



The University of Texas Medical Branch
Audit Services

Audit Report

Supply Chain Operations – Exclusive Acquisition Purchases

Engagement Number 2023-004

February 2025

The University of Texas Medical Branch
Audit Services
301 University Boulevard, Suite 4.100
Galveston, Texas 77555-0150

Supply Chain Operations – Exclusive Acquisition Purchases

Engagement Number: 2023-004

Background

The Supply Chain Operations audit was included in the Fiscal Year 2024 Audit Plan with the goal of evaluating the internal controls related to Exclusive Acquisitions. This review was intended to ensure procurement processes comply with applicable laws and regulations, and University of Texas Medical Branch (UTMB Health) policies and procedures.

The Procurement Department, a division of Supply Chain Operations, is charged with the responsibility of acquiring goods, services, and equipment essential for supporting research, education, and administrative functions at UTMB Health. This department operates under a framework governed by state laws, regulations, the University of Texas System (UTS) policies, procedures, and a Contract Management Handbook. These governance mechanisms are designed to ensure that UTMB Health consistently seeks and obtains the best value in its procurement practices while adhering to all applicable legal and regulatory requirements.

The primary methodologies to acquire products or services for UTMB Health are through Group Contract Organizations (GPO), Direct Negotiations, or a Request for Proposal (RFP). The Exclusive Acquisition Justifications (EAJs) process is intended to be utilized in situations where these options are not feasible. Exclusive acquisitions can be performed for sole source vendors, assessments of best value, emergencies, and professional services.

Sole Source	<ul style="list-style-type: none"> • Applicable when goods or services are only available from a single source.
Best Value	<ul style="list-style-type: none"> • Applicable when standardization or formulary is required.
Emergency	<ul style="list-style-type: none"> • Applicable when a delay would pose a hazard to life, health, safety, welfare, or property.
Professional Services	<ul style="list-style-type: none"> • Applicable when services are based on qualifications as defined by Texas Government Code 2254.002.

Currently, each exclusive acquisition must be justified by a Subject Matter Expert (SME) in the requesting department, who documents the justification on an EAJ form. If the product or service fits an established category, the SME submits the form to the Purchasing Department for approval. The EAJ then undergoes a review process that requires validation from two Purchasing Acquisition Specialists, with at least one approval coming from a Certified Acquisition Specialist as defined by UTS 156 (Purchaser and Certain Contract Negotiator Training and Certification Policy).

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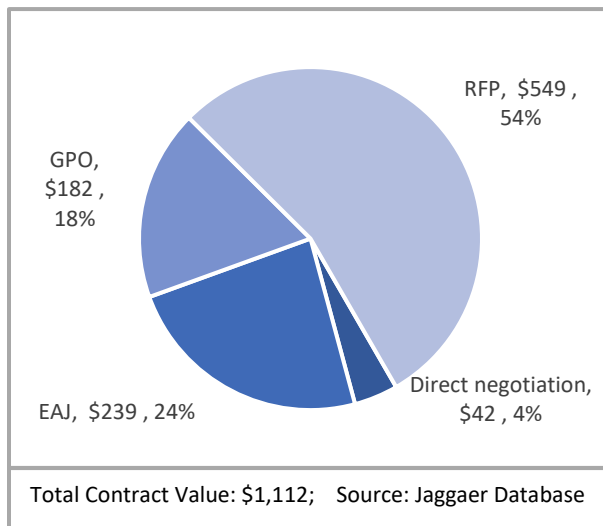
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Data from EAJ resulting in contracts are entered into the Supply Chain database, Jaggaer, along with a copy of the form. For non-contract EAJs, the information is uploaded to PeopleSoft.

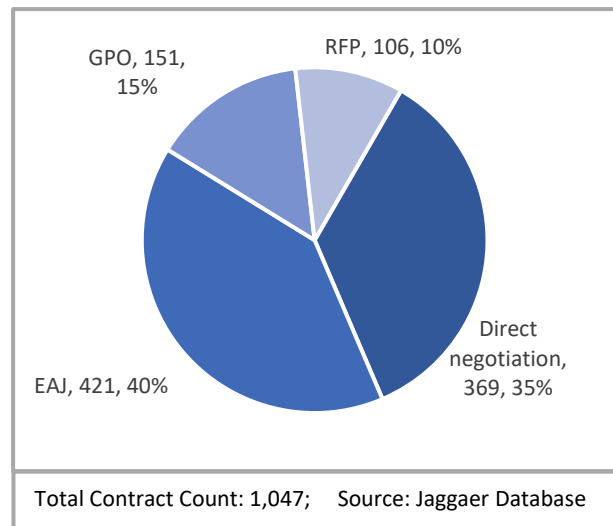
As illustrated in the charts below, approximately \$1 billion in products and services were contracted during Fiscal Years (FY) 2022 through 2024 with EAJ accounting for 40% of all contracts.

Contract by Sourcing Method Processed During FY2022-FY2024

Contract Values
(In Millions)

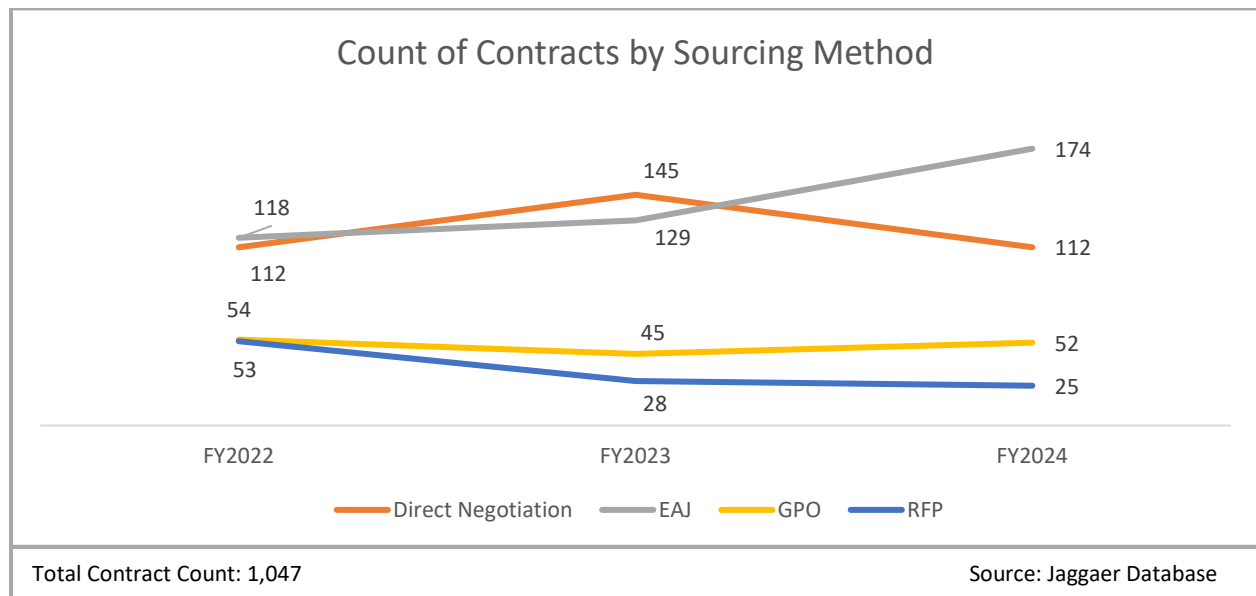


Contract Counts



As illustrated in the chart below, EAJ utilization increased by nine percent (9%) from FY2022 to FY2023 and by 35% from FY2023 to FY2024.

Count of Contracts by Sourcing Method



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Objective, Scope, and Methodology

The audit aimed to evaluate the internal control environment of Supply Chain Operations, specifically focusing on exclusive acquisition for the period between Fiscal Year 2022 and Fiscal Year 2024. We performed the following procedures:

- Evaluated Supply Chain Operation's policies, procedures, and Contract Management Handbook.
- Analyzed procurement activities involving EAJs to determine compliance with established policies, procedures, and best practices.
- Reviewed selected EAJs for proper justification and appropriate documentation.
- Utilized data analytics to identify anomalies and exceptions in the Jaggaer database.

Executive Summary

The audit of Exclusive Acquisition Justifications (EAJs) highlighted several areas where the procurement process could be improved. Specifically, outdated and inconsistent policies contribute to a lack of clarity regarding EAJ categories and documentation requirements, which may lead to unintended misuse of the exclusive acquisition process. Additionally, some deficiencies in management reporting were identified, limiting the ability to effectively track EAJ usage and detect anomalies, and potentially impacting decision-making. To address these areas for enhancement, it would be beneficial for management to focus on updating procurement policies, implementing structured management reporting, providing additional training for Subject Matter Experts (SMEs), and establishing a clear approval hierarchy. These steps will strengthen accountability, compliance, and resource management.

Detailed Results

Improper Segregation of Duties

The current process for authorizing exclusive acquisitions lacks proper segregation of duties. Specifically, the same individual could approve an EAJ, submit a requisition for purchase, and approve the purchase order, which compromises the integrity of the approval process. This overlap increases the risk of unauthorized or inappropriate purchases and undermines accountability within the procurement process. In addition, the process allows a single employee to both submit an EAJ and approve the request to purchase without management awareness or oversight.

To strengthen EAJ procurement practices, enhance accountability, and reduce the risk of inappropriate or unauthorized purchases, Supply Chain Management should ensure different individuals are responsible for approving EAJs, submitting purchase requisitions, and approving

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purchase orders. In addition, the system access roles in PeopleSoft should be reviewed to ensure the same individual cannot submit a requisition and approve the purchase order. This division will reduce the likelihood of unauthorized purchases and foster a system of checks and balances.

Recommendation 001 Medium – Improper Segregation of Duties:

Supply Chain Management should ensure different individuals are responsible for approving EAJs, submitting purchase requisitions, and approving purchase orders. In addition, the system access roles in PeopleSoft should be reviewed to ensure the same individual cannot submit a requisition and approve the purchase order.

Management's Response:

Supply Chain Operation's management will develop and implement policies and procedures to clearly define involved personnel's roles and responsibilities in the EAJ process to ensure proper segregation of duties and ensure responsibilities appropriately align with PeopleSoft access.

Responsible Party:

Chief Supply Chain Officer and Vice President

Implementation Date:

March 31, 2025

EAJ Department Approval Process

While the current process for completing the Exclusive Acquisition Justifications (EAJs) requires completion by a Subject Matter Expert (SME), it does not specify the level of the SME, which can potentially include non-management employees. Additionally, the EAJ only requires one level of departmental approval before submitting to Purchasing for processing.

Once approved, the SME may also have the authority to approve the purchase requisition, depending on the approval level assigned in PeopleSoft. This situation can result in inadequate segregation of duties, leading to a lack of accountability and oversight. Specifically, the individual who submits the EAJ may also be the one approving the purchase order, creating a conflict of interest and diminishing the oversight provided by department leadership. Defining and implementing an EAJ departmental approval process will strengthen accountability and oversight within the EAJ process, improving overall procurement practices.

Recommendation 002 Medium – EAJ Department Approval Process:

Supply Chain should update the EAJ policy to include the following enhancements:

- **Define Approval Levels:** Establish the required level of approval for Subject Matter Experts (SMEs) as Directors or higher.
- **Multiple Levels of Approval:** Mandate that at least two levels of departmental approval are obtained before an EAJ is submitted to the Purchasing Department.

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- **Separation of Roles:** Ensure the SME who submits the EAJ does not have the authority to approve the corresponding purchase requisition.

Management's Response:

Supply Chain Operation's management will update the EAJ policy to appropriately define required levels of approval in accordance with newly established policies for the utilization of EAJs.

Responsible Party:

Chief Supply Chain Officer and Vice President

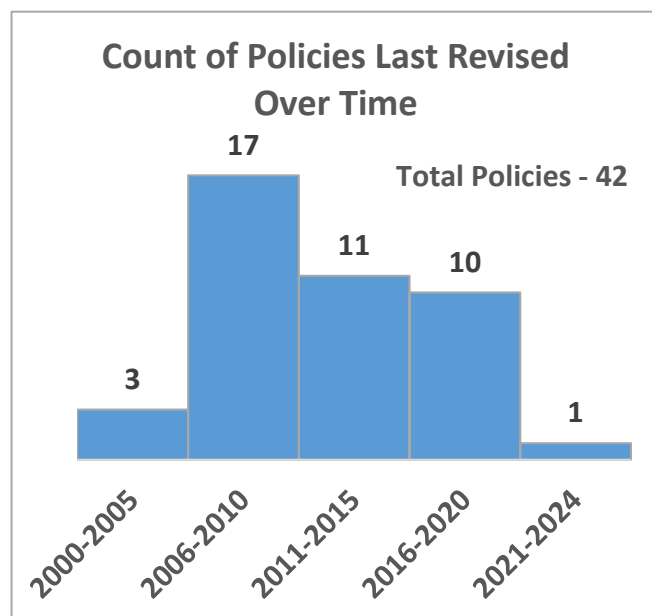
Implementation Date:

March 31, 2025

Policies and Procedures

Supply Chain's SharePoint site hosts forty-two (42) departmental policies and procedures, excluding the Contract Management Handbook, which delineates the rules established by the UT System for the various methodologies through which UTMB Health may acquire goods and services. An examination of the SharePoint site revealed that while the policies indicate issue and revision dates, there is no record of review dates. Conversations with department personnel indicated that reviews are conducted as needed, but no documentation of these reviews are retained. Consequently, it appears that most policies on the SharePoint site (31 out of 42) have not been updated since before 2015.

Currently, there is no established policy or procedure for developing, revising, and/or approving departmental policies. Although the Institutional Handbook of Operating Procedures (IHOPs) Policy 01.01.03 mandates a review of IHOPs every three years, departmental policies are not bound by this requirement. However, implementing a similar review schedule would be advantageous. Management is actively working on developing Standard Operating Procedures (SOPs) to replace the existing departmental policies on the SharePoint site, with the goal of enhancing consistency and clarity in procedures. A matrix of the reviewed policies is included in **Appendix A** of this report.



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Recommendation 003 Medium – Policies and Procedures:

Supply Chain's Purchasing Department should continue with the development and refinement of their Standard Operating Procedures and update the departmental policies and procedures to align with the Contract Management Handbook.

Management's Response:

Supply Chain Operation's management will continue refining their Standard Operating Procedures to align with the Contract Management Handbook and new policies being implemented as a result of the change to the EAJ process.

Responsible Party:

Chief Supply Chain Officer and Vice President

Implementation Date:

March 31, 2025

Recommendation 004 Medium – Policies and Procedures:

Supply Chain should develop and implement processes to ensure policies and procedures will remain current, consistent, and relevant. This should include:

- **Designated Responsibility:** Assign a specific individual or team to track and maintain the policies.
- **Review Frequency:** Establish a clear schedule for regular reviews, such as annually or biannually.
- **Tracking and Maintenance:** Define the methodology for tracking and maintaining policies, ensuring they are easily accessible and up to date.
- **Employee Feedback:** Provide opportunities for employees to offer feedback during the update process, incorporating their insights to improve policies and procedures.
- **Communicating Updates:** Implement a system for effectively communicating any updates or changes to policies and procedures to all relevant stakeholders.

Management's Response:

Supply Chain Operation's management will develop a procedure that outlines the responsibilities, frequency, maintenance, and communication for proper policy management in accordance with UTMB Health's IHOP Policy 01.01.03 and best practices.

Responsible Party:

Chief Supply Chain Officer and Vice President

Implementation Date:

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EAJ Supporting Documentation and Justification of Use

Currently, exclusive acquisition requests are approved by Purchasing staff based on the justifications provided by department's Subject Matter Experts (SMEs). However, our review of the submitted EAJ forms revealed a lack of minimum documentation requirements, leading to potential misuse of EAJ categories, particularly in sole source and best value cases. Many justifications were found to be vague and unclear, necessitating Purchasing approvers to make subjective judgments based on limited supporting documentation. This situation enables unjustified or unsupported EAJs to be approved with minimal scrutiny, which may undermine the integrity of the process.

To address these issues, it is essential to establish comprehensive guidelines that clearly define the conditions under which EAJs can be utilized. Additionally, training should be provided to staff on competitive bidding practices and the appropriate use of EAJs. Requiring detailed documentation for each EAJ—including a clear rationale for why a competitive bid is not feasible and an explanation of the EAJ's value—will strengthen the approval process and promote compliance with procurement best practices.

Recommendation 005 Medium – EAJ Supporting Documentation and Justification:

Supply Chain should revise Policy 2.10 – Best Value Procurement to include clear definitions for all EAJ justification categories, such as Sole Source, Best Value, Emergency, and Professional Services. Additionally, the policy should include detailed criteria that includes but not limited to specific minimum documentation requirements needed to support each EAJ.

Management's Response:

Supply Chain Operation's management will develop a new process and policy clearly defining the allowable use of the EAJ form for goods and services. This will include implementation of an approval hierarchy and establishing exact criteria for each of the EAJ categories.

Responsible Party:

Chief Supply Chain Officer and Vice President

Implementation Date:

March 31, 2025

Monitoring and Oversight in Procurement

The current procurement process faces challenges in monitoring and management oversight due to the absence of monthly management reports. These reports are important for tracking and identifying trends or anomalies in the utilization of Exclusive Acquisition Justifications (EAJs).

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Without systematic reporting, it is difficult to detect potential overreliance or excessive use of EAJ by specific departments or leaders.

This limited visibility makes it challenging to determine whether certain departments are utilizing EAJ disproportionately compared to other procurement methods, such as Requests for Proposals (RFPs) or Direct Negotiations. Consequently, this gap in oversight may hinder the organization's ability to fully evaluate the effectiveness and appropriateness of procurement decisions, which could lead to inefficiencies and missed opportunities for achieving the best value for UTMB Health.

Recommendation 006 Medium - Monitoring and Oversight in Procurement:

Supply Chain should implement a structured system of monthly management reports. These reports should focus on tracking the utilization of Exclusive Acquisition Justifications (EAJs), including trends and anomalies, to provide visibility into purchasing patterns across various departments.

Additionally, these reports should compare EAJ usage against other procurement methods, such as Requests for Proposals (RFPs) and Direct Negotiations, enabling management to identify any disproportionate reliance on EAJs and assess the overall effectiveness of procurement decisions.

Management's Response:

Supply Chain Operation's management will develop EAJ monitoring reports to identify trends and exceptions and increase oversight for informed decision-making.

Responsible Party:

Chief Supply Chain Officer and Vice President

Implementation Date:

March 31, 2025

Conclusion

We appreciate the assistance provided by the Supply Chain and Purchasing Department staff and management and are confident that the insights shared in our report will contribute to enhancing the procurement process.

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This audit was conducted in conformance with The Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*. Additionally, we conducted the audit in accordance with Generally Accepted Government Auditing Standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions on our audit objectives.

Observation Ratings

Priority	An issue that, if not addressed timely, has a high probability to directly impact achievement of a strategic or important operational objective of the UTMB Health or the University of Texas System as a whole.
High	An issue considered to have a medium to high probability of adverse effects to a significant office or business process or to the UTMB Health as a whole.
Medium	An issue considered to have a low to medium probability of adverse effects to an office or business process or to the UTMB Health as a whole.
Low	An issue considered to have minimal probability of adverse effects to an office or business process or to the UTMB Health as a whole.

Report Date:

February 28, 2025

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Appendix A

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Appendix A
Departmental Policies and Procedures



The following matrix outline the 42 departmental policies and procedures found within the SharePoint site.

Policy Subject	Objective	Approved By	Issued Date	Last Revised Date
1.10 - Ethics Policy	Establish effective guidelines for ethical practices of procurement personnel consistent with UTMB/UT System Policy and applicable laws and regulations.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/17/2000	8/27/2007
1.30 - Delegated Authority	Document UTMB Health's delegated approval limits and establish effective guidelines for the purchase of goods and services that exceed UTMB's delegated approval limits consistent with UT System Rules and Regulations, and applicable laws.	Frank Reighard, Associate Vice President Supply Chain Management	9/17/2000	4/1/2017
1.40 - Release of Information Under the Texas Public Information Act	Establish guidelines for compliance with release of records under the Texas Public Information Act (Government Code; Section 552.001).	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/17/2000	8/27/2007
1.50 - Protest Procedures	Establish formal procedures for handling complaints and protests regarding procurement actions processed by Logistics/Acquisition or by any UTMB Health department acting under authority from the Chief Purchasing Agent.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/15/2000	1/4/2010
2.10 - Best Value Procurement	Establish effective guidelines for the purchase of supplies, equipment and services consistent with best value principles, applicable laws and regulations, and best industry practices.	Eric Williams, Director of Purchasing	9/17/2000	5/12/2016
2.12 - Managing Requisitions	Establish effective guidelines for managing Requisitions and the proper escalation for any processing related issues.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	5/17/2010	5/17/2010
2.14 - Solicitation Award	Establish effective guidelines for the solicitation and award of all Informal (verbal) Quotations, Invitation to Bids (ITBs), and Requests for Bid (RFB).	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	7/1/2008	5/8/2012
2.15 - Bid Opening	Ensure all information needed for the tabulation, evaluation, and award of Invitation to Bids (ITBs), Requests for Bid (RFB), and Request for Proposals (RFPs) is recorded correctly, all formal written bids/proposals will be opened in accordance with this procedure.	Kyle Barton, C.P.M., Chief Purchasing Agent	9/17/2000	5/8/2012
2.20 - Tabulation Of Quotations and ITBs	Establish effective guidelines for the tabulation of all responses to requests for Informal (verbal) Quotations, Formal (written) Requests for Quotations (RFQs), and Invitation to Bids (ITBs).	Kyle Barton, C.P.M., Chief Purchasing Agent	9/17/2000	5/8/2012
2.30 - Orders Over \$100,000	Establish a uniform method for processing requisitions with an anticipated total value of \$100,000 or greater (regardless of method of purchase; i.e., ITB, RFP, GPO, Sole-Source, etc.) in accordance with State and UT System rules and regulations.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/17/2000	3/18/2011
2.32 - Bilateral Agreements	Establish effective guidelines for processing and routing of Bilateral Agreement consistent with applicable rules and regulations.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	7/25/2002	5/8/2012
2.33 - Procurement Review Process	Establish effective guidelines for the review of all applicable Procurements.	Eric Williams, Director of Purchasing	12/31/2002	9/12/2014
2.34 - Procurements Utilizing Federal Funds	Establish effective guidelines for the processing and review of all Procurements utilizing Federal Funds.	Danny Blount, Director of Purchasing	11/15/2004	9/1/2018

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Policy Subject	Objective	Approved By	Issued Date	Last Revised Date
2.35 - Request For Proposal	Establish effective guidelines for the development, solicitation, evaluation, and award of Request for Proposals (RFP) consistent with applicable laws and regulations. Provisions of this Procedure may also provide guidance for other types of major procurement projects.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	5/4/2001	8/27/2007
2.40 - Information Technology	Establish effective guidelines for the purchase of Information Technology products and services consistent with best value principles, applicable laws and regulations, and best industry practices.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/17/2000	5/17/2010
2.45 - Consulting Services	Establish effective guidelines for the purchase of Consulting Services consistent with best value principles, applicable laws and regulations, and best industry practices.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/17/2000	1/4/2010
2.50 - Professional Services	Establish effective guidelines for the purchase of Professional Services consistent with applicable laws and regulations.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/17/2000	8/27/2007
2.55 - Construction Services	Establish effective guidelines for the purchase of Construction Services consistent with best value principles, applicable laws and regulations, and best industry practices.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	5/4/2001	4/22/2008
2.56 - Purchase of Lasers and Related Maintenance	Address State of Texas registrations requirements for the suppliers of lasers and maintenance/repair of lasers.	Kyle Barton, C.P.M., Chief Purchasing Agent	11/18/2004	5/8/2012
2.57 - Seller's Security Clearance Requirements	Establishes that the Seller shall conduct a Security Clearance Check and a Urine Drug Test of the type and kind defined by the type of Security Clearance Check required (Level One, Level Two, or Level Three).	Director of Purchasing	6/28/2021	6/28/2021
2.58 - Hotel/Event Agreements	Establish effective guidelines for processing and routing of Hotel/Event Agreement consistent with applicable rules and regulation.	Kyle Barton, C.P.M., Chief Purchasing Agent	5/8/2012	5/8/2012
2.60 - Establishment of Committed Contracts	Establish a uniform method for entering into Committed Contracts/Agreements, which include Institutional and Committed Group Purchasing Organization (GPO) Contracts/Agreements. A Committed Contract is defined as a Contract that requires UTMB to meet certain performance obligations (e.g., annual spend, percentage obligation, etc.).	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/17/2000	8/27/2007
2.65 - Procurements from Committed Contracts	Establish a uniform method for processing requisitions utilizing existing Committed Contracts/Agreements, which include Institutional and Committed Group Purchasing Organization (GPO) Contracts/Agreements.	Chief Purchasing Agent	9/17/2000	9/17/2000
2.70 - Procurements from Non-Committed Contracts	Establish a uniform method for processing requisitions utilizing existing Non-Committed Contracts/Agreements, which include GPO, Department of Information Resources (DIR), and Texas Procurement and Support Services (TPASS) Contracts/Agreements.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/17/2000	1/4/2010

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2.73 - Purchase of UTMB Intellectual Property Licensed to UTMB Employee Owned Companies and/or Companies UTMB has an Equity Interest in	Manage and address conflict of interest issues and procurement regulations when acquiring products and/or services from companies UTMB has an equity interest in, and/or companies UTMB employees have an ownership interest in, where UTMB has licensed to them UTMB intellectual property/technology (collectively and for purposes of this Procedure hereafter referred to as "UTMB Technology Companies").	Chief Purchasing Agent	2/16/2006	2/16/2006
2.75 - Procurements From Foreign Suppliers	Establishes guidelines to receive quotations from and place orders with foreign suppliers.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/17/2000	1/3/2003
2.80 - Trial, Sample, & Evaluation Products	Establishes guidelines to enable Suppliers to bring in products/equipment for loan, trials and/or evaluation at no charge.	Danny Blount, Director of Purchasing	9/17/2000	9/12/2018
2.85 - Emergency/Manual Purchase Order Procedure	Provides guidelines in the processing of an emergency request utilizing a manual purchase order procedure. This procedure will be utilized for the processing of emergency purchases required during any automated purchasing system downtime or in the event that departmental approval (authorized signature) is unavailable for an emergency procurement.	Chief Purchasing Agent	9/17/2000	4/30/2004
2.90 - Unauthorized Purchase Process	Establish effective guidelines for the processing of all unauthorized purchases initiated by UTMB departments/end-users.	Eric Williams, Director of Purchasing	12/31/2002	3/24/2015
3.10 - Records Documentation and Retention Schedule	Comply with the state retention guidelines and to better control the documentation and storage of records in Logistics/Acquisition, the following Record Retention Schedule and Documentation Guidelines has been established.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/17/2000	3/18/2011
3.20 - Contract Administration & BAA Process	Establish effective guidelines for the administration of Purchasing Contracts and Business Associate Agreements (BAA). The individual responsible for administration of the Contract shall be responsible for the performance of the requirements established under this Procedure.	Frank Reighard, Associate Vice President Supply Chain Management	7/22/2011	9/1/2017
3.30 - Contract Security Documents	Ensure the safekeeping of bid bonds, payment bonds, performance bonds, insurance certificates, certified checks, letters of credit, and any document presented as a part of any Agreement, Contract, Purchase Order, and/or Bid.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/17/2000	1/4/2010
3.56 - Contract and Procurement Reporting	Establish effective guidelines for the reporting of all applicable Logistics/Acquisition Contracts and Procurements. The Compliance Officer of Logistics/Acquisition shall be responsible for the performance of the requirements established under this Procedure.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	12/31/2002	8/27/2007
4.50 - Vendor Performance	Establish effective guidelines administered by the Supplier Management Section of Logistics/Acquisitions for the management of Vendor Performance in accordance applicable state and federal laws and regulations.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	9/17/2000	4/22/2008

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5.10 - Historically Underutilized Businesses	Establishes guidelines to increase the utilization of Historically Underutilized Business (HUB) firms in the award of contracts and procurements for goods and services consistent with rules, regulations and goals established by UT System, Texas Procurement and Support Services (TPASS) and UTMB.	Karen Gross, CPM, CPPB, CTPM, Manager, Supplier Diversity Programs	9/17/2000	10/1/2017
5.2 - HUB Subcontracting	Establishes guidelines to increase the utilization of Historically Underutilized Business (HUB) firms in the award of Subcontracts for the procurements of goods and services consistent with rules, regulations and goals established by the responsible State of Texas Agency and UTMB.	Karen Gross, CPM, CPPB, CTPM, Manager, Supplier Diversity Programs	9/17/2000	10/1/2017
5.30 - Bid Postings	Establish guidelines for entering bid postings within UTMB Health's bid website.	Karen Gross, CPM, CPPB, CTPM, Manager, Supplier Diversity Programs	9/17/2000	1/1/2016
6.10 - Department Generated (DEP) Orders	Establish effective guidelines for the issuance of Department Generated Orders (DEP orders) for products and services by departmental staff consistent with Purchasing' procedures and applicable laws and regulations.	Eric Williams, Director of Purchasing	10/1/1995	12/12/2013
6.11 - TIBH Orders and Reporting Requirements	Establish effective guidelines for the issuance of Purchase Orders for products and services available from the Texas Industries for the Blind and Handicapped (TIBH) and the State Reporting requirements.	Danny Blount, Director of Purchasing	2/9/2018	2/9/2018
7.10 - Small Business Program	Establishes guidelines for the utilization of small businesses, small woman owned businesses, small HUB Zone businesses, veteran owned small businesses, service-disabled veteran owned businesses and small disadvantaged businesses (hereafter referred to as "Small Business Concerns") with respect to subcontracting and/or the purchase of goods and services in support of Federal Contracts and other Federally supported projects.	Jeffery Bonnardel, C.P.M., Chief Purchasing Agent	11/4/2004	12/29/2009
11.10 - Non-exempt Employee Attendance	Establish effective attendance guidelines for non-exempt Purchasing personnel consistent with UTMB Policy.	Frank Reighard, Associate Vice President Supply Chain Management	3/1/2016	3/8/2017
Guidelines for Invoices	Establish effective Purchase Order notations and related rules for the processing of Invoices and related invoicing processes for Services and Equipment Purchase Orders.	Chief Purchasing Agent	6/17/2008	6/17/2008