



Business Office:

**Administrative
Services
&
Purchasing
Procedures
Manual**

July 2013

Bay Area Air Quality Management District

939 Ellis Street, San Francisco, CA 94109

BAAQMD
Administrative Services & Purchasing Procedures

Manual

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Document Purpose

This document offers an overview of the responsibilities and services the Business Office provides at the Bay Area Air Quality Management District. The department is divided into three sections, each with different duties and responsibilities. Below is a breakdown of these sections and their duties.

Administration

- Mail; Shipping and Receiving
- Processing Purchase Orders
- Photocopies and Reproduction Orders
- Purchasing & Distributing Office Supplies
- Subscriptions
- Green Business Development

Fleet Administration

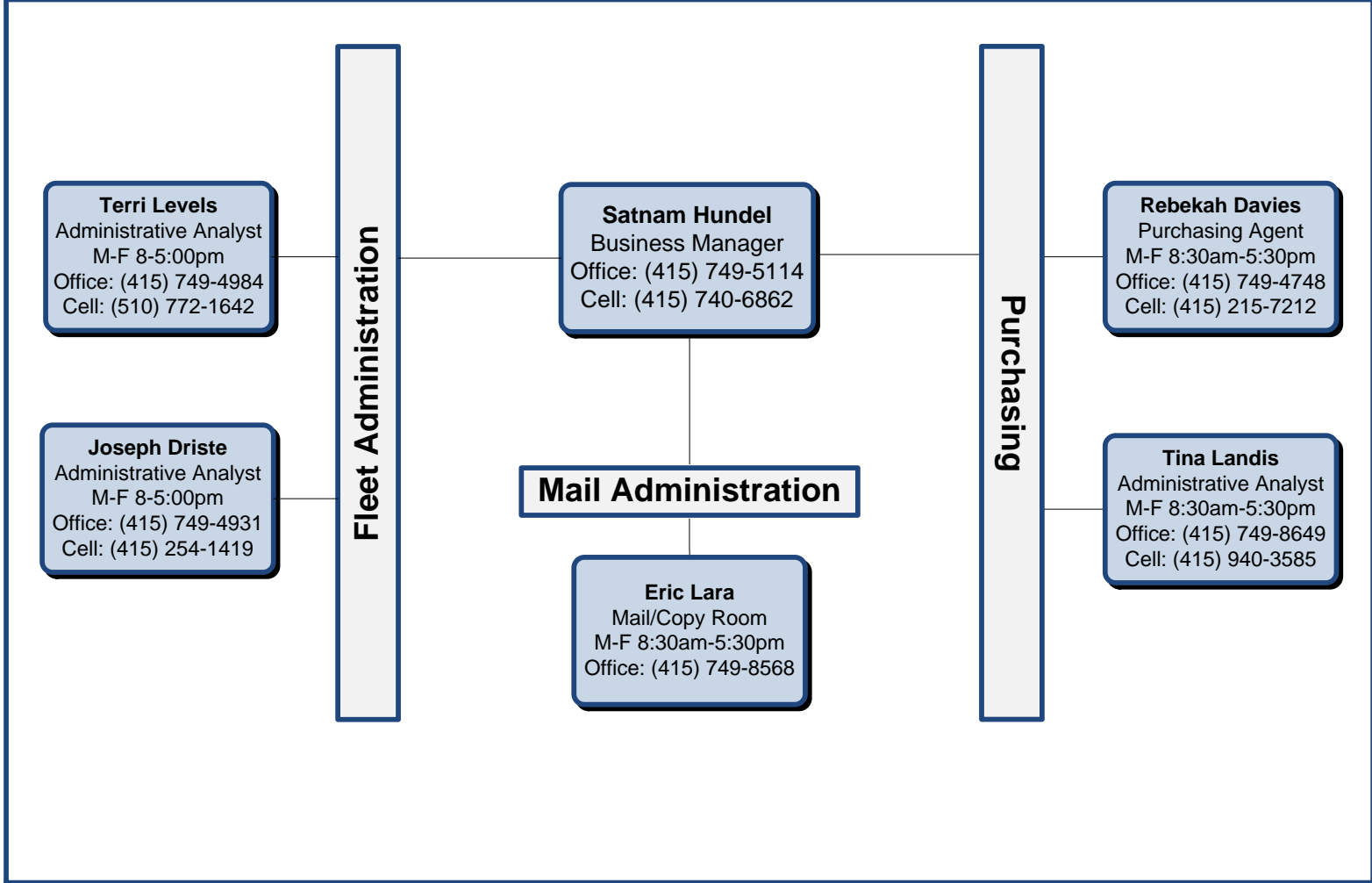
- Fleet Vehicle Supply & Maintenance
- Fleet Management Administration

Purchasing

- Purchase Order Development and Management
- Procurement Oversight
- RFPs and RFQs
- Insurance and Risk Management

On the following page, a layout is provided of the three sections within the Business Office along with staff names and contacts for your convenience.


**BAAQMD
Business Office**




Administration

The Business Office manages a number of clerical and office services for employees at the District. From shipping and receiving to furnishing office supplies, these services are available under the terms listed below. The locations and contact information for these services are also provided. Feel free to contact the staff for further assistance.


Mailroom

Location	Fourth floor near entrance to HR in Administration section (inside of the copy room)
Contact	Eric Lara ext. 8568
	<ul style="list-style-type: none">• For outgoing and internal mail, place in the large metal basket on the table near the back of the mailroom. Outgoing mail will be stamped and sent out. Internal mail will be distributed in the building.• For special outgoing mail, such as certified, please fill out the green slips in the mailroom's desk drawer and add your name to the slip so Alison can return it to you.• For outgoing packages, place on or near Alison's desk with a note requesting the type of service needed (i.e. Overnight, Two Day, Ground).• For all incoming packages (including personal packages), Alison will contact you for pick up.• <u>TO ENSURE SAME DAY MAIL SHIPMENT (USPS, FedEx, or UPS), MAIL MUST BE SUBMITTED TO THE MAILROOM BY 3:00pm.</u>• Mail submitted after 3pm will be shipped out the following business day. For urgent mail & shipments, please contact administrative staff.


Reproduction

Location	Hanging slots outside of fourth floor mail room/copy room.
Contact	Eric Lara ext. 8568
	<ul style="list-style-type: none"> • Fill out the reproduction request slips and place with originals and any examples in the slot outside the mailroom. The next available staff member will handle it. • Requests should be made 2-3 days in advance. • Service Level Agreement: Administration will complete most requests within 48 hours. If your request is more urgent, please fill out the Reproduction Request Slip and directly notify Administrative Staff. • Available special services include color printing and copying; packets with multiple color paper; and binding with paper, cardstock, or clear plastic covers; scanning; and scanning with Optical Character Recognition.

BAAQMD Subscriptions


Location	Fourth floor, mail room/copy room.
Contact	Eric Lara ext. 8568
	<ul style="list-style-type: none"> • Subscriptions are offered for the monthly Asbestos Notification Summary report via email. For anyone who would like to be added to the email list, please email subscriptions@baaqmd.gov. • Other publications can be found on the organization's website under news and advisories. These include Air Pollution Incident Reports, Enforcement Advisories, Rules and Regulations, and BAAQMD Manual of Procedures. www.baaqmd.gov/dst/news_advisories.htm

Stationary and Supplies


Location	Supply room, fourth floor, adjacent to mailroom.
Contact	Rebekah Davies ext. 4602
	<ul style="list-style-type: none"> • In stock supplies can be requested by contacting Rebekah Davies. • Supplies are available for pickup at the 4th floor supply room between 9-11am, Monday through Friday. • After receiving supplies, please email Rebekah with the items taken for inventory purposes.

	<ul style="list-style-type: none"> • In stock supplies include pens, paper, envelopes, paperclips, binders, and folders. • For special needs and orders, send a request to Rebekah at rdavies@baaqmd.gov. Look on the Staples.com, OfficeMaxSolutions.com, or OfficeDepot.com for exact items available to order. Make note of the item number.
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Webcasting and Video Conferencing

Location	Joseph Driste's office, fourth floor.
Contact	Joseph Driste ext. 4986
	<ul style="list-style-type: none"> • Webcasting and video conferencing services are available for Board of Directors Meetings, Committee Meetings, Workshops and Public Participation Plan events. • To schedule webcasting or video conferencing services, contact Joseph Driste as soon as the date of the event to be webcast is set. Our webcasting partner needs a minimum of one week's notice to insure event is properly staffed and to allow for closed captioning.


Green Business Development

Location	Joseph Driste's office, fourth floor.
Contact	Joseph Driste ext. 4986
	<ul style="list-style-type: none"> • It is our goal as an environmental regulatory agency to reduce our environmental impact in our daily work practices. It is, therefore, essential for District employees to promote environmentally mindful activities in the workplace, so please remember to: <ul style="list-style-type: none"> ○ Reduce, Reuse, Recycle. Recycling bins are located on each floor. ○ Create and request scanned electronic documents rather than printed hard-copies; if work-related materials must be printed, be sure to print double-sided. ○ Reduce energy consumption by setting your computer to 'hibernate' mode, or simply turn your computer off and unplug your power cord at the end of each workday. ○ Take advantage of our excellent commuter incentives such as public transit subsidies, biking, or carpooling. Try to avoid driving to work as much as possible. • To offer new ideas in Green Business Development, contact Joseph Driste.


Fleet Administration

The Business Office manages the District's facilities and fleet. For information and/or problems to report, contact information and locations are provided below. Feel free to contact the staff for further assistance.

Fleet Vehicle Use

Location	Terri Level's office, fourth floor
Contact	Terri Levels Ext. 4984
	<ul style="list-style-type: none"> Fleet vehicle use is governed by the Driver and Vehicle Policy referenced below: P:\LIBRARY\PUBLICAT\Administrative Instructions_Policies\Use of District Vehicles.doc

Pool Car Requests

Location	Terri Levels' office, fourth floor
Contact	Terri Levels Ext. 4984
	<ul style="list-style-type: none"> Pool cars can be requested for work-related needs such as off-site meetings. Forms for vehicle requests are available in Terri's office. Fill out the form in advance and drop it on Terri's desk or email tlevels@baaqmd.gov. An envelope will be prepared for the day of your request and it will include the car keys, usage instructions, FasTrak if requested, and a form to complete upon the return of the vehicle. Pool car requests should be submitted 2-3 days in advance when possible. For more urgent or specialized requests, contact Terri before 4:30pm during the week. All pool cars are subject the vehicle policy referenced above.

Vehicle Management Administration

Location	Terri's office, fourth floor.
Contact	Terri Levels Ext. 4984



- Fuel cards, vehicle registration, and FasTrak transponders for fleet cars can be requested by sending an email to Terri Levels.
- For any insurance claims, notify Terri Levels. You will also need to fill out a Driver Accident form: <H:\AdminServ\Vehicle\Accidents>

Purchasing Procedures

The Business Office manages the purchasing processes at the District. Below is a step by step description of the various purchasing procedures. This document does not replace or override the District's *Administrative Code*. Rather, it is intended as a supplement to the *Finance and Administration Procedures Manual*, providing practical guidance to staff members as they execute the purchasing process.

Quick Reference Guide

The Quick Reference Guide table below summarizes purchasing requirements for goods and services in various price ranges. These requirements are discussed in more detail in subsequent sections of this document.

Quick Reference Guide for Purchasing								
Amount	Type of Purchase	RFP / RFQ	Bids	APCO-signed Contract	Insurance	PO	Approval Level	Process Time
\$0 - \$2,500	Goods	N/A	N/A	N/A*	N/A	Required	Program Manager	Same Day
\$0 - \$2,500	Services	N/A	N/A	Required	Required	Required	Program Manager	3 Weeks
\$2,501 - \$10,000	Goods	N/A	3 Verbal	N/A*	N/A	Required	Division Director	Same Day
\$2,501 - \$10,000	Services	N/A	3 Verbal	Required	Required	Required	Division Director	3 Weeks
\$10,001 - \$30,000	Goods	N/A	3 Written	N/A*	N/A	Required	DAPCO	1 Week
\$10,001 - \$30,000	Services	N/A	3 Written	Required	Required	Required	DAPCO	3 Weeks
\$30,001 - \$70,000	Goods	N/A	3 Written	N/A*	N/A	Required	APCO	2 Weeks
\$30,001 - \$70,000	Services	Required	N/A	Required	Required	Required	APCO	6 Weeks
\$70,001 Plus	Goods	Required	N/A	N/A*	N/A	Required	APCO with Board	6 Weeks
\$70,001 Plus	Services	Required	N/A	Required	Required	Required	APCO with Board	6 Weeks

Notes:

- Any purchase over \$70,000 needs Board approval.
- Any purchase of goods/services that requires insurance cannot be completed without a contract.
- Auto insurance, commercial liability and workers comp insurance are required for any services or installation of goods on District property with the policy naming BAAQMD as Certificate Holder.
- *APCO signature is required for purchases of goods (\$30,001-\$70,000) when vendor requests District signature.

N/A = Not applicable.

For special exceptions or assistance, please contact the Business Office.

Definitions of Terms Used in this Purchasing Guide

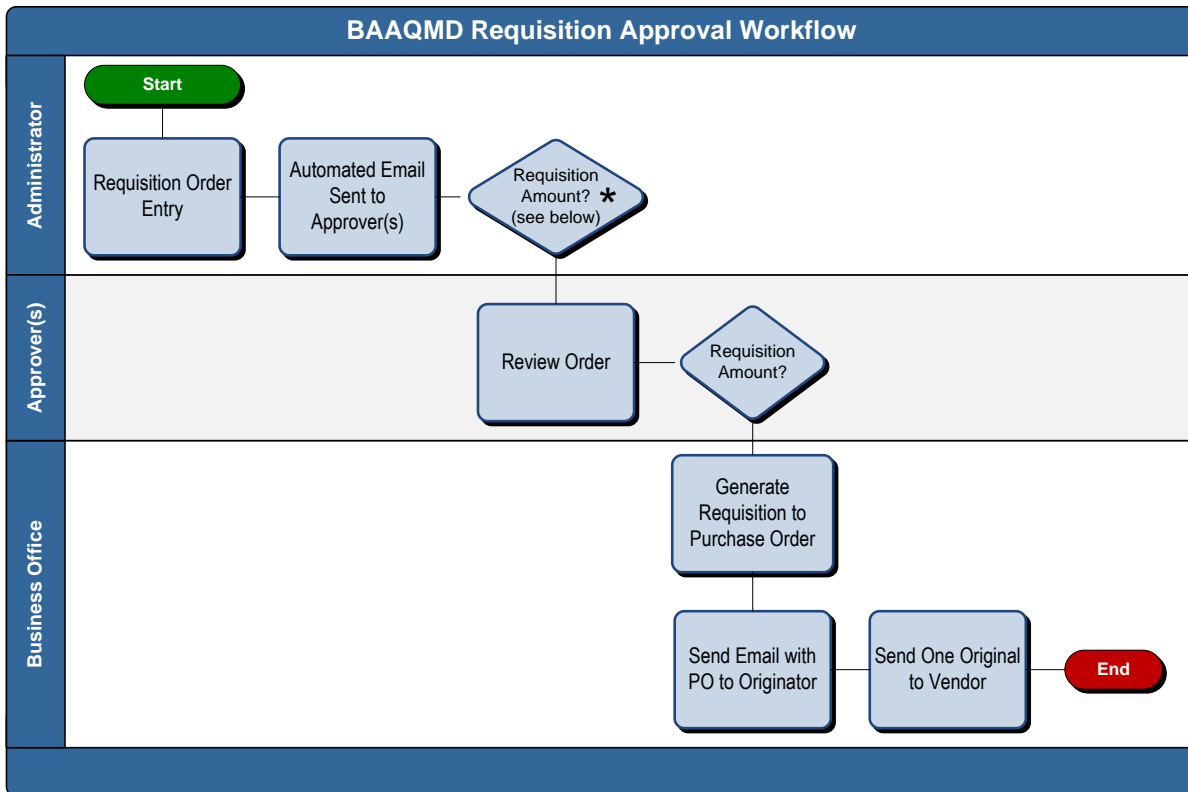
Administrator	The person who initiates, manages, dispenses and/or administers the Requisition.
APCO	Air Pollution Control Officer
Best Value	In general, the District awards contracts to vendors based on the lowest responsible bid. However, on other occasions it is possible to choose a vendor who offers the “best value” to the District. This means the best price for the District based on all factors, including, but not limited to: a) cost; b) the ability, capacity and skill of the vendor to perform the goods/services as required; c) the ability of the supplier to provide the goods/services in a timely manner; d) the character, reputation, experience and efficiency of the vendor in providing needed goods/services; and e) the ability of the vendor to provide future maintenance, repair, and services for use in the good/services provided by the vendor.
Contract	A securing business agreement that mitigates risk and liability, ensuring delivery of products and services. A contract facilitates business between vendors and the District, clarifying transactions terms and ensuring that the District only pays for those goods and services in accordance with the service terms. All purchases of services require a written contract
Blanket Purchase Order	A “Blanket PO” is used for ongoing routine acquisition from a single vendor, for either goods or services, to expedite the purchases. Blanket orders are usually set up at the beginning of the fiscal year for a pre-determined amount of money and usually for the full fiscal year or remaining fiscal year depending on when the request was made. See the business manager for more guidance.
DAPCO	Deputy Air Pollution Control Officer
Formal Bids	Formal bids are for purchases that amount to more than \$30,000 and require utilization of the RFP/RFQ process. A formal bid is more costly to the District and is more time consuming, so this process is generally used when the benefit to the District exceeds the cost of preparing the formal bid. Consult the Business Office for additional help on a case by case basis.
Informal Bids	Informal bids do not require an RFP/RFQ. An informal bid is used when the purchase for goods and services are under \$30,000. Consult the Business Office for additional help on a case by case basis.
JDE	J.D. Edwards, the District’s purchasing software.
Low Cost Goods	“Low cost goods” are generally those that cost less than \$2,500. No formal procedure is required for low cost goods other than a purchase order (PO).

Master Services Contracts	These are used when the District contracts with a vendor to perform a variety of tasks that cannot be fully described at the time of contracting, and may be subject to different labor rates, depending upon the nature of the tasks. See Master Services Contracts section for more information.
OR (Order Requisition)	A number given through the J.D. Edwards program to each requested requisition. The number is used to track the requisition before it is generated into a Purchase Order.
PO (Purchase Order)	Written authorization from the Business Office for a supplier to ship products or provide service at a specified price. A purchase order references the program and account being charged, indicates that management and/or the Board has approved the purchase, proves that the funds are available, and serves as authorization for the vendor to ship the product or provide the service. A purchase order number should appear on all vendor invoices.
RFP (Request for Proposals)	A document prepared to solicit bids from vendors, generally used when contracting services. An RFP is required for all purchases in excess of \$30,000, unless waived by the Business Office.
RFQ (Request for Quotes)	A document prepared to solicit bids from vendors, generally used when buying goods. An RFQ is required for all purchases in excess of \$30,000, unless waived by the Business Office.
Scope of Work (SOW)	A detailed description of what you are requesting the vendor to provide, the date to be provided, and any other terms you want to include in the agreement (e.g., a list of the Contractor's employees you want to perform the work). See Attachment B for additional details.
Verbal Bids	Verbal bids are usually obtained over the telephone, or in person.
Written Bids	In this context "written bids" refers to documented bids not obtained through the formal RFP process.

Basic Purchase

The basic method of purchasing should only be used when an RFP, RFQ, or Contract is not required, and applies only to goods to be purchased, not services or consultants.

All requisitions, either basic or formal, require approval from various levels of management. Below, a chart illustrates the approval process for requisitions of all sizes.

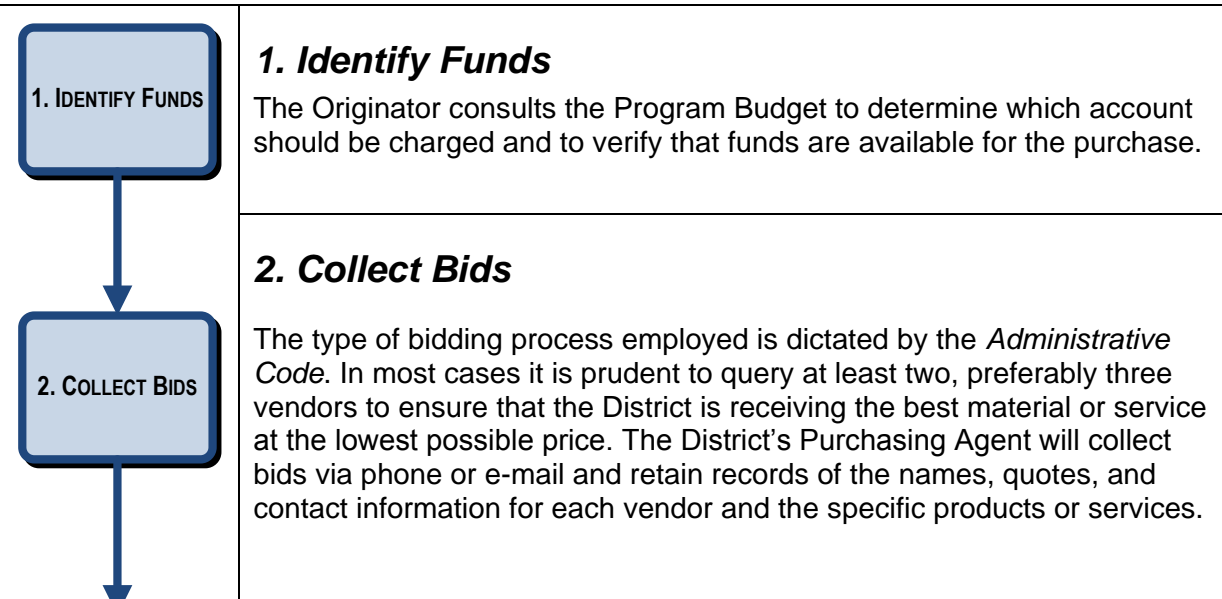


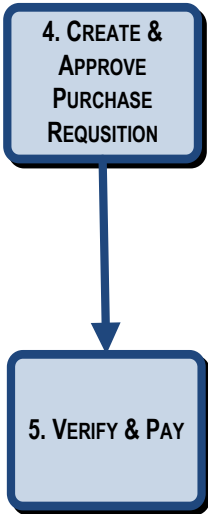
* Requisition Approval Levels
Program Managers: \$0-2500
Directors: \$2501-\$10,000
DAPCO: \$10,001-\$30,000
Executive Officer: \$30,001-\$70,000
Executive Officer with Board Approval: Over \$70,000

Purchase with a Contract

This method of purchasing must be used when purchasing *goods* costing greater than \$30,000, along with *all* on-site services of any cost. Contact the Administrative Analyst in the Business Office for additional contract assistance. All contract preparation forms and guidelines listed below can be found on the VO at:

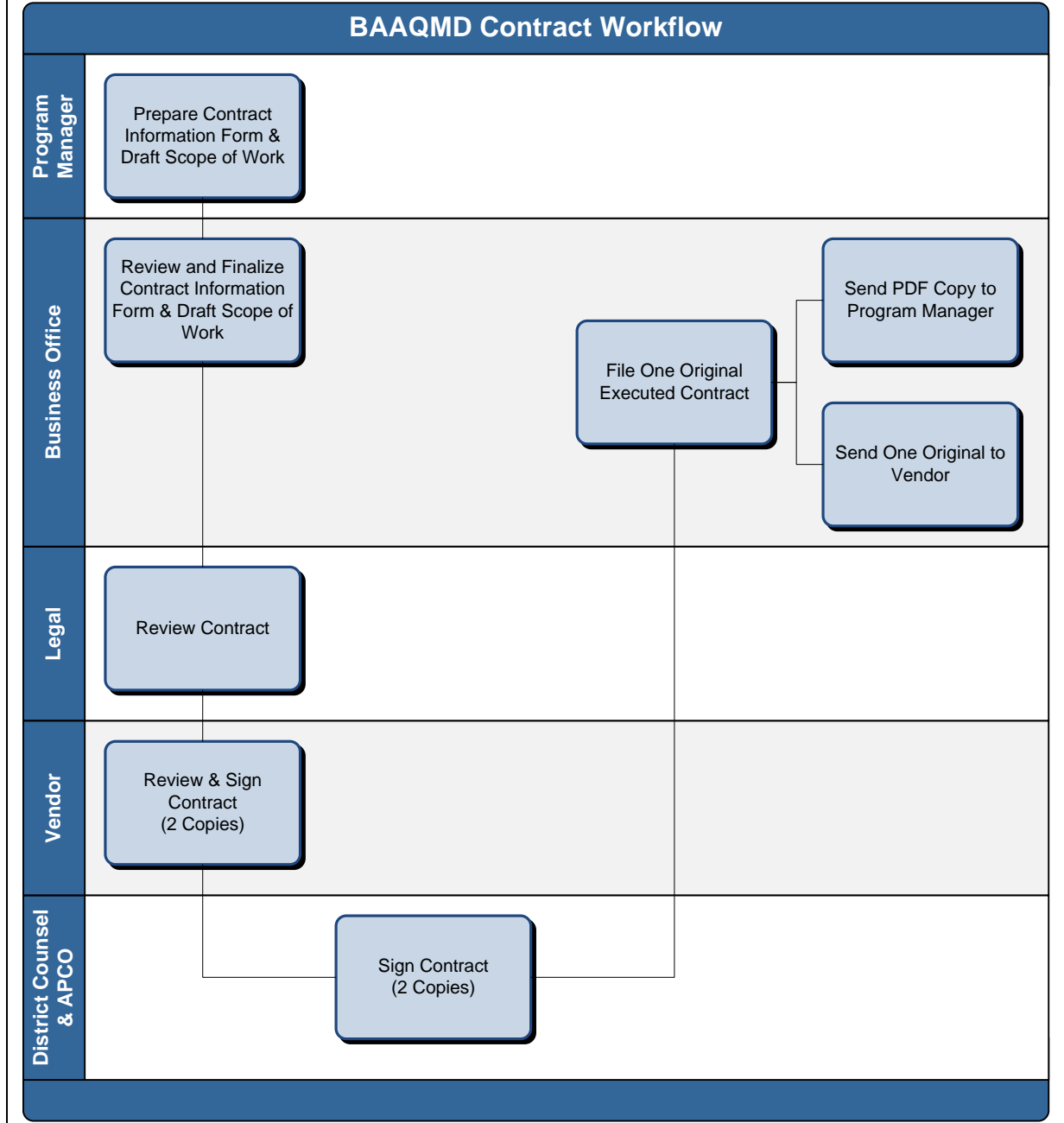
<http://vo/businessoffice/Contract%20Templates%20and%20Forms/Forms/AllItems.aspx>

**3. REQUEST A CONTRACT**

	<p>3. Request a Contract</p> <p>To request a contract, please e-mail the following to Tina Landis at tlandis@baaqmd.gov.</p> <ol style="list-style-type: none"> 1) A completed Contract Information Form. A blank Contract Information Form can be found on the VO (location above). 2) A Scope of Work (SOW), or detailed description of what you are requesting the vendor to provide, the date to be provided, and any other terms you want to include in the agreement (e.g., a list of the Contractor's employees you want to perform the work). <ul style="list-style-type: none"> • It is often helpful to have the vendor write the SOW. • A quote may serve as an SOW, if it supplies enough details. Ask the Administrative Analyst. • Guidelines for writing an SOW can be found on the VO (location above) 3) A Cost Schedule, providing a detailed description on how the money will be managed. It should include the method of billing (hourly or fixed-cost) and the payment schedule. 4) Complete and print out the Method of Purchasing Verification form. A blank Method of Purchase Verification form can be found on the VO (location above). Procure the appropriate signatures, and send this to the Administrative Analyst via inter-office mail. <p>The Administrative Analyst prepares the contract based on the information the originator provides and tracks each contract as it moves through the approval process. All contracts require District Counsel and APCO approval. Program Managers <u>cannot</u> sign contracts on behalf of the District.</p>
 <p>4. CREATE & APPROVE PURCHASE REQUISITION</p> <p>5. VERIFY & PAY</p>	<p>4. Create & Approve Purchase Requisition</p> <p>The Originator creates the Purchase Requisition in JDE, indicating the Contract Number in one of the Description fields. The requisition is automatically routed to the section Manager and/or Division Director and/or DAPCO and/or Executive Officer for approval. When the requisition is approved, the originator of the requisition will receive the Purchase Order number and should then send a copy of the PO to the vendor. Creation of a PO does not automatically result in issuance of payment to the vendor.</p> <p>5. Verify & Pay</p> <p>When invoiced by the vendor, the originator verifies that the PO number is on the invoice or records the PO number on the invoice. The responsible manager signs the invoice to verify receipt of the goods or services, or to authorize pre-payment. The signed invoice is sent to the Accounts Payable Office, which issues a check to the vendor.</p>

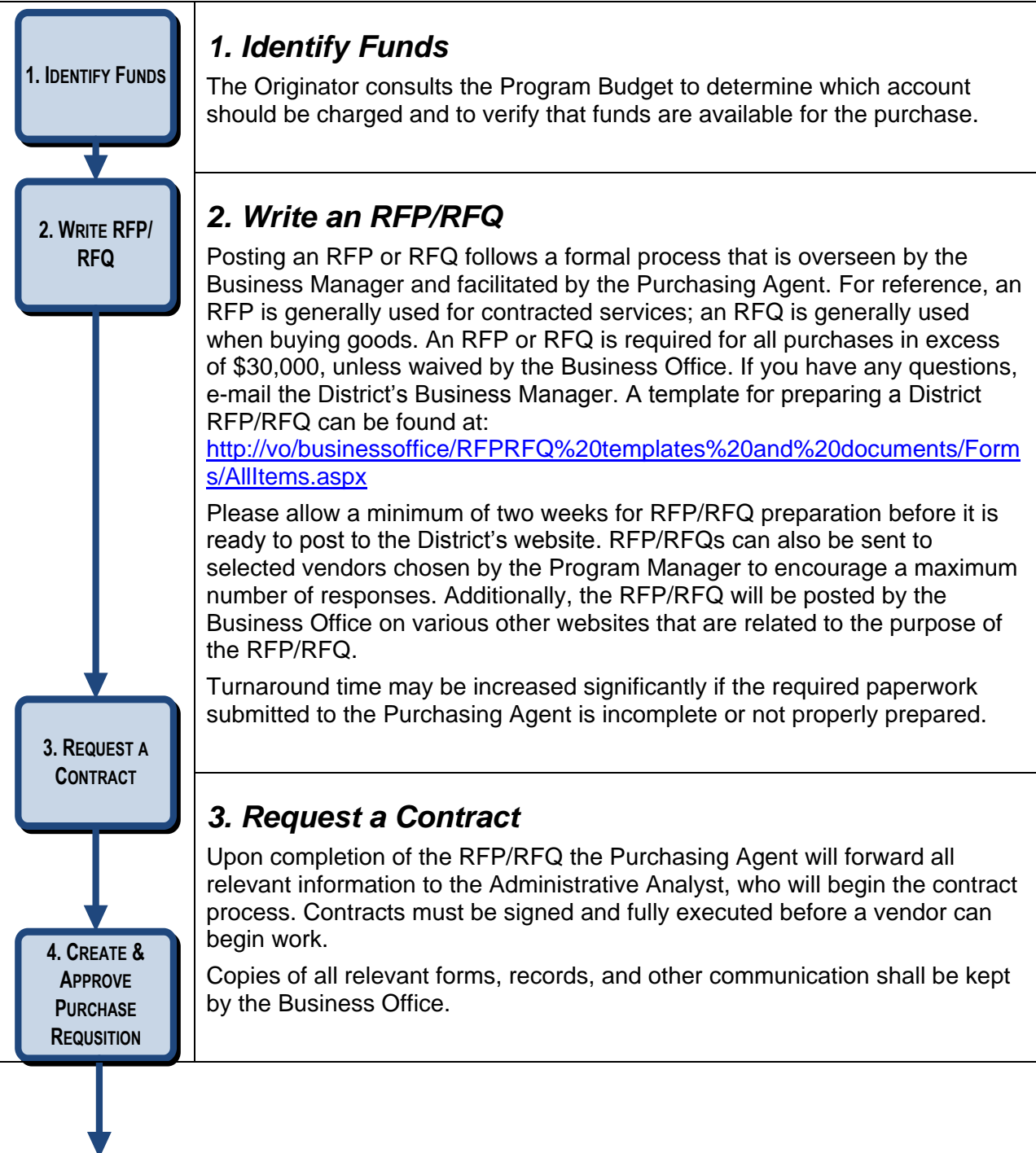
Contract Work Flow Diagram


This flow chart illustrates the work flow for a purchase using a contract.



Purchase with an RFP/RFQ

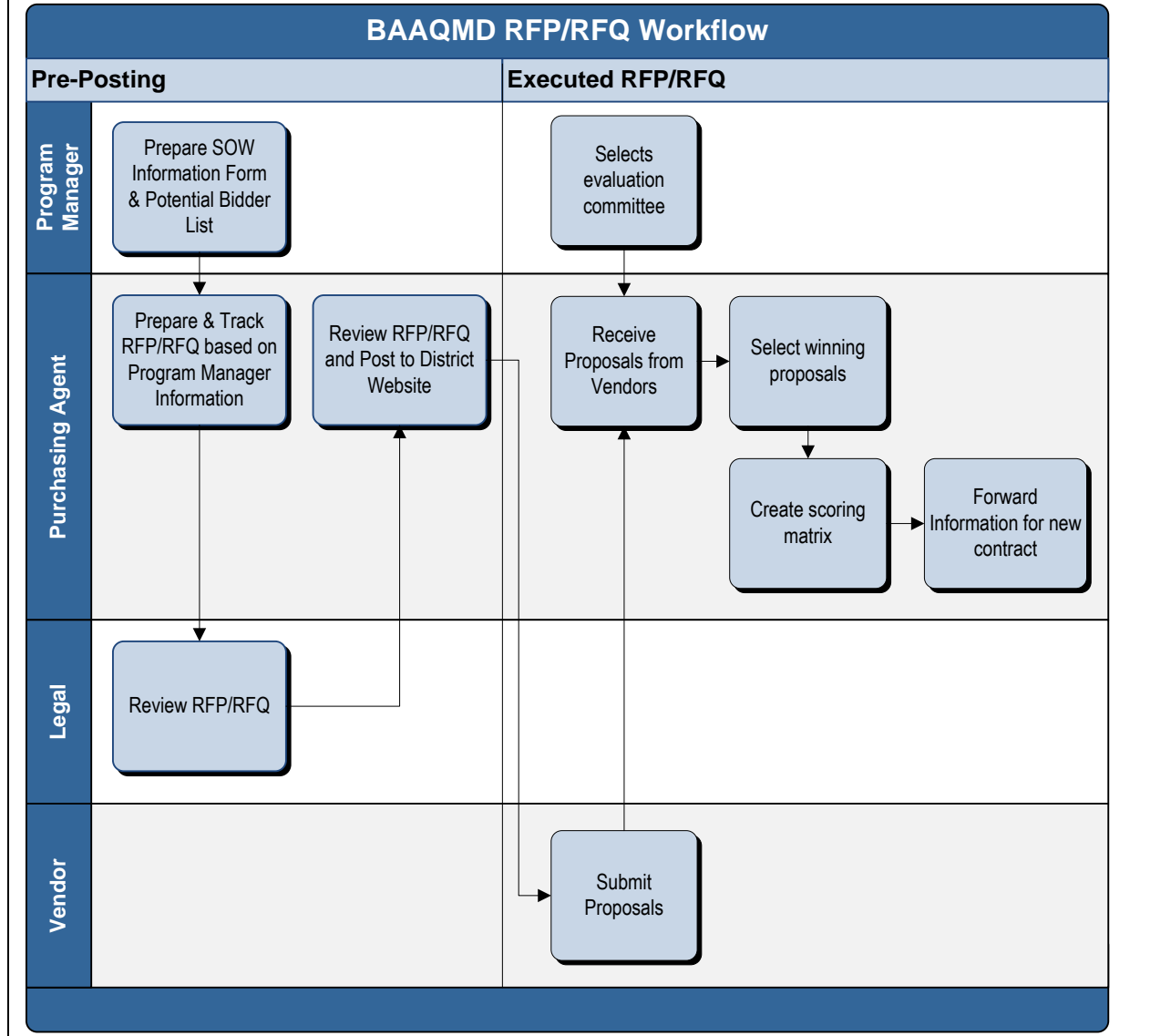
Requests for Proposal (RFP) and Requests for Quote (RFQ) should be used to solicit bids from vendors for goods and/or services above \$30,000.



<div data-bbox="212 264 412 428" style="border: 2px solid blue; border-radius: 10px; padding: 5px; text-align: center;"> <p>4. CREATE & APPROVE PURCHASE REQUISITION</p> </div> <div data-bbox="298 428 331 611" style="text-align: center;">  </div> <div data-bbox="212 611 412 774" style="border: 2px solid blue; border-radius: 10px; padding: 5px; text-align: center;"> <p>5. VERIFY & PAY</p> </div>	<p>4. Create & Approve Purchase Requisition</p> <p>The Originator creates the Purchase Requisition in JDE, indicating the Contract Number in one of the Description fields. The Requisition is automatically routed to the section Manager and/or Division Director and/or DAPCO and/or Executive Officer for approval.</p> <p>When the Requisition is approved, the Originator will receive the resulting Purchase Order number, and should send a copy of the Purchase Order to the Vendor. Creation of a PO does not automatically result in issuance of payment to the Vendor.</p>
	<p>5. Verify & Pay</p> <p>When invoiced by the Vendor, the Originator verifies that the PO number is on the Invoice or records the PO number on the invoice. The responsible Manager signs the invoice to verify receipt of the goods or services, or to authorize pre-payment. The signed invoice is sent to Accounts Payable, which issues a check to the Vendor.</p>

RFP/RFQ Work Flow Diagram

This flow chart illustrates the work flow for a purchase using the RFP/RFQ process.



Vendor Payment Process

The accounts payable staff process invoices daily. They print and mail checks **every Tuesday and Thursday**. Invoices must be submitted at least 10 business days before the due date.

It is the responsibility of the Program Manager to submit invoices to Accounts Payable in a timely manner. Invoices that are submitted late to Accounts Payable may incur late fees that will be charged to your program.



PRE-PAYMENT

Pre-Payment

For pre-payment, the originator must submit a written request with details to the Finance Manager at least 10 business days before the due date.

1. Inform vendor that an invoice with the PO # will need to be submitted to the District before payment can be made.
2. Review your invoice against the corresponding PO (and contract if applicable).
3. Make sure that the PO # is clearly written on the invoice.
4. Sign the invoice.
5. Scan the invoice or make a copy for your records.
6. Forward the invoice to the Accounts Payable department.

Invoices without the correct approval and the corresponding PO number will not be paid.

Prepayments maybe made only in limited circumstances, such as conference registrations and the like.