

SUPPLIER GUIDE



Yavapai College
Procurement and Contract Services
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This guide has been prepared to provide information that will assist your efforts to conduct business with Yavapai County Community College District, doing business as Yavapai College. It delineates expectations of both our employees as well as Suppliers. Additional information is available on our website <http://www.yc.edu/v5content/procurement/>. Please contact our office if you have questions not covered by this guide or the website.

Thank you for your interest!



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YAVAPAI COLLEGE INFORMATION

Introduction

Yavapai College (YC) is a comprehensive, two-year community college with two campuses and four centers. YC currently serves a population of approximately 211,073 (2010 U.S. Census) dispersed over an area of 8,123 square miles in north central Arizona. The Prescott Campus is located approximately 97 miles north of Phoenix. The Verde Valley Campus is in Clarkdale. The Centers are Chino Valley Agribusiness & Science; Sedona Center for Arts & Technology; Prescott Valley Business & Career Center; and the Career & Technical Education Center (CTEC) also in Prescott. Welcoming the first students in 1968, YC currently enrolls more than 15,000 students in credit and noncredit classes.

YC is classified as a “political subdivision of the State of Arizona” which means we are a government entity. A majority of our funding comes from local property taxes. Therefore, YC has a fiscal responsibility to ensure that public dollars are spent wisely and in accordance with procurement procedures, policies and state laws. To that end we have to document all aspects of a transaction as we are subject to governmental audits.

Procurement and Contract Services

Procurement and Contract Services is responsible for the procurement of all items and services (\$5,000 and above) necessary for the operation of the College District while maintaining effective stewardship of District funds.

Procurement and Contract Services staff are dedicated professionals who conduct themselves in a courteous, ethical and professional manner while promoting fair and legal trade practices. We have adopted the “Code of Ethics” from the National Association of Educational Procurement (NAEP), a copy of which is found in our Procedure Manual.

Contact information

Name	Title	Phone	Email
Ryan Bouwhuis	Director of Procurement and Contract Services	928.776.2195	Ryan.Bouwhuis@yc.edu
Sheri Denny	Sr. Procurement Specialist	928.776.2196	Sheri.Denny@yc.edu
Mitch Goldberg	Buyer	928.776.2190	Mitchell.Goldberg@yc.edu
Melinda Carr	Procurement and Contract Services Technician Part-Time	928.776.2194	Melinda.Carr@yc.edu

Policy

“7.02 Procurement and Contract Services” is found on the YC website. College policy is that our Procedures substantially follow the rules and regulations of the Arizona State Procurement Codes. If a procurement involves the expenditure of federal assistance or contract monies, the College shall comply with federal law.



Procedures

Pursuant to Arizona Revised Statute 41-2501, political subdivisions are not subject to Arizona’s State Procurement Code, though they may adopt all or any part. Again, YC’s Procurement and Contract Services Procedures substantially follow the Arizona Procurement Code, which is a compilation of Arizona Revised Statutes (i.e. laws). Please find a copy of our Procedures on our website.

Decentralized Purchasing

The Procurement and Contract Services staff organizes and administers the decentralized purchasing program. This means that individual faculty and staff from the various campuses and centers determine their business needs, place orders (via a credit card for under \$5,000), issue requisitions (for \$5,000 and above) and authorize the payment of invoices. A representative from the various departments is trained by staff from the Business Office and Procurement and Contract Services and designated as a Purchasing Liaison. We currently have around sixty Purchasing Liaisons who have a Purchase Card (P-Card).

Solicitation Types/Thresholds

Solicitation name	Usage
Request for Quote (RFQ) \$5,000 – \$49,999	Informal quote request. Minimum of three quotes requests - if not available on a cooperative contract. Award is based on lowest cost quote.
Request for Proposal (RFP) Usually \$50,000 and above	A formal sealed bidding solicitation is used via the State Procurement Office’s procurement portal. Award is based on evaluation criteria (i.e.: qualifications, customer service, references, etc.) and weighted ratings by an Evaluation Committee.
Invitation for Bid (IFB) \$50,000 and above	If not available on a cooperative contract, formal – electronic sealed bidding is used via the State Procurement Office’s procurement portal. Award is based on lowest priced, responsive and responsible bidder.
Request for Qualifications (RFQu)* \$50,000 and above	Used for mainly for architect services.
Request for Qualifications – Construction Manager at Risk (RFQ-CMAR)* \$50,000 and above	Used for construction.

* There are other solicitation options for construction projects; however, these are the ones most frequently utilized at YC.

Fiscal Year

YC fiscal year is July 1, 20XX – June 30, 20XX.



Threshold Details

YC's thresholds are very similar to the other community colleges in Arizona. Thresholds are based on *total fiscal year spend with a vendor*. For example, if paint was purchased from Sherwin Williams in August for \$2,500 via credit card and then in November \$3,000 of paint was needed, Procurement and Contract Services would need to obtain three quotes before making another purchase (unless a YC, State or cooperative contract exists – which in this case, Sherwin Williams does have a contract with E& I Cooperative Services).

Cooperatives Purchasing

YC is a member of several purchasing consortiums that are listed on our website. These are entities/groups that issue formal, legal requests for bids, or requests for proposals that result in contracts with suppliers for a variety of goods and services. The purchasing consortiums award contracts to qualified suppliers based on specific pricing and for specific time periods. In these cases, the College is eligible to purchase against these contracts (also called “piggy backing”) *without having to do a solicitation because competition requirements have been met*. For example, YC is a member of the Arizona State Purchasing Cooperative and can therefore make purchases from state contracts.

The cooperative contract # must be on the quote and also documented on the purchase order. Suppliers should contact each purchasing consortium to find out how to be notified of their upcoming solicitations. Mohave and IGPA are consortiums that are located in Arizona.

Terms and Conditions

YC's Terms and Conditions that apply to all Purchase Orders (commodities/services over \$5,000) can be found on our website on the Supplier Information page in the PO Terms & Conditions tab.

Written Contracts

The President of Yavapai College, their designee and members of the Procurement and Contract Services staff, the District Governing Board Chair, their designee and Legal representatives are the only persons authorized to sign a contract/agreement on behalf of the College. All contracts need to be reviewed and approved by a member of the Procurement and Contract Services staff.

Types of Contracts

YC enters into the following types of contracts:

- Affiliation Agreements – as needed by department
- Experiential Education Agreements - internships paid and/or credit only (EEA)
- Facility Use Agreements - on campus and off campus
- Independent Contractor Agreements (IC)
- Intergovernmental Agreements (IGA)
- Lease/Land Agreements (LLA)
- Memorandum of Understanding (MOU)



PROHIBITED ACTIVITIES

Confidentiality of Quotes

Price quotations are given to the College in confidence and shall not be revealed to any other Supplier or unauthorized person *until after the purchase/contract is executed*. College personnel:

- a. are **not** to provide pricing from one Supplier to another to achieve better pricing.
- b. are **not** to discuss any aspect of the quote/solicitation process with any Supplier until after a contract is awarded.
- c. will only speak to current Suppliers, who are part of a quote/solicitation process, specifically about current work.

Conflict of Interest

The College as a general rule does not purchase goods or services, or enter into any type of contract with students, faculty, staff or members of their immediate families. An acquisition from a business or individual in which an employee or an employee's immediate family member has an interest is prohibited unless full disclosures of the background facts are presented in writing to the Human Resources Department, who will forward a copy of the form to Procurement and Contract Services. Regardless of the total dollar amount, Procurement and Contract Services will solicit a minimum of three quotes. The employee with a conflicting interest will have no influence on the final decision for award. Interest is deemed present if the employee and/or his or her spouse or unemancipated minor children own ten percent or more of the assets of a business. *Direct purchase by College staff or faculty from a company they have personal interest in is strictly prohibited.*

Personal Orders

Procurement and Contract Services cannot issue purchase orders for personal (Faculty or Staff) purchases. Suppliers are under no obligation to offer discounts to individuals, and if they do so it must be with the understanding that their offer places Procurement and Contract Services under no obligation to do business with them except via procedures subscribed in the YC Procurement and Contract Services Procedures Manual.

Split purchases

A YC employee or Supplier purposely splitting a purchase into multiple transactions (either with a credit card or multiple purchase orders) to avoid the appropriate procurement processes/approvals is prohibited.

Unauthorized Procurements

Procurements and/or other commitments made by unauthorized personnel are not legal and binding upon the College. YC will not be responsible for payment of orders placed by unauthorized individuals. Suppliers should not provide any goods/services and or construction for \$5,000 and above without a Purchase Order.



SUPPLIER INFORMATION

Yavapai College Supplier Registration

For consideration of purchases between \$5,000 and \$49,999, Suppliers can register via YC's online form on our website <https://www.yc.edu/v5content/procurement/>. The information received from this form will be included in the supplier database maintained by the Procurement and Contract Services that is available to the college community. If there are changes to your business information, please submit an updated form. This information will be purged every three years of companies that have not done business with YC.

ProcureAZ Supplier Registration

Yavapai College's Procurement and Contract Services currently uses ProcureAZ <https://procure.az.gov/bsa/login.sdo> the Arizona State Procurement Office's online procurement portal for many years. However, the State will phase out ProcureAZ by March 31st, 2019. The State Procurement Office is now using Arizona Procurement Portal <https://spo.az.gov/new-suppliers-%E2%80%93-app-overview-and-supplier-registrationenrollment>. We encourage all new suppliers to register with APP. This website will be updated when our Department begins using APP. In the meantime:

- All Solicitations (Requests for Proposals, Invitation for Bids, Requests for Qualifications – construction, etc.) \$50,000 and above that are NOT available through a State of Arizona, Yavapai College or cooperative contract will be issued via ProcureAZ.
- While not required by College policy or procedures, at its discretion, the College may also solicit quotes for purchases under \$50,000 through ProcureAZ.
- Please click on the [How to Register in ProcureAZ step-by-step guide](#). Any questions regarding ProcureAZ Registration and/or how to Respond to Bids (Solicitations) should be directed to the Procure AZ Help Desk at 602-542-7600 or email procure@azdoa.gov.

Confidentiality of Supplier Information

YC is a public institution; therefore, our files are public record. Information supplied to the College in response to a college request will be kept confidential until after a contract is awarded. At that time, all information becomes part of the file, which is open to the public. Proprietary information, that is so marked, submitted to YC will be kept confidential to the best of our ability.

Forms Needed

This will depend on the dollar threshold and type of purchase. However, for all purchases YC will need a W-9 or a Substitute W-9 (which has the information YC needs to enter a Supplier into our database). For suppliers providing services on campus/center a Certificate of Insurance will be needed prior to beginning work. Formal solicitations, such as Requests for Proposals or Invitations for Bids will come with a packet of paperwork explaining necessary submittals.



Office Visits

Sales representatives are a valuable source of information and we appreciate your visits. **We meet Suppliers by appointment only.** Our office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Summer hours (mid-May thru 1st week of August) are Monday – Thursday, 8:00 a.m. to 5:00 p.m. We are closed on Fridays.

Responding to quote requests

Please read the entire quote request carefully and provide the information on company letterhead if possible. Typically for orders above \$5,000, the following information is necessary for the Purchasing Liaison to enter the requisition in our Enterprise Resource Planning (ERP) database:

1. Unit or service description including Part or Serial Number, Manufacturer, Model, etc.
2. Unit specifications or service statement of work
3. Unit price
4. Quantities
5. Extended prices
6. Shipping/freight charges
7. Delivery date
8. Cooperative contract # if applicable
9. Warranty information if applicable
10. Discount if applicable
11. Quote date (and expiration)

Deliveries

Deliveries are Free On Board (FOB) destination, unless otherwise specified. The College's title to the goods occurs upon satisfactory delivery and acceptance at the delivery address on the purchase order. Any delivery costs must be included in the quote. YC will not accept Cash on Delivery (COD) shipments. Deliveries are made to the Prescott campus through Distribution Services located at: Yavapai College; 1100 E. Sheldon St., Building 7; Prescott, AZ 86301.

YC Distribution Services employees then distribute items to the designated department, campus or center. The only exception to this is for those items that are too heavy or bulky to be delivered by our employees. The Department and contact name must be in the delivery address of all packages. Additionally, if items were purchased on a Purchase Order that number must be noted. YC reserves the right to accept or deny partial shipments or to deny any delivery if product is damaged. The supplier will file all damage reports. Receiving personnel will note all apparent damage, but reserve the right for final inspection by the ordering department.

Taxes

YC is subject to state and city taxes. For out of state purchases, where the supplier does not collect taxes, YC pays Arizona usage tax. On our Purchase Orders we estimate 10% for taxes if the supplier has not included it on the quote. The College is exempt from Federal Tax.



Terms of Payment

YC's standard terms are Net 30 after receipt of good(s) and/or service(s). The good(s) and or service(s) must be received and accepted in full, in good condition. Invoice showing PO number must be sent to Accounts Payable for payment.

Supplier Responsibilities

YC expects Suppliers to act as collaborative partners, whether the contract is for goods or services. This includes all types of transactions from orders via Purchase Card (P-Card), single Purchase Orders and long-term contracts. Performance of contractual obligations will help to ensure your continued participation in our procurement operations. We expect the following from our Suppliers:

- All Suppliers must provide a current W-9 or YC Substitute W-9 Form.
- Clear, responsive communication between Supplier and Buyer.
- Competitive pricing.
- Compliance with all YC Procurement procedures, terms and conditions.
- Pricing, product and/or service and delivery to adhere to the original order.
- Professionalism in dealing with YC personnel.

Supplier Roles

You can help us do a better job:

- Please don't offer gifts or gratuities, we cannot accept them.
- Share your expertise; tell us of ways to improve (new products, processes, etc.).
- Provide us with up-to-date pricing and catalogs.
- Make deliveries when promised; if there is a problem then let us know.
- Always put the Purchase Order number, contact name and the ordering department on the outside of shipping boxes, on the packing slip and on the invoice.
- Be responsive when we request a quote, we are usually working within a deadline.
- Let us know if you have a State Contract or Purchasing Cooperative contract that we may be interested in using.