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University of Connecticut

Procurement and Logistical Services

Fall 2007

Improving purchasing through technology

Throughout the University there are initiatives springing up which are focused on improving processes and efficiency. These initiatives are a direct result of available technology, feedback from programs like BEST (Breakthroughs, Excellence, and Success through Teamwork) and FAIT (Fiscal and Administrative Institute for Training), the numerous governance and advisory committees around campus, as well as the tireless efforts of many individuals. For the last few years, many departments, including Purchasing, have been undergoing changes in order to improve their processes. I'd like to share with you some of the successes in our area as well as where we are heading in the future.

In Purchasing, the WebPO system, developed by UITS, has made a huge impact on the way we do business. It has allowed us to cut down the time it takes to process, print, and send POs, by enabling us to view/approve the PO's online and send them directly to over 270 vendors via email. This saves not only time, but also faxing, postage, and paper.

Our website has been updated to include the UConn template, a contract search engine, and

many other features that make finding information about Purchasing easier. Any changes or recommendations that you have would certainly be welcome.

Another system that has benefited many departments around campus is the Signature Retrieval System. Purchasing developed this system in order to enable departments that need to verify signature authority to do so online. This not only makes it easier for signatures to be verified, but also improves management of submitted signature forms.

In the future, Purchasing will be looking at many new technologies in order to improve the service it provides to its customers. Through E-Procurement, Purchasing hopes to bring more efficiencies to the procure to pay process, while offering a more user-friendly environment and better shopping experience. By upgrading our signature system, we hope to provide an easier way for departments to view signatures, as well as a way to enable all departments to delegate authority online. Finally, a new tool should be available soon that will allow departments to submit PO cancellations and decreases online, as well as allow departments to check the status of the request and receive notification once their request has been processed. Stay Tuned.

Brett Paulson

New legislation enacted for "Green Cleaning"

On Oct 1, 2007 Public Act PA07-100 became effective. This new legislation states that "no person shall use a cleaning product inside a building owned by the state unless such cleaning product meets guidelines or environmental standards set by a national or international environmental certification program approved by the Department of Administrative Services". The only certification standard currently approved by DAS is that developed by Green Seal, a non-profit organization that is recognized by the custodial chemical industry.

These new requirements will eliminate the use of many products currently used by custodial staff on campus. Our contracted vendor for this commodity, MD Stetson, has developed replacement products and custodial staff will be transitioning from the existing products to the new certified products during the

month of September.

There are two exceptions to the new law:

- Disinfectants, sanitizers and anti-microbial agents regulated by federal law are exempt;
- Because Green Seal is the only approved certifying entity and does not have standards at this time for all classifications of cleaners, many items will be exempt until standards are developed.

Any cleaning products not marked with the Green Seal logo will need to be picked up by Environmental Health and Safety for disposal, including personal items used by individuals other than custodial staff. These items should be given to custodial staff to be removed with the remainder of the non-approved products currently on site.

Philip Lang

News from Central Stores

Commercial invoice available online

For your convenience, we now have a Commercial Invoice form available on the Central Stores website, <http://www.stores.uconn.edu/>. To access the Commercial Invoice, click the link on the left-hand side of our homepage, "ONLINE REQUEST FORMS" or click the drop down list of online request forms located on the right-hand side of our homepage.

Commercial (Custom) Invoices are required for all International Federal Express and International UPS packages except for letters or other documents. You may download the blank form and then print and complete it. If you have any questions, please call Butch Ryan at 486-6297 or email him at harold.ryan@uconn.edu.

Picking up orders at Central Stores

Central Stores provides the University Storrs campus and off-campus locations with more than 8,500 frequently requested office, maintenance, and laboratory supplies. All orders are delivered unless customer pickup is specified. In addition, you always have the option of placing a walk-in order via a properly completed transfer voucher or requisition. The Central Stores Warehouse is located at 3 North Hillside Road behind the Police Department and across the street from the Motor Pool.

You are welcome to place a customer pick up order any-time you need to.

To request customer pickup when ordering online:

- ☞ Be sure to change the *ship via* from "Delivery" to "Pick-Up" in the order instructions section.

- ☞ Also, in the order instructions section, state the date and time that you wish to pick up your order. If at all possible, please place your order at least two hours before you need to come and pick it up.

- ☞ If you would like Central Stores to call you when your order is ready, please also request this in the order instructions section.

To request customer pickup when ordering via a faxed transfer voucher or requisition, please provide the same information as indicated above: date and time you wish to pick up your order and state if you want Central Stores to call you when your order is ready. Again, if at all possible, please fax your order at least two hours before you need to pick it up. The Central Stores fax number is 486-3061.

As always, if you have any questions about picking up your order, please give us a call at 486-3626.

Annemarie Ryan

Introducing Butch Ryan

As many of you know, Steve Ducharme has retired. Steve did a great job for years at Central Stores as our dock supervisor. We all wish Steve well in his retirement!

Harold "Butch" Ryan has taken over the duties formerly performed by Steve. He will help you with all your shipping and receiving questions and needs. To reach Butch, call 486-6297 or email him at harold.ryan@uconn.edu.

Butch looks forward to working with you and serving your needs!

Wayne Landry

University Contract Updates

Online Stationery Update

On July 1, 2007 the prices for all items on the Online Stationery Contract UC-04-032803-7 were increased. The updated price list is available on our homepage www.purchasing.uconn.edu under Stationery and also on the Contracts page.

If you are responsible for ordering stationery for your department and do not have an assigned user id number and password, please complete a registration form and fax it to 486-5051. Also, if

you change departments, you must update your registration form approved by your current supervisor.

Please contact Karen White at karen.white@uconn.edu or Tammi DiManno at tammi.dimanno@uconn.edu if you have any questions.

Karen White

Personal Computers

The University is currently negotiating a contract for standard personal computers. The agreement will cover the models known as HuskyPCs, configured

with the University's standard supported software and hardware. We anticipate having the contract approved by November 1.

For updates and information on ordering computers in the interim, please visit <http://huskypc.uconn.edu/win/index.html>

Penny Guerin



Fisher Scientific thinks green



Fisher Scientific, UConn's primary vendor for laboratory supplies, chemicals and equipment, has taken a number of innovative steps toward being environmentally responsible. Their *Green Initiative* covers business practices and production as well as customer service. Here are just a few examples that directly affect you as the customer:

- ✓ Delivery trucks are shut off rather than being left to idle.
- ✓ The corrugated cardboard cartons used at their warehouses are typically made up of 50% to 75% recycled, biodegradable materials.
- ✓ Most product packaging materials are made of recyclable, biodegradable cardboard that can be re-used or effectively recycled through our own program.
- ✓ Chemical packaging has changed from styrofoam materials to corrugated cardboard.

To find out more about Fisher's eco-friendly programs, go to <http://www.thermofisher.com> and click on "Think Green".

Cathleen Paquette

NEW Administrative Task Authorization Tool

(Formerly known as Signature Authorization Form)

Signature Authorization Forms that are currently on file with the Purchasing Department will be valid through December 31, 2007. A replacement tool is being developed which will be called the Administrative Task Authorization Tool. The new tool allows forms to be submitted electronically. Notice and instructions will go out to Deans, Directors and Department Heads when the New Administrative Task Authorization Tool is ready for use. If you need to make changes to your existing form on file **to be effective through December 31, 2007**, you may submit the change to Purchasing using the existing Signature Authorization Form 2006/2007 on the Purchasing website.

Brett Paulson and Nancy Patrylak

Scientific Product Show

Wednesday, October 17, 2007

10:00 a.m. to 2:00 p.m.

Central Stores

Sponsored by Fisher Scientific

Over 25 Manufacturers Represented

*Lunch!! Samples!! Lunch!!
(Did we mention lunch?)*



Why does it take so long?

You may have noticed that many requests for products and services are taking longer to go through the process from requisition to purchase order. There have been several changes in the procurement process that are affecting the complexity and length of time needed to complete the process. Planning well in advance can alleviate problems associated with these delays. Some of the changes are highlighted here:

Vendor's Terms and Conditions

Frequently a vendor's quotation or proposal will contain reference to the vendor's standard terms and conditions. In the past, the purchase order document, with the terms of the State of Connecticut, was considered the sole contracting document. If the vendor shipped against the purchase order, this was considered acceptance of our terms. It has been determined that referencing a vendor's quote or proposal in the text of a purchase implies agreement or acceptance to the terms referenced in the quote or proposal. Therefore, in cases where a vendor has made such a reference, the University is obligated to acquire in writing a waiver of the vendor's terms, and acceptance of the terms of the State. This can take days or weeks, depending on the vendor's policies and procedures. There have been instances where vendors have refused to comply and no purchase order could be issued.

Contracts and Agreements

Per administrative directive, many purchase orders are now based on written contracts or agreements which spell out in detail the contractual obligations of both parties as well as the terms and conditions of the contract. As a State agency, the terms and conditions of the State must become part of a University contract. The time required for document preparation, negotiations between parties, multiple revisions, acquisition of required State forms, and approvals by the Office of the Attorney General impacts order processing. Early planning for complex procurements should include involving appropriate Purchasing staff to help avoid delays which may cause operational issues.

Bidding Processes

The bid process has become more complex for several reasons, the most common being the increase in State mandated forms. Obtaining the appropriate documents adds time to the award process. The use of the Request for Proposal format also takes substantially more time than the traditional Request for Quotation because of the multiple evaluation criteria in the RFP process. However, this is of value, as price is only one factor considered. Other factors considered may be vendor experience and references, thus allowing the best overall value for University's investment. The RFP evaluation process, while important for selection of the best vendor for the project, does take additional time.

Approval Processes

New approval requirements also add to the time required for procurements. Approvals by the Office of the Attorney General and the Board of Trustees can add as much as a month or more to the process. These reviews and approvals result in better written contracts, with terms and conditions designed to protect the University.

Philip Lang

