

February 29, 2016

Learning Bites

A cryptogram is a type of puzzle that has short phrases of encrypted text. It is encrypted by replacing one letter for another. For example: The English sentence THIS IS A CRYPTOGRAM might appear as the cryptogram FKDR DR U BAZOFMIAUC. In this phrase, the letter I has been replaced by the letter D, S has been replaced by R, and so forth.



See if you can solve our [CU Marketplace-themed cryptogram phrases](#). They're based on our online [CU Marketplace learning resources](#).

Hints:

1. C replaces V; I replaces B
2. S replaces Q; I replaces K
3. E replaces V; S replaces R
4. S replaces R; E replaces L
5. M replaces T; A replaces S; H replaces J

Let me know what you think: Heather.Hoyer@cu.edu.

NEW! UCD Spring Supplier Show: April 5

The PSC is proud to present a new event: the UCD Spring Supplier Show.

The show features representatives from the University's strategic suppliers – Staples, Xerox, Konica Minolta, Fisher Scientific, Dell, Colorado Correctional Industries, Airgas, and Christopherson Business Travel – hosting exhibit tables that feature new products, services, and the latest technologies. PSC staff will also be on hand to greet you and answer your questions.

Join us! We'll have refreshments and free samples in the Terrace Room, Lawrence Street Center. The show is Tues, April 5 (11:00 a.m. – 1:00 p.m.); registration will be available soon.

Questions? Contact us at ucdsuppliershow@cu.edu.

Get Ready: Fiscal Year-End Is Coming

Now is the time to begin planning for fiscal year-end (FYE)! As you prepare to close out the current fiscal year, you may need to obtain large-dollar goods or services with this year's money. Here's what you need to do – and when you need to do it – to assure delivery by June 30.

What needs to happen?

Your requisitions must be approved, and all necessary documentation provided to the PSC.

Requisition comments must state that the procurement needs to be received by June 30, 2016.

When does it need to happen?

The deadline varies according to the dollar amount:

Fri, Apr 8: Last day to submit requisitions for purchases requiring FORMAL SOLICITATIONS. (These are purchases of goods or services in excess of \$500,000).

Mon, May 2: Last day to submit requisitions for purchases requiring DOCUMENTED QUOTES. (These are purchases of goods \$5,000.01-\$500,000 using federal funds or \$10,001-\$500,000 using nonfederal funds; and purchases of services \$5,000.01-\$500,000 using federal funds or \$50,001-\$500,000 using non-federal funds).

Fri, May 20: Last day to submit any additional requisitions that will use FY16 funds.

Questions? Contact the appropriate purchasing agent for the [specific commodity](#).

Meet the PSC: Small Business Program

Greetings from the PSC Small Business Program team! We are excited to share with you our roles at the PSC and how we contribute to CU.

Who are we? Meet our team - from left to right:

Charlene Lydick (Director of Procurement Operations), Penny Davis (Small Business Liaison Officer), Pam Andrade (Assistant Small Business Liaison Officer)



What do we do?

The Small Business Program Team works to maximize opportunities for small business concerns to participate in the University's business of procuring goods and services at all dollar levels. In addition, the team develops small business subcontracting plans for federal contracts and tracks, complies, and reports small business spend per federal regulations.

How do we do it?

The Small Business Liaison Officer (SBLO) participates in multiple business outreach events each year to educate the business community on how to do business with CU. These events include monthly no-cost Supplier Orientations for any interested business. She plans and executes the popular annual Supplier Showcases, held each September, and the Hospitality Expo, held in May at the Anschutz Medical Campus.

The Assistant SBLO compiles spend data for 40 federal contracts and submits required federal reports bi-annually.

The team also manages a searchable online Small Business database which CU departments can use to locate small business concerns.

Why do we do it?

It's good business! A greater number and variety of suppliers offer greater choice and value to CU departments. Small business concerns are an essential part of the Colorado and U.S. economy. Supporting small business concerns supports all of CU.

We'd love to hear from you and discuss our program in more detail. Contact Charlene.Lydick@cu.edu.

2016 PSC Customer Satisfaction Survey

Let us know how we're doing!

We invite you to take a few minutes to complete our [2016 PSC Customer Satisfaction Survey](#). The survey requests feedback about the PSC as a whole, the individual groups within the PSC, and the tools we use to communicate with you. Your opinions and comments are extremely valuable to us as we strive to best serve our University customers.

Questions? Contact Kelsey Garvella at Kelsey.Garvella@cu.edu or 303.764.3404.