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University of Connecticut

Purchasing Department

March 2000

## Annual Office Products Show Planned for April

The 9<sup>th</sup> annual office products show, co-hosted by the Purchasing Department and our current contract vendor Boise Cascade, will be held on Wednesday, April 12, 2000 at the Bishop Center, lower level, from 10:00 AM to 2:00 PM.

All requisitioners of office supplies are invited to attend to view new products and meet manufacturers' sales representatives. As always, complimentary product samples will be available and raffle drawings will be held.

Any requisitioners who are interested in finding out more about Boise Cascade's internet ordering system, which is available to those departments who have a University purchasing card, are invited to attend mini-seminars that will be held throughout the day to demonstrate the program. Purchasing card administrators from the Purchasing Department will also be on hand to take applications and answer questions regarding the purchasing card program.

Another offering during the show will be a printing services seminar conducted by the Purchasing Department's print buyer, Penny Guerin as described in the article following.

We look forward to providing information on new products and hope to see you there.

*Kathy Joy*

## Workshops on Printing Services to be Offered

In conjunction with the annual office products show on April 12, workshops will be offered on various aspects of printing services.

Commercial printing professionals will be addressing a variety of production issues.

Among the topics to be presented are:

- Preparing disks for commercial printing.
- What drives price? An outline of print estimating.
- Fully digital workflow.
- Designing efficient press and bindery forms.
- Customer press approvals - what to expect and what to watch out for.
- Writing accurate print specifications.

In order to reserve a seat, please contact Penny Guerin at 486-2621 or e-mail at puradm24@uconnvm.uconn.edu no later than March 31.

*Penny Guerin*

## Renewal Notices

This March, the Purchasing Department will once again distribute Renewal Notices (the blue copies of current year renewable purchase orders) for purchase orders that may need to be renewed for the next fiscal year. The types of purchase orders that fall into this category are blanket orders, standing orders, maintenance contracts, leases, software licenses and rentals.

When you receive your notices this year, carefully follow the instructions provided, and return them promptly to the designated buying team, noting any changes and attaching any appropriate documentation. We are able to have your new fiscal year purchase orders ready for immediate use on July first only if we receive the renewals back in a timely fashion.

Keep the purchasing card in mind when deciding whether to renew your orders for next fiscal year. If your department has a purchasing card you may not need to renew your orders. If you don't have a purchasing card yet, this might be a good time to get one. For more information contact: Nancy Patrylak @ 486-2622, or e-mail at puradm5@uconnvm.uconn.edu Susan Murphy @ 486-5924 or e-mail at puradm29@uconnvm.uconn.edu

## Purchasing Card Use Growing

The Purchasing Card Program at UConn is growing by leaps and bounds! If your department does not have a card yet, we invite you to join the 109 cardholders, representing 62 departments, who process over 825 transactions per month.

In response to departmental requests for

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## Federal Grant and Contract Spending Procedures Outlined

**C**hanges enacted by the Connecticut Legislature last summer affected many policies, including purchasing bid thresholds.

Since then some confusion has been evidenced by campus departments utilizing federal funding. The differences in such expenditures are outlined here as an aid to understanding why requirements vary.

With the new legislation, state fund expenditures, in most cases, do not require competitive solicitations for vendor selection until the \$10,000 limit has been surpassed. When using federal funding, however, the threshold is \$2,500. This means that either competition is required, or a verifiable sole source justification is needed if the cost of the goods or services will exceed \$2,500.

If specifications are clearly definable, the purchasing agent can solicit competitive pricing using informal means, completed in a relatively short time frame using fax, internet or other expeditious means. This process can be used until the anticipated cost exceeds the \$10,000 threshold at which point sealed competitive bids are required. This process can take from two to three weeks.

When the cost will exceed \$50,000, formally advertised solicitations are required. Formal solicitations require at least three weeks in order for vendors to have sufficient time to respond. If the

vendors' responses require technical evaluation, the lead-time for the complete competitive process may be extended by at least a week before the award decision can be reached. Requesting departments are advised to plan accordingly.

Keep in mind that depending on the cost of the acquisition, there are other requirements to be satisfied when expending federal funds. The purchasing agent must establish that the price to be paid is fair and reasonable, which, if not obvious from competitive pricing, may require catalog or published price list for commercial items less than \$25,000, or price analysis/comparisons/independent estimates for commercial items. If the acquisition is being created to meet unique specifications, a cost analysis may be required for custom/non-commercial items, or when no price analysis is possible.

The cost analysis process can be time consuming, as the purchasing agent must request certified cost or pricing data. This information is used where the cost of a product is analyzed by looking at all the elements making up the price. This includes, but is not limited to: cost of raw materials, engineering time, purchased parts, subcontracted parts, material overhead, direct manufacturing labor, manufacturing overhead, general and administrative expenses, royalties, and

profit or fee. Each element is then assessed for reasonability and a determination made for recommending award.

Each time the University makes major purchases, we must also check to see if the vendor has been "barred" from doing business with the government. This is accomplished by checking the publication entitled *List of Parties Excluded From Federal Procurement and Non-procurement Programs* issued by the U.S. General Services Administration. If the vendor is listed, the University cannot award the order to that vendor. Even if they are not listed, we must request a Certification for Debarment and Suspension (required for awards exceeding \$25,000 for contract funds or, for grant funds, those exceeding \$100,000) and a Contractor Certification for Lobbying, and Clean Air/Water (required over \$100,000) from the contractor.

So, when expending federal funds, it is important to know that there are some significant differences that may take more of your time as well as the purchasing agent's time. If you have questions concerning acquisitions using federal funds, contact Associate Director of Purchasing and Stores William Hill at 486-0991 or e-mail William.Hill@uconn.edu. I will work with you to help you understand the process.

*William Hill*

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### UConn Granted Exemption from Sales and Use Taxes for Qualifying Events

In 1995 the Connecticut Department of Revenue Services updated its policy that required the pre-approval of requests by state agencies for exemption from sales and use taxes, including room occupancy tax or taxes on meals or lodging. Policy dictated that requests be submitted by the requesting agency (requisitioning department at the University) on a CERT-112 form (available from the Purchasing Department) to the Department of Revenue Services PRIOR to their purchase of meals or lodging. If approval was granted, the Taxpayer Services Division would provide a letter of exemption to the agency department, which in turn would provide it to the retailer of meals or lodging. The letter of exemption would authorize the retailer of meals or lodging to exempt that particular sale of meals or lodging from sales and use taxes.

In 1999, the Department of Revenue Services granted the University of Connecticut a blanket exemption from payment of all Connecticut sales and use taxes on purchases of meals

and lodging when the event meets the following criteria:

- The vendor invoices directly and charges the University for the meals and/or lodging.
- The University pays the retailer directly with a check drawn on its own account.
- The University is NOT reimbursed, in whole or in part, through donation, contribution, or by payment of a registration fee by those participating in the event.

If your event fails to meet any one of the above criteria, you are subject to Connecticut sales and/or use taxes. If your event does comply, the following statement must be included in the language on the purchase requisition you submit to the Purchasing Department for events exceeding \$2,000:

*Reimbursement or registration fees have NOT been collected from the participants of this event.* If your requisition is properly annotated, the Purchasing Department will issue a copy of the blanket exemption to the retailer along with the purchase order. If you desire a copy of the University's blanket exemption, contact Team 5 in the Purchasing Department.

*Kathy Joy*

## Purchasing Card Use Growing

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greater autonomy, the Purchasing Card Program was established as an alternative to the existing University procurement processes. The program utilizes a MasterCard that can be used to purchase approved items with a value of less than \$1,000. For example, it's a convenient and expeditious way to pay for conference registration fees and subscriptions as well as purchases for approved items at the Co-op without having to complete a CO-17 or BO-46. You can find additional information about the program on the Purchasing Department home page at [www.purchasing.uconn.edu](http://www.purchasing.uconn.edu).

If you are interested in becoming a cardholder please contact Nancy Patrylak or Susan Murphy for more information. In most cases, your application can be processed and you can start using your MasterCard Purchasing Card within two weeks.

## Processing Orders Online with FRS

Are you new to the University, recently assigned to a new position, or just tired of using a typewriter to type your department's requisitions? Learn the efficient and effective method of processing purchase requisitions electronically using FRS (Financial Records System). Additional valuable information can be found online in FRS regarding the status of your department's purchase requisitions or purchase orders. If you are interested in learning more about the purchasing module of FRS, please contact Nancy Patrylak or Susan Murphy for more information.

## A Refresher on Q Orders . . .

There are a few important things to remember for departments that create Q Orders or on-line Limited Value Purchase Orders:

Always get a price quote from the vendor you want to use with a CURRENT DATE and the FIRST and LAST name of the person quoting the price. Reference this information on the first line of the purchase order text section of screen 2Q1.

When choosing your vendor be sure to check screen 203 first to make sure there is an address on the left-hand side of the screen. Information from the left-hand side prints on the purchase order. If you pick a vendor without an address on the left side the PO will print with just the vendor name and no address. Purchasing staff will have to fix the order and reprint it, causing a delay in the order getting to the vendor.

If you are making your purchase order confirming, be sure to type CONFIRMING ORDER in the purchase order text area on screen 2Q1, with the date it was confirmed. Use the standard text code of 001. If you make any changes in the quantities or descriptions of the items being ordered when you call the order in to the vendor, it is important to make the corresponding changes on your Q order to reflect what was actually ordered, BEFORE it prints. If your order has already printed and you need to make changes, DO NOT go back into the order to make changes; send a memo to the appropriate team in purchasing. The team may require an explanation as to why the order was changed after the fact.

*Nancy Patrylak*

# news & notes

## Information Network -- Commonly asked Questions and Answers

### Q. What is the current University Standard Dell "Husky" PC model and pricing?

- A. Low-end PC is the Dell 500K priced at \$1,574.00  
High-end PC is the Dell 550K priced at \$1,699.00

### Q. Can you buy a Dell PC for your personal use at University pricing?

- A. Yes. Call Dell Direct at 888-973-3355 ext. 44713 and ask for Cindy Billiont. Inform her that you are a UConn employee and give her your UConn employee number. All sales will be by personal check or an acceptable charge card (i.e. MasterCard, Visa or American Express). The Dell PC will be shipped directly to your residence. Shipping costs are approximately \$35.00. All system warranties are for three years, parts and labor included. All repairs will be performed at your residence.

### Q. Who is the current vendor for the Hewlett Packard printers?

- A. Microwarehouse is the vendor who was awarded the University contract for Hewlett Packard printers. Call Microwarehouse at 800-696-1727 ext. 7139 and ask for Jason Wingate.

### Q. Who is our current Dell sales representative and what is their telephone number?

- A. The current Dell sales representative is Christy Shea and her telephone number is 800-274-7799 ext. 61213.

### Q. Do I have to enter a receiving report immediately upon receipt of a new system?

- A. Yes. All receiving reports should be entered the day the equipment is received. It is the University's responsibility to install a Dell "Husky" Standard PC, not the vendor's responsibility. If the PC arrives and does not function properly, the warranty and maintenance contract will ensure the proper remedy.

*Gary Weller*

## Purchasing Commodity Assignment Changes

Last July the Purchasing Department conducted a major reorganization, resulting in the addition of two buying teams and a complete reassignment of commodity responsibilities. This refinement of commodity assignments promotes formation of logical buying groups: for example - furniture, window and floor covering will be with one purchasing agent. This arrangement more clearly defines purchasing contacts, thereby enhancing customer service. The table below identifies team members and new commodity assignments. You are encouraged to seek their assistance on any procurement issues which might arise.

*Sharon Alexander*

### Team 1

**Steve Grange, Purchasing Agent II**

**Phone: 860-486-4928**

**Phil Lang, Purchasing Assistant**

**Phone: 860-486-2626**

Agriculture E S & S  
Athletic E S & S  
Building & Grounds Landscape  
Clocks/Time Clocks  
Electrical  
Elevators  
Energy Management Systems  
Fire Alarm E S & S  
Fuel  
Greenhouse E S & S  
H V A C  
Hardware  
Industrial E S & S  
Janitorial E S & S  
Library Security  
Locksmith E S & S  
Lumber  
Motor Vehicles  
Moving Services  
Paint E S & S  
Power Plant E S & S  
Renovations  
Security Systems  
Surveying E S & S  
Tools  
Transportation  
Trash/Recycling  
Welding E S & S

### Team 2

**Gary Weller, Purchasing Agent II**

**Phone: 860-486-4970**

**Jackie Clement,  
Purchasing Assistant**

**Phone: 860-486-0993**

Cable TV Services  
Cell Phones/Walk-Talks  
Comp. Maintenance  
Engineering Workstations  
Fiber Optic Cable Inst  
Mainframe Comp. Sys  
Networking Sys  
P.C. Software and Univ. Wide  
Software  
Pagers  
Personal Comp E S & S  
Satellite Comm  
Telephone Sys.

### Team 3

**Penny Guerin, Purchasing Agent II**

**Phone: 860-486-2621**

**Joyce Meehan,  
Purchasing Assistant**

**Phone: 860-486-1054**

Binding E S & S  
Blue/Black Line Printings  
Copy Services  
Design Services  
Graphic E S & S  
Office, Printing & Special Papers  
Printing E S and Services  
Promo. Items (Custom Printing)  
Public Rel. & Spec. Writing Assign.  
Reprints

### Team 4

**Cathleen Paquette,  
Purchasing Agent II**

**Phone: 860-486-2620**

**Ellie Ouellette,  
Purchasing Assistant**

**Phone: 860-486-0955**

Chemicals  
Compressed Gas  
Dry Cleaning Services  
Electronic E S & S  
Hazardous Waste  
Lab & Classroom E S & S  
Lab Animals  
Laboratory Furn.  
Laundry E S & S  
Marine E S & S  
Medical E S & S  
Pharmaceuticals  
Safety E S & S  
Scient. Refrig.  
Veterinary E S & S

### Team 5

**Kathy Joy, Purchasing Agent II**

**Phone: 860-486-4202**

**Cheryl Hebblewaite,  
Purchasing Assistant**

**Phone: 860-486-0970**

Catering, Conferences &  
Hospitality Services  
Fax E S & S (Not Paper)  
Floor Coverings  
Furniture  
Lodging (>\$600)  
Office E S & S  
Textiles  
Window Treatments

### Team 7

**Karen White, Purchasing Agent I**

**Phone: 860-486-2623**

**Cathy Radkovich, Clerk Typist**

**Phone: 860-486-4950**

Art E S & S  
Audio/Visual E S & S  
Awards, Plaques & Trophies  
Badges  
Drafting E S & S  
Duplication E S & S  
Florist Services  
Library E S & S  
Mailing E S & S  
Micrographics E S & S  
Photocopier E S & S (Not Paper)  
Photographic Equipment & Supp.  
Signage

### Team 8

**Suzanne McDonald,  
Purchasing Agent I**

**Phone: 860-486-4992**

**Kristin Allen, Clerk Typist**

**Phone: 860-486-4995**

Advertising (All Types)  
Appliance, Household  
Books, Periodicals, Etc.  
Bottled Water E S & S  
Clothing & Acces. (Incl. Uniforms &  
Foot Wear)  
Express Mail Services  
Flags & Banners  
Food E S & S  
Food Service Paper Supplies  
Food, Retail  
Membership Dues, Registration &  
Fees  
Music E S & S  
Stamp & Marking E S & S  
Theatrical E S & S  
Toys, Games And Educ. Supplies

# University Contract Updates

## Motor Vehicle Contract

Contracts for the purchase of new and used motor vehicles were awarded to four dealers representing six major manufacturers on January 1, 2000. By consolidating requirements, the University was able to leverage its buying volume and negotiate outstanding pricing for the benefit of all requisitioners. Questions regarding this contract should be directed to Steve Grange at 486-4928.

*Steve Grange*

## Audio Visual and Photographic Equipment and Supply Contracts

The Purchasing Department has awarded a prime vendor contract for audio/video and photographic equipment and supplies. Consulting, design and engineering services are also included in the contract. The decision to establish a prime vendor contract was based on the University's desire to consolidate its existing supplier base and obtain more favorable discounts. The resulting contract has been awarded to Crimson Tech. The contract with Crimson Tech allows access to the vendor's entire product line, which includes all major manufacturers, at a discounted rate of five percent above the vendor's cost.

In an effort to honor the University's contractual obligations to Crimson Tech, all requests to use other vendors will be compared to items offered by the contract vendor. Exceptions will be considered when accompanied by documented evidence of extenuating circumstances.

Questions regarding the contract should be directed to Karen White at 486-2623. Vendor contacts at **Crimson Tech** are:

Inside Sales Contact:	Beverly Dieterich	800-868-5150 X685
(Audio Visual) Outside Sales:	Don Bosworth	800-868-5150 X629
	Fax:	800-499-4901

**Valley Communications** is the secondary supplier. The vendor contact is:

Ryan Wood	413-592-4136
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The contract vendor for photographic equipment and supplies is Calumet. Vendor contacts are:

Inside Sales Contact:	Larry Huntoon	800-795-6315 X681
(Photographic)	Fax:	617-349-0015

**Willimantic Camera & Video** has been awarded the University contract for photographic processing services and incidental supplies.

Vendor contact is:

Mike Wengloski	860-423-9734
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*Karen White*

## Express Mail Services Contracts

The contracts for overnight express mail and ground transport services have been awarded. Departments now have the option of choosing from Airborne, UPS or RPS (ground transport only). Airborne is extending the same service and pricing, \$5.75, currently provided through the state contract. UPS overnight rate is now \$7.53. Please contact the vendor representatives below for more detailed information.

Airborne	Ron Emanuelson	860-953-4715
RPS	Phil Rodowicz	800-228-1051 ext. 1538
UPS	Valerie Senokosoff	800-742-5877

Please call Suzanne McDonald at 486-4992 or Kristin Allen at 486-4995 if you have any questions.

*Suzanne McDonald*

## Rising Paper Costs Affect University Contracts

As a result of rising pulp and paper costs, the prices for envelopes on the University's stationery contracts have increased as follows:

- White wove envelopes have increased 7.8%.
- Neenah envelopes have increased 4%.
- Passport envelopes have increased 4%.

Opaque and offset cut sheet and roll stock, as well as coated stock prices have also increased steadily since last spring. Similar volatility was seen in the paper market several years ago when prices nearly doubled and most major mills were forced to allocate paper.

*Penny Guerin*

## Office Furniture Show Resounding Success

Over 200 University faculty and staff attended the October 27<sup>th</sup> & 28<sup>th</sup> - Steelcase office furniture show held in the Student Union ballroom, hosted by the Purchasing Department, Steelcase Inc., BKM Total Office and E&I Cooperative. This response is one of the largest ever to an equipment show hosted by the Purchasing Department. Visitors took a virtual tour of office furniture from a 1950's steel "battleship gray" desk to the futuristic Steelcase ergonomic "LEAP" chair and workstations.

Drawings were held and the following lucky people each won a Steelcase mobile pedestal file stuffed with prizes: Wanda Joy, School of Pharmacy and Edward Larson, Facilities.

Special thanks to Kelly Aston, BKM sales representative, and her team for a job well done.

*Kathy Joy*

## Understanding Sole Source Purchases

The Purchasing Department frequently receives requests for direct, or sole source, purchases of equipment, supplies or services. Although each request is unique, there are basic procedures to be followed by both the requisitioner and purchasing to ensure the acquisition will meet all applicable University, state and federal procurement requirements. The following outlines the necessary information to be provided by the requisitioning department and the standard procedures for handling the requests when they are received by purchasing. These procedures apply to all requests for direct purchases that exceed \$10,000 and for federally funded purchases exceeding \$2,500.

### Departments' Role

Submit the following documentation with the requisition:

Sole Source Justification Form\*, which requires:

- A description of unique features and/or capabilities of the requested goods or services.
- Reason(s) for selecting the specified vendor.
- List of other sources investigated.

Copies of supporting documentation, including:

- Grant proposal AND award letter, if applicable.
- Vendor's signed quote.

Note: The requisition should specify all pertinent information for delivery of the equipment including, but not limited to:

- Any restrictions to building and/or room access.
- Requirements for set-up or installation, training or other support to be provided by the vendor.
- Requirements for coordination with delivery of other equipment.
- Requirements for coordination of delivery with renovation project.
- Delivery date requirements to accommodate commencement of project.

\*Available from the Purchasing Department.

### Purchasing's Role

The submitted material is reviewed for completeness. If the request appears to meet all sole source requirements, the purchasing agent will seek confirmation that the vendor is the sole distributor or provider of the equipment, supplies or services by obtaining a statement from the manufacturer.

If the recommended vendor is the sole distributor, a *price analysis* must be done to verify that the price offered is 'fair and reasonable'. A price analysis is based on:

- A published price list (for federally funded orders that do not exceed \$25,000 & other source funded orders that do not exceed \$50,000).
- A comparison of sales to other institutions (copies of invoices).
- A comparison to previous purchases of same or similar equipment, supplies or services using the Consumer Price Index (CPI) to validate pricing.
- A comparison to prices of similar equipment, supplies or services from alternate manufacturers or providers.

When the above criteria are satisfied, a purchase order is established and forwarded to the associate director for approval and release.

If the request does not meet sole source criteria or if the recommended vendor is not the sole distributor, the department must submit generic specifications to be used in a competitive bid solicitation.

A bid solicitation is then issued to distributors for pricing and availability. When the responses are received by purchasing, the department reviews responses and makes a recommendation for award.

Note: A single response to a competitive solicitation will require a *price analysis* (see above).

When the above criteria are satisfied, a purchase order is established and forwarded to the associate director for approval and release.

*Cathleen Paquette*