

Carnegie Mellon

MEMORANDUM

TO: Receivers of the Buyer Actions Matrix

FROM: Procurement Services (PS)

DATE: June 14, 2006

SUBJECT: Buyer Actions Matrix Detail

The Buyer Actions Matrix was created to assist buyers in knowing what the responsibilities and/or documentation requirements are when making commitments in the name of the University. Both the University and the Federal government require buyers to create or obtain documentation for transactions at differing dollar levels. Procurement Services reduces the amount of paperwork required of the buyer by pre-negotiating agreements/contracts with Preferred Suppliers and doing the required actions/documentation prior to the signing of the Preferred Supplier contract.

When buyers obtain goods and services from other than Preferred Suppliers, they are responsible for following the proper processes and creating/obtaining the appropriate documentation.

The attached Buyer Actions Matrix breaks down the buyer requirements at the differing dollar levels and when using federal government funding versus all other funding sources.

The following is an explanation of the column headings and matrix abbreviations.

<u>SPA Review</u> -	Sponsored Project Accounting
<u>Establishment of Competition</u> -	Identifies when the buyer is required to create a competitive situation or justify source selection.
<u>PS'/FMS/CDFD Involvement</u> -	Identifies when Procurement Services, FMS or Campus Design & Facilities Development should be involved in the planning and execution of a transaction.
<u>Proc. Serv.'s Approval Required</u> -	Identifies in what circumstances Procurement Services' formal Oracle system or written approval is required prior to issuance of a commitment to a supplier.
<u>Quote/Proposal Required</u> -	Identifies when a formal quotation/proposal, either oral or written, is required.
<u>Controlled Bid Process</u> -	Identifies when the bid process (request, submittal and analysis) must be a formally controlled process.

<u>Source Justification</u> -	Required at certain dollar levels whenever a competitive situation was not created. Single or sole source selections must be explained.
<u>Award Flow-down Requirements</u> -	Non-standard contractual terms and conditions in awards that are required to be placed on (flowed down to) any suppliers or subcontractors under the grant/cooperative agreement/contract.
<u>Screening Certificate</u> -	Under federal government grants/cooperative agreements and contracts where capital equipment is being ordered, a requirement to screen throughout the University to determine whether there is already government owned equipment available for use, instead of buying new equipment.
<u>Certifications Required</u> -	Under federal government grants, cooperative agreements and contracts, certain supplier certifications are required at specified dollar levels when using non-Preferred Suppliers (Debarment, Byrd Anti-Lobbying, and Clean Air & Water certification).
<u>Price/Cost Analysis</u> -	Either price or cost analysis is required at specified dollar levels. Certified cost data is required at the \$550,000 level, in accordance with FAR Part 15.403, Part 15.406 & DFARS Part 215.404-1(b)(B)(2).
<u>SDB, SWB & HUBZone Consideration</u> -	Awards/commitments to Small Disadvantaged Businesses, Small Woman-owned Businesses, Small Veteran & Service Disabled Veteran-owned Businesses and Small HUBZone businesses must be taken into consideration and documented at certain dollar levels when using non-Preferred Suppliers. Obtain a Small Business Subcontracting Plan in accordance with FAR Part 52.219-9.
<u>University T's & C's Incorporation</u> -	Formal terms and conditions of sale must be agreed upon and documented at certain dollar levels when using non-Preferred Suppliers (Standard PO, Extended, Federal Extended).
<u>Pricing Verification</u> -	When using Preferred Suppliers and the transaction will exceed \$2,500, it is the buyer's responsibility to verify the price being quoted and paid is the price offered under the Preferred Supplier Agreement negotiated by Procurement Services. If the price will exceed \$100,000, a Purchasing Checklist must be fully completed.
<u>Purchasing Checklist & Bid Summary</u> -	Form required to be completed (incorporating some of the above requirements) and submitted to Procurement Services whenever a non-Preferred Supplier is used and the transaction will equal or exceed \$2,500 (applicable to TTC and Oracle transactions), or whenever a Preferred Supplier is being used and the transaction will equal or exceed \$100,000.

Should you have any questions or comments regarding the Buyer Actions Matrix, please do not hesitate to contact PSSM at 268-8442.