

May 12, 2017

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: Deadlines for End-of-Year/New Year Requisitions and Orders

Deadlines for submission of FY17 (current year) purchase requisitions and orders, and FY18 (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 FY18 funding needed by September 1, 2017. 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, 2017 or scheduled to begin September 1, 2017(FY18) cannot be paid with FY17 funds. Additionally, services incurred prior to August 31, 2017 cannot be paid with FY18 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 Procurement Services & HUB Coordinator

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, 2017, the following deadlines have been established by the Texas A&M AgriLife Purchasing Office:

Purchases	FY 2017	FY 2018
>\$10,000.00 for goods/services*and those requiring formal written bids regardless of the dollar amount Except State Term Contracts	07/01/17	
*New Equipment rental, bulk fuel agreements, Maintenance Agreements, Janitorial Services and ALL Renewals with a September 1, 2017 delivery/start date.		07/01/17
State Term Contracts – TXSMART BUY TXMAS	08/08/17	

*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. FY18 accounts have been loaded so you may immediately begin creating FY18 “R” documents. 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. <https://comptroller.texas.gov/purchasing/vendor/cmb/>. For assistance in locating class and item codes, <https://comptroller.texas.gov/purchasing/nigp/> 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 2017 semi-annual report, EXTENSION is at 25.00% compared to goal of 27.77% and RESEARCH is at 24.15% compared to goal of 12.0%, and TVMDL is at 14.67% compared to goal of 19.25%. One time construction expenditures have impacted the total semiannual figures for Research. We must make an effort to address HUB utilization in the Professional Services, Other Services, and Commodities categories between now and August 31, 2017 in an

effort to avoid being on the 25 worst list on the annual report for FY17. Your efforts are needed to make a difference.

IMPORTANT: Remember, for 2018 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 2018 and reflect FY18 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 2018. (See Figure 3 for screen 247.)

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250 Req. Header Create/Modify                                04/20/14 14:22
                                                            FY 2014 CC 06

Screen: ___ Doc: _____
                               Doc. Year: 2018           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                                04/20/14 14:35
                                                              FY 2014 CC 06

Screen:  ___ Doc: R86XXXX Item:  ___
                   R87XXXX Estimated
                   Quantity UOM      Unit Price      Extended Price
                   _____

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

   FY  CC  ---- Account ---- Pct.  Amt $
2018  _  _____
   _____
   _____
   _____

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: 2018 - New Doc #: will be either 86XXXX or 87XXXX and use correct account supports combination
for FY18.
RESEARCH 18XXXX-XXXX EXTENSION 1XXXX-28XXX
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247 Copy Documents - to Requisition                            04/20/14 14:44
                                                              FY 2014 CC 06

Screen:  ___ Doc:  _____ Item:  _____ From Vendor:
                   From Doc FY:
                   New Doc:  _____ FY: 2018 Cat.:  ___ Dt:  _____
                   or
                   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