Appropriate Use of Research Funding

Nov 5th,2021

Office Of Procurement

Content

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PROCUREMENT SCOPE & STRUCTURE

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What's Procurement

Procurement is the Activity of sourcing and acquiring the goods and services which a company needs to fulfill its business model.

When you need to get a 3rd Party (Vendor) to offer service/goods for your business, this is a procurement requirement.

Office of Procurement is responsible for managing DKU's procurement process, to ensure compliance, reasonability, efficiency, effectiveness.

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Procurement Scope

01 Goods

- Campus supplies &consumables
- Campus equipment
- Medicine, medical equipment, devices &supplies
- IT and AV equipment
- Software, system and applications
- Furniture
- Teaching Books, periodicals, e-books, databases, etc.

02 Service

- Facility management
- Cleaning & Security
- Catering
- IT
- Marketing
- Academic
- Logistic
- Training
- Legal
- Consultancy
- Student affairs
- Audit
- Insurance
- Space rental
- Hotel and travel agencies

03 Construction Work

- New construction projects
- Repair and renovation project
- Expansion projects
- Relocation projects

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Fixed Asset

POLICY:
Purchase through system according to standard procurement process or emergency procurement process
Not allowed to be acquired through individual procurement and reimbursement.

Detailed category

1   Strategic IT assets, including
    computer (laptop, desktop, and pad), still and motion image capture device (digital camera, video camera, aerial camera, and specialized camera), server (CPU server and GPU server), storage device (excluding USB thumb drive), AV equipment, printer, projector, monitor & display, mobile phone & other mobile communication equipment
2   Library book, audio, video and archive
3   Cultural relic and exhibit
4   Furniture (cabinet, shelf, desk, chair, stool, bed, etc.
5   Academic/research asset with unit price of RMB 800 and above (academic/research asset refers to instruments and equipment used for teaching or scientific research)
6   Asset which doesn't belong to academic/research asset, and with a unit price of RMB 5,000 and above
7   Other assets identified by Office of Asset Management as fixed assets for physical management

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Non-Fixed Asset Threshold

Amount < RMB 5000

User can purchase directly and ask for reimbursement
No need to go through Office of Procurement
* Splitting of requirement to skip procurement process is not allowed

Amount < RMB 20,000

No need to sign contract
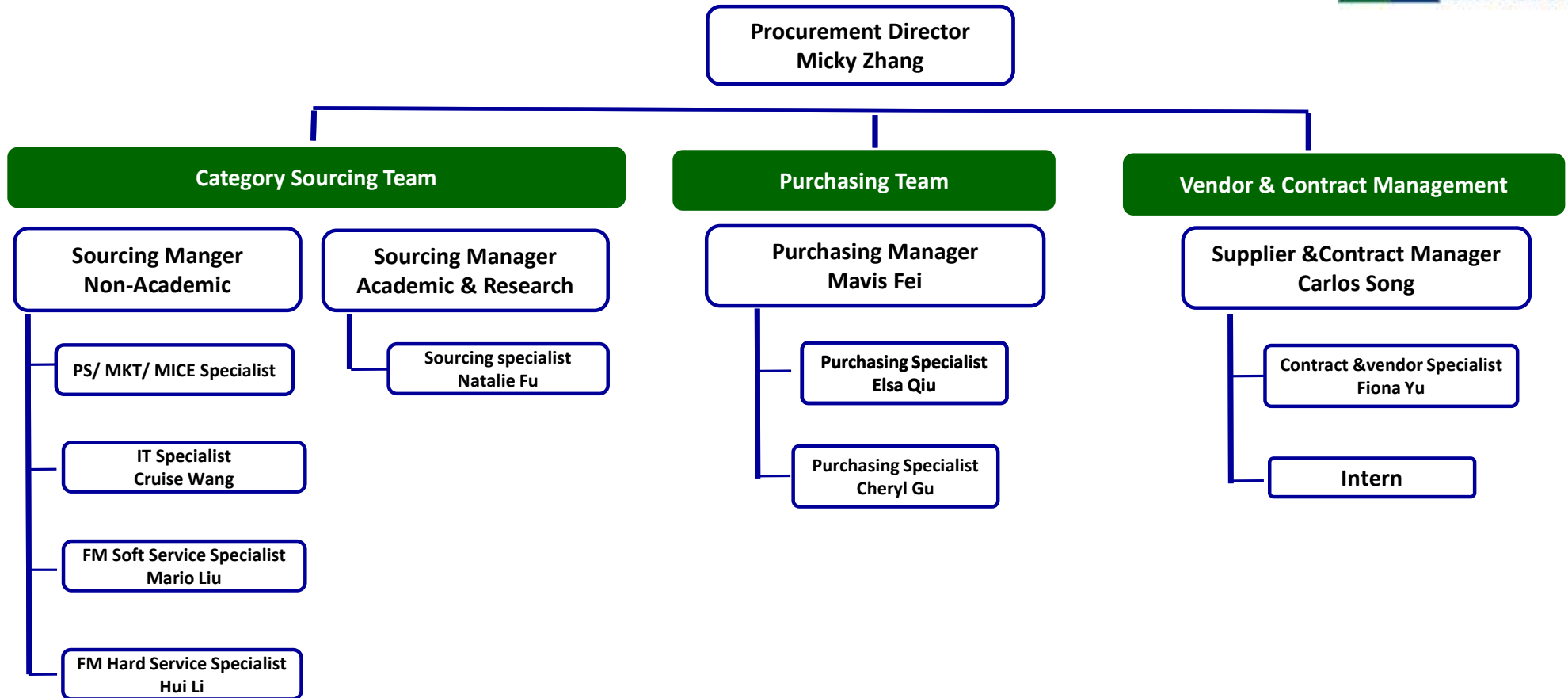PO cut directly as ordering supporting acceptable

Amount >= RMB 20,000

Sign contract with relative approval
Cut PO as ordering trigger

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Procurement Structure

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                          Procurement Director
                             Micky Zhang
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Category Sourcing Team

Purchasing Team

Vendor & Contract Management

Sourcing Manger Non-Academic
- PS/ MKT/ MICE Specialist
- IT Specialist Cruise Wang
- FM Soft Service Specialist Mario Liu
- FM Hard Service Specialist Hui Li

Sourcing Manager Academic & Research
- Sourcing specialist Natalie Fu

Purchasing Manager Mavis Fei
- Purchasing Specialist Elsa Qiu
- Purchasing Specialist Cheryl Gu

Supplier &Contract Manager Carlos Song
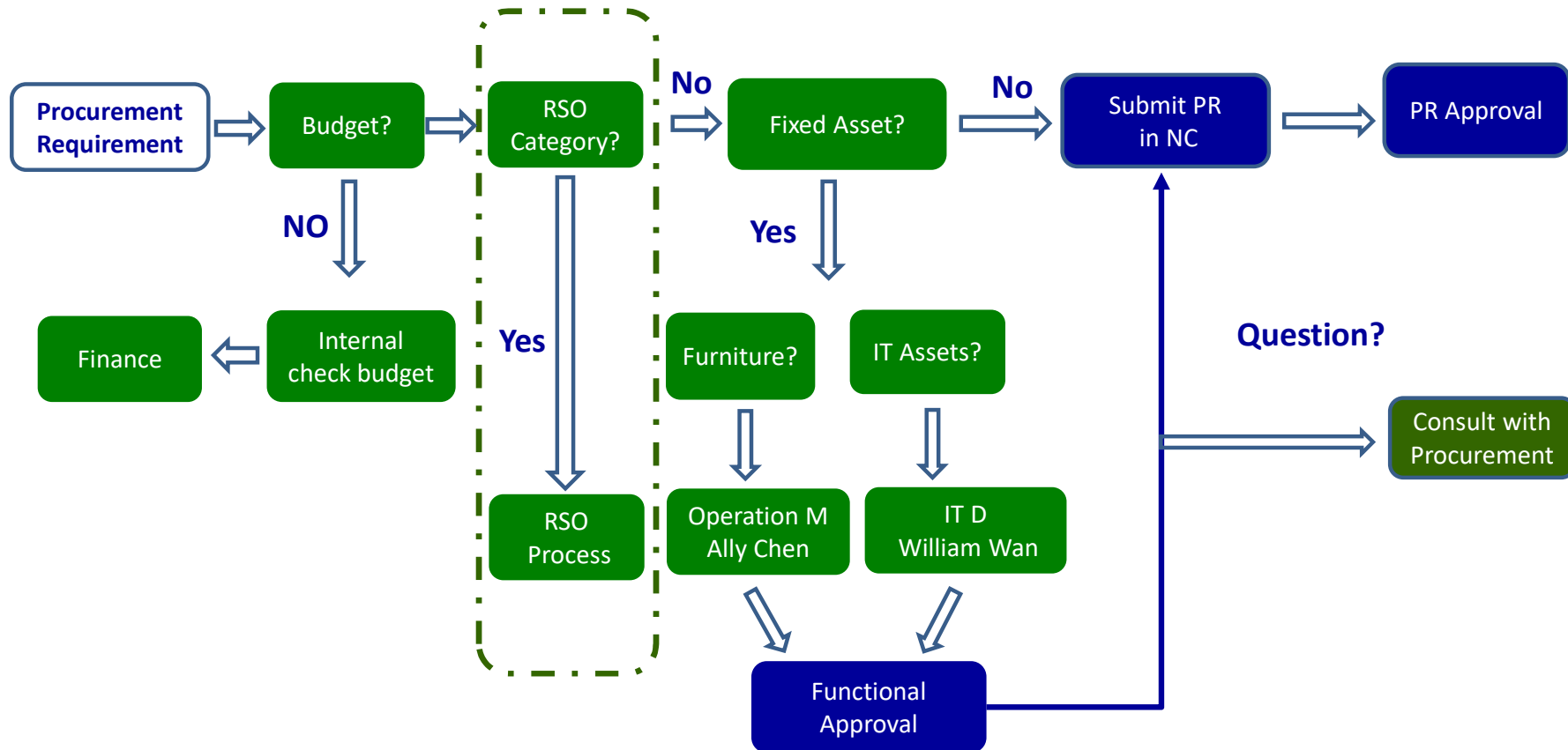- Contract &vendor Specialist Fiona Yu
- Intern

PART 2

WORKING FLOW

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What Should I Do
(fund confirm/ fixed asset or not / amount)

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RSO&PROCUREMENT CATEGORY

	技术咨询合同和技术服务合同分类		
所属部门 DEPT	合同类型 CONTRACT TYPE	合同内容特点 CONTRACT CHARACTERISTICS	举例 SAMLES
科研管理办公室 RSO OFFICE	技术咨询合同 Technical consulting contract	带有创新性的智力支持，交付成果可能并无确切行业标准参考 Have intellectual support on creativity, result control out of regular standard	课题可行性论证，特定问题咨询报告，科研领域专家访谈等 Feasibility demonstration of the project, consultant report on particular cases, expert interviews of scientific experts
	技术服务合同 Technical service contract	带有创新性的智力支持，交付成果可能涉及知识产权归属问题 Have intellectual support on creativity, result may concern of ownership of intellectual property	新设备试制，社会科学调查与数据搜集等 Trial production on new device, social science survey and data collection
采购办公室 PROCUREMENT OFFICE	技术服务合同 Technical consulting contract	大部分有行业标准参考 Most have professional standard as reference	设备的维修、运输及改造，零件加工，数据检索，定性、定量测试分析等 Maintenance, delivery and upgrading of equipment, spare parts processing, data collection, testing service
	技术咨询合同 Technical service contract	大部分有行业标准参考 Most have professional standard as reference	设备使用咨询，培训，购买数据库等 Consultant service on equipment manual operation, training and data purchasing

How to raise PR in system

Download and install UClient from **http://uclient.yonyou.com.**   Helpdesk: **dku_nc_support@duke.edu.**

Login DKU Intranet: **http://in.dukekunshan.edu.cn**

Follow below procedures: **Function Navigation---Supply Chain Management---Purchase Management---Create PR**

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SF Government Procurement

Amount	Procurement Approach	Memo
<300K	Follow DKU NSF Procurement Policy	
300K—1M	Competitive bid or public bid	Decide by price only or through comprehensive scoring
>1M	Public bid	Comprehensive scoring

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SF Government Procurement Timeline

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No.	Item	Where	Timeline
1	PR Approval	Internal	7D
2	Notice of Purchase Intention	Government	30D
3	Define Detail Requirement		
4	Agent Agreement		7-10D
5	FO approval (if >1.75M)	FO&BOT	7-14D
6	Single Source Application	Government	18-24D
7	Importing certification	Government	15-21D
8	Project Approval Form	Government	7D
9	Purchase Documents submission & evaluation	Government	7D
10	Publishing Bid	Government	21-30D
11	Bid evaluation	Government	
12	Result Public	Government	7D
13	Contracting	Internal	7D
14	Contract report	Government	END

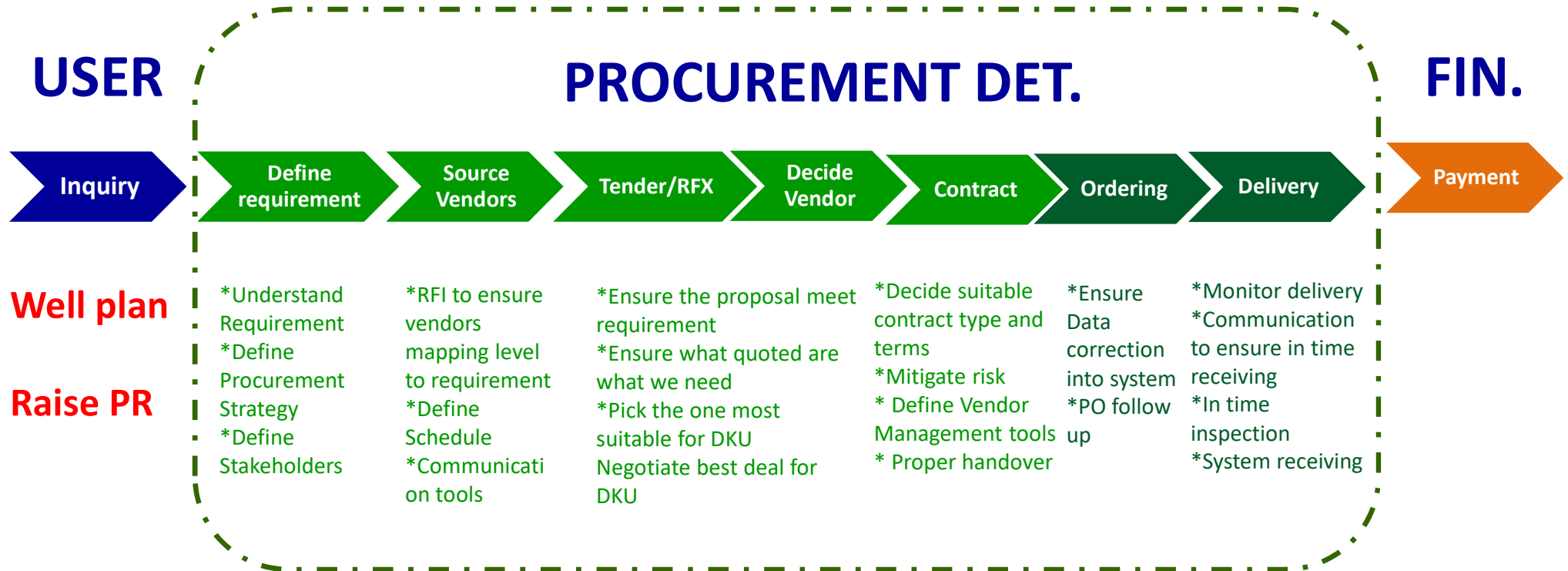* Prepare 3months at least for government purchasing process

WHY PROCUREMENT

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WHY PROCUREMENT

USER

PROCUREMENT DET.

FIN.

Inquiry → Define requirement → Source Vendors → Tender/RFX → Decide Vendor → Contract → Ordering → Delivery → Payment

Well plan

Raise PR

Define requirement	Source Vendors	Tender/RFX	Decide Vendor / Contract	Ordering	Delivery
*Understand Requirement *Define Procurement Strategy *Define Stakeholders	*RFI to ensure vendors mapping level to requirement *Define Schedule *Communication tools	*Ensure the proposal meet requirement *Ensure what quoted are what we need *Pick the one most suitable for DKU Negotiate best deal for DKU	*Decide suitable contract type and terms *Mitigate risk * Define Vendor Management tools * Proper handover	*Ensure Data correction into system *PO follow up	*Monitor delivery *Communication to ensure in time receiving *In time inspection *System receiving

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Q&A