Purchasing Department Contracts - Resource Guide

Contracts are often needed for commodities that require purchase orders, like software, equipment, and services with milestones. Since these POs are much more complex, begin the process as soon as possible.

**Goals**

Become familiar with PO contracts and resources. 
Comply with University of Miami Purchasing Policies.

**Purchase Order Contract Process Overview**

Academy/MSOM PO Contracts
Steps 6, 7, and 8 may occur interchangeably.

View the full details and resources.

**Terminology**

**Business Associate Agreement (BAA)** – This form is required when a supplier will have access to PHI. (From Conga click Business Associate Agreement form.)

**Central Contracting Units (CCUs)** – UM Departmental Contracting Liaisons

**Contract Matrix** – A list of contract types, descriptions, and the typical Central Contracting Unit (CCU). Some exceptions and procedural information may also appear.

**Consultant Questionnaire** – Required for all individual consultants with rare or highly specialized expertise. TIPS: Only required for individuals, not companies. Attach to the requisition. E.g.,

- **Highly Specialized**
  - DNA Sequencing
  - Poison Control
  - Astrophysics Mapping

- **Not Highly Specialized**
  - Equipment Repair Person
  - Party / Event Planners
  - IT / Business Operations

**Family Educational Rights and Privacy Act (FERPA)** - A federal law that protects the privacy of student education records.

**Health Insurance Portability and Accountability Act (HIPAA)** - HIPAA is a federal law that requires the creation of national standards to protect sensitive patient health information from being disclosed.

**Inbound Goods/Services** - UM is paying to bring in goods/services. E.g., UM is purchasing furniture or catering services.

**Non-Disclosure Agreement (NDA)** - Contracts between UM and a current or potential supplier that allows the parties to confidentially discuss UM’s purchase or potential purchase. (Conga > #1 Purchasing (Academy/MSOM…))
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Outbound Services – UM is being paid to provide a service to a counterparty. E.g., UM is being paid by another University to have a UM professor lecture at a symposium.

Payment Matrix – A list of commodities and their allowed payment process(es). Some exceptions may appear.

Protected Health Information (PHI) - Information that can identify a patient. E.g., Date of birth (DOB), email addresses, and patient medical record numbers (MRNs)

Purchase Order (PO) – A fully approved purchase requisition that is sent to the supplier to be fulfilled for goods and/or services.

Purchase Requisition (REQ) – A request to purchase goods or services using UM funding through Workday.

Redlining – The written negotiation process.

Statement of Work (“S.O.W.,” “milestones” or “deliverables”) A description of a given project’s work.

Department of Procurement Contacts
- Help Desk
- Training Team
- Purchasing Buyers
- PCard & TCard
- Sourcing Team
- Data Team

Non-Purchasing Department Contacts
- Accounts Payable
- Disbursements
- Contract Matrix
- UHealth Procurement
- UMIT Demand Pre-Approvals
- UM Communications Pre-Approvals

ULearn Classes Hosted by the Purchasing Department
- Purchasing 101 Webinar
- Supplier Onboarding for Purchase Orders
- Purchasing Department Contracts