

Supply Chain Management (SCM)

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"That's the new guy, it's his first day and it's only 9:00 a.m."

Trying to order something for your department and feeling frustrated? We hear you and are working to simplify the process.

The Research Award End to End Process team is working on tools and communications to help improve the user experience based on the feedback we have received.

What department should you work with?

Contracting Departments

- Business Contracts Brand Protection (BCBP)
- Sponsored Projects Office (SPO)
- Industry Alliances Office (IAO)
- Supply Chain Management (SCM)

Campus Shared Services - Low Value Purchase Orders for goods and/or services & low risk commodities

SCM - High Value Purchase Orders \leq \$4,999 for goods and/or services & Risky commodities

When should you work with SPO vs SCM?

Can you spot the difference?

Failure to accurately categorize outside organizations that take part in your research projects can result in unnecessary delays setting up your award and unexpected costs to your project. Use the guidelines below to help make an accurate determination at the proposal stage.

Subrecipient

An outside entity that has agreed to work in collaboration with Berkeley to perform a substantive portion of the programmatic effort on an award and is closely involved in programmatic decision-making.

Characteristics

- Subrecipients have the right to retain right, title, and interest, including all copyrights and other intellectual property rights, in and to all materials, inventions, works of authorship, software, information and data conceived or developed by the outside entity's personnel in the performance of the project.
- Key personnel of the subrecipient who are involved in Berkeley's funded project will receive appropriate attribution of authorship on any Berkeley publication resulting from the outside entity's scope of work.
- There is a named individual who is employed by the outside entity who will serve as the entity's Principal Investigator/ Project Director and who will be involved in programmatic decision-making that will impact the overall project or the achievement of one or more of Berkeley's project objectives.
- The outside entity will use the funds provided to carry out a program for a public purpose, as opposed to providing goods or services for the benefit of Berkeley.
- The entity signs the certification that it is correctly characterized as a Subrecipient under Section E on the Subrecipient Commitment form.
- The outside entity will contribute required cost sharing in the form of funds, personnel effort, or resources in support of Berkeley's Scope of Work under the sponsored project.
- Any use of live vertebrate animals by the entity will not be limited to biological testing.
- Any use of human subjects for research by the entity will require IRB review.

Guidance

The Sponsored Projects Office begins the process of establishing a subaward between Berkeley and an outside entity when the Principal Investigator and Research Administrator (PI/RA) submit a complete **Subaward Request Form**.

Generally, subrecipients named in a proposal are considered approved by the sponsor when an award is made. However, some sponsors may request additional information about a proposed subrecipient and require Berkeley to obtain the sponsor's approval of a subrecipient before making a subaward.

Supplier

An independent contractor or supplier is an individual or business that supplies goods or services to the competitive market and that will be used in carrying out the

Characteristics:

- The outside entity has established rates for goods and services that they offer to the public at large.
- The outside entity is not responsible for the research results or any decision-making responsibilities with the research.
- There is no expectation from the University of California or the Supplier of any collaboration or co-publications.
- Services are generally work made for hire.
- The outside entity provides goods or services that are ancillary to the operation of the sponsored program.

Guidance

Naming a supplier on the proposal and award does not mean the supplier can perform the work without bidding out the requirements for ordinary good and services. If a specific Supplier is named in the proposal budget, the budget justification should indicate that multiple Supplier's would be considered via Request for proposals. The Supplier demonstrating the most advantageous balance of price, quality, service, performance, and other elements as defined by the Department or by using Best Value scoring will be awarded the final contract.

Still spotty?

The SubAward team in the Sponsored Projects Office is here to help! If a question exists about a particular outside entity that cannot be resolved at the proposal stage, a final determination will be made by the SPO Subaward Team.

Sponsored Project Office
510/842-0120
SPOre@berkeley.edu

When should you work with SPO vs SCM?

SPO manages the Sub-award process with Subrecipients

SCM manages Purchase Orders / Agreements that support Research Projects

- Naming a Supplier on proposals and awards may not mean that the supplier can perform the work without bidding for ordinary goods and services. Contact your Buyer if you have Contracts over \$100,000 for guidance prior to the start of research to avoid delays.

Teams within SCM

Procurement

Strategic Sourcing

Supplier Diversity

Vendoring

Bear Buy

Why do we need back up documentation?

- **Audit compliance with Federal, State and UC Policy requirements**
- **Reduce Risk**
- **Standardization – Procurement Policy Legal Documents**

Required PO Documentation

1. Source justification & price reasonableness
2. Statement of work
3. Suppliers proposal
4. Conflict of interest
5. Pre hire worksheet
6. CA partial tax exemption form
7. Insurance

Orders < \$100,000

Pre-approved:

- Bear Buy Catalog Items
- Existing Contracts

Purchase Orders for goods and services that are not on contract, will need the following back up documentation listed on Slide 7

Supplier Insurance information: The SCM Supplier website page provides guidance for prospective Suppliers. Depending on the level of risk, the insurance amounts may vary. Suppliers that don't already have insurance can use the UC insurance program with Mercer where they pay a flat fee of \$500 (approx. cost) per year for General Liability insurance coverage.

Orders \geq \$100,000

Competition: Solicitations and bid documentation will be gathered by the Buyer and used to satisfy audit requirements. The department doesn't need to provide back up documentation other than the Statement of Work.

Exempt from Bidding: If the order is exempt, your Buyer will need the the items 1-7 on the previous page. Allowable Exemptions are:

- **Unusual & Compelling Urgency**
- **Professional or Personal services**
- **Sole source**

Procurement Contacts

How to find your Buyer

Use your department name or Org Node to search for your [assigned Buyer](#) in the matrix.

SCM [Directory](#)

Resources

The Supply Chain Management website is the source for the most up to date training content.

Quick Reference Guide

Who can sign a contract or approve a PO? What is [delegation of authority](#)?

What [department should I work with](#)?

Why does the UC need [PO back up documentation](#)? [Policy overview](#)

Conflict of Interest; Supplier's and UC Employees

How to set up a new Supplier or change an existing Supplier's information. [Supplier on boarding form](#)

What do Suppliers need to know before [doing business with the UC](#)?

Bear Buy ordering

- How to order from [Bear Buy catalogs](#).
- How to order from existing contracts [Bear Buy agreements](#) and [UCOP system wide agreements](#)
- How to create a [requisition for goods and/or services](#).
- What form do I use? [Goods - Non-Catalog Form & Services – Service Order Form](#)

Department orders that bypass a SCM Buyer:

- Shopper not approved for any dollar value of orders
- BluCard / Event Planner Card, spend under \$5,000
- Req Creator approved Purchase Order/Catalog, spend under \$1,000
- Req Creator can approved Catalog or Contract, spend under \$100,000

CSS Procurement order review and approval:

- Below the low value threshold and are considered low risk goods and services, spend under \$10,000
- How do I contact the CSS Req Creator assigned to my department? Email bnfscsshhelp@berkeley.edu.

SCM Procurement order review and approval:

- Below the low value threshold or falls into one of the [Special Consideration categories](#), spend under \$10,000
- Above the low value threshold, spend greater than or equal to \$10,000
- Over the competitive bid requirement, spend greater than or equal to \$100,000

Resources Continued

Quick Reference Guide, Continued

Supply Chain Management Procurement:

- Who is my department [assigned Buyer](#)?
- [Required PO documents](#) / [Procurement forms](#)
- [Special Considerations](#) / [Restricted items](#) – require Buyer Intervention at any dollar value
- [Goods & Services with specific purchasing procedures](#)
- [Competitive Bidding](#)
- [Blanket PO's](#)
- [Tax guidelines](#)
- [Amendments & Change Orders](#)
- [Service Levels](#)

Accounts Payable, Controllers Office

- [Helpful hints for Supplier](#); invoicing, wire transfer, payment options.
- How do I track the [status of the invoice payment](#)?
- Who do I contact to [expedite an invoice payment](#)?
- What are the [UCB preferred terms](#)?

Questions



SCM would like to hear how we can better support you. We have a survey on our homepage if you are interested in providing feedback on Bear Buy forms or the Website content.