point we are beginning the transition from AMEX to Citibank. The Office of the State Comptroller and SUNY Systems Administration are currently working with us on the details of the new card program. The conversion is scheduled for completion before June 30, 2004.

You can continue to use your American Express Procurement Card until further notice; however, no additional AMEX cards will be issued during the transition. Cardholders will be contacted with complete information on the cancellation/new card application process, as soon as the information is available. There are plans for a training program for the Citibank Visa card similar to the AMEX card training. Cardholders should be certain to carefully read all of the e-mail notifications that are sent out related to the

American Express/Citibank Visa Card transition. Please contact Maryann Dolan at 2-6017 if you have any questions.

Main Campus State Lapsing Funds

As we approach the end of fiscal year 03/04, please be aware of the following important dates:

- 3/26 Last day to submit all items over \$150K for State Purpose accounts.
- 4/16 Last day to submit all items between \$20K to \$150K with a lead time requirement greater than 30 days after the completion of bidding for State Purpose accounts.
- 5/17 Last day to submit all items between \$5K to \$20K with a lead time requirement of 75 days after the completion of bidding for State Purpose accounts.
- 5/28 Last day for departments to submit requisitions to Procurement for State Purpose accounts.

With sufficient justification exceptions to these dates will be considered by Procurement.

Departments should also begin to start reviewing their open encumbrances by using the SUNY accounting system's SUIQ function to determine which ones that are no longer needed and therefore, should be disencumbered. To request a disencumbrance of funds please send an email to JoAnn Sandford in the Procurement Office. Please forward all invoices with approval for payment to the Procurement Office Z=6000, as quickly as possible to facilitate payment.

Faculty/Staff State Expense Reimbursement

As a cost-saving measure to curtail the processing of small-dollar expense reimbursements submitted by members of the faculty and staff, the Procurement Office has set a minimum threshold of \$250.00 for State reimbursements processed through the state vouchering system. If your request for reimbursement is for less than \$250.00 you must bring your request (i.e. original receipt(s) and state purchase requisition with a brief justification of expenditure) to the Bursar's Office for

immediate on the spot reimbursement.

As a reminder, the following expenses can not be reimbursed at the Bursar's Office:

- Advertising
- Food/Hospitality Expenses
- Independent Contractor Services
- Travel Expenses
- Floral Arrangements (non-University related events)
- Tuition Reimbursement

If you have any questions please contact Al DiVenuto at 2-9838.

New State Corporate Card Program

The Procurement Office is currently under negotiations with GE Capital to provide the University with a new travel corporate card program for State employees traveling on University business. An anticipated start date of this program is targeted for July 1, 2004. As more information becomes available and the program is ready to roll out we will inform the campus community. Each individual who wishes to apply will be required to

complete a GE application, a power of attorney and a Terms and Conditions agreement signed by both the applicant and his/her supervisor. The new State GE corporate card will support travel expenses along with limited retail expenses. The card is set up as an individual liability card, with the statement being mailed directly to the cardholder for payment. All appropriate charges will be reimbursed through the existing travel reimbursement process. Please contact Rosalie Makarick regarding any questions related to the new program at 2-6022.

Revocable Permits

Please be aware that effective immediately all Revocable Permits (short and long term) previously handled by Jane Martin of the VP Administration Office will now be handled by Patricia Miller of the Procurement Office. All permits/questions should be directed to Pat at 2-6010.

Hospital Manual Receiving Policy and Procedures

If items are received directly to your

department instead of being sent to Receiving and Stores, it is **mandatory** that a University Hospital Manual Receiving Report be completed within 24 hours of receipt of goods and forwarded to Receiving and Stores.

It is IMPERATIVE that you complete the attached Manual Receiving Form for all items received directly to your department and forward it to the Hospital Receiving Department (HSC Level 1, Room #046, Zip 8014) so that all orders are "**received**" in the Lawson system. Receiving must enter the manual receivers within 24 hours of receipt. The Accounts Payable module of Lawson requires a three way match; purchase order, receiver and invoice in order for payment to be paid. If items are not formally received on the Lawson system, the vendor **WILL NOT** be paid by Accounts Payable, which will result in interest penalties imposed on your departmental account. Lack of payment to vendors will also result in credit holds which will prevent future ordering.

Research Accounts Payable

When submitting requisitions for **direct payments** to vendors, or **reimbursement requests**, please indicate the first and last name of the contact person and telephone number of the issuing department. Original receipts are required for reimbursement.

Paperwork for **Departmental Purchase Orders** must be submitted to the Office of Grants Management immediately after the order has been placed. A delay in this process can result in the University being placed on credit hold. The dollar limit on these orders cannot exceed \$1000.00.

The Social Security/ TIN number **must** be entered on the Consultant/Lecturer Form. Unless original receipts are submitted for the reimbursement of travel expenses these payments will be considered taxable income.

IDC funds are provided for departments to use for needed expenses. Payments **cannot** be made for Holiday Parties, personal gifts and alcoholic beverages.

Stipend payments made to individuals through the Accounts Payable module in ORACLE must be reported to the IRS. Therefore, it is necessary that the proper status be indicated such as, U.S. citizen, Resident Alien or Non-Resident Alien for correct tax coding. These forms also require a Social Security or TIN number. All payments to Non-Resident Aliens receiving stipends must be withheld at the rate of 30%.

1099 Forms have been mailed from the Research Foundation Central Office January 31, 2004. Please contact Research Accounts Payable at 2-6001 if you have any questions regarding these forms.

1042S Forms (Payments to Non-Resident Aliens) by law must be mailed out by March 15, 2004. You may also contact Research Accounts Payable at 2-6001 regarding any questions regarding these forms.

The Research Foundation Travel form is to be used **only** for travel by University employees and students.

Payments to Consultant/Lecturers who are **U.S. citizens or Resident-Aliens** using IDC funds can be sent directly to Research Accounts Payable, zip 6000.

Payments to Consultant/Lecturers who are **Non-Resident Aliens** on IDC funds must be first sent to the Department of Human Resources for review.

Travel

The Office of General Services in Albany has informed the campus that the Holiday Inn Ronkonkoma near Islip Airport is offering all State employees a government per diem rate of \$149 per night. This rate includes a complimentary full breakfast, 10% dinner discount, free drink coupon and complimentary local transportation to Islip/McArthur Airport, Ronkonkoma train station and local area within a 3 mile radius. The hotel has extended the offer to consultants and guest speakers at Stony Brook as well. If you have travelers coming to the Long Island area, please make sure they are aware of this hotel.