



November 5, 2020

## How to Buy COVID Supplies: New Procedures

Earlier this year, in response to the coronavirus pandemic, the Procurement Service Center and the campuses developed a centralized approach to purchasing COVID supplies – certain hard-to-find Personal Protective Equipment (PPE) and disinfecting supplies. The new request process consolidated the purchase of a number of items through a new COVID Supplies section of CU Marketplace. In the past four months, over 450 COVID supply requests have been processed through the consolidated cart approach.

PPE/disinfecting supplies are now more readily available. Most departments can return to ordering most of these items through usual Marketplace procedures. Two exceptions:

1. The Anschutz Medical Campus has PPE inventory immediately available for purchase by Anschutz departments. We are therefore launching a new **Anschutz Use Only COVID Supplies** section in CU Marketplace, to enable those departments to purchase the designated items – *Gloves, Bouffant Caps, Shoe Covers, Surgical Masks, Face Shields* – directly from campus inventory.
2. Other campus departments may continue to use the original **COVID Supplies** section in the Marketplace if they have difficulty ordering *Gloves*. The supply situation on *Gloves* is still dynamic. As a result, we're retaining the ability to consolidate (non-Anschutz) glove orders through the COVID Supplies section.

The PSC will continue to check on lead times/availability for all COVID supplies.

Effective Monday, November 9, 2020:

Anschutz departments

- Order the following COVID supplies through the new Anschutz Use Only COVID Supplies section: *Gloves, Bouffant Caps, Shoe Covers, Surgical Masks, Face Shields*.
- Order other PPE and disinfecting supplies through CU Marketplace catalogs or, if appropriate, through the non-catalog form.
- If you have questions, or want to track the status of your Anschutz supply request, contact [PPEProcurement@cuanschutz.edu](mailto:PPEProcurement@cuanschutz.edu). Reference your requisition/PO number.

Boulder, Colorado Springs, Denver, and System departments

- Order COVID supplies as you would other items, through CU Marketplace catalogs or, if appropriate, through the non-catalog form. *Review lead times when checking out; items may not be available for immediate shipment.*
- If you cannot find Gloves, use the COVID Supplies section.
- If you have questions or need assistance, contact [COVIDsupplies@cu.edu](mailto:COVIDsupplies@cu.edu).

## Getting to Know You, Now

We've onboarded several new team members – most of them virtually, so even we at the PSC haven't met them in person yet! We'd like to introduce them to you - a few today, and a few in our next issue - and let you know how they help you fulfill your procurement responsibilities.

**Andy Aten, Director of Procurement & Contract Services**



Andy's team includes purchasing agents, contracts administrators, and Small Business Program staff, who ensure that contracts and procurements are completed in compliance with University, State, and federal requirements. His

focus is driving efficiency and effectiveness in these efforts in order to best support both internal and external customers. Andy's prior experience includes four years in procurement at Vail Resorts in Broomfield, and nine years in supply chain/procurement in manufacturing industries. He holds a B.S. (Packaging) and MBA ([Supply Chain concentration](#)) from Michigan State University.

Andy's love for year-round outdoor recreation lured him away from the upper Midwest (where winters are "downright dreadful") to Colorado – where he enjoys beautiful, sunny, and snowy winters. He especially enjoys exploring National Parks and ski areas across Colorado and the rest of the western U.S.

**Colin Dixon, Information Technology Contracts Administrator**

Our first IT Contracts Administrator works closely with PSC purchasing agents and campus compliance/ risk management staff to increase purchasing efficiency, reduce contract risk, and ensure legal sufficiency of complex IT procurements. Prior to joining the PSC, Colin served as a Senate staffer in Washington, D.C., held a senior staff role in the State of Washington during the 2012 Presidential election, and managed corporate partnerships for the Seattle branch of a national



nonprofit. He holds a J.D. from Seattle University and a B.A. (Political Science) from Middlebury College. Colin enjoys designing and building database systems, [fly-fishing](#), volunteering for nonprofit causes, and traveling to new destinations to seek out tasty local cuisine.