



August 10, 2007

## 2007 Supplier Showcases & Office Product Shows

*This year there are four opportunities to attend a Supplier Showcase*

During the month of September, the Procurement Service Center (PSC) will be hosting Supplier Showcases at CU-Boulder, UCCS, UCDHSC-Anschutz Medical Campus and UCDHSC-Downtown Denver Campus. Each Showcase will be held in conjunction with the ever-popular Office Product Shows, sponsored by Faison/Corporate Express.

Previous Showcases have been enormously successful with attendance exceeding expectations. Why? Because the Showcases offer a fantastic opportunity to meet supplier reps, learn about the latest products and technology, pick up free samples and have fun. Plus you can enter to win an assortment of door prizes and nibble on complimentary refreshments.

For the first time ever – at CU-Boulder only – the Multipurpose Room 235 (2nd floor of the UMC) will be dedicated to hospitality suppliers – hotels, conference centers and caterers. This will be a great chance to begin planning for your upcoming official functions. The hospitality suppliers will be in addition to the forty suppliers with displays in the Glenn Miller Ballroom.

If all this weren't enough, your CU Purchasing Services staff will also be represented at each Showcase. In addition to answering your questions about specific commodities, purchasing procedures and procurement card concerns, there will be information for you to take back to your office. Be sure to stop by and introduce yourself!

All faculty and staff – regardless of their home campus – are invited to attend any Showcase.

So that we may adequately plan, we are asking you to [register for the Supplier Showcases](#).

Be sure to check the PSC website for updates on the suppliers that will be attending each Showcase.

Campus	Showcase Date/Location
Colorado Springs	Wednesday, Sept. 12, 10 a.m. – 2 p.m. The Lodge, 2 <sup>nd</sup> floor <i>It's worth the trip up the hill!</i>
Boulder	Tuesday, Sept. 18, 10 a.m. – 2 p.m. UMC – Glenn Miller Ballroom & Room 235 <i>Two locations, more suppliers!</i>
UCDHSC-Downtown Denver	Thursday, Sept. 20, 10 a.m. – 2 p.m. St. Cajetan's Event Center <i>Easy to find in the middle of Auraria campus!</i>
UCDHSC-Anschutz Medical campus	Thursday, Sept. 27, 10 a.m. – 2 p.m. RC-1 North, 1 <sup>st</sup> and 2 <sup>nd</sup> floors <i>So many suppliers, we have to use 2 floors!</i>

## Filling Out a Payment Voucher?

*Don't forget to tell us why...*

The Detailed Description field on the Payment Voucher must be filled out with the business purpose of the expense. It helps Payable Services audit the Payment Voucher and avoids calls to departments to ask for an explanation. If you have questions or need help, contact [FinProHelp](#) at 303.315.2846.

## CU Supports Small Businesses

*“The opportunity for growth of small business concerns is an important component in the development of a strong business community. It is, therefore, essential that the University assume a leadership role in actions that will provide maximum practicable opportunity for small business concerns to participate in all aspects of our procurement activities.”*

*CU President Hank Brown, in his November 16, 2005, letter supporting the University's Small Business Program*

The University of Colorado's Small Business Program (SBP) is administered by the Procurement Service Center, but its success depends on all of us. Federal regulations require a Small Business Subcontracting Plan (SBSP) for Federal contracts valued at \$550,000 or more. A statement of how the University will spend monies received under a Federal contract, the SBSP becomes a material part of that contract.

### What if a Federal agency (or your campus Sponsored Projects office) notifies you that an SBSP is required for a contract?

Contact [Charlene Lydick](#), Small Business Liaison Officer, at 303.315.2780, for assistance with developing the SBSP.

If the University is awarded a Federal contract that requires an SBSP, we will need to submit semiannual reports stating how the small business subcontracting goals are being met. With the exception of reports under DOD contracts, all small business reports must now be submitted electronically via the Electronic Subcontract Reporting System (eSRS). If you have a Federal contract requiring small business reports, Charlene will compile the necessary data and submit the required reports.

### What about compliance?

If the required small business reports are not submitted in a timely manner, the Federal agency may suspend payments due to the University under the contract. In addition, there can be serious consequences if CU fails to meet the stated small business subcontracting goals. For example, a Federal agency may consider our record of compliance (or non-compliance) in meeting small business goals of past or current Federal contracts as criteria in awarding future contracts. Furthermore, failure to show a good faith effort to meet the stated goals may be considered a breach of contract...and the Federal agency may assess liquidated damages against the University.