

Buying from Contracts

Agenda

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- Diverse and Small Supplier Contracts
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Contracts Save You Time and Money

➤ Contracts are also the easiest way to buy. Here are some of the benefits of using Contracts:

- ✓ No competitive bid requirements
- ✓ Established pricing and discounts
- ✓ No sole source requirements
- ✓ They can be used at any dollar amount
- ✓ Terms and conditions are pre-negotiated
- ✓ Contract Sales Representatives can provide assistance with:

- Product selection
- Installation
- Training
- Returns

➤ Buying from a Contract provides the best overall value to the University and results in lower overall cost.



Contract Types

- Contracts are managed by the Buying staff at UW Procurement Services.
- There are four types of Contracts available for the UW campus to use:

UW Contract



Established by
Procurement
Services staff.

State Contract



Established by
State of WA
Enterprise
Services staff

GPO



Established by
a group
purchasing
organization

Interlocal



Established by
other public
agencies



When to use a Contract

- Contracts are there for your convenience and are available to use at any time.
- Consider using a Contract if you are presented with any of these following purchasing scenarios:
 - ✓ The purchase exceeds the current direct buy limit (\$10,000)
 - ✓ A sole source justification does not apply
 - ✓ A competitive solicitation would take too long
- The preferred buying method when purchasing goods and services at the UW is from Contracts available in the Workday Catalog.

Diverse and Small Supplier Contracts

- Many of the Contracts available to campus are established with diverse, minority-owned, women-owned, veteran-owned, small and local businesses who seek the visibility and opportunity to do business with the UW community.
- Ensuring these businesses have Contracting opportunities gives the UW access to a wider array of business solutions, helps drive innovation and strengthens our local economic growth.
- The UW encourages campus to purchase from Contracts that feature these suppliers, which directly supports the University's initiative and commitment to supporting diversity, equity and inclusion.

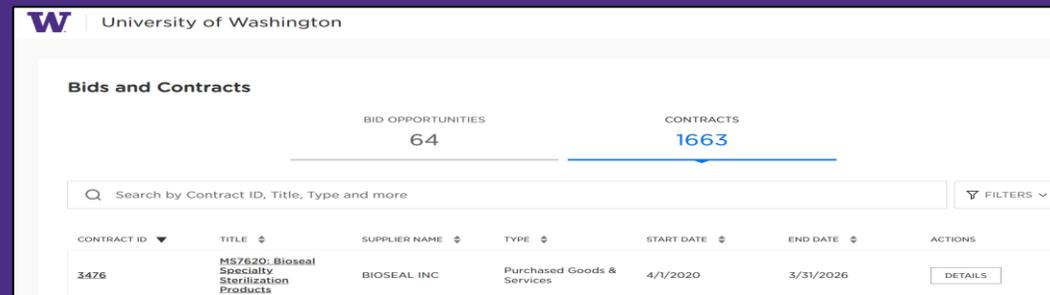


Workday Catalog Contracts

- Did you know that the UW Workday catalog suppliers are Contract suppliers? These Contracts are a mixture of the four Contract types presented earlier.
- Ordering through the Catalog is the recommended first choice for purchasing goods at the UW. Here are some reasons why:
 - ✓ Fastest order method
 - ✓ No dollar amount threshold
 - ✓ A competitive solicitation or sole source justification is not required
- Purchases through Catalog contracts offer established pricing, terms and discounts designed to offer the best overall value to campus.

UW Public Contract and Bidding Portal

- If you can't find what you're looking for in the Workday Catalogs, try using the UW Public Contract and Bidding Portal. The Portal is located on the Procurement Services website and provides visibility into Contracts that UW staff are able to leverage within their departments. The Contracts displayed in the Portal are a mixture of the four Contract types.
- There are four fields available in the Report (as shown below), that allow users to search for Contracts in a variety of ways. You can search by:
 - ✓ Supplier Name/Number
 - ✓ Contract Number/Contract Title
 - ✓ Keyword Search
- After entering your search criteria, click the View Report button to see the Contract information results. Leaving the fields blank will display all available Contracts.



The screenshot shows the 'Bids and Contracts' page of the University of Washington's procurement portal. At the top, there are two tabs: 'BID OPPORTUNITIES' with a count of 64, and 'CONTRACTS' with a count of 1663. Below the tabs is a search bar with the placeholder text 'Search by Contract ID, Title, Type and more' and a 'FILTERS' button. A table of contracts is displayed below the search bar. The table has columns for CONTRACT ID, TITLE, SUPPLIER NAME, TYPE, START DATE, END DATE, and ACTIONS. One contract is visible with the following details:

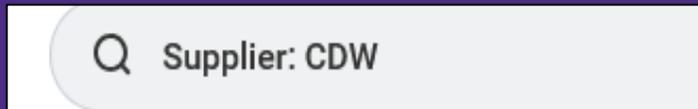
CONTRACT ID	TITLE	SUPPLIER NAME	TYPE	START DATE	END DATE	ACTIONS
3476	MS7620: Bioseal Specialty Sterilization Products	BIOSEAL INC	Purchased Goods & Services	4/1/2020	3/31/2026	DETAILS

Searching for Contracts within Workday

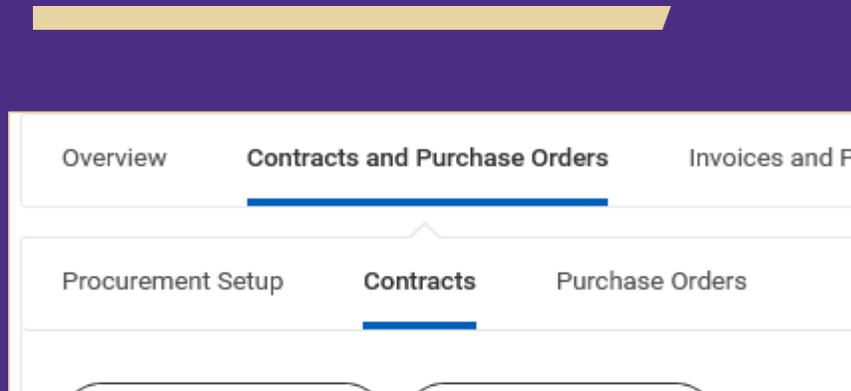
- There are multiple ways to identify if a supplier in Workday has a contract you can use to make a purchase. The easiest is to use the search bar in Workday and either search

Searching by Supplier:

- In the main **Workday Search Bar** - type **“Supplier:” (without quotes)**: then type the Supplier name (as shown in the example below)



- A list of suppliers will populate. Click on the name of the one you are interested in.
- When the Supplier page loads, click on the **“Contracts and Purchase Orders”** tab, and the sub-heading **“Contracts”**:
- Review the list of SPCs (supplier contracts) that are associated with the supplier.



Searching for Contracts within Workday

- Hover over the magnifying glass to the left of the SPC number and right click for a menu to pop up. Select **“See in new Tab”** to open the contract in a new browser window and read more about its description and Overview.
- Choose the contract with the best fit (description) and read the Overview to confirm. Be sure to review the scope and usage of the agreement before selecting the contract. You will need to return to your original browser tab to select the Contract.
- Subaward Contracts are OSP agreements only and may not be used/selected by campus.

The screenshot displays the Workday interface for a supplier profile. At the top, the header reads "FRESH FAMILY LLC" and "Supplier". Below this, key information is provided: Supplier ID (SPL-013013), Address (8605 S 218TH ST, KENT, WA 98031, United States of America), Approval Status (Approved), and Website (http://www.freshfamilyco.com). A link "Go To Strategic Sourcing Supplier P..." is also visible.

The main content area features a navigation bar with tabs: Overview, **Contracts and Purchase Orders**, Invoices and Payments, Supplier Connections, Change History, and Tax In... Below this, there are sub-tabs for Procurement Setup, **Contracts**, and Purchase Orders. Two buttons are present: "Create Contract" and "Find Contracts".

A section titled "Recent Contracts 2 items" contains a table with the following data:

Supplier Contract	Contract Number	Contract Name	Supplier Contract Type	Status	Company
Q	SPC-008017	UW Bothell Pressure Washing and Graffiti Removal	Purchased Goods & Services	Approved	UW1861 University of Washington
Q	SPC-007700	UWF ENT Site Clean-Up & Graffiti Removal	Purchased Goods & Services	Approved	Security: All Companies (Security COH 01)



Delegated Signature Authority

- Delegated signature authority is granted to the University of Washington by the State Legislature and is further delegated internally to the Executive Director for the Procurement Services department, who has further delegated signature authority to Procurement Services buying staff.
 - Procurement Services Contract Managers are considered agents of the University and are authorized to sign contracts on behalf of the university.
 - Campus departments do not have the authority to execute or sign contracts, including maintenance and service agreements.
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- It is recommended that Contracts, or other documents requiring a signature, be reviewed by a Procurement Services Contract Manager regardless of the method of payment or dollar amount.
 - To submit a Contract or other documents requiring signature to be reviewed by a Procurement Services Contract Manager, you can submit through UW Connect Finance form “General Finance Help Request” <https://uwconnect.uw.edu/finance>
 - If you can’t find what you’re looking for in both the Workday Catalogs and the UW Public Contracts and Bidding Portal, contact a Procurement Services Contract Manager for assistance in finding other Contract possibilities

Resources

- Procurement Subject Matter Experts: <https://finance.uw.edu/ps/contact-us/subject-matter-experts>
- Finding UW Contracted Suppliers Job Aid: https://uwconnect.uw.edu/finance?id=kb_article_view&sys_kb_id=447c56d293061e5086a27b847aba1001&spa=1
- Buying from Contracts webpage: <https://finance.uw.edu/ps/how-to-buy/buying-from-uw-contracts>
- UW Public Contract and Bidding Portal: <https://university-of-washington.public-portal.us.workdayspend.com/contracts>



Questions?
