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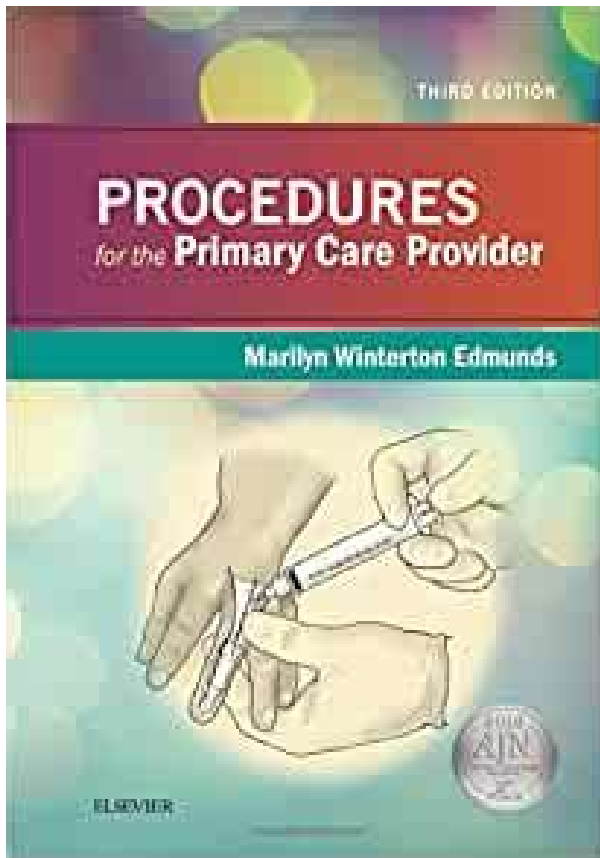
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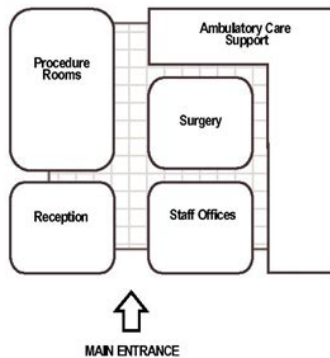
Care international procurement manual



Data analysis and recommendations 12. Communicating, reporting and other outputs 13. Exit and transition strategy 14. Risk analysis 15. Monitoring and evaluation 16. Tracking of proposals 11. Human resources issues 11. Stress management during and after emergency 12. Training and briefing on safety and security 13. Annexes 14. Other resources PROGRAMME SUPPORT 15. Documentation and record keeping 11. Tally and receipt sheets 11. Commodity ration measurement 12. Procedures for a typical distribution 13. FFW distributions 14. Collaboration with other agencies 11. Case study Good practices and recommendations from the 2005 tsunami 12. Maintenance of personnel files 11. Coordination between HR and finance units 12. Staff wellbeing 13. Performance management 14. Completion of assignment 15. External information sharing 11. Documentation and archival 12. Remote support for information management 13. Infrastructure requirements 14. Operations rooms 15. Additional guidelines for nonpresence operations 16. Annexes 17. Other resources RESOURCES DOWNLOADS CHAPTER ANNEXES Emergencies are lifesaving situations, so time is of the essence and we need to procure the required goods and materials, and deliver these to the intended beneficiary in a timely manner. Slow or ineffective procurement can delay or stop the entire operation if relief items are not available and prevent CARE from achieving its mission of providing urgently needed assistance to disasteraffected people. To expedite transaction in PeopleSoft Country offices are encouraged to set up one emergency department. Simplified procedures must be put in place for the emergency period, or considerable slowing of the procurement process will result, which will delay the entire relief effort. The most effective COs are those that already have emergency procedures documented as part of their regular policies, and they simply need to activate them at the time the emergency is declared.<https://www.datgrocerydelivers.com/MI/userfiles/ear-force-x12-manual.xml>

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Relationship Diagram
Ambulatory Care Invasive Procedures Suite



Options and recommendations are included in sections 3.2 and 3.3. The procurement unit then manages the procurement sourcing and acquisition process in accordance with the following guidelines. Contracts should be based on the analysis of bids or quote, and the terms of conditions outlined at the selection stage see section 6.3 . This should be discussed in detail and confirmed with the unit that requested the purchase for example, Programme unit, and logistics unit. The following issues must be reviewed before placing orders for importing goods. For more information, refer to Chapter 15 Logistics. The procurement unit will often be asked to take responsibility for the receipt and dispatch of some goods. In this event, consult the guidelines at Chapter 15 Logistics, and ensure the following steps are taken The internal audit department is responsible for conducting procurement reviews to find out that emergency policies and procedures are correctly interpreted and implemented. Ideally, this will be a dedicated procurement specialist, but if this is not possible, the most relevant programme support team member must assess procurement requirements. Given that all relief activities are dependent on effective procurement, the involvement of procurement personnel in the initial assessment and start up team is key to mobilise an effective response. Additional guidelines for nonpresence operations 16. Annexes 17. Other resources RESOURCES DOWNLOADS CHAPTER ANNEXES The procurement unit then manages the procurement sourcing and acquisition process in accordance with the following guidelines. In case of funding from United States Government, verify the geographical code and find out if any waivers are required. As part of the EPP process, the CO may have preidentified suppliers. Check the EPP first. However, this is often not feasible in emergency contexts due to limited availability or poor quality. <http://agence-sml.com/files/ear-piercing-training-manual.xml>

**Insert Name of Department
Policies and Procedures Manual**

XXV. Family Rights and Privacy Act of 1974

A. FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education. The University of Texas at Arlington has established a policy relating to the accessibility of student information in the custody of UT Arlington. Go to the Student Educational Records Policy in the Academic Regulations section of the UTA Catalogs:

Undergraduate – www.uta.edu/catalog/general/academicreg
Graduate – www.uta.edu/gradcatalog/general_info/ferp

At UT Arlington, FERPA rights apply to a student; a student is a person who is, or has been, in attendance at the institution, regardless of the person's age. Under FERPA, a student has a right to

- Inspect and review his or her educational records
- Request to amend his or her educational records
- Have some control over the disclosure of information from his or her educational records

FERPA applies to personally identifiable information in educational records which includes directory-information items, such as the student's name, address (home and campus), telephone (home and campus), date and place of birth, major, participation in recognized activities and sports, height and weight and athletes, dates of attendance, degrees and awards received, and the most recent previous educational institution attended. The directory information made available by UT Arlington is:

- Name
- Address
- Telephone
- Date of Birth
- Major
- Participation in recognized activities and sports
- Height and weight of athletes
- Dates of Attendance
- Degrees and awards received
- Most recent previous educational institution attended

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information

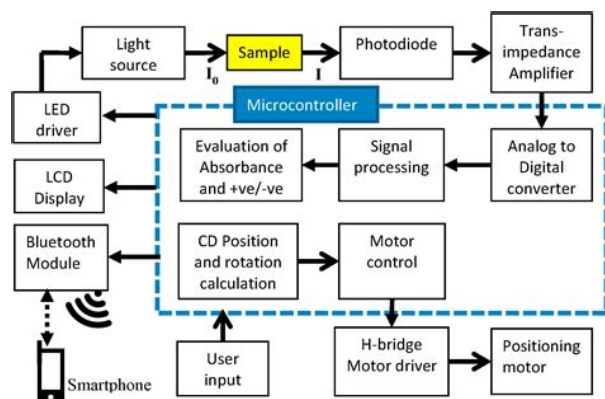
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Sometimes a combination of sources will be required to achieve the right quantity, quality and speed of delivery. Decentralising procurement to suboffices by increasing their authorisation levels can make the procurement faster if goods are available in suboffice locations see section 3 . This is particularly common for relief items such as tarpaulins, tents and blankets. In this case, the CO would require assistance from the international member in that particular country to help identify sources of supply, and establish links between the CO and the vendor in the donor country. Contact CARE USA Procurement for assistance. Methods for vendor selection include Where the requirements of the emergency are urgent or unique are clearly detailed, sole or single sourcing may be justifiable to speed up the procurement process. Sole or single sourcing must be clearly justified and documented for audit purposes. These limits should be increased automatically for the emergency period to help with more rapid procurement refer to section 3 . In the absence of an existing CO procurement policy, refer to the Lead Member for recommended thresholds. Follow CAREs CI Harmonization Procurement Policy. Vendors should be preselected and screened during the EPP process. If this is not the case, then A report of this screening process should be printed and placed in the procurement file. Note in PeopleSoft new vendors are checked by Bridger World Tracker when upon entering them in the system. Vendor is added only after successful clearance in system. CARE USA currently uses the Bridger World Tracker software. Check with your Lead Member for appropriate software. CARE places special focus on working alongside women and girls because, equipped with the proper resources, they have the power to lift whole families and entire communities out of poverty. CARE commenced its humanitarian programme in Kenya in 1968.

Since then we have built a substantial development and humanitarian program including refugee operations, emergency response, livelihoods, food security, climate change adaption, sexual reproductive and maternal health, women and girls' economic empowerment, and youth employability. The Procurement and Administration Manager will undertake performance management reviews for direct reports and draw up development action plans as necessary. Job Description Tasks and responsibilities. Ensure that SubOffice administrative tasks are completed per policy and procedures, reports are accurate and timely, and activities are efficient and costeffective. Ongoing monitoring, analysis, and followup as required. Initiate and encourage intersectoral mission wide information sharing and corporation. Qualifications QUALIFICATIONS 1. Education Degree in

Business or Administration and a member of a professional body governing the procurement profession. KISM or CIPS 2. Experience 3 Years' experience in a similar position 3. Certificate Diploma in Purchasing and Supplies Management. 4. Competencies High level of analytical and interpretative problem solving. Ability to develop and implement solutions independently. Sorry, this job has expired Sorry, this job has expired share this job Powered by Data Processor Privacy Policy and Terms of Use. Procurement is a critical function in support of the effective discharge of WHO mandate. In order to fulfill its mandate and achieve its vision WHO must procure a significant volume of goods and services. As a public organization entrusted with donor funds and committed to supporting developing economies, the objective of procurement activities within the WHO is the timely acquisition of goods and services while addressing the following guiding principles; Under this framework, all vendors must be qualified, as well as eligible This information shall be published with due observance of the requirements of confidentiality and security.



<http://eco-region31.ru/bosch-shredder-2200-manual>

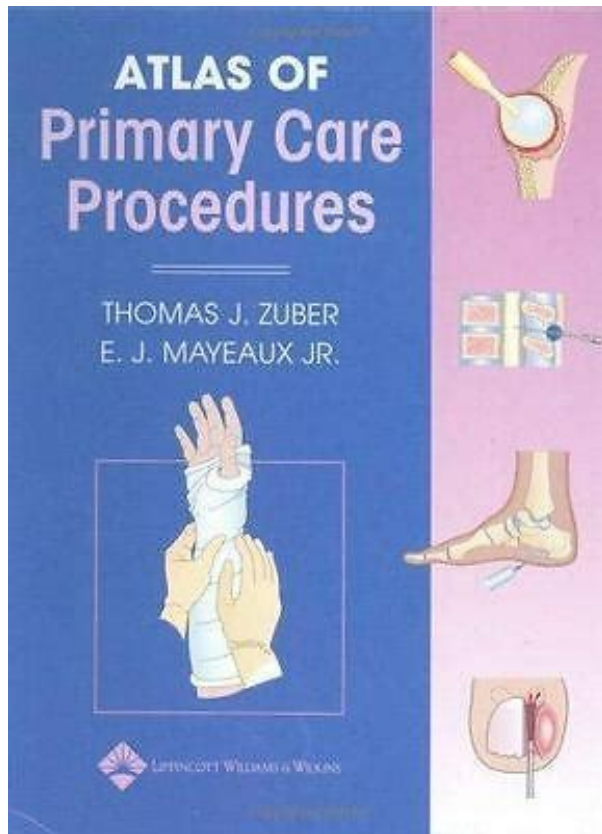
The kits are used by United Nations agencies, nongovernmental organizations and national governments. All prospective providers must be treated equally. All individuals and entities directly or indirectly associated with the procurement function are responsible for protecting the integrity of the process and maintaining fairness, transparency and equal treatment of all prospective providers. All potential vendors should be treated equally, and the process should feature clear evaluation criteria, unambiguous solicitation instructions, realistic requirements, and rules and procedures that are easy to understand. Any business transactions must conform to the mandates and principles of WHO and the United Nations. Please upgrade your browser or activate Google Chrome Frame to improve your experience. We believe that only through cooperation between our supply partners and ourselves can we receive the best price for the right products in an atmosphere that is fair to all. As a result, our Administrative requirements may vary depending on the equipment or service procured, and for which program or office the transaction is supporting. All Request for Proposals and Request for Quotes will clearly list our requirements, and the eligibility requirements for those supply partners that wish to participate in the tender. All qualified and interested Suppliers are invited to submit their proposals by June 26th, 2020. RFP documents can be downloaded from the hyperlink attached to this Ad. EIN number 135660870. For example, where procurement is a combination of goods and services, if "services" is the higher value, then the Mission shall use documents for the services category. Technical specifications also address terminology, symbols, packaging, marking or labeling requirements, or conformity and assessment procedures prescribed by contracting authorities. Care must be taken in preparing the technical specifications to ensure they are not restrictive i.e.

<http://churchoftheresurrectionacc.com/images/cadillac-allante-service-manual.pdf>



they are open to any brand. This refers to suppliers for Goods, contractors for Construction Works and service providers for Services. The highest ethical standards shall be employed in all procurement transactions, and Vendors shall be chosen based on IOMs procurement policies and defined selection criteria. IOM staff, especially those involved in any phase of procurement, must declare any affiliations with Vendors and should not disclose privileged information about any project requirements or deprive other Bidders of such information that puts a Bidder or group of Bidders at more advantageous position over the other Bidders. Also, staff shall not accept commissions, gratuities or gifts from Vendors. A Bidder found to have an undisclosed conflict of interest with IOM, or with a competing Bidder, shall be disqualified from participating in a tender see Code of Conduct for Suppliers . IOM has an obligation to ensure funds entrusted by donors are properly used with consideration for economy and efficiency, and without regard to political or noneconomic influences. IOMs procurement process shall be generally guided by Contracts will be awarded to the Bidder with the lowest compliant offer offering best value for money based on required technical specifications, and which has fully complied with the terms of the bidding process. During the competitive bidding process all tender documents will provide a clause acknowledging nonexploitation of child labor. IOM may purchase used goods, provided they are approved based on written justification and inspected by a competent authority staff or consultant to verify satisfactory condition or require certification with relevant warranty from the supplier of the current condition of the purchased second hand goods in case inspection is not possible. Evidence of receipt or inspection will be noted on the Delivery Receipt DR, including signatures of the receiving or inspecting staff.

<https://cjb-clinicalmarketing.com/images/cadillac-catera-2001-owners-manual.pdf>



Similarly, Construction Works and Services will be confirmed by IOM before final acceptance. Vendors contracted without competition must be evaluated regularly in terms of price competitiveness and contract performance. In case the parties can not come to agreement, the dispute must be referred to arbitration in accordance with the UNCITRAL arbitration rules. Clauses on dispute resolution and immunity are included in IOMs standard contracts and Purchase Orders. Download Ebook A routine purchase generates bundles of paperwork, and needs too many backandforth emails to set things straight. Attempting to speed up the procurement process with outdated tools like spreadsheets and emails is like trying to start a microwave with steel and flint. Modern procurement tools can transform a painfully slow procurement strategy to world class overnight. Heres all you need to know to power up the procurement process. Procurement can be direct, indirect, reactive, or proactive in nature. Although we use procurement and purchasing interchangeably, they slightly differ from each other. The procurement process in an organization is unique to its context and operations. They take care of initiating or authorizing every stage of the process. The number of stakeholders involved is directly proportional to the risk and value of the purchase. Although the procurement process of organizations differs from each other, the flowchart below sums up the important steps in a procurement process. These are the important stages in the procurement process flow Be it a brand new order or a recurring purchase, needs are analyzed and the availability is doublechecked before creating a request for purchase. The requester sends a request for procurement paper form, electronic, or phone to the purchasing department. All these can be handled with a simple purchase order app A legally binding contract activates right after a vendor accepts a PO and acknowledges it.

Discrepancies should be addressed once they are discovered. All appropriate documents right from purchase requests to approved invoices are stored in a centralized location. No information is lost and stakeholders can raise, approve, or reject items on time. A streamlined procurement process offers better control over every stage of the procurement lifecycle. So, doublecheck whether they have vital features to ensure a hasslefree procurement. Kissflow procurement cloud allows organizations to create a dynamic procurement management process that provides them with a tactical advantage. Todays eprocurement tools are capable of straightening the procurement

process flow in a jiffy. Kissflow offers tools and resources every business needs to automate end-to-end procurement and scale it up or down to meet their business needs. Even business users like finance staff who don't have any coding expertise can create a purchase order app in 15 minutes. Give Kissflow procurement cloud a try for free. It's a solution crafted with best procurement practices in mind, to deliver a procurement experience you'll love, every single time. Be the first to try it out. Be the first to try it out. Purchasing activities are conducted in central Procurement Services as well as by academic and administrative departmental employees. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to federal and state government regulations, and compliance with university bylaws and policies. Per Board of Regents Bylaws 3.07 2d, the Regents have delegated procurement responsibility to the Executive Vice President and Chief Financial Officer, who in turn has delegated this function to Procurement Services. As a result, Procurement Services is responsible for assisting university units in the procurement process and for overseeing all procurement activities.

<https://www.mybizwebsites.com/wp-content/plugins/formcraft/file-upload/server/content/files/162731de62e9e1---briggs-and-stratton-maintenance-minder-manual.pdf>

The university is not bound by and does not recognize as binding any promise or obligation made by an unauthorized person. Those signing external agreements or attempting to bind the university by any other means without authority may be subject to legal and disciplinary action up to and including termination. However, it is the responsibility of the university unit to Contact Procurement Services to request a change or extension. These restrictions come from various units across the university. It is the responsibility of those units to maintain the information in a restricted commodities table and to advise Procurement Services of any unauthorized purchases. It is the university unit's responsibility to be aware of restrictions on the purchases of goods or services on the chart field combination being charged. If a university employee has questions about whether an item is restricted, Procurement Services should be contacted before the purchase is made. The Procurement Services website contains a variety of resources, including a restricted commodities table and reporting form for unauthorized purchases. Cost Principles for Educational Institutions. Additional purchasing requirements needed to comply with the Uniform Guidance can be found on the Procurement Services website. All procurement activities conducted on behalf of the university must be in compliance with the standards outlined in federal, state and local laws; university policies; the University of Michigan Statement on Stewardship; and Procurement Services procedures. For more information about the university's legislative and regulatory obligations, visit the university's Compliance Resource Center. It is the responsibility of each faculty and staff member of the university to ensure that the university does not knowingly enter into any purchase commitment that could result in a conflict of interest. Units with questions about a particular situation should contact Procurement Services.

www.deolestatewinery.com/files/casio-ctk-520l-manual-espa-ol.pdf

Procurement Services Management is the ultimate decision maker on whether a procurement-related activity has the intent or appearance of unethical practice. Bids and proposals from competing suppliers will be evaluated by Procurement Services which will also award contracts. As part of their stewardship responsibilities, departmental end users are encouraged to compare prices between suppliers even when the purchase amount does not require a formal bidding procedure. An open and competitive purchasing environment requires that information pertinent to the bidding process be kept confidential until the conclusion of the process. Situations in which a supplier affiliated with a university employee is seeking a contract with the university to provide the same or similar services that the employee provides in his or her position as a university employee require special attention because of the high risk of a conflict. University employees should not make purchasing decisions or otherwise influence the university's decisions to do business with any supplier affiliated with the

university employee, a relative of the university employee or any other individual who would be perceived as a potential conflict. Similarly, the designated official must disclose in writing all actual or potential conflicts to Procurement Services Management. If found to be significant, the conflicts must be eliminated or managed as described in SPG Section 201.651 Conflicts of Interests and Conflicts of Commitment. University employees who are unsure whether a conflict exists are encouraged to contact Procurement Services for help in determining whether disclosure is appropriate. This disclosure is public record in the Regents' Proceedings. Regental approval must be obtained before proceeding with the transaction. A person who violates this law is guilty of a misdemeanor. The university can avoid violating contracts. These requirements can be found on the Procurement Services website.

Such gratuities, even if of seemingly low value, can give rise to a conflict of interest or the appearance of a conflict of interest. In particular, university employees should never accept gratuities from a current or prospective supplier that has submitted or may submit a bid for a university contract for which a bid solicitation is being contemplated, developed or is actively accepting bids. If it is deemed necessary to visit a supplier site for a demonstration, the university pays all related expenses. University employees may not tell outside parties the prices, terms, or conditions quoted by other suppliers. Procurement Services must preapprove all communications with outside parties regarding potential or anticipated procurement-affiliated relationships. If the request is procurement-related, the employee should notify Procurement Services of the request. The university is committed to providing business opportunities to suppliers who help the university honor these values. Visit the MConnect website for detailed information about how the university promotes supplier participation that reflects these values. Article IX, Section 18 of the Michigan Constitution has been interpreted as strictly limiting the donation of university resources to any person or entity. University employees with questions about whether a transaction constitutes a donation should direct questions to the University Controller. The University Controller must approve any donations. Certain other states also honor this or have an equivalent rule. University employees with questions about a particular situation should contact the Tax Department. Procurement internal controls focus on ordering, approving, receiving, and reconciling.

Each university unit should have the appropriate policies and procedures in place to provide for adequate controls in each of these steps within the procurement process and must separate among two or more people the duties of these steps; whenever possible, there should be no direct reporting relationship among these individuals. Please see the Procurement Services website for more information. When a vendor has access to this type of information, units must involve Procurement Services in the transaction. Below is an outline of the appropriate steps to take each time a purchase is made. While Procurement Services' involvement is required for some of these steps, its staff can assist with any and all steps. These items should be general in nature to allow for sufficient competition in meeting them; they should neither reference nor be written specific to a particular brand, model or company. Competition provides the greatest opportunity for the university to procure goods and services at the best value. Accordingly, those involved in supplier selection have the responsibility to search broadly and completely for viable suppliers. Sources for the goods or services should be considered in the following order: Related costs are billed to the receiving unit using an approved recharge rate. These suppliers provide goods and services with favorable terms for pricing, delivery and other factors and thus are the preferred source for purchasing goods or services from external entities. Procurement Services should be contacted before placing large quantity orders off of Strategic Contracts, as the orders may be eligible for additional discounts. The lowest price may not always be the best value; Units should consider the total cost of ownership, which includes the purchase price, transportation, handling, inspection, quality, rework, maintenance, disposal and other associated costs.

Units should purchase from responsible sources possessing the ability to perform successfully under the terms and conditions of the university with consideration given to such matters as supplier integrity, compliance with public policy, record of past performance, and financial and technical resources. Ordering methods for purchasing from a University Contract vary; instructions for the appropriate way to place an order are stated on the webpage for that University Contract. If not ordering from an Internal Service Provider, authorized university employees may order goods or services using a Purchase Order or PCard. Because Purchase Orders offer the university the best legal and financial protections, they are the preferred method for ordering goods and services. Procurement Services, however, should be contacted before any repetitive purchases are made with a Purchase Order, as a supplier contract may be more appropriate and efficient. For information about how to request a Purchase Order, visit the Procurement Services website. The order quantities, pricing and payment schedule on the Purchase Order should be established in the same way as the supplier will invoice. PCards are intended for travel and hosting and for small dollar, infrequent transactions. SPG Section 507.101 Travel and Business Hosting Expense Policy provides details regarding use of the PCard for travel and hosting expenses. PCards should rarely be used to make purchases from payment systems that do not provide on the PCard statement visibility into the items that was purchased e.g., PayPal, Google Wallet, etc.. If such a system is the only way the supplier accepts payment, detailed receipts showing the final supplier and item details must be provided. The PCard should not be used to make a purchase that will be reimbursed by an external party. The cardholder is accountable for all purchases made on his or her card and must keep all required receipts.

Cardholders or their delegates must expense PCard transactions monthly in Concur and secure the appropriate university unit approvals. Procurement Services will assist the cardholder in determining if another procurement method is more appropriate. The university's system of internal controls requires that the proper separation of duties in completing these tasks, i.e., different individuals perform the various functions of the procurement process. Persons who are authorized to procure goods and services may not approve those transactions or be connected to the payment of those transactions. Suppliers may only direct shipments to either a university address or other university approved location. Guidance for help in choosing the appropriate address for receiving goods is available on the Procurement Services website. Once an invoice is paid, Procurement Services' ability to provide assistance in resolving disputes is diminished. For supplier performance tracking, university units should notify Procurement Services of any significant supplier performance issues. It is standard process for suppliers to send invoices directly to Accounts Payable. Suppliers that send invoices to university units may experience delays in payment. If a university unit receives an invoice, it should be scanned immediately and a copy of that invoice should be emailed to Accounts Payable. When purchasing with sponsored funds, the retention requirements may be much longer; questions regarding retention requirements should be directed to Sponsored Programs. Competitive bidding is the process that allows the university to properly survey the marketplace and secure goods and services at fair and reasonable prices. It helps ensure that the university receives goods and services of the best value while also satisfying federal, state and university requirements. Procurement Services is the authorized organization to conduct the competitive bid process.

Similarly, because Procurement Services has already completed a competitive analysis for suppliers with University Contracts, it is not necessary to hold another competitive bid process for purchases from those contracts. Bid limits, where applicable, are stated on the webpages for specific University Contracts. All transactions found to be in violation of the university's competitive bid process will be reported to the Regents as unauthorized purchases. Employees responsible for violating transactions may be subject to disciplinary action up to and including termination. Upon request, Procurement Services will assist university units with any of their responsibilities related to the competitive bid

process. These items should be generic in nature to allow for sufficient competition in meeting them; they should neither reference nor be written specific to a particular brand, model or company. If a supplier's assistance is required to develop the bid specifications that supplier cannot submit a bid without approval of the Director of Procurement Services and all materials gathered or prepared must be shared with all potential bidders. Each supplier receives the same directions, information, terms and conditions. Procurement Services only considers valid those submissions from suppliers that meet the bid requirements and are sent to Procurement Services by the specified deadline. Suppliers must contact Procurement Services to obtain bid results. Because a sole source process doesn't include a survey of the marketplace nor competition among suppliers, it makes it difficult for the university to meet these expectations. Despite these drawbacks, there are some situations in which a sole source process is in the best interest of the university. In such a case, university units must first contact Procurement Services to approve the purchase. Completion of this form does not guarantee that Procurement Services will approve the request.

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