



January 14, 2011

## Introducing...the CU Marketplace

We have a name for our new eProcurement solution:

Welcome, CU Marketplace.

The CU Marketplace will give users the tools to shop and select products, populate their requisition information, and automatically create and send purchase orders — all in one easy-to-use system. Your shopping experience will be easy, fast, and efficient.

To learn more about this new online system, plan to attend a PSC Town Hall meeting next month. (Details in column at right.) CU at the Marketplace!

## Office Supply Changes

Due to market conditions and a change in the contractual relationship between the University and Staples, you'll soon see a change in pricing on office supply products.

Increases in frequently purchased items include 30% recycled content paper (STP492071, from \$3.21 to \$3.34/ream) and virgin paper (STP135855, from \$2.93 to \$3.27/ream). Some HP-branded toners will see a price increase; for a lower-cost and environmentally friendly alternative, check out the Staples "Sustainable Earth" brand (SEB) toners.

Despite a slight price increase overall, our prices will remain significantly lower than industry standards. Additionally, note that Staples-branded products are almost always lower in cost than brand-name products, providing excellent opportunities for cost savings without sacrificing quality.

**Questions?** Contact [Duane.Tucker@cu.edu](mailto:Duane.Tucker@cu.edu), 303.764.3453.

## Getting to Know the New SOW

Prompted by increased oversight from state and federal governments, the [Scope of Work \(SOW\) form](#) has recently been revised.

It is the University's responsibility, through each campus HR office, to ensure that employees and independent contractors are classified appropriately...and misclassification subjects us to significant penalties. A number of factors need to be considered but a major part of the determination comes from the "IRS 20 factors" — a series of questions that help determine whether the work that a person is performing is more likely to be classified as that of an independent contractor or that of an employee. The originating department must now answer these 20 questions on the revised SOW form. To learn more, refer to the [IRS 20 Factor Test information](#).

To help departments transition to the new SOW, the campus offices will be offering Question & Answer sessions (check with your campus HR office for details). In addition, the PSC will continue to accept the old version of the form through the end of March 2011. Effective April 1, only the January 2011 SOW form will be processed.

## PSC Town Hall Meetings

The PSC is launching several new initiatives for the University this spring. Our Town Hall meetings offer the perfect opportunity to learn about these important projects.

We've scheduled six Town Hall events next month (February 21-28, 2011). Each Town Hall meeting will consist of two distinct sessions:

### The eProcurement Solution

This will provide an overview of the new eProcurement solution, the CU Marketplace. We will focus on the opportunities provided by the new procurement functionality and how to best leverage these opportunities for your department.

### Travel Update

The PSC has been working on several exciting changes that will simplify the travel/reimbursement process and reduce costs. During this session we will discuss new contracts, vendors, and online tools that will be made available to the University in the near future. If you travel frequently — or if you handle travel arrangements for others — this session will be very informative.

You can [register now](#) for the session (or sessions) of the Town Hall meeting of your choice. The first 90 minutes of each meeting is an eProcurement/CU Marketplace session, followed by a 15-minute break and then a 60-minute Travel Changes session. The schedule is as follows:

- Mon, Feb 21 (1:30-4:15) - Boulder
- Tues, Feb 22 (9:00-11:45) – Boulder
- Wed, Feb 23 (9:00-11:45) – Downtown Denver
- Wed, Feb 23 (1:30-4:15) - Anschutz
- Thurs, Feb 24 (9:00-11:45) – Anschutz
- Mon, Feb 28 (9:30-12:15) – Colorado Springs

Room locations and registration information is available on the [online registration page](#).

We look forward to seeing you at these very interactive sessions — and to working together to make CU procurement and travel the best they can be.

*PSC Closed Monday, Jan 17*

...in recognition of Dr. Martin Luther King, Jr. Day.

This includes the FinPro Help Desk.