CSU & CPP - Procurement Terms Definitions

Introduction

This manual is designed to provide clear and concise definitions for key procurement terms used at Cal Poly Pomona. It serves as a reference guide to assist campus personnel in understanding and effectively managing procurement processes. By familiarizing themselves with these terms, staff can ensure compliance with university policies and state regulations, streamline procurement activities, and contribute to the efficient operation of the university. For further details, please refer to the CSU Contracts and Procurement Policy Manual and other relevant documents.

SO (Service Order)

A service order is used to obtain various kinds of services on a less formal basis when there is no need for a formal agreement. It ensures compliance with regulations and suits straightforward service needs that do not require extensive contract provisions.

CO (Commodity Order)

A commodity order refers to the procurement of tangible goods, such as equipment, supplies, or other physical items necessary for university operations. These orders typically involve a formal procurement process to ensure compliance with university and state regulations. Competitive bidding may be required for higher-value purchases.

SB (Service Blanket- Order)

A service blanket order is an agreement for the recurring purchase of services over a specified period, typically a year. It streamlines the procurement process for regularly required services, reducing the need for individual purchase orders each time a service is needed.

CB (Commodity Blanket – Order)

A commodity blanket order is like a service blanket order but is used for recurring purchases of commodities or goods over a specified period. This arrangement allows the university to procure necessary items as needed without processing individual purchase orders each time, ensuring a steady supply of essential goods.

IT (Hardware/Software/Equipment/Licenses)

IT procurement encompasses the acquisition of hardware, software, equipment, and licenses necessary for the university's information technology infrastructure. This includes:

- **Hardware**: Physical devices such as computers, servers, and networking equipment.
- **Software**: Programs and applications required for university operations.
- **Equipment**: Additional IT-related items like printers, scanners, and other peripherals.
- **Licenses**: Legal permissions to use software and applications. The procurement process for IT must meet specific guidelines to ensure compliance with accessibility standards and CSU policies.

PW (Public Works)

Public works involve the construction, alteration, demolition, installation, or repair of public structures, buildings, roads, and other improvements. The CSU policy for public works contracts outlines the requirements for preparing and administering these contracts, ensuring they comply with state laws and CSU regulations. Public works projects typically require competitive bidding, adherence to prevailing wage laws, and proper project management to ensure successful completion.

PW – Also includes (Public Works-Related Services)

Public works-related services encompass a broad range of activities and professional services involved in the planning, design, construction, maintenance, and management of public infrastructure projects. These services ensure that projects meet legal, safety, and functional requirements.

Key Aspects of Public Works-Related Services:

1. **Planning Services**:
   - Site Assessment
   - Feasibility Studies
   - Environmental Impact Assessments
2. **Design Services**:
   - Architectural Design
   - Engineering Design
   - Landscape Design
3. **Construction Services**:
   - Project Management
   - General Contracting
   - Specialized Construction
4. **Maintenance Services**:
   - Routine Maintenance
   - Repairs
   - Upgrades and Renovations
5. **Management Services**:
   - Facilities Management
   - Asset Management
   - Safety and Compliance Management

This manual is intended to provide clear and concise definitions for key procurement terms used at Cal Poly Pomona, aiding in the effective management of procurement processes. For further details, please refer to the CSU Contracts and Procurement Policy Manual and other relevant documents.