When in Doubt, Give Us a Shout – Purchasing Training

Tuesday, October 16
4:10-5 p.m.

Mary Quiñones, Purchasing Agent,
Bexar County Auditor’s Office

Overview of a purchasing organization to include discussions on the Auditor as a purchasing agent, statutes, thresholds, quotes, formal solicitations, time lines, cooperative purchasing, discretionary exemptions and fixed assets.
Mary Quiñones, Purchasing Agent, Bexar County Auditor’s Office, San Antonio

Quiñones has been in Purchasing for 39 years, starting with the United States Air Force and retiring after 20 years, then going to Texas MHMR, moving to Travis County, then Bexar County, leaving to start a purchasing division for the City of New Braunfels, and back to Bexar County as the purchasing agent. She is a Past President of the
Purchasing – When in Doubt give us a Shout!

Purchasing Organization

- Purchasing Agent
  Mary Quinones

  - Procurement
    - Purchasing Analyst Team
      - Fixed Asset Team
      - Purchasing Business Analyst
    - Admin Support
      - Procurement

- Fixed Asset Team
  - Fixed Asset Supervisor
    - Genero Garcia
  - Fixed Asset Specialist
    - Mario Garza

- Senior Contract Specialist Team
  - Senior Contract Specialist
    - Jason Burgos
  - Senior Contract Specialist
    - Pat Torres

- Buyer Team
  - Buyer
    - Lisa Leonard
    - Jessica Flores
    - Valerie Meyer
  - Buyer New Position
  - Buyer
    - John Preiss
    - Mike Mitchell
    - Jonathan Preiss
    - Mario Garza

- Contract Specialist Team
  - Contract Specialist
    - Anthony San Miguel
    - Mike Mitchell
    - Jonathan Preiss

- Fixed Asset Team
  - Fixed Asset Specialist
    - Linda Dizon
    - Priscilla Montelongo
Purchasing Agent

- Local Government Code 262
- Appointed by Purchasing Board
  - Three District Judges
  - Two County Commissioners
- Shall supervise all competitive purchases
- File inventory with County Auditor and Purchasing Board
- Shall adopt rules and procedures approved by Commissioners Court.

Purchasing Agent Board
LGC 262.011

- County Population
  - 150,000 or less—District Judges and County Judge
  - Other Counties-3 Judges & 2 Commissioners
    - Unless County has fewer than 3 district Judges
    - Then one district judge & one Commissioner
Purchasing Agent Board

- More than 100,000 but PA not appointed under 262.011
- Serve at pleasure of Commissioners Court
- Must follow 262.011
- PA position can be abolished at any time
- If abolished, County Auditor shall assume functions under Chapters 262 and 271

County Auditor as PA

- County population 41,680 to 42,100
- Auditor serves as PA in addition to regular Auditor Duties
- Follow Chapter 262
Ethics in Purchasing

- No personal gain
- No attempt to influence employees
- Conflict of Interest
- No Gratuities
- No Kickbacks
- Confidential Information

Thresholds for Purchasing

- Under $5,000
  - Buy on PCard/Punchout/Requisition
  - Cooperative Purchase
- $5,000 - $50,000
  - 3 Quotes required
  - Cooperative Purchase
- Over $50,000
  - Formal Solicitation
  - Cooperative Purchase
### Estimated Timelines for Solicitations under $5,000

<table>
<thead>
<tr>
<th>Type</th>
<th>Event</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Quote</td>
<td>Receive Requisition</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Receive Quotes</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Determine award</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Award requisition send PO to requestor/vendor</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Estimated Total Days</strong></td>
<td>5</td>
</tr>
</tbody>
</table>

### Informal Quotes $5,000 to $50,000

- 3 quotes required
- If already on contract-use contract (Requirements, TXMAS, State term Contract)
- Can use Co-ops – make sure to rotate vendors
- Document your efforts
Estimated Timelines for Solicitations
$5,000 and $50,000

<table>
<thead>
<tr>
<th>Type</th>
<th>Event</th>
<th>Days</th>
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</thead>
<tbody>
<tr>
<td>Request for Quote</td>
<td>Receive Requisition</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Receive Quotes</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Determine award</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Award requisition send PO to requestor/vendor</td>
<td>1</td>
</tr>
</tbody>
</table>

Estimated Total Days 14

Formal Solicitation Procedures - Over $50,000

- Prepare Requisition and Scope of Work
- Discuss Delivery Method (IFB, RFP, etc.)
- Review Solicitation
- Advertise
- Pre-bid/proposal Conference
- Answer Questions
- Receive Bids/Proposals
Question

- There is a 50K cap for purchases per vendor for the FY.. if we go over that amount, should we go out for bids for anything purchased after that’s happened or do we use another source?
- Discussion: CC approval, look at past history and get totals, annual CC approval to go over. ex — DIR purchases

Question

- Purchases/Invoices that do not comply with purchasing policy-No PO or PO overage how should those occurrences’ be handled?
- Discussion: NO PO—Auditor
- PO Overage—if possible and reasonable to do (shipping) a modification to PO.
Formal Solicitations Procedures
Over $50,000

- Bid Tabulation/Proposal Evaluation
- Verify Vendor Registration/SMWBE Documents
- Prepare for Negotiations
- Negotiate
- Determine Award
- Do Agenda
- Commissioner’s Court Award Contract
- Contract Administration

Estimated Timelines for Solicitations

<table>
<thead>
<tr>
<th>Type</th>
<th>Event</th>
<th>Days</th>
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</thead>
<tbody>
<tr>
<td>Invitation for Bid (IFB)</td>
<td>Initial Specification Review</td>
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<tr>
<td></td>
<td>Specification Finalized</td>
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<tr>
<td></td>
<td>Advertise &amp; On Street</td>
<td>30</td>
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<tr>
<td></td>
<td>Pre-Bid Conference (concurrent)</td>
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<tr>
<td></td>
<td>Amend IFB if required (concurrent)</td>
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<td>IFB Closes-Do Bid Tab</td>
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<tr>
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<td>Evaluation of Bid with Department</td>
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</tr>
<tr>
<td></td>
<td>Commissioners Court Approval</td>
<td>21</td>
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<td></td>
<td>Award Contract</td>
<td>2</td>
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<td></td>
<td>Estimated Total Days</td>
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Estimated Timelines for Solicitations

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<thead>
<tr>
<th>Type</th>
<th>Event</th>
<th>Days</th>
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</thead>
<tbody>
<tr>
<td>Request for Proposal (RFP)</td>
<td>Initial Specification Review</td>
<td>14</td>
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<tr>
<td></td>
<td>Specification Finalized by Purchasing</td>
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<tr>
<td></td>
<td>Advertise &amp; On Street</td>
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<td>Pre-Proposal Conference (concurrent)</td>
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<td>Amend RFP if required (concurrent)</td>
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<td></td>
<td>RFP Closes-Start Evaluations</td>
<td>7</td>
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<tr>
<td></td>
<td>Evaluation with Team</td>
<td>30</td>
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<tr>
<td></td>
<td>Negotiate Contract</td>
<td>14</td>
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<td></td>
<td>Draft Contract - Legal</td>
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<tr>
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<td>Commissioners Court Approval</td>
<td>14</td>
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<td></td>
<td>Award Contract</td>
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<tr>
<td><strong>Total Days</strong></td>
<td></td>
<td><strong>160</strong></td>
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</table>

**Question**

- Clarification on what is required to bid
- Over $50,000
- Requiring Competition
- Have specifications on what you want
  - trucks—difference

**IF IN DOUBT, BID IT OUT!**
Question

- Utilizing Purchasing Co-ops
  - Good
  - Bad
  - Ugly

Cooperative Purchasing

- Document Process used to determine to use CoOP Process (ACF section)
- Government Code 791
- Construction Related Goods or Services
  - Not greater than $50,000
  - Unless certified in writing
    - No plans or specifications are needed OR
    - Plans and specifications have been prepared
Discretionary Exemptions

- Lack of Competition
- Proprietary technology
- Copyright
- Supplier’s unique capability
- Standardization
- Warranty

Discretionary Exemption

- Request signed from Department
- Explanation required and documents to back up request
Fixed Assets - Types

- Special Acquisitions
  - Assets received by non-traditional means
    - Grants
    - Donations or Lease
    - Purchased with non-County funds
    - Forfeiture or Seizure
- General Funds
  - Approved with County Budget

Fixed Assets

- Department Responsibility
  - Assets from General or Special Funds
  - Report to Purchasing any actions
    - Receipt
    - Transfer
    - Disposal
  - Assist in annual inventory
  - Submit documentation
Fixed Assets - Actions

- Transfer - Fill out transfer paperwork
  - Include tag with paperwork
  - Notify Purchasing – Fixed Assets
- Disposal - Asset at end of Life
  - Determine
    - Broken – take tag off, fill out Disposal Form (send form to Purchasing) and throw away
    - Reusable – take picture send to Purchasing – Fixed Assets
      - Notify Purchasing of location

Any Questions???

Mary E Quinones, CPPB
Purchasing Agent
Bexar County
210-335-3634