Procurement of Information Technology Resources (ITR)

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Contracts and Procurement
WHO ARE WE?

• We are the **State** of California acting in a higher education capacity
• We are the **Trustees** of the California State University
• We are California State University, Fullerton (**CSUF**)
HIERARCHY OF GOVERNING LAWS

• State Constitution
• California Regulations (CCR)
• Board of Trustees Resolutions
• Chancellor’s Office - Executive Orders
• Chancellor’s Office - Coded Memoranda
ITR PROCUREMENT POLICY

- Public Contract Code - Section 12100
- Education Code - 89036
- Government Code - Section 11702(e)
- CSU Executive Order - 775
ACCESSIBLE TECHNOLOGY INITIATIVE (ATI)

• Federal Rehabilitation Act (Section 508) prohibits discrimination based on disability
• Provides disabled individuals with comparable access to information wherever possible
• Categories include: computers, software, video, telecommunications, web-based applications, online courses, instructional materials, etc.
• CSUF Steering Committee headed by CITO, Amir Dabirian
WHAT CONSTITUTES A LEGAL CONTRACT?

• Relationship between CSU and Contractors is created via **written contract**

• A public entity is not liable for a contract unless the individual taking action is authorized by statute to incur the obligation
DELEGATION OF PROCUREMENT AUTHORITY

- State of California
- Board of Trustees
- Chancellor
- Campus President
- VP/CFO Admin & Finance
- Contracts and Procurement
LIMITED DELEGATION TO CAMPUS PERSONNEL

- Pcard
- OfficeMax
- AP Check Request
WHAT CONTRACTORS NEED TO KNOW

- Persons dealing with the public agency are presumed to know the law with respect to the requirements of competitive bidding and act at their peril.
WHAT IS INFORMATION TECHNOLOGY RESOURCES (ITR)?

- All Electronic Technology Systems (hardware & software) and Services:
- Conversion of Data
- Computer Programming
- Information Storage and Retrieval
- Telecommunications (voice, video, data)
- All related interactions between people and machines
HOW TO PURCHASE

- CMS Purchase Requisition
- (all hardware, software, services)
- OfficeMax (items are available, but not primary business)
- P-Card (Restrictions)
VENDOR DOCUMENTATION

• Never sign any supporting documents:
  • Quotes
  • Authorizations
  • Acknowledgements
  • Terms and Conditions
  • Contracts
  • Software Agreements
ITR SOLICITATION METHODS

Acquisitions Up to $50K

Pricing must meet fair and reasonable standards as determined by:

- Catalog or Market Price
- Price Comparison w/previous 18 mo.
- Historical Pricing occurring within 18 mo.
- Controlled Pricing (law or regulation sets)
- Informal Solicitation
ITR SOLICITATION METHODS

Up to $500K  Informal Bid
(Quotes by phone/fax/email)

$50K & Above  Advertising Required

$500K & Above  Formal Bid
(Delivered in sealed envelope for public bid opening)
CERTIFIED SMALL BUSINESS

- An independently owned and operated business with principal office in California; less than 100 employees, annual gross of less than $12M
- Less than $50K may be awarded w/o competition if 2 quotes are obtained from Small Businesses
- Less than $100K may be awarded without competition or advertisement if 2 quotes are obtained from Small Businesses
INVITATION FOR BID

BID DATA

Bid Number: 5210
Title: LCD Monitors
Issue Date: January 30, 2009
CSUF Contact: Sally Yassine, Associate Director
Phone: 714-278-4503
Fax: 714-278-1540 or syassine@fullerton.edu

BID DUE DATE

Day/Time: Friday, February 20, 2009 / 2:00 p.m. (PST)
Delivery Address: California State University, Fullerton
Sally Yassine, Contracts and Procurement
2600 E. Nutwood Avenue, Suite 300
Fullerton, CA 92831
VOLUME PURCHASING PROGRAMS

- GSA Agreements
- State & CMAS Pricing Agreements
- CSU Master Agreements
- Cooperative & Consortium Purchasing Agreements
EXAMPLES OF MAJOR AGREEMENTS

- Adobe
- Apple
- AT&T
- Black Box
- Canon USA
- Dell
- GovConnection
- Hewlett-Packard
- IBM
- Xerox
IMPORTANT WEBSITES

- Contracts and Procurement:  
  http://finance.fullerton.edu/procurement/
- Procurement Card:  
  http://finance.fullerton.edu/Procurement/PCard/
- Information Technology:  
  http://www.fullerton.edu/it
- Chancellor’s Office:  
  http://redding.calstate.edu/es/csp/store.cfm
- Education & Institutional Cooperative (E&I)  
  https://www.eandi.org
Questions
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