



February 25, 2011

## Strategic Partners participate in Open Houses

We're pleased to announce that several of the University's strategic partners will be participating in the PSC Open Houses next month. Among the vendor representatives joining us in March are: Christopherson Business Travel, Colorado Correctional Industries (CCi), Dell, Fisher Scientific, Konica Minolta, Staples, and Xerox.

PSC Open Houses offer you the chance to meet some of the University's most important vendors in a relaxed, informal setting. Of course, you'll also be able to visit with staff from the PSC and from the Office of University Controller-Finance & Procurement Business Services team, including the FinPro Help Desk.

Plan to participate! To register, go to [www.cu.edu/psc/](http://www.cu.edu/psc/) and select from the following sessions:

- **For UCD:** March 10, 1-4 pm @ the PSC Offices, 1800 Grant Street, 5th floor
- **For UCB:** March 11, 9 am–12 noon @ the UMC Glenn Miller Ballroom
- **For AMC:** March 15, 9 am–12 noon @ Research Center 2, 2nd floor conference room
- **For UCCS:** March 16, 9:30-11 am @ the University Center Berger Hall Ballroom

**Questions?** Contact [Charlene.Lydict@cu.edu](mailto:Charlene.Lydict@cu.edu) (303.764.3450) for general information and let [Michael.Fox@cu.edu](mailto:Michael.Fox@cu.edu) (303.764.3457) know of any registration issues.

We look forward to seeing all of you!

## Small Business Corner: Help for CU W-9 & Vendor Authorization Form

Suppliers often struggle to complete the Business Classification & Diversity Information section of the University's customized W-9 form. Among the challenging questions are:

- **What's a small business as opposed to a large business?** Size standards vary by industry and are based either on revenue or number of employees.
- **What criteria must a vendor meet in order to be designated as a HUBZone small business?** The Small Business Administration (SBA) administers the HUBZone program and confers certification.

It is essential that the University have correct answers to the several questions on the form. The CU-W9 form is our primary source of information for responding to federal and state entities and University administration.

Questions on the CU W-9 form or when it must be completed? Contact [PSC-Vendoring@cu.edu](mailto:PSC-Vendoring@cu.edu), 303.764.3461.

## Price Increase for CCI HON Metal Products

Effective March 1, Colorado Correctional Industries (CCi) will pass along a 2-1/2 % price increase for all HON metal furniture items (file cabinets, bookcases, desks, storage/shelving, etc.). The increase is necessitated by recent raw material price increases in steel, plastic, and wood.

Reminder: All office furniture must be purchased through CCi. Furniture purchases from other vendors require a furniture waiver.

**Questions?** Contact [Mary.Martin@cu.edu](mailto:Mary.Martin@cu.edu), 303.764.3451.

## Fisher Scientific Contract Saves \$800K

The PSC recently conducted an audit of the first year of our strategic contract with Fisher Scientific. The audit confirmed the value of this strategic relationship by highlighting almost \$800,000 in total savings in the first year. Following are a few examples of both real dollar savings and cost avoidance:

**Transportation Savings = \$179,000** Fisher absorbed over 75% of all shipping charges during the first year of contract.

**New Lab Start-up Savings = \$70,000** 25 new labs took advantage of Fisher's start-up program, averaging approximately \$2,800 per start up.

**CU Contract vs. State Contract savings = \$548,000** The CU-negotiated strategic contract has provided an overall savings of **8.9%**.

The audit also revealed that the Hot List of most popular products requires some adjustments to the product mix. We're in the process of correcting this – and will let you know when the adjustment is completed.

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

## New IT Hardware Contract

Welcome to our newest strategic partner...Dell. The PSC worked with department IT representatives to establish standard configurations of desktop computers, laptops, and monitors for all campuses. These standards are both powerful and sustainable, and – thanks to CU's enormous buying power – they offer substantial pricing discounts. Non-standard configurations and peripherals also have increased discounts under this contract.

Note that our contract with Dell is not mandatory. If you have special requirements or need advanced workstations, you will still be able to buy what you need. We'll provide more details in our next PSC Communicator.

*CU Marketplace Infomercial*  
Our [fun, short video on eProcurement](#) is  
now on the PSC website!