

Buying from Contracts

UW PROCUREMENT SERVICES – WEBCAST TRAINING SERIES 5/25/2022

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Contract Terminology at the UW

- The word “Contract” can have several different meanings in relation to Procurement at the UW. Here are some examples:
 - ✓ A Contract that is established by UW Procurement Services Contract Managers or other Agencies, through a competitive solicitation or Sole Source process, that allows campus users to purchase goods/services through it offering pricing discounts and other value added benefits.
 - ✓ A Blanket Purchase Order (BPO) is referred to in Ariba as a Contract.
 - ✓ A Contract Request (CR) in Ariba, which turns into a BPO once approved and sent to the Supplier.
 - ✓ Contracts that are created between departments and Suppliers (examples: Charters, room rentals, catering, maintenance etc.). These Contracts either get attached to a Purchase Order/BPO, or go through the Contract Review process in Ariba if purchasing via ProCard.
 - It is recommended that Contracts/Agreements, or other documents requiring a signature, be reviewed by a Procurement Services Contract Manager regardless of the method of payment or dollar amount.
 - Procurement Services Contract Managers are considered agents of the university, and are authorized to sign contracts on behalf of the university.

Contracts Can 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.

Why should I use Contracts?



When to use Contracts?

- 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 Ariba Catalogs.



Common Contract Types

- There are two types of Contracts that are most commonly used by UW departments:

Annual Contract:

- ✓ Renewal every year
- ✓ Negotiated prior to each expiration date
- ✓ No obligation to continue after each year
- ✓ Usually Sole Source – Services/Software/Water etc.
- ✓ Usually created on a PO or BPO

Multiple Year Contract:

- ✓ Negotiated for multiple years
- ✓ Possible extensions negotiated by mutual agreement
- ✓ Includes final expiration date where the contract cannot be extended any further
- ✓ Usually created as a result of a competitive solicitation
- ✓ Departments create PO's or BPO's to purchase from these Contracts

Contract Sources

- Contracts are managed by the Contract Managers within UW Procurement Services.
- There are four main types of Contract sources that are 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

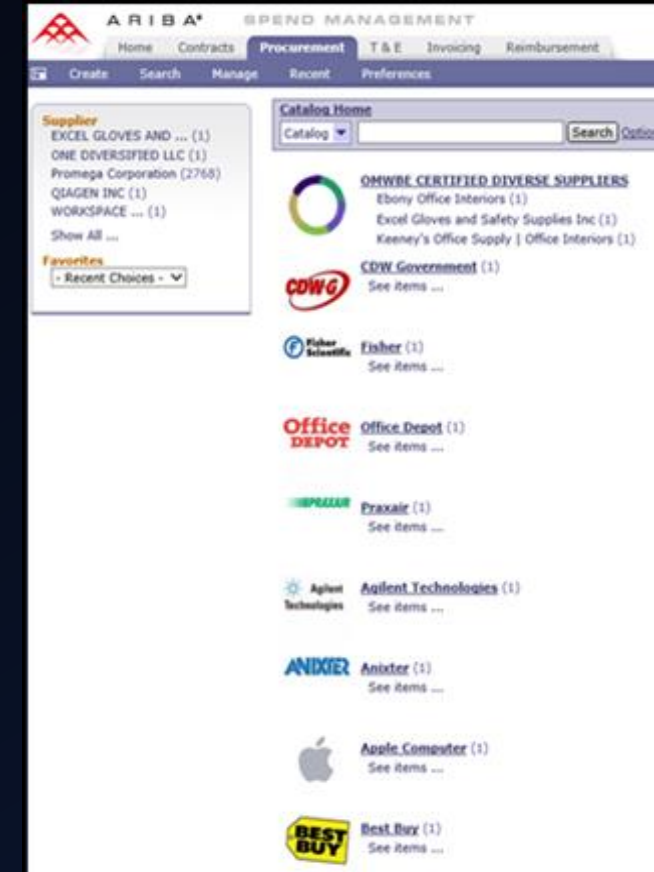
Diverse & Small Supplier Contracts

- 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.



Ariba Catalog Contracts

- Did you know that most of the UW Ariba punchout and hosted 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 Contracts Search

- If you can't find what you're looking for in the Ariba Catalog, try using the UW Contracts Search. The UW Contracts Search is a tool located on the Procurement Services website that provides visibility into Contracts that UW staff are able to leverage within their departments. The Contracts displayed in the UW Contracts Search 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
 - ✓ Supplier Diversity certifications
- 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 top navigation bar of the UW Contracts Search tool. On the left is the University of Washington logo and the text 'UNIVERSITY of WASHINGTON FINANCIAL MANAGEMENT DATAGroup'. On the right are icons for settings, download, and help, along with the user name 'Heather Nicholson'. Below the navigation bar is a breadcrumb trail: 'Home > Procurement - PDR > Contracts > UW Contracts Search'. The main search area contains three input fields: 'Supplier Name/Number (Optional):', 'Contract No./Contract Title (Optional):', and 'Keyword Search (Optional):'. To the right of these fields is a dropdown menu for 'Supplier Diversity' with the selected option 'No Certifications,OMWBE,Federal'. A 'View Report' button is located on the far right of the search area.

New Suppliers

- **The fastest supplier onboarding is the one you don't need!**
- Before using a new supplier, try checking:
 - ✓ Ariba Catalogs (many manufacturers' are included)
 - ✓ UW Contracts Search
 - ✓ With our Subject Matter Experts to see if a contract already exists
 - ✓ The active supplier list in the Supplier Search Report (BI Portal)

Resources

- If you can't find what you're looking for in the Ariba Catalogs or the UW Contracts Search, consult with a Procurement Services Contract Manager and they will do their best to help you find a Contract that meets your purchasing needs.
 - ✓ Contract Managers are listed by commodity in the [Subject Matter Experts](#) section of the Procurement Services website, found under the "Contact Us" tab.
- To learn more about buying from Contracts, visit the [Buying from Contracts](#) webpage.
- Contact pcshelp (Procurement Customer Service) for any general questions regarding procurement related topics. They are there to help!
 - ✓ pcshelp@uw.edu
 - ✓ (206) 543-4500
 - ✓ Hours - M-F : 9:00 AM – 4:00 PM

ANY
QUESTIONS
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