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PSC COMMUNICATOR

News from the Procurement Service Center

Newsletter archives: www.cu.edu/psc/newsletter
To receive the newsletter via email:
Email uis@cu.edu and
ask to be added to the User Alert list.

March 24, 2017

Customer Satisfaction Survey Results

The results are in from our recent customer survey. We're pleased that overall satisfaction with PSC work increased to 87% (a 3% increase over last year). For the second consecutive year, all work units surveyed scored above 3 on a 4-point scale, and 9 of 13 areas measured showed improved satisfaction.

Many of our recent changes – including a new Supplier Request process, ongoing website updates, and increased visibility into PSC work units – were the direct result of feedback provided in last year's PSC Customer Satisfaction survey. Those changes contributed to higher satisfaction levels this year.

The 2017 survey highlights some areas we can improve, including PSC website, staff responsiveness, Payables processes, and consistency in responses to customers.

Thanks to all who participated! If you have additional questions, please contact Kelsey Garvella at Kelsey.Garvella@cu.edu or 303.764.3404.

CU Denver Spring Supplier Show

We invite all CU faculty and staff to join us for the 2nd Annual CU Denver Spring Supplier Show.

Our strategic suppliers (Staples, Xerox, Konica Minolta, Fisher Scientific, Dell, CCi, Airgas, and Christopherson Business Travel) will host exhibit tables featuring new products, services, and technologies. PSC staff will be on hand to greet you and answer questions. Refreshments and samples available!

The event is Tuesday, April 25, 2017 (11:00 a.m.-1:00 p.m.) at the Lawrence Street Center, Terrace Room.

Register at http://www.cvent.com/d/25q86j.

Send questions to ucdsuppliershow@cu.edu.

Travel & Hospitality Expo

The 2017 Travel & Hospitality Expos are coming in April. And this year, the popular event will be held at CU Boulder, UCCS, and CU Anschutz Medical Campus.

The Expo features CU Preferred Hotel Program properties, airlines, rental car companies, DIA parking companies, conference centers, caterers, and event service providers. Refreshments and samples available!

- UCCS: Wednesday, April 12 (10:00 a.m.-12:00 p.m.), University Center, Berger Hall
- CU Boulder: Tuesday, April 18 (10:00 a.m.-1:00 p.m.), Coors Event Center, Upper Practice Gym
- CU Anschutz Medical Campus: Friday, April 28 (10:00 a.m.-1:00 p.m.), Hyatt Regency Aurora-Denver Conference Center -13200 E 14th Place, Aurora, CO 80011

Register at: http://www.cvent.com/d/75qmwc.

Send questions to THExpo@cu.edu.

Official Functions Update

Kathy Chang now manages all purchase requests for Official Functions (meetings, meals, or other functions hosted by CU for official university business, attended by guests/associates/employees, and held on CU property or off-site). Please continue to email your inquiries to OfficialFunctions@cu.edu. You can contact Kathy by phone at 303.764.3418.

FYE Procurement Cutoff Dates

If you need to obtain large-dollar goods or services with this year's money, following are your timelines to assure delivery by June 30.

Be sure your requisition …

- Is approved
- Includes all necessary documentation
- Has comments that state this procurement needs to be received by June 30, 2017.

Watch these dates …

The deadline for finalizing a requisition depends on the dollar amount.

- Fri, Apr 7: Last day to submit requisitions for purchases requiring FORMAL SOLICITATIONS (purchases of goods or services over $500,000).
- Mon, May 1: Last day to submit requisitions for purchases requiring DOCUMENTED QUOTES (purchases of goods $5,000.01-$500,000 using federal funds or $10,001-$500,000 using nonfederal funds / purchases of services $5,000.01-$500,000 using federal funds or $50,001-$500,000 using non-federal funds).
- Fri, May 19: Last day to submit any additional requisitions using FY17 funds.

Let us know your questions …

Contact the appropriate purchasing agent for the specific commodity.

CCi Fiscal Year-End Ordering Deadlines

If you need to receive and pay for office furniture before June 30, check out the Colorado Correctional Industries (CCi) 2017 fiscal year-end information on the PSC website. The deadline for ordering your furniture depends on the type of item.

Questions? Ask your campus CCi sales rep:

- **Boulder, Downtown Denver, System**

  Dave Daiker (Phone 303.370.2204, Mobile 303.489.1485)
- **Anschutz Medical Campus**

  Joseph Sanchez (Phone 303.370.2209, Mobile 720.209.5962)
- **Colorado Springs**

  Chris Brown (Phone 303.370.2182, Mobile 720.203.3892)

Or contact your PSC Purchasing Agent, Kathy Chang: Kathy.Chang@cu.edu, 303.764.3418.

Upcoming PSC Events

We'll be on your campus soon with these events:

Travel & Hospitality Expo

- Wednesday, 4/12/17 (UCCS)
- Tuesday, 4/18/17 (Boulder Campus)
- Friday, 4/28/17 (Anschutz Medical Campus)

CU Denver Spring Supplier Show

- Tuesday, 4/25/17 (Denver Campus)

We hope to see you there!