

HUSKY

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University of Connecticut

Purchasing Department

September 2002

Special Considerations Required When Acquiring Goods from Foreign Nations

Whenever purchases from foreign countries are anticipated there are several factors that must be considered before the actual purchase can be made. Some have serious implications, such as acquisitions from countries the US State Department has deemed hostile, or certain processes that are required by the foreign government of the intended vendor. The Purchasing Department will work with requisitioners to determine if any such encumbrances are applicable and to document the procurement file accordingly. Contact the commodity team responsible for the types of items being sought, as soon as it is known that a foreign vendor might be involved.

The most common considerations are the duties and tariffs levied upon the import or export of any given commodity. The Purchasing Department can assist University clients in obtaining and completing the neces-

sary forms and contacting entities that may be crucial to efficiently obtain needed materiel from foreign vendors.

Import/Export Consultant Agreements

The University Purchasing Department maintains an agreement with selected import and export consultants. The University has granted these consultants the power of attorney that is needed to process shipments through the customs of any given country, particularly the US.

Purchasing Department staff will help in accessing the services of these agents for the requisitioner, not only to assist in the importation of purchased goods, but to aid in the importation or exportation of materiel to field sites anywhere in the world the client may be involved. Contact Purchasing for guidance any time a foreign shipment is anticipated.

William Hill

On-site Technicians Part of New Dell Contract

The University recently awarded a contract for personal computers, laptops, file servers and peripherals to Dell Computer Corporation. The term of the contract is from July 1, 2002 through June 30, 2007.

On-site Technical Support

A feature of the new contract includes two full-time, on-site Dell technicians. The first technician, dedicated to the Husky PC program, has been working with Lisa Mikolinski at UITS since August. The second support person will divide their time between the Husky PC program and the Purchasing Department, beginning near the end of September. Monday through Friday at 1:00 p.m. assistance will be available via phone for configuring systems, resolving delivery issues, checking status of orders or returns. An enhancement to order placement will be implemented with the advent of this support: University purchase orders will be entered directly into Dell's electronic pur-

chase order system on a daily basis, which will reduce production time. Details for contacting our Dell technician will be available later this fall on our Web site:

<http://www.purchasing.uconn.edu>

E-quotes from UConn's Dell Premier Site

E-quotes for the standard Husky PC, as well as other Dell products, can be obtained by following the instructions found on UConn's Husky PC Web site: <http://huskypc.uconn.edu/> Quotes must come from the University of Connecticut's Dell Premier site, not Dell's Higher Education sites. Quotes from our site will reflect the contract discounts, and include shipping and desktop delivery. Remember, you will need to save the e-quote to have a quote number assigned. An order cannot be placed with Dell without a quote number. Send the e-quote with your requisition to Purchasing.

Penny Guerin

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Why Doesn't the Vendor Have My Order?

We frequently receive inquiries from departments that have checked on an order with a vendor only to be told that the order has not been received. Although there may be a number of reasons for this, there are several factors to consider before declaring an order missing in action. First, when making an inquiry, you must give the vendor the complete purchase order number, e.g., D411892-4. This is the number as it appears in FRS, followed by the dash and the purchasing team number. Often the vendor cannot track the order if any of this information is missing.

Another factor to consider is time allowed for processing and mailing the order. The date on the purchase order is the date that it was created in FRS. The actual hardcopy of the order is received in Purchasing the following day and must be reviewed and signed before it is released. Orders with a higher dollar value may require additional levels of approval. After approval, orders are forwarded to Mail Services to be sent out through the US Postal Service. Since last September 11th there has been a nationwide slowing of mail processing and delivery. Departments are encouraged to take this into consideration when placing orders. Orders that have a critical delivery date requirement that would be compromised by normal processing should be marked "RUSH" with the name and extension of the individual in the department to be contacted with the purchase order number. The department can then call in the order, avoiding any undue delays.

If you have any questions regarding how a particular purchase should be handled, you may contact the appropriate buying team for the commodity.

Cathleen Paquette

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Assistance Available for Developing Subcontracting Plans for Grants and Contracts

One of the more important and least understood responsibilities often included in a grant or contract is the socio-economic encumbrance. Even when the granting or contracting entity is a corporation or foundation, spending the funds related to the agreement may require certain efforts be made to do business with disadvantaged entities.

The Purchasing Department will help faculty and staff in planning the procurements and establishing the goals that are a part of the terms and conditions of the funding source. Contact the Purchasing Department anytime such subcontracting plans are required and we will assist you in preparing and filing the necessary forms.

William Hill

University Contract Updates

Moving Procedures Forms Available Online

The University moving procedures and moving expense approval forms are now available online at the Purchasing Department Web site:

<http://www.purchasing.uconn.edu/forms/forms.htm>

These procedures and approval form are to be used when assisting new faculty or staff with their household moves. Questions can be directed to Steve Grange at 486-4928 or via e-mail at Stephen.Grange@uconn.edu

Steve Grange

Reminder for Big Y and A&P Blanket Orders

All departments with either Big Y or A & P blanket orders are reminded to include all authorized user names on their purchase orders. Big Y requires each and every name to be entered into their system for authorization prior to purchase. This may require a 24-hour waiting period when additional names are added. Please allow enough time for their system to catch up to your shoppers.

Suzanne McDonald

New Inside Sales Rep for Dell

Effective September 20, Andy Meyer assumed responsibility for inside sales on the University's contract with Dell Computer. To ease the transition, Andy has assumed Tanya Simmons' telephone extension and can be reached at (800) 274-7799 ext. 44877, or via e-mail:

Andy_Meyer@Dell.com

Penny Guerin

news & notes . . .

Attention Purchasing Card Holders . . .

If your current Purchasing Card expires in October 2002, a new one will be sent to the Purchasing Department for distribution. You will be contacted when they are available to be picked up. If you have any questions, please contact Nancy Patrylak at 486-2622 or Cathy Radkovitch at 486-5924.

Nancy Patrylak

Husky Buyer is the newsletter of the University of Connecticut Purchasing Department and is published periodically throughout the year. Editing, layout and design: Penny Guerin

News from Central Stores . . .

Central Stores Launches New Web Site

Central Stores launched its new Web site on August 19, 2002: <http://www.stores.uconn.edu/>

The site has several new features:

- A new Online Catalog is now accessible to all customers who want to check on the products that Central Stores has available. Logon identification is no longer required.
- All online forms are now conveniently located on our home page.
- There are pages that provide information about staff, direc-

tions, the Public Surplus Store, storage and show space and returns.

- On the Related Sites page, customers can link directly to Boise Cascade office products, the UConn Co-op, Purchasing and Capital Projects.

Central Stores encourages you to visit our new site. We hope you find it helpful and convenient to use.

Annemarie Ryan

CVR Awarded Contract to Supply New Toner Cartridges

CVR Computer Supplies Inc. of Haddonfield, New Jersey has been awarded a contract to supply new, original manufacturers' toner cartridges for laser printers. Cartridges are available for most printers, including Hewlett Packard, Brother, Canon, Lexmark, Epson, NEC and Xerox. For more information contact Janice Nash at 486-3627 or check Central Stores' Online Catalog.

Penny Guerin

Remanufactured Toner Cartridges Available at Central Stores

Remanufactured toner cartridges from Flo-Tech are now available at Central Stores. They can be ordered online or picked up at the Central Warehouse, 3 North Hillside Road.

Free preventive maintenance, including annual cleaning, is offered by Flo-Tech with a minimum order of two Flo-Tech cartridges per printer required. For more information, contact James Surface of Flo-Tech at 1-800-213-1112.

To order cartridges online, go to the Central Stores Web site <http://www.stores.uconn.edu/> and click on Internet Ordering. To take a look at the cartridges available without ordering, click on the Online Catalog. You may also fax your order (transfer voucher) to 486-3061.

Central Stores carries Flo-Tech cartridges for the most popular Hewlett Packard laser printers as listed below:

| CS item # | FT # | OEM # | Hewlett-Packard Model |
|-----------|------|--------|---------------------------|
| 76450570 | LX | 92275A | IIP,IIP Plus,IIP,IIP Plus |
| 76450578 | NX | 92291A | IIISi,4Si,Si Plus,MX,NX |
| 76450554 | SX | 92295A | II,IID,III,IID |
| 76450597 | WX | C3909A | 5Si,5SiMX,8000 |
| 76450592 | VX | C3903A | 5P,5MP,6P,6MP |
| 76450588 | AX | C3906A | 5L,6L,3100,3150 |
| 76450586 | BX | C3900A | 4V,4MV,Canon FX5 |
| 76450584 | PX | 92274A | 4L,4ML,4MP,4P |
| 76450602 | 400 | C4127X | 4000,T,TN,N,4050 |
| 76450573 | EX | 92298A | 4,4+,4M,4M+5,5M,5N |
| 76450605 | 210 | C4096A | 2100,SE,XI,M,TN,2200 |
| 76450596 | 110 | C4092A | 1100,1100A,3200 |
| 76450601 | 810 | C4182X | 8100,8150,320 |

Wayne Landry

New Online Catalog Available

A new Online Catalog is now accessible to all customers who want to check on the products that Central Stores has available. Logon identification is no longer required -- simply go to the Central Stores Web site, <http://www.stores.uconn.edu/>, and click on the second link: Online Catalog

The Online Catalog is high-speed and real time, with current pricing and products. It has the latest search tools to find the items you need--you may search by item number, description, or manufacturer part number.

Please note: If you wish to place orders via the Central Stores Internet Ordering System, logon identification is required. To sign up for Internet Ordering, send an e-mail to annemarie.ryan@uconn.edu.

Annemarie Ryan

REMINDER . . .

Return all used laser toner cartridges to Central Stores for proper recycling.

No paperwork is necessary, simply insert your used cartridge inside the box after removing your new cartridge and give it to the Central Stores driver. Please write USED or RECYCLE on the outside of the box.

Wayne Landry

RFQ, RFP or RFI? Choice of Competitive Solicitation Type Depends on Variety of Factors

Both state and federal procurement regulations are based on the premise of inviting competition among suppliers whenever goods or services are being obtained for the University.

The obligation is implied anytime there is an absence of documented reasons not to competitively solicit offers from available vendors. The methods currently in use are:

□ Request for Quotations (RFQ) / Invitation to Bid (ITB)

RFQs, or the older designation of Invitation to Bid (ITB), are solicitation processes that are focused on the lowest price available for materiel that meets the University's minimum requirements.

When the item being purchased is for a known set of requirements and available from multiple sources, this methodology is the most efficient. This method can be conducted in various time frames, depending on the dollar value and complexity of the acquisition.

However, if it is the requisitioner's intention is to acquire "state of the art" technology, or a particular set of talents from a service provider, a less restrictive method is recommended and applicable, as described following.

□ Request for Proposals (RFP)

Request for Proposals (RFP) is a more flexible method of obtaining required competition. This methodology not only lends itself well to acquiring complex systems and services, it also is used to determine what sources will best

meet the interests of the University.

RFPs involve concepts and criteria that solicit responses that may differ among various sources attempting to meet the requisitioner's requirements. The evaluation method used to select vendors is best described as a process that allows the most competitive field of sources to be considered equitably. This procurement method has many advantages, but pre-planning is essential for the minimal amount of time needed to properly implement it. Contact the Purchasing Department early when planning acquisitions that may best be processed using this method.

□ Request for Information (RFI)

Sometimes the requisitioner only has minimal knowledge of the technology or services available to address the circumstances surrounding the challenges of their project. When this is the case, a Request for Information may be the best method of determining what is available, and ultimately to design an RFP for the acquisition. An informal invitation to prospective vendors is issued by the Purchasing Department, asking them to submit data that showcases how their product best meets the endeavor of the project. Although this is a valuable method to access knowledge to better solicit all possible solutions, it cannot be used as basis for vendor selection. Consequently, it is recommended that the RFP process be selected from the onset, if any of the following conditions apply:

- ✓ Timelines are crucial in the acquisition process.
- ✓ Most of the desired characteristics are known and negotiations are required to delineate unknown features.
- ✓ Special terms and conditions will apply.
- ✓ Pricing is a consideration.

There are important thresholds, state and federally mandated, that determine other aspects of using these methods of competition. The most commonly encountered thresholds are at \$10,000 and \$50,000, which are stipulated by Connecticut statute. Up to \$50,000, no public advertising is required and solicitations can be conducted in a shorter time than those above the higher threshold, or in cases where the public interest is sensitive. After the \$50,000 level is exceeded, formal advertising of solicitations is required.

Other thresholds derived from federal regulations are applied, depending where they fall relative to the statutory limits set by the state and University. Federal acquisitions above \$2,500 require only an informal solicitation (RFQ) until the total acquisition cost exceeds \$100,000, or in some cases \$500,000. It should be noted that as a condition of the instructions in the Office of Management and Budget Circular, and policy of the University, the threshold for using formal solicitations (ITB or RFP) is set at the lower level of \$50,000 per state statute.

William Hill

**The Husky Buyer is also online at
www.purchasing.uconn.edu**

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