Divisions -

**Procurement & Contract Management** - Responsible for administration and coordination for the procurement of goods and services for the University.

**Payment Services** - Responsible for payment processing for goods and services purchased by the University of Alberta.

**Distribution Services** - Responsible for managing and moving items in and out of campus through central receiving model. Services include shipping, receiving, mail, equipment services, mail and moving services.

**Travel Management** - Responsible for programs to help facilitate University business travel activities.

**Custom Services** - Providing guidance to the University in all areas of cross-border activities: importing and exporting goods, assistance with import and export permits and travelling with University equipment.
Some of what do we do -

- Administrative responsibility for related policy / procedures
- Signing authority for purchase agreements for goods and services
  - Delegated by the Office of General Counsel
  - Review terms and conditions and execute agreements
- Manage campus wide agreements for products / services
- Manage Competitive Bids for goods or services over bid thresholds ($75K goods / services, $200K construction) - business conducted in a fair, transparent and non-discriminatory
- Ensure compliance with legislation and trade agreements
Cost effective purchasing involves making the best use of administrative resources and using the appropriate methods to buy goods & services.

**Recommended**

- **SupplyNet** - for purchasing goods and services
- **Corporate Purchasing Card (PCard)** - for low dollar purchases where a purchase order may not be appropriate (memberships, conference registration, hospitality)

**Goal:** Eliminate manual and paper based orders and invoicing processes!
SupplyNet is a fully electronic web application for purchasing and paying for goods and services.

- “shop” approved online catalogues, add items to a shopping cart and submit the requisition electronically for approvals (including budget owner)
- Creation of a Request (Requisition in SupplyNet)
  - purchase order sent electronically to Suppliers after approvals <$10,000 Cdn
  - certain workflow rules for certain commodities (software, radioisotopes) and contracts for services with individuals (vendor type)
  - routes to SMS Commodity Manager for review at $10,000 Cdn

Eliminates manual paper based ordering, approvals and invoicing processes!
### UA Competitive Bid – Thresholds ($75,000 goods/services and $200,000 construction)

<table>
<thead>
<tr>
<th>Trade Agreement Thresholds (CDN) Excluding GST</th>
<th>Goods</th>
<th>Services</th>
<th>Construction</th>
<th>Minimum Posting Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>New West Partnership Trade Agreement (NWPTA)</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$200,000</td>
<td>10 Business Days</td>
</tr>
<tr>
<td>Canadian Free Trade Agreement (CFTA)*</td>
<td>$101,100</td>
<td>$101,100</td>
<td>$252,700</td>
<td>10 Business Days</td>
</tr>
<tr>
<td>Canadian-European Union Comprehensive Economic Trade Agreement (CETA)**</td>
<td>$365,700</td>
<td>$365,700</td>
<td>$9,100,000</td>
<td>25 Calendar days</td>
</tr>
</tbody>
</table>

**CETA Stipulates Minimum Posting of 40 days - we can reduce to 25 days**

- notice of procurement is published electronically (- 5 days)
- bid documentation is posted and can be downloaded electronically (- 5 days)
- accept bid submissions electronically (- 5 days)
• Use approved electronic tendering system known as the Alberta Purchasing Connection (APC) to post Bids which allow Suppliers access to download documents – mandated by Alberta Gov’t

• Must not split requirements to avoid bid obligations

• Must not discriminate or have a local preference for Suppliers

• Require prior experience within the university

• Process must be fair and transparent and reflect open tendering practices

• Must provide a reasonable time for suppliers to prepare and submit their response

• Evaluate in accordance with criteria published in the bid document

• Publish award information on Alberta Purchasing Connection
Procurement Timelines

**Example: $500,000 Cdn Scientific Equipment**

<table>
<thead>
<tr>
<th>Key Steps in the Process</th>
<th>Working Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus user prepares and submits a Request through SupplyNet which will route through budget owner approval to SMS</td>
<td>1 or 2 days</td>
</tr>
<tr>
<td>Once Request has routed to SMS a representative will initiate a discussion of competitive bid process required and discuss the development of a competitive bid document and evaluation criteria.</td>
<td>10 days</td>
</tr>
<tr>
<td>Once bid document is finalized it is posted on APC - over CETA threshold.</td>
<td>25 days</td>
</tr>
<tr>
<td>Once the bid closes SMS conducted due diligence to ensure submissions are compliant. The submissions are forwarded to evaluator(s) and scoring and evaluation of proposals required and submitted back to SMS.</td>
<td>10 days</td>
</tr>
<tr>
<td>SMS reviews the evaluation scoring and records to confirm award decision. Prepares an award recommendation based on results for internal approvals.</td>
<td>5 days</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>~50 days</td>
</tr>
</tbody>
</table>
**Procurement Complexities**

*Example: $500,000 Cdn Scientific Equipment*

<table>
<thead>
<tr>
<th>Complexities can add more time Procurement / Acquisition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complex systems or acquisitions usually require longer bid periods.</td>
</tr>
<tr>
<td>System Demos / Complex Technical Reviews</td>
</tr>
<tr>
<td>Interviews or presentations may be required</td>
</tr>
<tr>
<td>Clarifications by SMS required on submissions</td>
</tr>
<tr>
<td>High volume of proposal submissions</td>
</tr>
<tr>
<td>Large evaluation committees - coordination of meetings etc.</td>
</tr>
</tbody>
</table>

*AND - This is before contract award, discussion and contract execution!*
• SMS is the contract signing authority for the purchase – responsible to prepare, issue and execute Agreements

• SMS reviews if required:
  – Risk Management (Insurance & Indemnity)
  – Privacy Office (systems / services that include personal information)
  – General Counsel or Legal Counsel (revisions to UA terms and conditions)

• No goods or services provided until Agreement finalized - can take time!!!
● UAPPOL Policy & Procedures
  https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/default.aspx

● Supply of Goods and Services Policy
  ○ Purchase Order Procedure
  ○ Competitive Bid and Competitive Bid Exceptions
  ○ Contracting for Services
  ○ Corporate Purchasing Card
Asset Management

Equipment Services

780-492-8899
www.sms.ualberta.ca
What do we do?

- Track moveable equipment assets
Why do we track assets?

- **Financial internal control**
  - Budget determination
  - Net worth
- **Reporting**
  - Used by Insurance and Risk Assessment to assess insurance requirements
  - Simplifies process in case of loss – claims/replacement
  - Value and category of disposals
- **Search for equipment on campus**
  - Short-term requirement
  - Borrow vs buying - savings/greener
- **Ensure compliance with UAPPOL**
● UAPPOL Policy & Procedures
  https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/default.aspx

● Equipment and Furnishings Asset Management Policy
  ○ Equipment Asset Disposal/Retirement Procedure
  ○ Equipment Asset Procedure – Transfer To or From Another Institution
    (Asset Purchased from Restricted Research Funds)
  ○ Equipment Registration and Tracking Procedure
Property of the University of Alberta
Equipment (including PER and P-Card purchases) purchased with University funds (unrestricted and restricted) are property of the University of Alberta unless otherwise stated by sponsor and donor terms and conditions.
Stewardship

- University Premises
- Non-University Premises
- Operating funds
- Research funds
PER Responsibility and Process

- HR sends claim reports to ES
- ES assigns a virtual tag (in most cases) to asset, enters the record into the central system, sends report to claimant and department contact for their records
- PER accounts are held by departments – departments’ responsibility to maintain
- In case of retirement:
  - PER Equipment is bought out – money goes into department operating funds, or;
  - PER Equipment is returned for department use
Life Cycle of an Asset

Acquisition

Determine equipment assets to be tagged and tracked by the unit

Adding New Equipment Assets
- Gather acquisition documentation
- Tag equipment asset
- Enter asset record on register

Updating equipment assets

Removing equipment assets
- Disposal
- Other means

Confirming equipment assets (Annually)
ACQUISITIONS

- Professional Expense Reimbursement
- Preferred Supplier Agreement
- Low Dollar Purchase Order
- Corporate Charge Card
- Indent
- Others
- Found/No Acquisition Document
What should we track?

- $\geq 5000$
- Desirable – value < $5000$ but very mobile and high risk of walking away
- IT equipment that stores data
- ES is flagging research equipment around $3000$ as well
What is the replacement value?

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<tr>
<th>Line</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Price</th>
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<tbody>
<tr>
<td>1</td>
<td>Calamus Dual Unit CALDUAL</td>
<td>4</td>
<td>Each</td>
<td>2,146.00</td>
<td>8,584.00</td>
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<td>2</td>
<td>Calamus Dual Unit CALDUAL</td>
<td>14</td>
<td>Each</td>
<td>0.00</td>
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<td></td>
<td><strong>18 Units</strong></td>
<td></td>
<td></td>
<td><strong>8,584.00</strong></td>
<td><strong>CAD</strong></td>
</tr>
</tbody>
</table>
What should we track?
• Other options
• Property tag for identification purposes
Unit Equipment Coordinator

- Designated by Dean, Chair, Director
- Primary contact for SMS Equipment Services
- Ensures their unit’s equipment assets are tagged, recorded and reported
- Ensures proper asset disposal procedures are followed
- Ensures records are updated as necessary
  - Including building moves
PeopleSoft Asset Management Module

Access  - Two step process

1. IST – Administrative Applications Access
   • PeopleSoft Financials/SupplyNet Access Request
   • Addition Roles: ZAM_equip_entry
   • ZZZ_query_viewer
2. Contact Equipment Services  
(equipment.services@ualberta.ca)
Training

- UPK
- Contact Equipment Services
Key points re: PeopleSoft System

• “Our” system vs Central system
  
  • No need for departments to maintain 2 systems/lists
    o However, asset with university stickers must be in the central system
    o Send a COMPLETE download to ES
Key points re: PeopleSoft System

• Difference between search page and queries
### PeopleSoft Asset Management Module

#### Search Page

**Equipment Services Details**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

**Search Criteria**

- **Business Unit**: begins with
- **Asset Identification**: begins with
- **Asset Status**:
  - In Service
- **Manufacturer/Make/Model**: begins with
- **Asset Subtype**: begins with
- **Custodian ID**: begins with
- **SERIAL ID**: begins with
- **Building #**: begins with
- **Acquisition Code**: begins with
- **Acquisition Date**:
- **Vendor Name**: begins with
- **Surplus Decl**: begins with

**Case Sensitive**

**Search Results**

Only the first 300 results can be displayed.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Asset Identification</th>
<th>Asset Status</th>
<th>Manufacturer/Make/Model</th>
<th>Asset Subtype</th>
<th>Custodian ID</th>
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<th>Building #</th>
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<th>Acquisition Date</th>
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<td>00259</td>
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<td>PLY-WOOD</td>
<td>002000</td>
<td>823462</td>
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PeopleSoft Asset Management Module

Queries

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
<th>Definitional References</th>
<th>Add to Favorites</th>
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<tbody>
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</table>

**ZAM_EQUIP_DEPT_QUERY - Equipment Department Query**

| Business Unit: | JOAEQ |
| Custodian ID (%): | 200300 |
| Custodian Description (%): | % |
| Status: | In Service |
| Other Dept Info (%): | % |
| From Date: | 04/01/2017 |
| To Date: | 03/31/2018 |

**ZAM_EQUIP_DEPT_QUERY - Equipment Department Query**

| Business Unit: | UOAEQ |
| Custodian ID (%): | % |
| Custodian Description (%): | Chemical% |
| Status: | In Service |
| Other Dept Info (%): | % |
| From Date: | 04/01/2017 |
| To Date: | 03/31/2018 |
Surplus Assets Disposal
Moving/removing equipment:

- Gift to Staff Member or Donation to Registered Charity
- Stolen or Lost
- Transfer to Another Institution
- Asset Disposal Procedure – Surplus
- Transfer or Sale (Internal) to Another University Unit
- Acceptance of Equipment Transferred to the University
- Direct Sales to Departing Staff
- Equipment Register Procedure
Moving/reallocating equipment:

- Partnerships with non-U of A groups
- Buying for external parties
Moving/reallocating equipment:

- If researcher is moving with equipment – Transfer form
- If equipment being sold – Surplus Disposal process must be followed and Surplus Declaration used
Surplus: 492-5393

smssurp@ualberta.ca
Declaration must be signed by Dean, Chair or Director
Concerns re: disposal

- Old equipment left in system
  - Audit
  - Tightened up disposal process
• **Insurance & Risk Assessment** – equipment insurance claims and unit deductibles

• **Protective Services** – report theft of equipment, manages firearm registry

• **Environment, Health & Safety** – oversees biohazardous or radiation equipment and environmental services

• **Field Research Office (EHS)** – facilitates off-campus research activities and equipment considerations
Thank you for attending

Questions?

Email: wendy.abel@ualberta.ca
or
Email: kris.urbanczyk@ualberta.ca