

Shared Administrative Services (SAS)

Town Hall – IT Procurement



Upcoming SAS Town Hall Meetings

All sessions below are scheduled from 10:30 to 11:30 a.m.
At this time, there will be no livestream components to these town hall meetings.

Main Campus

Synovus Center for Commerce & Technology

Auditorium

Wednesday, March 30

IT Procurement

Friday, April 15

Other SAS topics

RiverPark Campus

Friday, April 8, @ RiverPark Activity Center

General Purchasing

Thursday, April 21, @ 2104 Frank Brown Hall

Other SAS Topics



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IT Procurement: USG Supplier Update

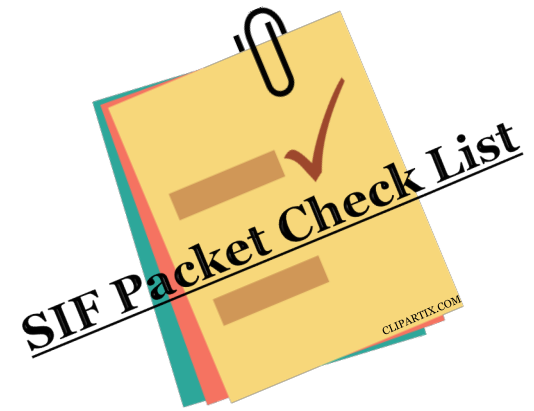


New Supplier Update:

- If an order is being placed in ePro or an invoice is being paid, the supplier must be approved in SHARE
- If the supplier is not approved, a Supplier Information Packet (SIF) will be required. This packet includes the W-9.
- The vetting process can take 2-4 weeks once submitted to USG for approval
- An order will not be placed until the supplier is approved. Please plan accordingly and anticipate waiting at least one month for your order to be processed or having an invoice paid



IT Procurement: SIF Packet



Requirements:

- The supplier will need to fill the packet out as a **New** supplier
- Make sure that all highlighted areas are filled out
- Verify page one has been signed and dated
- Confirm contact information is included with a valid telephone number
- Once the SIF Packet has been submitted to the state, someone from the USG SHARE Team will contact the supplier (middle Georgia area code) to confirm their information on the form



IT Procurement: Suppliers NOT on Contract

Requirements:

- For Quotes over \$24,999 with Suppliers **NOT** on Contract
 - Need to be reviewed by purchasing
 - May have to go out for bid
 - Require sole source documentation
 - Consortium agreement necessary



IT Procurement: Software Renewals



Requirements:

- Any renewal of software for your department needs to be processed for payment – this may be received as a quote or invoice and should be tracked fiscal year to fiscal year
- Any invoices received or sent directly to you or your department, after a PO has been sent to a supplier will need to be forwarded to the accounting email address below.
accounting_services@columbusstate.edu
 - Include the purchase order number in the subject line of the email to expedite payment processing

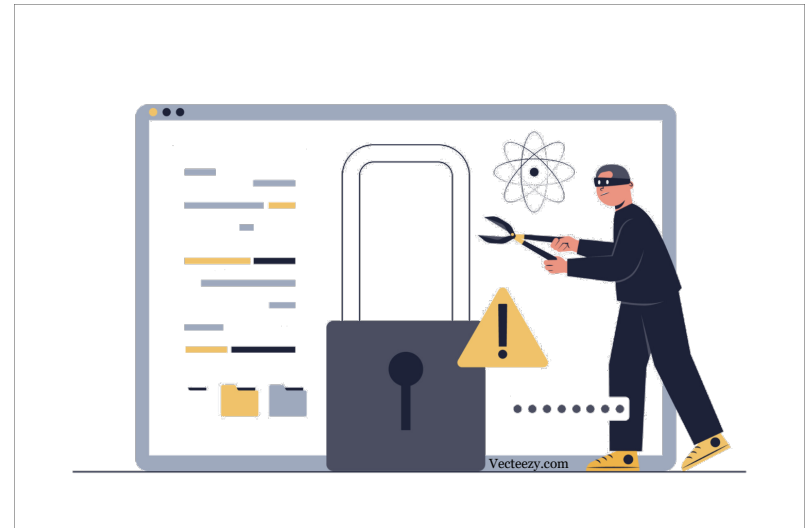


IT Procurement: New Software Request

Requirements for Software: In the eQuest Provide

➤ Software - All request

- Title of software
- Number of users
- Location of software installation
 - Office or Academic Space
 - Room#'s and Building
- Maximum amount allocated to spend



- Software that is not from an approved USG or State Supplier will go through a compliance and security review along with the Contract Approval and Routing Form (CARF)



IT Procurement: New Software Request



Consideration for Software: UITS

- Does CSU currently have this software or something similar that could be substituted, or is there a free option
- Is the software intended for educational use – not for personal, business, or single user – verify correct type of licensing
- Will the end user require training? Is so, is there a cost for training
(End User can not rely on UITS to train or know how to use software once purchased)
- Is it a perpetual or annual license
- Will there be annual maintenance fees or hosting fees
- Will there be any cost for installation or integration of software
- Will special consideration be required for IT integration of software on the CSU Network



IT Procurement: cont. Software Request

Requirements for Software:

- All Software Request can be initiated through
 - SAS - IT Purchasing
 - When UITS is unable to find an approved supplier to provide a quote, you may have to complete a CARF and/or SIF Packet – be prepared
- Do you already have a quote (Not from UITS)
 - If not in USG SHARE or from a State Approved Supplier
 - Have you initiated a CARF
 - Have you sent the supplier a SIF Packet to complete
- Any quote that requires a signature, has a contract, terms and conditions, statement of work, etc. must be submitted to the General Counsel's Office through the CARF
 - Even though there may not be terms to review, initiating the CARF and stating a signature is required generates the process of the DocuSign



Shared Admin Services



Request Budget, General Items, Travel, and other items

Technology Procurement

New Request



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Questionnaire Questions: IT Procurement

SAS Technology Procurement

If this request is for someone else, check the box. ☐

Check box if this is not for you

Is this request for more than \$1000.00? *

What department is this request for? *

[Click here for a list of vendors who are currently listed as "unapproved".](#) If you are needing to make a purchase with one of these suppliers, please contact SAS at 706-565-1270.

Is this quote for hardware or software? *

What item are you requesting in this price quote. *

Please provide an office phone or a primary contact number.


Department receiving the equipment: *

Building (i.e. Jordan, SCCT, etc.) *

Room/Office Number *

Who is the user receiving the equipment? *

Please provide any additional information that will help us resolve your request.

B I U S x₂ x² A T 

Include Department and ELT Approvers for purchases over \$1K

Provide justification for purchase

Funding Source? *

ATTACHMENT

ATTACHMENT 2

ATTACHMENT 3

ATTACHMENT 4


Expired

Attach a new quote that has not passed its expiration period. Generally, quotes are good for 30-days

Download Attachments as needed



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IT Procurement: Special Requests Hardware

Requirements for Hardware: In the eQuest Provide

- What type of product(s)
- Please include:
 - Username(s)
 - Department
 - Location of installation
 - Office or Academic Space
 - Room#'s and Building
- For Assets (single item \$3000^) this information is very important. Mr. Andre Jackson in Plant Operations will require this information in order to tag and track all assets



IT Procurement: Special Requests Hardware

Requirements for Hardware: UITS

- Will conduct a health check
- Check if equipment is under warranty and can be repaired
- Review hardware currently checked out to requester
- Verify the requested equipment meets the needs of the requester
 - Will the current programs and software transfer
 - Depending on age of the peripherals, are they compatible
 - Will any new dongles or cables be needed



IT Procurement: Hardware Receiving

Delivery:



- Elephant in the Room – Hardware Delivery ETA's
- Once your items have been delivered to the warehouse and the PO is complete, UITS will be notified
- UITS will mark the requisition as received in ePro for the supplier to be paid
- UITS will pick up the equipment from the warehouse and perform any setup that is required (i.e., configuration and imaging)
- UITS will notify the recipient and arrange delivery of the hardware



Q & A

Contact Information

- 706-565-1270
- shared_services@columbusstate.edu



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