

December 12, 2008

## Procurement Change - Federal Purchases

To comply with federal regulations, changes are coming to federally-funded procurements. Per the recommendations of the Contractor Purchasing System Review (CPSR) conducted by the US Office of Naval Research (ONR) in July, the threshold at which competition is required for purchases using federal funds will be \$4500.01.

What does this mean to you? Effective January 1, 2009, if all or part of your purchase is funded with federal dollars, the PSC will conduct a Documented Quote process for procurements greater than \$4500 through \$150,000. For procurements greater than \$150,000, either an Invitation for Bid or a Request for Proposals process will be used. This threshold applies to both goods and services. The only exceptions to this requirement are if a purchase has an acceptable Sole Source Justification (SSJ) or if a competitively bid contract is being utilized. SSJ purchases will require cost/price analysis information.

For purchases using non-federal funds, there is no change in threshold for competitive solicitation: i.e., over \$10,000 for goods and over \$25,000 for services.

Questions? Contact [Charlene.Lydick@cu.edu](mailto:Charlene.Lydick@cu.edu), 303.315.2780.

## Parking & the Procurement Card

A frequently asked question of Procurement Card Administration is whether the card is allowed to be used for parking. The Procurement Card can be used for parking only in the following situations: purchase of pre-paid parking or meter keys purchased directly from the University; or to pay for parking expenses for non-employees.

For more information, please refer to the Procurement Card Handbook, page 32 (Pre-Paid Parking or Meter Keys) or page 34 (Travel and Travel Related Expenses); or contact the Finance and Procurement Help Desk, at 303.315.2846.

## PSC Open Houses

Mark your calendar to celebrate Procurement Month in March by attending a PSC open house on your campus. Representatives from the PSC will be on site as follows:

- March 3 – UCCS
- March 4 - UCD Anschutz Medical Campus,
- March 12– UCD Downtown Campus (in the PSC Office)
- March 16 – UCB

Don't miss this opportunity to get to know the PSC staff, learn about new programs and efficiencies offered through the PSC, and have your questions answered. Check future issues of the *Communicator* for more information.

The PSC will be closed December 25, 26 and January 1.

Did you miss the recent campus forums?  
Get the slide show at

[https://www.cu.edu/controller/help/campus\\_forums.html](https://www.cu.edu/controller/help/campus_forums.html).

## PSC Supports Professional Organizations

Involvement in professional organizations enables PSC staff members to keep up-to-date on best practices, develop relationships with professionals from peer institutions, and promote the University of Colorado. Several PSC staff serve in a variety of capacities to advance the procurement profession.

Sandy Hicks, Assistant Vice President and Chief Procurement Officer, serves as 1<sup>st</sup> Vice President of the National Association of Educational Procurement (NAEP) Board of Directors. Elected by the NAEP membership in 2007, Sandy will go on to serve as Sr. Vice President, President and Immediate Past President. NAEP is dedicated to the advancement of excellence in educational purchasing. Board members direct NAEP's efforts to facilitate the development and practice of effective and ethical procurement principles and techniques through continuing education, networking, public information, and advocacy. NAEP conducts training academies and institutes and hosts an annual meeting for members of the procurement profession. In 2010, the year Sandy serves as President, CU will be the host school for the NAEP 89<sup>th</sup> Annual Meeting to be held in downtown Denver.

Charlene Lydick, Associate Director of Procurement, is 1<sup>st</sup> Vice President of the NAEP Rocky Mountain Region (RM Region) and will continue on in the following years as President and Past President. Each year the RM Region joins with the Pacific and Northwest Regions to host a conference for schools in the western regions of the US and Canada. In support of this meeting, Charlene is a member of the Program Committee. She is also a member of the NAEP Professional Development and Electronic Communication standing committee. As its name implies, this committee works with the NAEP national office to identify continuing educational needs and develop cost-effective ways to meet them. Charlene is also Co-Chair of the NAEP 2010 Host Committee and will work closely with the national office in planning activities for the Annual Meeting.

Christian Scott, Travel Resources Coordinator, serves on the Board of Directors of the Society for Collegiate Travel Management (SCTM), which is recognized as the premier professional development and network resource for travel professionals in higher ed. The SCTM works to develop and share institutional best practices throughout the US and Canada. Each year SCTM hosts a national conference and, as a board member, Christian will be closely involved in planning the 2009 event.

Jeff Darling, Sr. Purchasing Agent and PSC Sustainability Officer, is a member of the NAEP Sustainability Program Committee. This committee, which is charged with the "greening" of NAEP, is currently developing sustainability policies for the national office and fostering communication on topics related to sustainability and green purchasing. One area they actively promote is "green" meetings. A few easy steps include reducing the amount of paper by providing information electronically; eliminating distribution of bottled water; and encouraging use of webinars. Jeff is valued as an expert on sustainability and green purchasing.