Considerations for Purchases Using UMB Foundation (UMBF) Funds

For a list of Departments supported by CASS click here

* CASS = Central Administration Support Services
For more info click here

Start

Department wants UMBF to directly pay vendor?

Yes

No

Is there a contract requiring signature?

Yes

No

Will UMBF issue/sign the contract?

Yes

No

UMBF Funds will be used to reimburse department’s state account

Procurement Process for Departments
Procurement Process for Departments

- **Start**
  - **Purchase less than $5K**
    - Yes
      - **Supplier accepts PCard (Visa Credit Card)?**
        - Yes
          - **Supplier requires signed contract?**
            - Yes
              - **Procurement Purchase**
            - No
              - **Department makes PCard Purchase**
        - No
          - **Seek Different Supplier**
  - No
    - **Procurement**
      - **Purchase Must Be Conducted by Procurement staff**
        - Yes
          - **Send supplier's contract to Procurement for review/edits/approval**
            - Acceptable contract negotiated by Procurement
              - Yes
                - Follow Guidance in PCard User’s Guide
              - No
                - Seek Different Supplier
        - No
          - **Procurement**

*Procurement: UMB has two offices that procure for the University
  - Strategic Sourcing and Acquisition Services (SSAS) – procures goods and services
  - Construction and Facilities Strategic Acquisitions (CFSA) – procures construction and facilities maintenance services*

**The Merchant Category Code (MCC) for the vendor must not be a prohibited MCC – see** https://www.umaryland.edu/media/umb/af/procurement/MCC-block-list.xls

**How do I know the MCC code assigned to a merchant?**
Visa has a look up tool: https://www.visa.com/supplierlocator-app/app/#/home/supplier-locator
SSAS General Procurement Methods Flowchart

Procurement Purchase

Start

Yes

Purchase is an Emergency?

Department contacts procurement (Asst. VP SSAS or Exec. Director CFAS) immediately. Requisition may be completed after the fact by Department/Procurement

No

Purchase exceeds $25K

Yes

Is competition available/practicable?

Department/CASS submits requisition including suggested vendor any quote(s) obtained attached

No

Purchase Exceeds $200K

Yes

Precise specifications which enable award by lowest price?

Department/CASS submits requisition with draft scope/specification and include any suggested vendors

No

Department/CASS submits requisition with Sole Source form attached

Yes

Use other entity’s Cooperative Contract?

Department/CASS submits requisition and identifies existing contract for review by Procurement

No

Department/CASS submits requisition with draft scope/specification and include any suggested vendors

Yes

Department/CASS submits requisition with statement of need

Non-Competitive Small Procurement

USM Procurement Policies and Procedures Section V.A.3

Sole Source Procurement

USM Procurement Policies and Procedures Section V.D

Cooperative Purchase/Use of Contract Est. by Others

USM Procurement Policies and Procedures Section V.G & H

Competitive Simplified Procurement

USM Procurement Policies and Procedures Section V.A.4

Competitive Sealed Bidding

USM Procurement Policies and Procedures Section V.B

Competitive Sealed Proposals

USM Procurement Policies and Procedures Section V.C

Emergency Procurement

USM Procurement Policies and Procedures Section V.E

An Emergency exists when conditions threaten 1 or more of the following:
A) Health or safety of any person(s) or animal(s)
B) Preservation or protection of property; or
C) Continuance of necessary University functions

Purchases from $5,000 up to $25,000 do not require competition, but they do require SSAS to execute the purchase and issue a Purchase Order.

Estimated turnaround times*

1
As soon as is practicable to meet the emergency need

2
1 – 4 weeks

3
2 – 6 weeks

4
3 – 8 weeks

5
1 – 3 months

6
3 – 6 months

7
4 – 12 months

*Turn around times are estimated from the time SSAS receives a fully approved requisition until a PO is issued.

Note: Many factors may increase turn around times. These factors include dollar value, complexity of specifications, negotiation of contract terms, additional approvals (VCAF, BOR, BPW), availability of end-users/evaluation committee members, responsivenes of vendor, etc.

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