



**UNIVERSITY OF  
NOTRE DAME**

**Procurement Services**

Help Desk: 631-4BUY (4289)  
 Fax: 631-8445  
 Email: buy@nd.edu or  
 travel@nd.edu  
 Office: 709 Grace Hall  
 Web: buy.nd.edu  
 travel.nd.edu

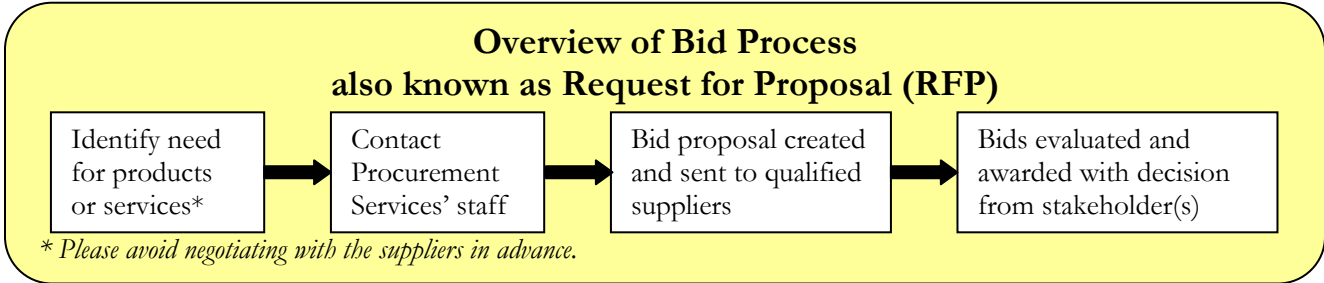
Team/Staff	Phone / Email	Area of Help
<b>Vaibhav Agarwal</b> <i>Director, Procurement Services</i>	631-0946 vagarwal@nd.edu	Overall responsibility for Procurement Services, strategic development, policy and procedure, planning and business execution
<b>Strategic Sourcing</b>		
<b>Nancy Fulcher, C.P.M.</b> <i>Asst. Director, Strategic Sourcing</i>	631-4369 nfulcher@nd.edu	Leads a team of Procurement Specialists and Buying Assistants. Responsible for strategic sourcing, commodity management, cost control, transaction facilitation, environmental procurement
<b>Daniel Brewer, C.P.M.</b> <i>Procurement Specialist</i>	631-9510 dbrewer@nd.edu	Information Technology Hardware & Software, Audio/Video Equipment, Telecom & Network Equipment, IT Services
<b>Kara Finch, CPSM</b> <i>Procurement Specialist</i>	631-0947 kfinch@nd.edu	Travel management, travel contracts, Anthony Travel, <i>travelND</i>
<b>Javier Hernandez, CPSM</b> <i>Procurement Specialist</i>	631-8216 jhernan5@nd.edu	Printing, Copiers/Office Machines, Information Technology Hardware & Software, Advertising, Art, Photographic, Duplicating Services, Temporary Services
<b>Tom Rogers, C.P.M.</b> <i>Procurement Specialist</i>	631-4368 trogers@nd.edu	Facilities, Landscape, Maintenance, Repair & Operations, Furniture, Theater, Athletics, Food Services
<b>Michael Rulli</b> <i>Procurement Specialist</i>	631-5095 mrulli@nd.edu	Science & Engineering: Lab/Scientific & Medical Equipment, Lab/Scientific Supplies
<b>Eileen A. Miller</b> <i>Buying Assistant</i>	631-2834 emiller2@nd.edu	Science & Engineering: Lab/Scientific & Medical Equipment, Lab/Scientific Supplies
<b>Contract Management</b>		
<b>Lori Kish</b> <i>Contracts Administrator</i>	631-0370 lkish@nd.edu	Contracts administration and support. Liaison to Office of General Counsel
<b>Ann Simpson</b> <i>Contracts Administrator</i>	631-0370 asimpson@nd.edu	Contracts administration and support. Liaison to Office of General Counsel
<b>Procurement Systems</b>		
<b>Clint Casper</b> <i>Asst. Director, Procurement Systems &amp; Analytics</i>	631-1267 jcasper2@nd.edu	Leads the <i>travelND</i> , <i>buyND</i> e-Procurement and e-Sourcing initiative, business intelligence and reporting, communications, and supplier diversity
<b>Diane Kennedy</b> <i>Procurement Systems Specialist</i>	631-0469 dkenned1@nd.edu	<i>travelND</i> and <i>buyND</i> training, support and operations, data analysis and reporting
<b>Lancie Marvin</b> <i>Procurement Systems Coordinator</i>	631-4289 lmarvin@nd.edu	Help Desk, <i>travelND</i> and <i>buyND</i> e-Procurement operations, support and supplier setup
<b>Sandra Fenwick</b> <i>Procurement Associate</i>	631-5259 sfenwick@nd.edu	Support for bidding activities, program management, and processing orders, <i>travelND</i> and <i>buyND</i> operations support

Buying Channels		
buyND e-Procurement	Procard	Check Requisition
<ul style="list-style-type: none"> <li>• Online system for requisitions and purchase orders</li> <li>• Access to contract pricing through enabled catalogs</li> <li>• Requisition tracking capabilities</li> <li>• Efficient workflow process and online approvals</li> </ul>	<ul style="list-style-type: none"> <li>• Used for small dollar (&lt;\$1500), one-time purchases</li> <li>• Should not be used to circumvent the University's strategic supplier relationships</li> <li>• For more information, visit <a href="http://controller.nd.edu/procard">controller.nd.edu/procard</a></li> </ul>	<ul style="list-style-type: none"> <li>• Used only for special services and purchases</li> <li>• Should not be used to circumvent the University's strategic supplier relationships</li> </ul>

**Note:** All transactions regardless of the buying channel are subject to the University's Bidding Guidelines. Any purchase transaction may be reviewed by the University's internal, external, or federal (for grant purchases) auditors for compliance.

University Bidding Guidelines		
Orders Totaling	Responsibility	Formal Bidding Procedure
Up to \$4,999	Departmental or Procurement Services	Recommended that written or verbal quotations be obtained from several sources
\$5,000 - \$24,999	Departmental or Procurement Services	Three written quotations must be obtained, either by the department or Procurement Services
\$25,000 & Over	Procurement Services	Procurement Services and the department will initiate the bidding process (unless there is sufficient sole source justification)

**Things you need to know about...**



**Contracts**

- Only University officers or those appointed by the President may sign a contract or agreement
- Contract is required for:
  - Any purchase of goods over \$25,000
  - Any maintenance agreements – no dollar threshold
- An Insurance Requirements and Indemnification Agreement, along with a Certificate of Insurance, is required for any vendor's representative visiting campus to repair, service, or install equipment
- All software agreements require review by General Counsel (and OIT, if applicable)

**buyND**

- Get access:
  1. Sign-up for the training class at [endeavor.nd.edu](http://endeavor.nd.edu)
  2. Contact your Budget Administrator for workflow and Finance Data Access (visit [buy.nd.edu/buynd/training/signup.html](http://buy.nd.edu/buynd/training/signup.html))
- Visit [buy.nd.edu/buynd](http://buy.nd.edu/buynd) – for help resources and quick reference guides to buyND system

**Forms**

- **Vendor Selection Form** – required to document purchases over \$5,000 per bidding guidelines or sole source justification. Available online at [buy.nd.edu/buying\\_help](http://buy.nd.edu/buying_help)

**Need help?** Email us at [buy@nd.edu](mailto:buy@nd.edu) or call the Procurement Help Desk at 631-4BUY (4289)