

April 27, 2015

MEMORANDUM

TO: Department Heads, COALS and CVM
Associate Department Heads, EXTENSION
Resident Directors, RESEARCH
District Extension Administrators, EXTENSION
Regional Program Directors, EXTENSION
County Extension Directors, EXTENSION
Program/Unit Leaders, EXTENSION
Heads of Special Services, Institutes and Centers
Director, TVMDL
Texas A&M AgriLife Administrative Staff

SUBJECT: Deadline for End-of-Year/New Year Requisitions and Orders

Deadlines for submission of FY15 (current year) purchase requisitions and orders, and FY16 (new year) annual contracts have been scheduled. Texas A&M AgriLife Purchasing Department has established submissions deadlines considering the deadlines set by TPASS as well as required processing times. The deadline is to assist the units and purchasing with planning and to facilitate efficient and effective processing of year-end requirements, as well as the purchase of goods and services utilizing FY16 funding needed by September 1, 2015. Please advise your faculty and staff of these deadlines. As in previous years, note that extra lead time will be needed for electronic bid posting of purchases >\$25,000, and purchases >\$100,000 will require a minimum of 6-8 weeks for processing due to HUB subcontracting requirements. As a reminder, services must occur during the fiscal year from which they are being paid from, which means services not completed by August 31, 2015 or scheduled to begin September 1, 2015(FY16) cannot be paid with FY15 funds. Additionally, services incurred prior to August 31, 2015 cannot be paid with FY16 funds.

For your convenience year-end deadlines will also be posted to the web-site.

If you or any of your staff have questions, please contact the Texas A&M AgriLife Purchasing Office (979) 845-4513.

Sincerely,



Dee Ann Schneider
Director of Purchasing & HUB

Attachment
xc: Unit Purchasers

Texas A&M AgriLife Administrative Services
Purchasing Dept
2147 TAMU
College Station, TX 77843-2147

Tel. 979.845.4513
Fax. 979.458.1217
agrilifeas.tamu.edu/fiscal/purchasing/index.php

In order to comply with the deadlines established by TPASS and to allow for adequate processing time to place orders prior to year-end, as well as processing time for requests for delivery/installation of goods and services to start on or after September 1, 2015, the following deadlines have been established by the Texas A&M AgriLife Purchasing Office:

(Submit the appropriate FAMIS requisition.)

Purchases	FY 2015	FY 2016
>\$10,000.00 for goods/services*and those requiring formal written bids regardless of the dollar amount Except State Term Contracts	06/20/15	
*New Equipment rental, bulk fuel agreements, Maintenance Agreements, Janitorial Services and ALL Renewals with a September 1, 2015 delivery/start date.		06/20/15
State Term Contracts – TXSMART BUY TXMAS	08/08/15	

*No orders will be automatically renewed at the end of the fiscal year. You must submit your FAMIS requisition.

Specifications on your requests should include, at a minimum, the following information. Any additional description that you provide will assist us in insuring that you get what you want and that we do not have to re-bid due to insufficient specifications.

1. Type of equipment (including accessories, make and, model, serial number, and physical location), previous purchase order number, tracking number, or Scope of Work (for services), or item to be procured (commodities),
2. Description of the service to be performed, equipment to be purchased/rented, or item to be purchased,
3. The beginning and ending dates of the service or rental (if applicable), and desired delivery for commodities if relevant.
4. The frequency and method of payment, i.e., monthly, annually.

Please submit your FAMIS requisitions as early as possible. You may immediately begin creating FY16 “R” documents on May 1, 2015. Please keep in mind the minimum required bid opening is fourteen calendar days for solicitation of bids. The order date for annual services must precede the service start date. Make sure the required documentation is attached and the requests are complete as failure to do so will only delay processing time. It is important to remember to state F.O.B. term and payment terms on all quotes obtained informally up to \$10,000. Please pay careful attention to the correct object codes and commodity class and item numbers. The more information you supply the better. Please include contact name and phone numbers, and user name and phone number.

This is an excellent opportunity for our agencies to increase our efforts to include Historically Underutilized Businesses. Please make a concerted effort to include all qualified HUBs you find using the State of Texas HUB Directory or the CMBL search for your commodity code in the procurement process. For assistance in locating class and item codes, http://cmbereg.cpa.state.tx.us/commodity_book/Alpha_index_inquiry.cfm is a very useful site. With the current status of the national, state, and local economies, our state legislators are looking closely at our HUB program. Our good faith efforts along with our utilization of HUBs will impact future legislative funding requests. As of the 2015 semi-annual report, EXTENSION is at 24.65% compared to

goal of 31.18% and RESEARCH is at 13.44% compared to goal of 15.6%, and TVMDL is at 19.32% compared to goal of 18.39%. We must make an effort to address HUB utilization in the Professional Services, Other Services, and Commodities categories between now and August 31, 2015 in an effort to avoid being on the 25 worst list on the annual report for FY15. Your efforts are needed to make a difference.

IMPORTANT: Remember, for 2016 purchases to change the fiscal year. Screen prints are included to demonstrate how to change the fiscal year. Change the Doc year on screen 250 to 2016 and reflect FY16 accounts on screen 254 for each item to be expensed. (See Figure 1 for screen 250 and Figure 2 for screen 254.)

You may also copy purchase orders from a previous year for the next fiscal year for maintenance requests, copier renewals and blanket requisitions on screen 247. Change FY to 2016. (See Figure 3 for screen 247.)

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250 Req. Header Create/Modify                                04/20/15 15:22
                                                            FY 2015 CC 06

Screen: ___ Doc: _____
                               Doc. Year: 2016           Total Amount: _____

    << Dates >>
Document: _____ Cat.: __ User Ref: _____ St Req: _____
Required: _____ Contact Person: _____ Ph: _____
Start   : _____ Buyer: _____ Ph: _____
End     : _____ Research (Y/N): _ Type Funds: _ Type Order: _____
Change  : _____ No. Print Doc? _
                               Dept: _____ SubDept: _____ Attachments: _

Doc Summary: _____

Sole Source (Y/N): _ Emergency(Y/N): _ Catalogue Order(Y/N): _
    << Suggested Vendors >>
Vn ID: _____ or FEI: _____ Vn ID: _____ or FEI: _____
Addr: _____ Addr: _____
PH: _____ FAX: _____ PH: _____ FAX: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
      Hmenu Help EHelp Next SResn EResn Notes AdVen AdDpt
  
```

Figure 1: Screen 250

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254 Req. Line Item Create/Modify                                04/20/15 15:35
                                                                FY 2015 CC 06

Screen:  ___ Doc: R66XXXX Item:  ___
                R67XXXX Estimated
                Quantity UOM      Unit Price      Extended Price
                _____

Commodity:  _____ Proc Cd:  _ Cost Ref 1:  _____ 2:  _____ 3:  _____
Part Nbr:  _____ Desc:  _____
                _____
                _____
                _____

    FY  CC  ---- Account ---- Pct.  Amt $
2016  _  _____
    _  _  _____
    _  _  _____
    _  _  _____

More Desc (Y/N):  _ More Items (Y/N):  _ Print Line:  _ Item Deleted:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
    Hmenu Help  EHelp      Next      Notes CAcct MACct

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Figure 2: Screen 254

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*****
Change FY to Doc: 2016 - New Doc #: will be either 66XXXX or 67XXXX and use correct account supports combination
for FY16.
    RESEARCH 16XXXX -XXXXX EXTENSION 1XXXXX-26XXX
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247 Copy Documents - to Requisition                            04/20/15 15:44
                                                                FY 2015 CC 06

Screen:  ___ Doc:  _____ Item:  _____ From Vendor:
                New Doc:  _____ FY: 2016 From Doc FY:
                or Cat.:  ___ Dt:  _____
                Existing Doc:  _____

-----
Header Screen:  _

Func Item ----- Desc ----- Quantity Unit Price UOM Ext. Price Proc
                                                                Cd

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
    Hmenu Help  EHelp      AdDpt

```

Figure 3: Screen 247