

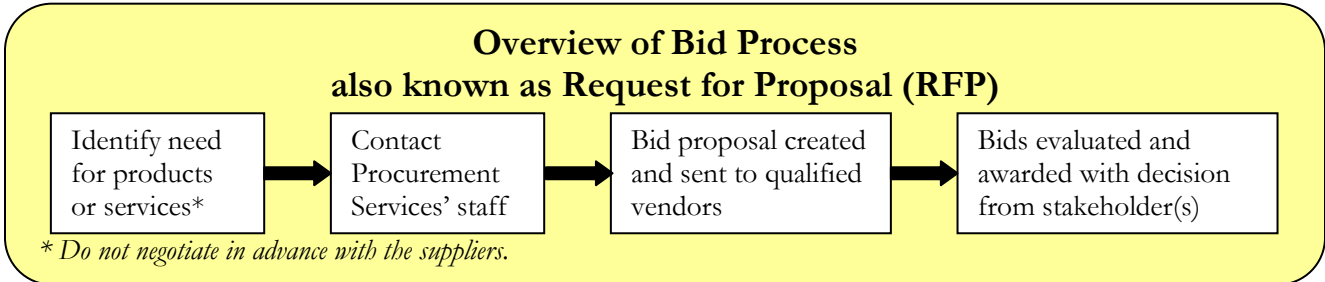
Management		
Rob Kelly, C.P.M., CPIM <i>Director, Procurement Services</i>	631-0979 rkelly1@nd.edu	Overall responsibility for Procurement Services, strategic development, policy and procedure, planning and business execution
Strategic Sourcing		
Team	Phone / Email	Area of Help
Nancy Fulcher, C.P.M. <i>Manager, Strategic Sourcing</i>	631-4369 nfulcher@nd.edu	Leads a team of Procurement Specialists and Buying Assistants. Responsible for strategic sourcing, commodity management, cost control, transaction facilitation, environmental procurement
Daniel Brewer, C.P.M. <i>Procurement Specialist</i>	631-9510 dbrewer@nd.edu	Information Technology Hardware & Software, Audio/Video Equipment, Telecom & Network Equipment, IT Services
Kara Finch <i>Procurement Specialist</i>	631-0947 kfinch@nd.edu	Science & Engineering: Lab/Scientific & Medical Equipment, Lab/Scientific Supplies
Javier Hernandez <i>Procurement Specialist</i>	631-8216 jhernan5@nd.edu	Printing, Copiers/Office Machines, Information Technology Hardware & Software, Advertising, Art, Photographic, Duplicating Services, Temporary Services
Tom Rogers, C.P.M. <i>Procurement Specialist</i>	631-4368 trogers@nd.edu	Facilities, Landscape, Maintenance, Repair & Operations, Furniture, Theater, Athletics, Food Services, Transportation, Travel
Toni Schurrer <i>Procurement Agent</i>	631-5259 tschurre@nd.edu	Support for bidding activities, program management, and processing orders
Eileen A. Miller <i>Buying Assistant</i>	631-2834 emiller2@nd.edu	Science & Engineering: Lab/Scientific & Medical Equipment, Lab/Scientific Supplies
Luci Spaulding <i>Buying Assistant</i>	631-2832 lspauld1@nd.edu	Facilities, Landscape, Maintenance, Repair & Operations
Contract Management		
Open position <i>Manager, Contracts</i>	631-4289	Leads the contract administration for transactions and bids. Also responsible for transactional compliance. Liaison to Office of General Counsel
Lori Kish <i>Contracts Administrator</i>	631-0370 lkish@nd.edu	Contracts administration and support
Procurement Systems		
Vaibhav Agarwal <i>Director, Procurement Systems</i>	631-0946 vagarwal@nd.edu	Leads the buyND e-Procurement and e-Sourcing initiative, business intelligence and reporting, communications, and supplier diversity
Diane Kennedy <i>Procurement Systems Specialist</i>	631-0469 dkenned1@nd.edu	buyND Training, support and operations, data analysis and reporting
<i>Open Position</i>	631-4289	Help Desk, buyND e-Procurement support and operations, vendor setup

Buying Channels		
buyND e-Procurement	Procard	Check Requisition
<ul style="list-style-type: none"> • Online system for requisitions and purchase orders • Access to contract pricing through enabled catalogs • Requisition tracking capabilities • Efficient workflow process and online approvals 	<ul style="list-style-type: none"> • Used for small dollar (<\$1500), one-time purchases • Should not be used to circumvent the University's strategic vendor relationships • For more information, visit controller.nd.edu/procard 	<ul style="list-style-type: none"> • Used only for special services and purchases • Should not be used to circumvent the University's strategic vendor relationships

Note: All transactions regardless of the buying channel are subject to the University's Bidding Guidelines. Any purchase transaction may be reviewed by the University's internal, external, or federal (for grant purchases) auditors for compliance.

University Bidding Guidelines		
Orders Totaling	Responsibility	Formal Bidding Procedure
Up to \$4,999	Departmental or Procurement Services	Recommended that written or verbal quotations be obtained from several sources
\$5,000 - \$24,999	Departmental or Procurement Services	Three written quotations must be obtained, either by the department or Procurement Services
\$25,000 & Over	Procurement Services	Procurement Services and the department will initiate the bidding process (unless there is sufficient sole source justification)

Things you need to know about...



Contracts

- Only University officers or those appointed by the President may sign a contract or agreement
- Contract is required for:
 - Any purchase of goods over \$25,000
 - Any maintenance agreements – no dollar threshold
- An Insurance Requirements and Indemnification Agreement, along with a Certificate of Insurance, is required for any vendor's representative visiting campus to repair, service, or install equipment
- All software agreements require review by General Counsel (and OIT, if applicable)

buyND

- Get access:
 1. Sign-up for the training class at endeavor.nd.edu
 2. Contact your Budget Administrator for workflow and Finance Data Access (visit buy.nd.edu/buynd/training/signup.html)
- Visit buy.nd.edu/buynd – for help resources and quick reference guides to buyND system

Forms

- **Vendor Selection Form** – required to document purchases over \$5,000 per bidding guidelines or sole source justification. Available online at buy.nd.edu/buying_help

Need help? Email us at buy@nd.edu or call the Procurement Help Desk at 631-4BUY (4289)