Statewide Best Practices

Increased Delegated Purchase Authority Qualification Initiative

Hosted by: Department of Administration

Office of Accounts and Reports

Office of Procurement and Contracts

Housekeeping Reminders

- **Mute Teams line** and turn off cameras.
- Please provide questions in the chat – questions may be answered directly in the chat or as time allows.
- Questions and Answers will be drafted as a follow-up resource.
- Today's workshop will be recorded and links will be available to agencies and attendees.

Agenda

- Welcome/Vision/Scope of Today's Session
- Increased Delegated Purchasing Authority (IDPA) & Error Rate Overview
- Requisition/Accounts Payable Workflow & Roles
- Kansas Prompt Payment Act
- Encumbrances & Fiscal Year Determination
- Procurement & Contracts
- Accounting Reminders
- Resources & Contacts

Agency IDPA Qualification Requirements

Level of Increased Delegated Purchasing Authority	Qualifying Audit Error Rate (# errors/total # vouchers reviewed for evaluation period)	Number of Documents of Resolution during evaluation period	Number of Issue Papers during evaluation period
$10,000	5% - 9%	Less than 3	# of issue papers is reviewed
$20,000	3% - 4%	Less than 3	# of issue papers is reviewed
$25,000	0% - 2%	Less than 3	# of issue papers is reviewed

Key agency benefits include:

- Increased spend authority
- Reduction in Prior Authorizations
- Reduction in Bid Events

Detailed information regarding the IDPA initiative and specific agency audit error rates and detailed errors were provided to agency leadership (agency head/CFO/Chief Procurement Officer) in late October.

Standard Delegated Purchasing Authority Chart up to $5,000.00

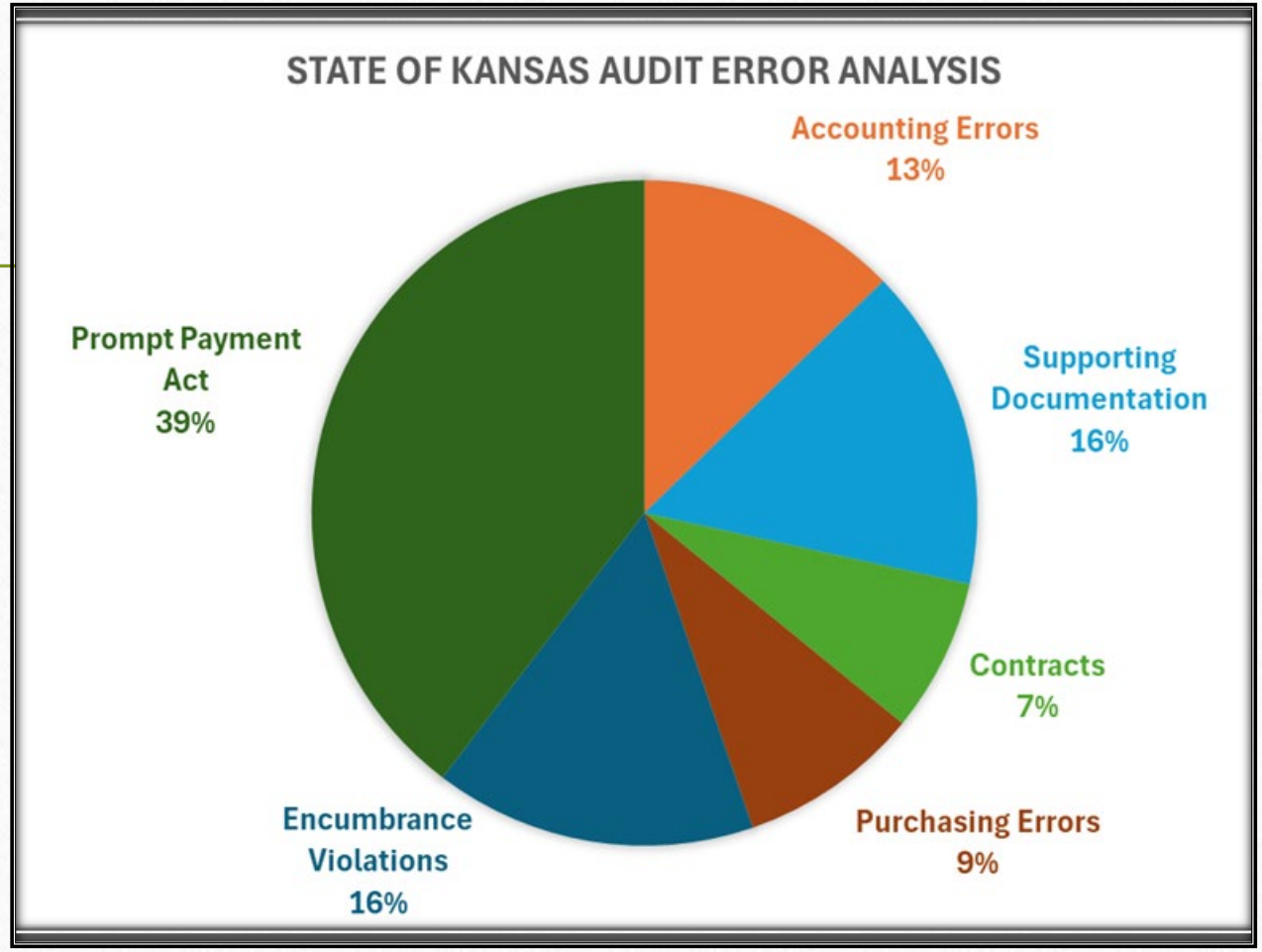
Estimated Annual Expenditure for Goods/Services	Procurement Authority (Agency or OPC)	Is a Requisition Required?	Is a Prior Authorization (PA) Required?	Is a Purchase Order (PO) Required?	Is Bidding Required?	Is a Bid Solicitation Required?
$0 to $4,999.99	Agency	Yes	No	Yes	No	None are required, but informal or formal bids may be obtained.
$5,000.00 to $9,999.99	OPC	Yes	Yes	Yes	Yes	formal
$10,000.00 to $19,999.99	OPC	Yes	Yes	Yes	Yes	formal
$20,000.00 to $24,999.99	OPC	Yes	Yes	Yes	Yes	formal
$25,000.00 to $100,000.00+	OPC	Yes	Yes	Yes	Yes	$25,000.00 to $99,999.99 Formal $100.000.00+ Formal

Increased Delegated Purchasing Authority (IDPA) Chart up to $10,000.00

Estimated Annual Expenditure for Goods/Services per Supplier Based on IDPA Amount	Procurement Authority (Agency or OPC)	Is a Requisition Required?	Is a Prior Authorization (PA) Required?	Is a Purchase Order (PO) Required?	Is Bidding Required?	Is a Bid Solicitation Required?
$0 to $4,999.99	Agency	Yes	No	Yes	No	None are required
$5,000.00 to $9,999.99	Agency	Yes	No	Yes	Yes	None are required
$10,000.00 to $19,999.99	OPC	Yes	Yes	Yes	Yes	Formal
$20,000.00 to $24,999.99	OPC	Yes	Yes	Yes	Yes	Formal
$25,000 to $100,000+	OPC	Yes	Yes	Yes	Yes	• $25,000 - $99,999.99: Formal • $100,000+ : Formal

4 C's to Success

- **Culture:** Every person in the requisition to payment process accepts responsibility to ensure accuracy – attention to detail is important!
- **Controls:** Identify and assign key responsibilities/back-ups/approvers
- **Compliance:** Utilize existing resources to ensure staff have knowledge and training required to execute their responsibilities
- **Communication:** Utilize a collaborative approach to resolve questions/issues



Requisition Workflow

Good/Service Need is Identified

Field office or agency staff identify a need for goods/services to be ordered and verify funding is available.

Appropriate staff may be required to identify if a statewide/agency contract exists, should be created, or if a prior authorization is needed.

Supplier spend exceeding agency delegated spend authority requires an approved statewide/agency contract or prior authorization

Requisition is entered into SMART

Identify the appropriate purchase authority:

Statewide or Agency Contract

Prior Authorization (PA)

Funding is recorded in SMART

Attach the necessary supporting documentation:

Quotes

Task Orders

Multi-Year IT Payment Documents

PA Documentation

Requisition sources to a Purchase Order

Requisition receives necessary agency and/or OPC approvals and can be sourced to a Purchase Order (PO).

PO Buyer: Confirm the expenditure account code is correct.

Account code changes at the PO level before vouchers are sourced ensure all subsequent vouchers are coded correctly.

Good/Service is ordered

Accounts Payable Workflow

Good/Service and Invoice are Received

Agency receives goods/services and fully accepts them.

Agency staff receiving the invoice must verify that the invoice is correct and supports the payment and is supported by quotes and/or contract pricing specifications.

Invoice may be forwarded to the fiscal office for processing.

Payment is created in SMART

Agency accountant or delegated staff create the payment in SMART.

Agency must ensure appropriate documents are attached in SMART, including the invoice and any other document that supports the payment.

Voucher must include the appropriate expenditure account code on **all** invoice lines. The account code will pull from the PO, if attached.

Agency Pre-Audit and Agency Approval

Agency approver must pre-audit all payments to ensure that the payment is complete, correct, and includes all required elements.

If payment exceeds delegated authority, it will be pre-audited by Dept. of Admin.

Payment is released to Supplier

Kansas Prompt Payment Act

KSA 75-6401 *et seq.*

Prompt Payment Act

- Policy Manual 3,102 *Kansas Prompt Payment Act*
- Payments must be made to suppliers on or before the 30th calendar day after:
  - The receipt of good or services, or,
  - The receipt of the invoice by the *agency*
- Note: the invoice receipt date or goods/services receipt date MUST be included on the invoice or supporting documents in SMART.
- Agency may be subject to interest penalties if payments are made outside of prompt payment requirements

Prompt Payment Act

- The Prompt Payment Act does not apply to goods or services provided by another state agency.
- **HOWEVER, agencies must reciprocate interfund transactions within 30 days of interfund initiation in SMART.**
- See PM 11,969 *State Agency to Agency Transactions* for more detail.

Prompt Payment Act - Example

- A payment for Dell Marketing was agency approved on 12/29/2023. The voucher included an invoice with a date of 6/10/2023.
- If goods were not yet received:
  - An updated invoice could be requested from the supplier
  - Packing/Shipping receipts could be attached to the voucher in SMART
- If the invoice was not yet received by the agency:
  - An updated invoice could be requested from the supplier
  - A date/time stamp may be considered to show agency receipt

Prompt Payment Act - Example

- A payment to a software supplier was presented to Audit on 01/03/2024. The attached invoice was dated 11/1/2023 for September 2023 service. The invoice is stamped received on 11/20/2023.
- If there is issue or dispute with the service:
  - An updated invoice could be requested from the supplier
  - Agency should attach supporting information to the voucher in SMART.

Prompt Payment Act - Example

- A payment to P1 Construction was presented on 6/18/2024 for preventative maintenance at various agency locations. The invoice was dated 12/29/23 and included work dates from October and November 2023.
- If the service was not complete or acceptable:
  - An updated invoice should be requested from the supplier with corrected dates
  - Additional information should be provided
- If the invoice was not yet received by the agency:
  - An updated invoice could be requested from the supplier
  - A date/time stamp may be considered to show agency receipt

Prompt Payment Act – Best Practices

Training	Train **all** staff on the requirements of the Prompt Payment Act.
Policy	Develop written internal agency policy and procedures for invoice receipt/review/approval expectations.
Streamline	Streamline payment approval using DocuSign or similar program. Establish centralized mailboxes to avoid unmonitored emails. Confirm backup duties are assigned for absences.
Document	Work with supplier to receive adequate invoices with correct dates. Provide supporting documentation with invoice if received after invoice date. Date/time stamp invoice when received by agency.

Encumbrances and Fiscal Year Determination

Policy Manual 10,300 *Statewide Encumbrance Policy*

Policy Manual 14,002 *Fiscal Year Closing Including Fiscal Year Determination*

Encumbrances and Fiscal Year Determination

Encumbrance: Reserves funds to pay obligations created in this fiscal year by the agency.

Encumbrances are created in SMART by:

- Purchase Orders
- Travel Authorizations
- GL Journal Encumbrances

Fiscal Year Determination: Requires expenditures to be matched to the appropriate budget year.

Encumbrances

- Obligations must be encumbered no later than the service date or the order date.
- If the service or order date occur before the requisition is entered into SMART, an audit finding will be recorded.
- Note: Agencies are allowed sufficient time to enter encumbrances in the new fiscal year for goods/services needed.

Encumbrances

Obligations are required to be encumbered regardless of whether the item is over or under delegated purchase authority, is on or off statewide/agency contracts, does or does not require a prior authorization.

Obligations required to be encumbered:	
Goods and Commodities	Capital Outlay
Services and Maintenance	Vehicles
Equipment, Land, and Building Rentals	Construction

Encumbrances

Other obligations required to be encumbered:

- Credit card purchases – when using statewide/agency contracts or when a prior authorization is required or as required for fiscal year end reporting
- Certain travel authorizations paid through the Travel and Expenses module:
  - Out of state and international travel events
  - Travel events that will not be reimbursed to the employee prior to the fiscal year end cutoff date in SMART

Encumbrances

Some obligations **not** required to be encumbered:

- Monthly or periodically billed utilities
  - Note: payments for work related to utility infrastructure must be encumbered
- Procurement Card (P-Card) purchases when a statewide/agency contract is not used or when a prior authorization is not required

Encumbrances

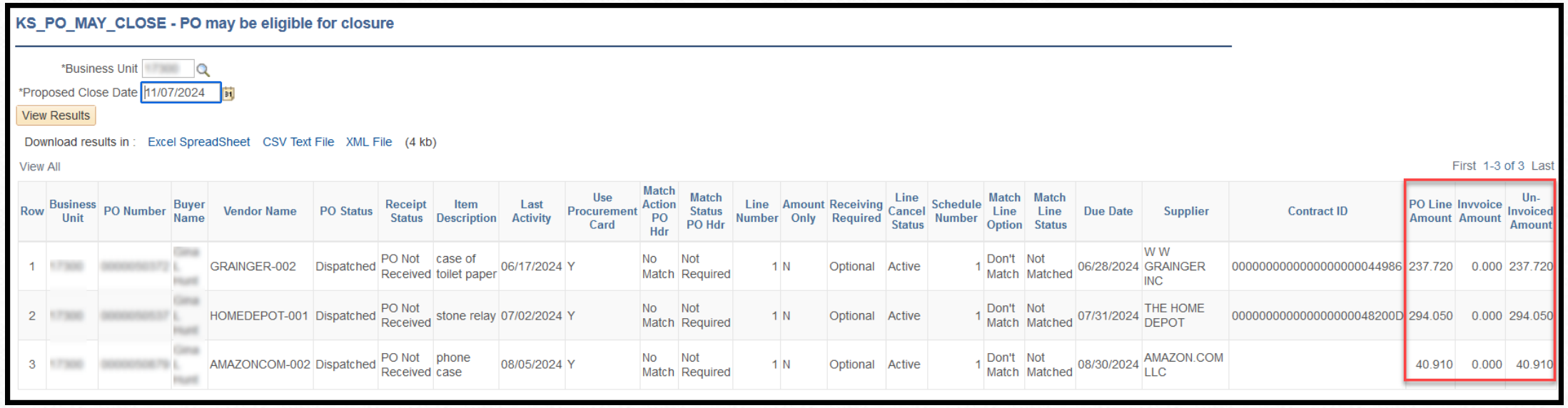
- Agencies must review unliquidated encumbrances to determine if all obligations/invoices have been met/paid.
- Encumbrances more than three years old must be closed unless a GL_017A *Open Encumbrance Extension Justification Request* has been completed by the agency and approved by the Division of Budget. The completed and approved form must be filed with OAR.
  - Encumbrances that remain open without authority are at risk of being automatically closed.

Encumbrances – Best Practices

- Recurring and annual obligations may be set up as one encumbrance with recurring payments made against it.
- Regularly review encumbrances throughout the fiscal year to ensure proper balances are available.
  - Review encumbrance balances monthly.
  - Follow the appropriate process to increase the encumbrances when necessary. Be mindful of encumbrance increases that require increased purchase authority (i.e. revised prior authorization).

Encumbrances Reporting/Month End Checklist

KS_PO_MAY_CLOSE



KS_PO_MAY_CLOSE - PO may be eligible for closure

*Business Unit

*Proposed Close Date 11/07/2024

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (4 kb)

View All First 1-3 of 3 Last

Row	Business Unit	PO Number	Buyer Name	Vendor Name	PO Status	Receipt Status	Item Description	Last Activity	Use Procurement Card	Match Action PO Hdr	Match Status PO Hdr	Line Number	Amount Only	Receiving Required	Line Cancel Status	Schedule Number	Match Line Option	Match Line Status	Due Date	Supplier	Contract ID	PO Line Amount	Invvoice Amount	Un-Invoiced Amount
1				GRAINGER-002	Dispatched	PO Not Received	case of toilet paper	06/17/2024	Y	No Match	Not Required	1	N	Optional	Active	1	Don't Match	Not Matched	06/28/2024	W W GRAINGER INC	00000000000000000000044986	237.720	0.000	237.720
2				HOMEDEPOT-001	Dispatched	PO Not Received	stone relay	07/02/2024	Y	No Match	Not Required	1	N	Optional	Active	1	Don't Match	Not Matched	07/31/2024	THE HOME DEPOT	0000000000000000000048200D	294.050	0.000	294.050
3				AMAZONCOM-002	Dispatched	PO Not Received	phone case	08/05/2024	Y	No Match	Not Required	1	N	Optional	Active	1	Don't Match	Not Matched	08/30/2024	AMAZON.COM LLC		40.910	0.000	40.910

Fiscal Year Determination

- State fiscal year begins on July 1 and closes June 30 of the following year.
- Agency obligations must be encumbered in SMART in the fiscal year in which they take place.
- Please refer to PM 14,002 *Fiscal Year Closing Including Fiscal Year Determination* for specifics and detailed information.

Fiscal Year Determination
Commodities

- Fiscal year is determined by the date the order is placed.
- This includes items that may be on backorder and will not be received until the following fiscal year.
- Example:
  - Vehicle is ordered in March 2024 (FY24). The purchase is encumbered in FY24 regardless of when the vehicle is received.

Fiscal Year Determination
Maintenance/Ongoing Service

- Fiscal year is determined by the commencement (beginning) date of the period covered by the payment.
- Example:
  - 12-month maintenance period from August 14, 2024 (FY25), through August 13, 2025 (FY26). The encumbrance is made in SMART in FY25.

Fiscal Year Determination
Other Services

- Fiscal year is determined by the date that the services were provided.
- Example:
  - On-call maintenance is needed for building repair in June 2025 (FY25). All work is completed in June, but the invoice is not received until July 2025 (FY26). The encumbrance must be recorded in SMART in FY25.

Fiscal Year Determination
Capital Outlay/Projects

- Fiscal year may be encumbered based on the beginning date of the project.
- Example:
  - A capital improvement project is approved to begin in FY25. The full project should be booked to FY25 and should be managed as a project by the agency, including a unique identifier for the project that should be documented in SMART.

Procurement and Contracts

Procedures and Reminders

Document of Resolution (DOR)

- DORs are issued by the Office of Procurement and Contracts (OPC) and by the Office of Accounts and Reports (OAR) to an Agency for not following OPC Policies and Procedures.

- 3 or more DORs being issued to an Agency within a fiscal year will result in an automatic denial of an IDPA Application, or termination of an existing IDPA Agreement.

Key Contributing Factors



Contract Numbers not being referenced when applicable or referenced incorrectly.



Prior Authorization not being requested when applicable, or not being requested prior to the date of purchase.



Agency exceeds their delegated purchasing authority.

Contracts

- 95% of the prices in the Contracts are set; any price changes must be approved by OPC.
- Agencies may not use a P-Card for purchases on all contracts.
- Agencies should try to source commodities/services from State Use Vendors before Statewide or Agency specific contracts.

State Use Program | Kansas Department of Administration

Kansas Correctional Industries

Review Contract Language Thoroughly



Is the contract available to my agency



What commodities/services does the contract cover



Does the pricing match the quote that I received



Are we required to get multiple quotes for my purchase



What are the purchasing limits before additional steps are needed

There is a job aid that provides instructions for opening .xml documents in a readable format.

eSupplier | *State of Kansas Supplier Portal*

All | Search in All Content

Kansas eSupplier Public Portal

Sign In

Welcome to Kansas eSupplier

Instructions for opening XML documents in a readable format.

Registration

View Registration Options.

Public Bidding Events

51 Opportunities

Contract Search

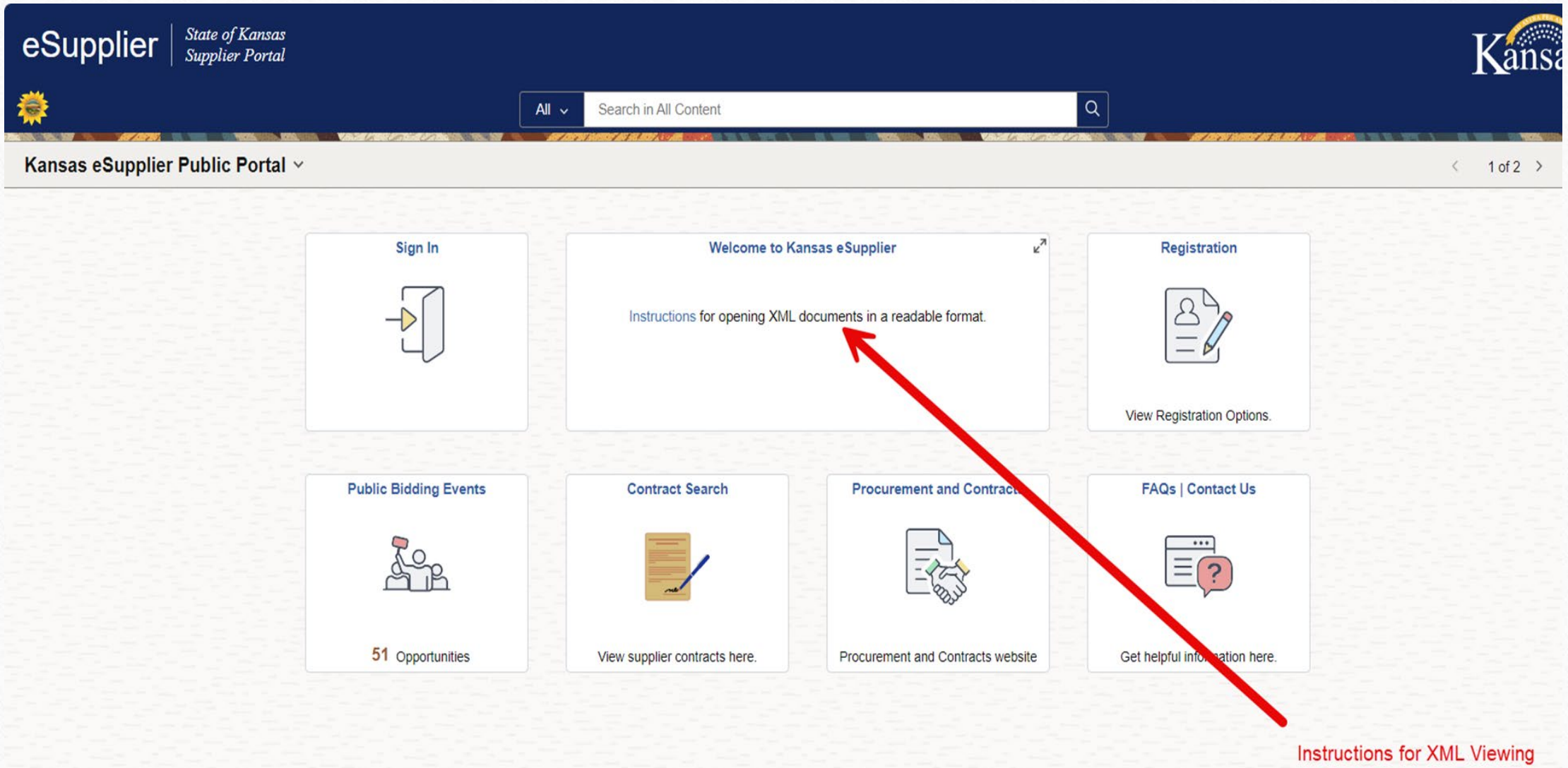
View supplier contracts here.

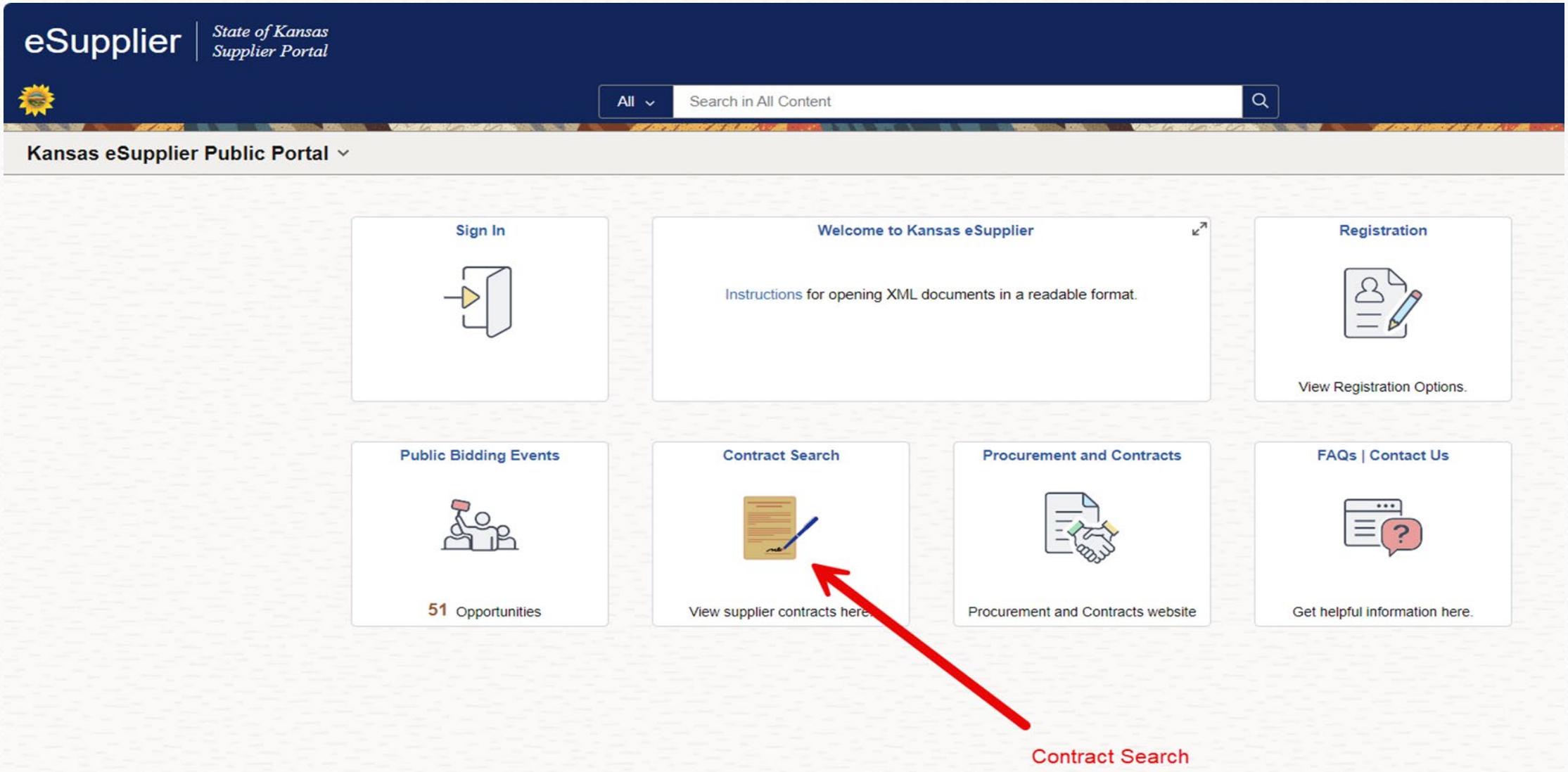
Procurement and Contracts

Procurement and Contracts website

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Contract Search

Contract Search

List generated by search criteria are procurement contracts established by the Office of Procurement and Contracts (Kansas Division of Purchases).

Keyword Search

Contract Title

Contract Number

Contract Start Date

Contract Expiration Date

Agency Name

Contract Type

Include Expired Contracts

Supplier Name

Political Subdivision Availability

Search Contracts

Clear Search

Contract Type:

- Statewide - State Agencies
- Agency – Mandatory Use for Specific State Agency

Political Subdivisions or Other State Agencies:

- Yes - Political Subdivisions or Other State Agencies not specifically listed CAN use the contract
- No - Political Subdivisions or Other State Agencies not specifically listed CANNOT use the contract

XML Instructions are also located at the bottom of this page.

Contract Search

List generated by search criteria are procurement contracts established by the Office of Procurement and Contracts (Kansas Division of Purchases).

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Click this box to find contracts that have expired

1-7 of 7

	Contract Number	Contract Title	Supplier	Expire Date	Agency	Contract Type	Political Subdivision Availability	Attachments
1	0000000000000000000048594	DELL SAN LEASE	DELL FINANCIAL SERVICES	05/31/2025	Kansas Bureau of Investigation	Agency	No - Political Subdivisions	Attachments
2	00000000000000000000055221	COMPUTER EQUIPMENT, DELL	DELL MARKETING LP	06/30/2025	Department of Administration	Statewide	Yes - Political Subdivisions	Attachments
3	00000000000000000000046704		GOODELL STRATTON EDMONDS & PALMER LLP	06/30/2025	Health Care Stabilization Fund	Agency	No - Political Subdivisions	Attachments
4	00000000000000000000047996	LEGAL REPRESENTATION	GOODELL STRATTON EDMONDS & PALMER LLP	01/26/2026	Emergency Medical Services	Agency	No - Political Subdivisions	Attachments
5	48499AE	DATA COMMUNICATIONS, PALO ALTO	DELL MARKETING LP	09/30/2026	Department of Administration	Statewide	Yes - Political Subdivisions	Attachments
6	00000000000000000000053177	SOFTWARE VAR	DELL MARKETING LP	04/24/2027	Department of Administration	Statewide	Yes - Political Subdivisions	Attachments
7	00000000000000000000051903	DELL FINANCIAL SERVICES	DELL FINANCIAL SERVICES	05/31/2027	Department of Administration	Statewide	Yes - Political Subdivisions	Attachments

Click here to get to the Contract and any amendments

Contract Number
00000000000000000000055221

Supplier
DELL MARKETING LP

Contract Status
Contract Not Expired

Contract Type
Statewide

Supplier Contract Ref

Agency
Department of Administration

Contract Begin Date 01/26/2024

Contract End Date 06/30/2025

	File Name	Attachment
1	Master Contract	Attachment

Amendments

	File Name	Attachment
1	Amendment	Attachment

Contract Administrator

For any questions, please contact the Contract Administrator provided below.

Name: Marvin Kelly Johnson

Phone: 785/296-4168

Email: kelly.johnson@ks.gov

This is the area for attachments and amendments

This is the main contract

Parts of a Contract

- Header Page
- Terms and Conditions
- Specifications
- Pricing
- DA-146a

- Additional sections or amendments may be included, depending on the original event.

CONTRACT AWARD

Date of Award: January 26, 2024
Contract ID: 00000000000000000000055221
Event ID: NASPO - 23026

Procurement Officer: Marvin Kelly Johnson
Telephone: 785/296-4168
E-Mail Address: kelly.johnson@ks.gov
Web Address: https://admin.ks.gov/offices/procurement-contracts

OPC Procurement Officer

Item: Computer Equipment, Dell
Agency/Business Unit: Statewide
Period of Contract: January 26, 2024 through January 26, 2028

Purpose of Contract
Who can use it
Term - Check Expiration

Contractor: Dell Marketing LP
PO Box 8142
Round Rock, TX 78683-8142

Vendor ID: 0000161170

Contract Inquiries: Mike Vita
Telephone: 737-320-6261
E-Mail: michael_vita@dell.com

Vendor Contract Contact

Inside Sales Representative (State and Local): Landan "Todd" Kellner
Telephone: 512-720-4367
E- Mail: Landan.Kellner@dell.com

Vendor Sales Contact

CONTRACT AWARD

Date of Award:	January 26, 2024
Contract ID:	0000000000000000000055221
Event ID:	NASPO - 23026

NASPO Contract with link to additional information

Procurement Officer:	Marvin Kelly Johnson
Telephone:	785/296-4168
E-Mail Address:	kelly.johnson@ks.gov
Web Address:	https://admin.ks.gov/offices/procurement-contracts
Item:	Computer Equipment, Dell
Agency/Business Unit:	Statewide
Period of Contract:	January 26, 2024 through January 26, 2028
Contractor:	Dell Marketing LP PO Box 8142 Round Rock, TX 78683-8142
Vendor ID:	0000161170
Contract Inquiries:	Mike Vita
Telephone:	737-320-6261
E-Mail:	michael_vita@dell.com

Inside Sales Representative (State and Local): Landan "Todd" Kellner

Telephone:	512-720-4367
E- Mail:	Landan.Kellner@dell.com

Terms and Conditions

1. Terms and Conditions

1.1. Contract Documents

In the event of a conflict in terms of language among the documents, the following order of precedence shall govern:

- Form DA 146a;
- written modifications to the executed contract;
- written contract signed by the parties;
- the Bid Event documents, including any and all amendments; and
- Contractor's written offer submitted in response to the Bid Event as finalized.

1.2. Captions

The captions or headings in this contract are for reference only and do not define, describe, extend, or limit the scope or intent of this contract.

2. Specifications

Scope: To establish a Statewide contract for Agencies use to purchase new equipment or repair parts, and to obtain service for Security Systems in the State of Kansas. Intent is to have one contract with multiple vendors that can respond to scheduled or unscheduled service throughout the entire State. Bidding vendors can submit bids for: the entire state; for only the service areas that they can provide services to; for only the services that they can provide to meet this contract.

Contract Length: Contract to run 3 years with fixed costs with 2-year renewal for a total of 5 years. Renewal can include a price increase of 5%. Price increase must be submitted 60 days prior to renewal of contract.

Award: The list of awards will not be in priority order. The agencies will obtain quotes from list of awarded vendors.

Specifications:

Decentralized Service

This contract designates six areas of service within the state. The purpose of this is to take advantage of localized fees and services versus a single, higher fee for statewide coverage.

Northeast – (Area 1)	**North Central - (Area 3)**	**Northwest - (Area 5)**
Southeast - (Area 2)	**South Central – (Area 4)**	**Southwest – (Area 6)**

Area Breakdown by County

Generally, the specification section of the contract is created from the documents sent to OPC for the bid event. This should be close to the specifications found in the RFP documents.

3. Costing Sheet

This contract utilizes the Kansas OITS district map for designating service areas, see attached. Prices in the table below are for each geographic area Contractor will service. These prices will be used for pricing/invoicing smaller projects. Larger projects will be priced per an individual project bid solicitation. Any travel costs or mileage must be computed into the cost submission.

Standard Hourly Rate:	Area I	Area 2	Area 3	Area4	Area 5	Area 6
	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00
After Hours Rate:						
	$ 110.00	$ 11 0 .00	$ 11 0.00	$ 110 .00	$ 110.00	$ (10.00
Weekendand Holiday Rate:						
	$110.00	$(10.00	$(10.00	$]1 0.00	J>1 10.00	$110.00

This part of the cost sheet is to establish cost for emergency response when requested by Department of Administration Facilities or Kansas Highway Patrol. These costs are for labor rates only. Do not include travel or mileage.

	Capital Complex
Working Hours	$80.00
After Working Hours	$ 110.00
Weekends	$ 110.00
Holiday	$110.00

Parts and accessories for building access systems

Material/Part Cost:	Markup %:
$0-$1, 000	n/a
$1,001-$5,000	n/a
$5,001-$25,000	n/a
Over $25 000	n/a

Example 1 of conditions found in contract

- Some contract contain conditions instructing agencies how to properly use a contract.

- State Agencies NOT located in the above areas are to follow their procedures for purchase of materials or repair of security access systems or surveillance cameras.
- Agencies can get quotes from any vendors on the verified vendors list. If the project is expected to, or the quote comes in at $25,000.00 or above the agencies are required to send the bid to all companies that cover the area the building is located.
- Agencies must get approval from Department of Administration Office of Facilities and Property Management for work that will require deviation from industry standards.
- Agencies must get approval from Department of Administration Procurement and Contracts if the quotes reach $100,000.00 or above.

Example 2 of conditions found in contract

- Walk in contracts

2. Specifications

SCOPE OF WORK: This is to fulfill an **immediate** need of the Agency to minimize any damages that could occur in waiting or to enhance the Agencies abilities to fulfill its mission.

The purpose of this Request for Proposal (RFP) is to establish contracts with qualified vendors to provide Walk-In Supplies for all State Agencies. Contracts established from this bid event will be for the immediate purchase of goods. **Agencies may only conduct business by physically walking into a contracted vendors business location and purchasing on shelf supplies.** This will not include any special orders or ordering extra supplies to circumvent a planned or scheduled need**. Agencies will ONLY be able to purchase what is in the store at that time**.

This Solicitation is NOT for personal purchases by state employees.

PRICING: The pricing offer can be a percentage off the current retail price or retail price at the time of purchase for all items available. If the item purchased is on sale or under another promotional term the State of Kansas will expect to receive the lower of the two prices at the time of purchase. The percentage off will remain constant during the duration of the contract and all renewals.

Example of Task Order Additional Info (partial)

- Task Orders may have different processes or limits. It is important to read and understand the process BEFORE using the contract.

3. Additional Information – Task Order (TO) Process

The Task Order (TO) Process shall be followed for all projects that are expected to exceed $100,000. The below TO requirements are specific to the Master Consulting Services Contract (s).

The TO process shall include the following steps:

The agency will E-mail (preferred) or fax a Task Order (TO) to **ALL** Contractors that can provide services for a particular service as bid and the Contract administering Procurement Officer in the Office of Procurement and Contracts. A TO that has not been sent to ALL Contractors shall not be valid.

All questions concerning the TO shall be submitted in hard copy or electronically to the agency contact person listed within the TO. The questions shall be answered and distributed via email by the agency contact person to ALL Contractors within the targeted group. Any violation of this requirement, including directing questions to persons other than the agency contact person, may result in removal of the Contractor from the contract or other corrective action, as deemed appropriate.

TO responses shall be submitted by each interested Contractor via e-mail only by the closing date specified in the TO. The TO closing date will differ with each request, but shall at least have a closing date consistent with the Office of Procurement and Contract's policies:

Cooperative Contract

Review Contract Language Thoroughly

- Cooperative contracts (Such as NASPO and Sourcewell) may allow for an expeditated procurement. These are existing, competitively bid contracts, that the state may participate in.
- These agreements require a participating addendum be issued from OPC, prior to use.
- All cooperative contracts must be approved by the Director of Procurement. Several factors are involved in this decision, including existing state contracts, value to state, and the total amount of anticipated spend.
- No contract is available unless it has an associated SOK contract number.
- For any contract that has distributors (Dell, HP, etc.), there may be an associated contract for that distributor. Typically, it is the master contract, plus a letter. Example: Dell is contract 55221, but there are several distributors, such as CDWg (55221A), SHI (55221B), and more. You can find all distributors by searching just for the contract.

Prior Authorization

- Delegated Purchasing Authority is up to $5,000.00 per Supplier per fiscal year of non-contract spend
- Prior Authorization is required when commodities/services are not covered by a contract
  - A contract number is not to be referenced when there is an Approved PA

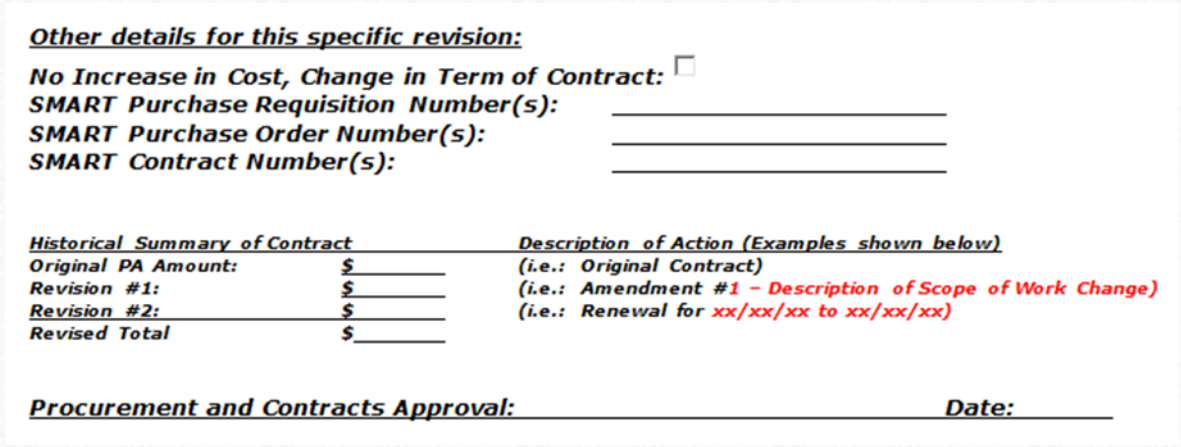
Training Guides

Purchasing | smartweb.ks.gov

https://smartweb.ks.gov/training/purchasing



Revised Prior Authorization



Other details for this specific revision:

No Increase in Cost, Change in Term of Contract: ☐
SMART Purchase Requisition Number(s): _____
SMART Purchase Order Number(s): _____
SMART Contract Number(s): _____

Historical Summary of Contract		***Description of Action (Examples shown below)***
Original PA Amount:	$_____	***(i.e.: Original Contract)***
Revision #1:	$_____	***(i.e.: Amendment #1 – Description of Scope of Work Change)***
Revision #2:	$_____	***(i.e.: Renewal for xx/xx/xx to xx/xx/xx)***
Revised Total	$_____	

Procurement and Contracts Approval: _____ ***Date:*** _____

- SMART Purchase Requisition Number(s)
- SMART Purchase Order Number(s)
- SMART Contract Number(s)
- Original PA Amount
  - The Original PA Amount will <u>not</u> change
  - The Original PA Amount must include <u>all</u> payments to the Supplier including payments made under the delegated purchasing authority
  - The Original PA Amount must be equal to Prior Authorization is requested in the Amount of: $ (located at the top of page 1)
- Revision #

Leases

OFPM emails notifications of upcoming lease expirations

New Lease Agreements

- Contact OFPM, (Paul Fernkopf, paul.fernkopf@ks.gov) to start the new lease process.
- This refers to any lease that will be at a new location (additional office or seeking to move office to a different office within the same area).
- The actual process will vary based on the lease terms that are being sought. Through this process, potential landlords will be identified.

Lease Amendments

- Agency works with Landlord to create a Lease Amendment.
- Agency may begin negotiating Lease Amendments with the landlord without notification of OFPM.
- OFPM **must** approve the Lease Amendment before anything is signed.
- Contact Paul Fernkopf (paul.fernkopf@ks.gov) **before** seeking signatures or for assistance with writing the Amendment, questions, etc.

Reports

There are additional reports available on the UMB website for P-Card transactions

For assistance, please contact Tim Hund tim.hund@ks.gov , or Dani Kasprzak Dani.Kasprzak@ks.gov

DOP_BU_PUR_AUTHORITY

KS_PO_NONCONTRACT_SPEND_DETAIL
Run by 1 full Month
-or
Run by 1 Fiscal Year

KS_DOA_ACTIVE_CNTRCT

DOP_PRIOR_AUTH_REPORT

DOP_PRIORAUTH_REPORT_NEW_5K

KS_PCARD_AUDIT_RPT

KS_PO_PCARD_STATUS

KS_PO_PCRD_VCHR_DELETED
Voucher Line has been deleted

KS_PO_PCRD_WHOLE_VCHR_DELETED
Whole Voucher has been deleted

KS_PO_REQ_APPR_BY_USER

Subscriptions

SMART Blast Subscription
https://public.govdelivery.com/accounts/KSDA/subscriber/new?topic_id=KSDA_69

Purchasing Notices Subscription
https://public.govdelivery.com/accounts/KSDA/subscriber/new?topic_id=KSDA_80

Next PIE Meeting, December 3, 2024, at 9:00 AM - TEAMS

Accounting Reminders

Various reminders to reduce accounting errors

Expenditure Account Codes

- Category Codes are based on a global classification system for goods and services.
- PM 7,002 *Uniform General Ledger Expenditure Classification Account Codes*
- Account codes should be correctly established in the Accounting Lines section of the **requisition** process.
- Tip: Create a cheat sheet for regularly used expenditures/suppliers

Supporting Documentation

- Invoices
  - Note: Invoices should be thoroughly reviewed *prior to* submitting to the fiscal office for processing.
- KCI Waiver (if not already attached)
- Any other supporting documentation that is otherwise required by the contract.

Supporting Documentation

- Invoices must be reviewed upon receipt by the department to ensure that the goods/services were fully received and acceptable, the rates are allowed by the contract or quote, etc.
- Invoices must be reviewed *prior to* submitting to the fiscal office for processing.
- Vouchers are created and must be supported by the attached invoice.

Supporting Documentation - Corrections

The invoice provided from the supplier is different from the quote, contract or other projection used to create the purchase order.

- What is the difference and is it allowable?
- What are the deliverables, were they requested, and are they allowed?
- Is there a contract amendment that should be uploaded?
- Should a corrected invoice be requested? If corrected invoice is necessary, request an updated invoice date.

Agency Pre-Audit on All Vouchers

- Some errors can be greatly reduced with a thorough review at each entry and approval level. BEFORE final approval from agency workflow, the payment should have successfully passed a pre-audit of the payment (utilizing the Agency Pre-Audit Checklist).
  - May include review of the voucher, purchase order, requisition and contract, along with supporting documents.
- Vouchers exceeding the agency delegated authority will also be reviewed by DofA prior to release. Vouchers with correctable errors or omissions will be returned to the agency workflow.
  - Agency processing staff will be notified of returned voucher.

Month End Checklists and Reports Available

- Month End Checklists (https://smartweb.ks.gov/resources/month-end-checklist)
- Review unprocessed and pending accounts payable and interfund transactions.
  - KS_AP_UNPROCESSED_VOUCHERS
  - KS_AP_UNPROCESSED_INTRFND_VCHR
  - KS_INTRFNDS_APPR_NOT_POSTED
- Review contract spend

Additional Resources

- SMART Training https://smartweb.ks.gov/training
- Policy Manuals
- Catalog of Reports, Inquiries and Queries
- Agency Pre-Audit Checklist
- Identified Best Practices and Training Reminders

Thank you!

- Office of Accounts and Reports
  - ARPreaudit@ks.gov
- Office of Procurement and Contracts:
  - Kelly Johnson kelly.johnson@ks.gov
  - Bonnie Edwards bonnie.edwards@ks.gov
  - Candace Smith candace.smith@ks.gov
  - Dean Heineken dean.heineken@ks.gov