

June 3, 2011

CU Marketplace News

Go Live Preparation

All campus departments will transition to our new eProcurement system, CU Marketplace, on August 1, 2011. To prepare for this transition, the PSC will be sending emails to the appropriate campus contacts regarding 2 topics:

CU Marketplace Approvers – You'll want to review the fiscal staff on your SpeedTypes. These individuals will have approval authority for requisitions and invoices in the Marketplace.

CU Marketplace Access – We need information on who, in your department, will need to access the Marketplace.

We ask that it is completed and return the information by July 1, 2011.

Questions on how to do this? Email CUMarketplace@cu.edu – or [sign up for an open session](#) on your campus. The sessions are not mandatory and are intended exclusively to answer questions on the data sent to fiscal managers: they will not include training or demos on the new system.

SPO Conversion

After August 1, all University departments will enter requisitions in the CU Marketplace instead of the Finance System. Between now and then, however, many campus departments will enter reqs for new or renewal Standing Purchase Orders (SPOs). All SPOs in the Finance System – current, new, or renewals – will eventually need to be converted to Marketplace SPOs. In order to better manage this process, new or renewal SPOs will be given an end date of six months from the begin date. For example, if an SPO begins on June 15, 2011, its end date will be December 15, 2011. That will give each department time to enter SPO reqs in the Marketplace. January 31 is the last date a SPO can be active in the Finance System.

There are thousands of SPOs in the Finance System; many of which are used very little. To make the conversion easier for everyone, please carefully review your department's SPOs to determine if they are absolutely necessary or if some can be eliminated. Over the next few months, PSC staff will contact those departments who have more than 20 SPOs to work out a conversion plan.

Questions? Contact Charlene Lydick, Associate Director of Procurement, 303.764.3450

Current Training Programs: Concur Travel

Learn about new travel policies and procedures and how to use the Concur Travel & Expense System. [Sign up now!](#)

Changes Coming in the Contracts Process

Effective July 1, 2011, procurement contracts for goods or services \$5,000 or less will no longer require PSC review and signature. Authorized staff in campus departments will be able to sign small dollar agreements without altering vendor terms. As always, you should carefully read and understand all the terms and conditions in any agreement; particularly the business deal, renewal terms, pricing, and termination requirements. If you have concerns about a small dollar agreement, contact the [appropriate Purchasing Agent](#). We'll still review small dollar contracts at your request. Other changes include:

- Service contracts required at \$150,000 (up from \$100,000)
- University Counsel review required at \$150,000 (up from \$100,000)
- Controller signature required at \$50,000 (up from \$5,000)

Until changes take effect July 1, all agreements - no matter the dollar amount - require PSC review and signature.

New Travel Cards Available

The new Travel Card is designed to cover your university travel expenses and facilitate your trips. Since it is a corporate liability card, the University pays the bill directly to US Bank. The cardholder is responsible for reconciling card transactions as part of his or her expense report preparation, after the trip.

The application form is available on the [PSC Forms page](#). Cardholders need to complete the short online course, Travel and Travel Card Training, in SkillPort.

Sole Sources using Federal Funds

Before issuing a purchase order for sole source procurements over \$5,000 using federal funds, the PSC Purchasing Agents must now post an "Intent to Sole Source" for two business days. This is a requirement of the Office of Naval Research (ONR), the University's federal oversight agency. The purpose is to ensure that there are no other suppliers who can provide the product or service. The Purchasing Agent will review responses to an Intent to Sole Source to determine their validity. If, after conferring with the requesting campus department, it is determined that there is valid competition, a competitive solicitation will be conducted. The only exception to this requirement is if one of the University's standard sole sources is used or a vendor is named in the federal grant or contract. Campus departments should take this requirement, and the additional time needed, into consideration when submitting a sole source using federal funds.