



New University of Colorado Procurement Rules Take Effect

Last year's House Bill 04-1009 gave governing boards of higher education institutions the option of exempting their institutions from State of Colorado Procurement Code and Rules. In January of this year, the Board of Regents voted to exempt the University from the provisions of the State's Procurement Code and related rules. The University's new rules take effect on July 1, 2005.

In developing the new procurement rules, CU's approach was to use existing State procurement rules as a foundation, researching rules of other similar universities and drawing on them to create the best system for CU. The draft rules were then reviewed by University Counsel and a group of department users.

The resulting 40-page **University of Colorado Procurement Rules** is now available on the PSC web site at www.cu.edu/psc.

What has changed?

Most significantly, bidding thresholds have been increased (*see article, next column*). This means that your purchasing agent has more flexibility to better respond to your procurement needs.

What has not changed?

The Procurement Service Center (PSC) remains the delegated authority for interpretation of procurement rules for the University of Colorado. *These rules apply regardless of funding source.*

The University is still bound by State of Colorado Fiscal Rules, including contracting rules and [After-the-Fact Purchases policy](#).

The purchasing agents of the PSC are still the only individuals authorized to sign contracts for goods and services.

Campus departments must still purchase their [office furniture](#) on State contract (either from Colorado Correctional Industries or from Corporate Express for HON metal items).

Questions?

Please contact the PSC's Director of Purchasing, Sandy Hicks, at 303.724.0673 or Sandra.Hicks@uchsc.edu.

Corporate Express Update

With the current State Price Agreement with Corporate Express expiring June 30, 2005, State Purchasing has extended the **office supply contract** to August 2 so the new contract can be finalized.

You need not wait for the new contract: if your SPO expires on June 30, you can renew it now. Create an SPO Requisition for Renewal in FIN8. From this request, your current SPO will be extended through August 2, 2005, and you will receive a new SPO once the State Price Agreement is renewed.

Questions? Talk to purchasing agent Ed Dinkins: 303.724.0965, or email Ed.Dinkins@uchsc.edu.

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CU's New Solicitation Thresholds

Among other changes, CU's new procurement rules redefine the bid thresholds, providing a better match with the University's business needs and procedures. The new thresholds are as follows:

- o **Up to \$4,500:** Purchases of Goods/Services are processed by campus departments;
- o **\$4,501 through \$10,000:** Purchases of Goods are processed at the discretion of the purchasing agent;
- o **\$4,501 through \$25,000:** Purchases of Services are processed at the discretion of the purchasing agent;
- o **\$10,001 through \$150,000:** Competition for Goods is sought via the Documented Quote process;
- o **\$25,001 through \$150,000:** Competition for Services is sought via the Documented Quote process; *and*,
- o **\$150,001 and greater:** Competition for Goods/Services is sought via either the Invitation for Bids (IFB) or Request for Proposals (RFP) process.

PSC Purchasing Staff News

Keith Molholm's Back

If you ever worked with purchasing agent *Keith Molholm* in the past, you'll be pleased to hear that he will be part of your procurement future. Keith has bachelor's and master's degrees in Business Administration/Management from the University of Northern Colorado. He first came to the PSC after 20 years as an "ELF" at the Keebler Company/Denver Bakery. His duties there included supervising the purchasing of raw materials, package materials, and maintenance.

In August 2003, Keith left CU to join Rudi's Organic Bakery as Director of Manufacturing (Production, Purchasing, Maintenance, Shipping, Scheduling, QA, and R&D). He has recently returned – *with his CPPB certification, congratulations!* – and we welcome him back.

Keith's commodities at CU include appliances, custodial, laundry, housing maintenance, and food. You can reach him at 303.724.0125 or by emailing Keith.Molholm@uchsc.edu.

We're happy to see you again, Keith!

New Commodity List on Web

Be sure to check out our new **Who Buys What** list (go to www.cu.edu/psc - select *Purchasing Services, I Need to Buy Something*, and then click on the link What is being purchased). This list identifies common commodities and the primary/backup purchasing agents responsible for them.

Note: From the Who Buys What list, you can also link to the helpful **How to Buy** documents for information on the most commonly purchased commodities at CU.

