



About California State University Maritime Academy

Located in Vallejo, California, California State University Maritime Academy (Cal Maritime), is a specialized campus of the 23-campus California State University (CSU) system. Serving 1200 students, we are one of only seven degree-granting maritime academies in the United States — and the only one on the West Coast. We offer bachelor's degrees in business administration - international business and logistics, facilities engineering technology, global studies and maritime affairs, marine engineering technology, marine transportation, and mechanical engineering, as well as a master's degree in transportation and engineering management. We also offer a number of extended learning programs and courses. We work closely with industry, government and the community to deliver additional resources in continuing education and training, research and job placement. The campus is located in Vallejo on the north shore of the Carquinez Strait at the northeastern extreme of the San Pablo Bay. Nestled among the hills adjacent to the beautiful weather of the Bay, the Academy is 30 miles northeast of San Francisco on I-80 – an easy commute from almost anywhere in the North Bay Area.

About Cal Maritime's Contract Services and Procurement Office

Cal Maritime's Contract Services and Procurement Office's purpose is to ensure that all conduct related to the procurement of products and services on behalf of the University is in accordance with applicable state laws and procedures set forth by the Trustees of the CSU, and Procurement Office. The Procurement Office, when applicable, must also ensure that in any business transaction the requirements for competition have been met, negotiations have been conducted according to established policies and no conduct of compromise to the public trust is present.

The Procurement Office recognizes the important services rendered by our vendors in helping us fulfill requirements in an economical and efficient manner. Vendors are welcome to make appointments to visit the campus and discuss their services with the Director of Contract Services and Procurement. We are open for business from 8:30 a.m. to 5:00 p.m., Monday through Friday, with the exception of legal and University holidays. The Cal Maritime Contract Services and Procurement Office is located at:

California State University Maritime Academy
200 Maritime Academy Drive, Vallejo, CA 94590
Administration Building
Phone: 707-654-1000, Fax: 707-654-1042
Website: <http://www.csum.edu>

Contract Services and Procurement Office Objectives and Responsibilities

The Contract Services and Procurement Office's goal is to acquire those commodities and services our campus departments need at the lowest economical cost consistent with quality and time considerations. Specifically, the Contract Services and Procurement Office:

- Establishes competition wherever practical; including assisting in the development of procurement specifications, soliciting and processing requests for quotations, conducting negotiations for price, terms and conditions and where necessary, conferring with CSU Counsel for advice and resolution of matters.
- Ensures requirements for competition have been met, negotiations have been conducted according to established guidelines and prices to be paid are reasonable in the particular circumstances.
- Establishes and administers annual price agreements and contracts in accordance with sound procurement practices. Such contracts and agreements include participation in CSU-wide Planned Purchasing Programs, campus local agreements, specialty contracts and consortium agreements.
- Maintains suitable sources of supply by facilitating vendor outreach for campus requirements and ensuring equal opportunity in University business contracting.
- Assumes a proactive role with campus departments to assure the effective management and delivery of quality and professional procurement services.
- Administers and maintains purchase records for state and internal audits.
- Designs and maintains effective procurement processes for use by campus departments.
- Provides annual training presentations on procurement policies and procedures.

State of California, Department of General Services, Procurement Division

View current bid opportunities on the California State Contracts Register:
<https://caleprocure.com/pages/bidder-vendor.aspx>

Vendors can obtain more information from the DGS Procurement Division website:
<http://www.dgs.ca.gov/pd/Home.aspx> or the "How to Do Business with Calif State Government:
<http://www.documents.dgs.ca.gov/pd/events/Howtodobusbrochure.pdf>.

Contact Your Advocates

If your company is registered Small Business, Disabled Veteran Business Enterprise (DVBE), and/or uses subcontractors that are DVBE, the CSU system and the State of California has designated vendor advocates to assist you in the bidding process. For more information about these programs, see Small Business Program and/or Disabled Veteran Business Enterprise (DVBE) Program on the DGS.CA.Gov website: <http://www.dgs.ca.gov/pd/Home.aspx>. For assistance we recommend you begin by contacting the Cal Maritime Small Business & DVBE Advocate:

Lorrie Dineen-Thackeray
California State University Maritime Academy
707-654-1086 or ldineen@csum.edu

To contact advocates from other CSUs, see Contact Information for all CSU Campuses at:
<https://www.calstate.edu/csp/special-programs/documents/dvbe/advocatesoct2015.pdf>.

Vendor Strategies

All commodities and services procured by Cal Maritime are mostly processed either by contract, purchase order or procurement card. Vendors should not accept requests for products and/or services from Cal Maritime employees without a purchase order number, or presentation of the procurement card. Vendors can build strong relationship with Cal Maritime by developing the following strategies:

- Refrain from offering gifts or gratuities or anything that could be construed as such.
- Tell us if our specifications for a product can be improved to provide a better performance, a longer-life product and/or lower cost.
- Update your latest online catalogs and current prices.
- Keep us informed of your back-order situations, plant closures, impending shortages or strikes.
- Keep us informed of any address and phone number changes.
- Follow through on orders to ensure deliver to us as promised.
- Insure that all shipments are clearly marked with a purchase order number or with the Cal Maritime employee and/or department name.
- Include the Cal Maritime Purchase Order number on all invoices and correspondence.
- Call the Procurement Office for appointments to introduce your business or discuss developments within your business or industry.

Campus Visits

In some cases a vendor may want to visit a campus department for marketing purposes. Appointments should be scheduled in advance and vendors should avoid visiting campus departments unannounced.

In addition, vendors should be aware that departments have minimal purchasing authority, confined strictly to Cal Maritime procurement card and in some cases, direct payment transactions under \$4,000.00. All other purchase commitments are handled by the Procurement Office, which has the sole authority to sign contracts for the University.

If a situation arises where a vendor needs to clarify whether a campus requestor has the authority to place an order, they are to contact the Procurement Office at 707-654-1086 or ldineen@csum.edu.

See our Campus Map and Directions webpage for how to find us on campus:
<http://www.csum.edu/web/about/location>.

Cal Maritime's Competitive Bid Policy

Requirements for Competitive Bids: Cal Maritime's procurement policy of awarding contracts to vendors requires that we meet our needs for products, services and Information Technology Resources (ITR) at the lowest overall cost and the highest practical quality while affording the maximum opportunity possible to those who wish to become vendors to the University. There are three conditions for procurement awards:

- **Non-ITR Acquisition Transactions \$100,000 or Less:** Competition is sought if the buyer determines that competition is desirable to acquire the best price and/or delivery, develop a source, and confirm prices or their compelling business reasons. It is our standard business practice to confirm that reasonable prices have been quoted before making a commitment.
- **Acquisitions Less Than \$250,000 from CA Certified Small Business or Disabled Veteran-Owned Business Enterprise (DVBE):** Acquisitions for commodities, services and/or ITR may be awarded to a Certified Small Business without a formal bid process as long as price quotations have been obtained from two or more Certified Small Businesses or two or more DVBE's as referenced in Government Code Section 14838.5.
- **Non-ITR Acquisition Transactions Above \$100,000 or ITR Acquisitions Above \$500,000:** All contracts involving an expenditure of more than \$100,000 for non-ITR products and/or services, or ITR acquisitions above \$500,000, shall be awarded based on the formal competitive bid process with awards being made to the lowest responsible bidder meeting specifications on our Requests for Bids, and the highest ranked vendor on our Requests for Proposals. Awards shall be determined on the basis of one of two methods: (1) cost alone or (2) on a cost per quality point basis. Many CSU or campus-wide pricing agreements have been established as a result of the competitive bid process. Once such contracts or agreements are established, Cal Maritime can purchase products and services against them without the need for additional bidding requirements for competition.
- **Product or Service Unique or Proprietary, Single or Sole Source:** The requirement for competitive bidding of products and services in excess of \$100,000, or ITR in excess of \$500,000, shall not apply when a Single or Sole Source Justification has been submitted by the campus, approved by the by the Director of Contract Services and Procurement or higher as required, that a product or service is unique or proprietary, single or sole source which is defined as:

A product or service the characteristics and functions of which are such that only a single product or service will properly satisfy the University's needs and all other products or services will be unacceptable for such needs.

Small Business

Cal Maritime supports the spirit of the Legislature's declaration as set forth in the Small Business Procurement and Contracts Act. It is the policy of the CSU (consistent with state

law), to optimize opportunities for business contracting with small business enterprises in the areas of purchasing, construction and design, and other professional services. It is the goal of the program to reach out to the small business community and give responsive and responsible suppliers a fair and equal opportunity to compete for campus business.

All registered small businesses are granted a 5% bid preference when certification is submitted with bids.

Example:

- Bidder A responds with a \$100,000 bid.
- Bidder B responds with a \$96,000 bid.
- Bidder A is a registered small business, granted a 5% bid preference, wins the award, and is paid \$100,000 for the project.

To provide small businesses an opportunity to receive the 5% bid preference, a Small Business Preference Form or equivalent advisory statement shall be included in all bid solicitations for the procurement of products and services. Evidence of certification by the State Office of Small Business Certification & Resources (OSBCR) – usually via a copy of the OSBCR approval letter – is required from the bidder in order for a bid preference to be granted.

For additional information on how to become a certified small business, visit the OSBCR or contact them at 916-322-5060

Supplier Obligations

Receiving a purchase order from Cal Maritime carries with it the obligation to supply the ordered products and/or services at the agreed upon price, at the promised time and without the need for buyer intervention, renegotiation or continued expediting. Full performance of contractual obligations will render vendors a favorable evaluation and opportunities for further participation in our purchasing program. Our expectations:

- Dependable products and services.
- Delivery as promised.
- Competitive prices.
- No substitutions.
- Good communications.
- Timely resolution of claims.
- Compliance with purchasing, shipping and invoicing procedures.

Authorized Purchasing Transactions

Vendors may be presented with three different types of authorized purchase transactions. The three transactions types are purchase orders, service agreements and contracts processed by the Cal Maritime Procurement Office; procurement card orders processed by authorized Cal

Maritime employees throughout the campus; and direct payment acquisitions processed by authorized Cal Maritime employees throughout the campus. The following are descriptions of each of these procurement methods.

1. **Purchase Orders, Service Agreements and Contracts:** Purchase orders, service agreements and contracts are required for any purchase not eligible as a procurement card or direct payment transaction. Cal Maritime campus departments submit completed requisitions with required approvals and any supporting documents to the Procurement Department. The Procurement Office, who has the sole authority to enter into contracts on behalf of the University, performs the activities supporting purchase orders, service agreements and contracts. Action is taken to procure the products or services requested by campus departments after ensuring that all policies, authorizations and procedures, including competitive solicitations, have been obtained.
2. **Procurement Card:** Vendors may be presented with a procurement request using an official campus Procurement Card. The Procurement Card is designed to be used by authorized Cal Maritime employees to purchase routine commodities within the procurement card holder's limits (including shipping, handling and tax). While full liability rests with the University for immediate payment, the cardholder whose name is imprinted on the card is responsible for all purchases. This procurement card system benefits the University and vendors through:
 - Prompt payment to vendors
 - Elimination of unnecessary purchase orders and invoices
 - Distribution of low value purchase authority

Just like any other credit card, it can be swiped at the vendor site or used to place orders by telephone and on the internet by giving the card account number to the vendor. An invoice or receipt is required from the vendor that identifies the detail of the items being purchased and shipped. The bank bills Cal Maritime for the net amount of all authorized transactions processed for each billing cycle (30 days). Each Procurement Card has a pre-set spending limit that may not be exceeded under any circumstances. Procurement Card restrictions and prohibited uses can be viewed online.

3. **Direct Payment Acquisitions:** Authority has been delegated to campus departments to acquire certain kinds of products and services described as Direct Payment acquisitions. These are typically transactions for which little or no value can be added by processing them through standard procurement procedures. The majority of direct payment acquisitions are placed by telephone, fax or in person by an authorized Cal Maritime employee. Vendors should ensure proper identification is provided by anyone who presents a direct payment transaction on behalf of the University to ensure a current Cal Maritime employee places orders.

Such payments are processed by the Cal Maritime Accounts Payable Office by direct payment requests from campus departments and are not supported by the issuance of purchase orders, service orders or contracts. Vendors send invoices directly to the Cal Maritime employee making the acquisition. Eligible products and services would routinely include commitments or

obligations for books, general one-time repairs off campus under \$2,000.00, memberships, duplication, publication reprints, and subscriptions. The full list of Direct Payment authorized transactions can be obtained from Cal Maritime Accounts Payable Department.

Any products shipped to Cal Maritime as a Direct Payment acquisition must include the Cal Maritime employee's name, department, and extended zip code.

Terms and Conditions

Vendors are responsible for familiarity with California State University (CSU) General Provisions for Commodity and Service Acquisitions. These provisions are available at the CSU Contract Services & Procurement website or by request at the Cal Maritime Purchasing Office. <http://www.calstate.edu/csp/crl/gp/gp.shtml>

California Seller's Permit

The California State Board of Equalization has mandated that you must obtain a seller's permit if you:

- Are engaged in business in California
- Intend to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail
- Will make sales for a temporary period, normally lasting no longer than 30 days at one or more locations (e.g. fireworks booth, Christmas tree lots, garage sale)

Both wholesalers and retailers must apply for a seller's permit. The requirement to obtain a seller's permit applies to:

- Individuals
- Partnerships
- Corporations
- Organizations
- Husband/Wife Co-ownership
- LLP's

Obtaining a California Seller's Permit is a *mandatory* requirement prior to doing business with any state agency. To obtain a Permit and/or view Frequently Asks Questions, complete the California Seller's Permit Application or visit the California State Board of Equalization Sales and Use Tax Registration website: <http://www.boe.ca.gov/sutax/sutprograms.htm>

Vendor Data Record (Form 204)

All Cal Maritime vendors must complete the Vendor Data Record (State of California) 204 form found on our website: <http://www.csum.edu/web/fiscal-services/vendor-information>.

Submitting a completed Vendor Data Record 204 form is a mandatory requirement prior to doing business with any state agency. Information on this form will be used to prepare Information Returns (Form 1099) and for withholding on payments to nonresident vendors. Additionally, the address provided will be used as a default remittance address for check disbursement.

If any of the information submitted on the 204 form changes, it is the responsibility of the vendor to notify Cal Maritime and to submit a new form as soon as possible. Payments will not be issued to any vendor who has not submitted a 204 form. If you have submitted a 204 form to another state agency you must still submit a 204 form to Cal Maritime.

Reminder: If you are a business accepting the Cal Maritime Procurement Card for the sale of goods, please be sure to submit a Vendor Data Record form to Accounts Payable via Fax at 707-654-1042.

Voluntary Statistical Data Sheet

The completion of the Voluntary Statistical Data Sheet is **strictly voluntary**. Public Contract Code 10111 requires state agencies to capture information on ethnicity, race, gender, and sexual orientation (ERGSO) of business owners on all awarded contracts procurements. Cal Maritime is prohibited from using this data to discriminate or provide a preference in the solicitation or acceptance of bids, quotes or estimates for goods, services and/or construction, on the basis of race, color, sex, ethnic origin, ancestry, or sexual orientation.

The data you provide on this form should best describe the ownership of your business. Ownership of a business should be determined as follows:

- For a business that is a sole proprietorship, partnership, corporation or joint venture at least 51 percent is owned by one or more individuals in a specific classification or, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more individuals in a designated classification, or
- For other business entities, the owner is the person controlling management and daily operations and who “owns” the business.

Vendors should complete this form **only** if the business has its home office in the United States and is not a branch or subsidiary of a foreign corporation, firm or other business.

Recycled Content Certification

The CSU requests all vendors to certify in writing the recycled content of the products sold or offered to the CSU.

Certification of the amount of recycled content within each product may be either (a) a minimum percentage of post-consumer material and secondary material, or (b) exact percentage of post-consumer material and secondary material.

Shipments

It is important that shipments are addressed correctly. Failure to identify the shipment properly may become cause for refusal. Partial shipments are not desirable and are not encouraged. All shipments must include a packing slip detailing the contents of the shipment. Shipments against purchase orders, procurement card orders and direct payment acquisitions should be addressed as follows:

Purchase Orders:	CSU Maritime Academy Attn: Receiving/Purchase Order # _____ 200 Maritime Academy Drive Vallejo, CA 94590-8181
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Procurement Card Orders:	CSU Maritime Academy Attn: (ProCard/Employee Name/Dept. Name) 200 Maritime Academy Drive Vallejo, CA 94590-8181
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Cal Maritime's Receiving Department phone number is 707-654-1125.

Sales Tax

Cal Maritime is not exempt from state sales or use tax.

By policy, the University generally requires the vendor to pay all contributions, taxes and premiums payable under federal, state and local laws measured upon the payroll of employees engaged in the performance of work under a contract, and all applicable sales, use, excise, transportation, privilege, occupational and other taxes applicable to products and supplies furnished or work performed.

Invoices

All vendor invoices to Cal Maritime should be on a preprinted billhead or have the signature of a company official. Do not invoice prior to shipment.

All invoices must include:

- The name and department of the Cal Maritime employee placing the order.
- The entire Cal Maritime Purchase Order Number.
- Detailed and itemized description of the products and/or services provided.
- Sales tax information (if any).

Again, the Cal Maritime Purchase Order number **must** appear on the invoice. Incomplete invoices result in a delay of payment, so it is in a vendor's best interest to comply with these instructions.

Invoices should be either emailed to: cma-ap@csum.edu or sent to:

CSU Maritime Academy, Accounts Payable
200 Maritime Academy Drive

Vallejo, CA 94590

The Cal Maritime Accounts Payable phone number is 707-654-1028.

Vendors who prefer to be paid electronically, complete the attached Vendor ACH Payment Authorization Form and mail to: cma-ap@csum.edu.

http://www.csum.edu/c/document_library/get_file?uuid=d97aa262-450a-479a-a184-9934d72a7b0a&groupId=72269