Message From our Director

USA Scientific
We have enabled another vendor on the BuyWays system to assist you with your lab supply needs. **USA Scientific was moved to production on Tuesday, May 24th.** Look for this logo on the home page.

Here are a few items associated with USA Scientific to take note of:

- Electronic invoicing and credits
- Paper invoicing for non-catalog orders
- University contract vendor
- Returns/Cancellations/Order Questions: end user would contact customer service, number located on home screen of punch-out
- Supported Browsers: Firefox, IE, Chrome & Safari, third-party cookies should be enabled. (IE versions 6&7 tend to have some issues)
- Free shipping on all orders except FBS (Fetal Bovine Serum), Freezer Racks and heavy equipment
- eQuotes: to obtain a quote, end user would either email their sales rep, or use the email address located on the home punch-out page. Once a quote is created, it is emailed to end user, who will then enter the quote# into the box on the home punch-out screen.
- Promotional Items: this is a static catalog, link to the catalog is located on the home punch-out page. A non-catalog order would need to be placed, and the promo code would be entered in the 'external notes' section of the REQ. These instructions are located on the home punch-out page.
- AP contact information has been added to the attached contact list.
- Let us know if you have any questions.

Use of On-Line Furniture Vendors:
We often get questions regarding the use of vendors that sell furniture on-line. In general if they do not have a contract with the University or are not part of a UMass recognized group purchasing organization such as MHEC or OSD they cannot be used.

We recently received a request to use the vendor Wayfair.com because they offered design services and had a “very helpful” sales rep. While having a very helpful sales rep. is nice these vendors aren’t recognized vendors and are not aware of our fire code issues for upholstered furniture. The approved University vendors also are aware of what quality we require and where the furniture needs to be delivered to. They can assist you with design services as well as help you select the best item for your needs.

This particular vendor offers “free shipping” via UPS or similar but does not account for who will unpack, assemble and place the furniture. Getting a piece of furniture that needs assembly is not a good surprise to get. Large pieces delivered by common carrier end up on the physical plant loading dock where they have to be redelivered by Campus Distribution Services. Our contract vendors will deliver to your location and set it up for you…they will also take away all of the packing materials. Our contract vendors are also responsible for any damage in transit and will replace any damaged product. On-line vendors require you to ship it back, usually at your expense, and may not cover the replacement costs.

Our purchasing policies are on our web page at umass.edu/procurement or you can call our office and we will be glad to assist you.
The BuyLine

Procard IT Waiver – Reallocation Required

You may recall that a new Procard IT Equipment Waiver was implemented in August, 2015. At that time we advised that the former Equipment Waiver was no longer valid. Any cardholder who wishes to purchase IT equipment such as computer, tablet or laptop, must re-apply for this new IT Equipment Waiver.

We have recently updated this IT Waiver to include language requiring that any purchase of a computer, laptop or tablet must be reallocated to the appropriate account code. This added agreement statement, reads as follows:

"I understand that any computer, laptop or tablet purchased with Procard needs to be reallocated to account code to "741980 - IT Equipment under $5,000. Reallocation will enable the purchase to enter workflow and feed to the Asset Management interface file where it will be flagged for tagging."

According, any Cardholder who holds an approved IT Waiver, must reallocate any such purchases to account code 741980.

If you need to apply for this waiver, the updated form can be found at - IT Equipment Waiver Form

What does the "Indemnification Clause" mean?

Have you ever had a contract or agreement returned to you from Procurement requesting to have the Indemnification Clause removed or changed and asked yourself why do we do that? What difference does it make?

The University, as a public entity cannot indemnify Vendors or other parties to the Contract as the University is prohibited from pledging the credit of the Commonwealth without the approval of a two-thirds vote of the Massachusetts Legislature per Article 62 of the Massachusetts Constitution as amended. The Massachusetts Courts have construed statutory authorizations for public entities to enter into contracts as not authorizing indemnity clauses. If you want to read more on it see Lovering v. Beaudette, 30 Mass.App.Ct. 665, 669 (1991); Raisman v. Cunningham, Inc., Civil Action No. 93-5070-G (Super. Ct. 1995).

When a contract contains language that the University will “indemnify and/or hold harmless” a vendor or other party to the contract, it means that the University is agreeing to cover the costs incurred by the vendor/other party in connection with any claim, and to hold the vendor/other party harmless (not liable) for any damages it (or the University) may incur. Agreeing to this language is a pledge of the credit of the Commonwealth, which is prohibited without the approval of a two-thirds vote of the Massachusetts Legislature. The University’s legal counsel has advised that we cannot approve any indemnity clause, regardless of the amount of the contract.

Special Note: If there is language where the vendor is agreeing to indemnify the University that is ok, but NOT where the University agrees to indemnify the vendor. As a practical matter, however, once we request that our indemnification provision be deleted, the vendor usually deletes theirs as well.

Savings on Campus Contract Renewal for Propane

The University has exercised its option to renew the Campus Contract for Propane – CA12-RH-4502 beginning May 1, 2016. Due to the reduction in gasoline and propane costs we were able to secure a reduced rate for propane for the next 12-months of $1.837 per metered gallon which is a reduction in cost of $0.482 per metered gallon. The Amherst campus uses approximately 39,000 gallons per year, which makes our estimated cost savings for the year about $18,798.00!
How to Find the Correct Commodity Code

Commodity Codes determine the workflow, accounts payable tolerances and receiving requirements for a requisition in BuyWays. As a result, it is extremely important that you select the correct commodity code for each line on your requisition.

In order to determine the correct commodity code for each line on your requisition, you must first select the correct Account Number for the line. A listing of Account Numbers and a description of the items that can be charged to each account are shown in the Expenditure Classification for Purchase Orders which can be found on the Controller’s Department Web Page using the following link: http://www.umass.edu/aco/objcde/index.htm

After you have identified the correct Account Number for each line on your requisition, your next step in this process is to determine the commodity code to use. The BuyWays Procurement Workflow and Commodity to Account Crosswalk, located on the Procurement Department Web Site, will help you to determine the correct commodity code to use. The print screen below shows the path to this crosswalk.

Sole Source Justification – Update

In the January-February 2016 BuyLine, the topic of Sole Source justification and additional grant requirements was discussed. It was requested in the BuyLine, that a sole source justification for all grant purchases be uploaded in Buyways, starting at $0 rather than the normal $10,000 threshold. Also, the sole source justification form was updated to reflect this requirement.

Since this latest Buyline, further research and discussion has taken place amongst grant administrators. This requirement for sole source justification for all grant purchases is overly burdensome and does not accurately reflect the requirements of the Federal Government.

Sole Source justifications for purchases on grants should start at the $10,000 threshold, the same as all non-grant purchases. The University must use its own purchasing requirements for both grant and non-grant purchases consistently.

It is important, as stated in the previous Buyline, that the sole source option is selected when a requisition is being submitted. If the total purchase price is $10,000 or more, a sole source justification form found at http://www.umass.edu/procurement/Fill-In_Forms/Sole%20Source%20Justification%20Form.pdf must be uploaded in order for the requisition to be approved. Please take your time and be sure to answer each question on the form thoroughly and attach additional sheets as needed.

The sole source justification form has been updated in April to exclude the need for sole source documentation on all grant purchases. Also, an additional question for price analysis has been added to ensure that the requirements of the Federal government are met. While cost is not a basis for choosing a sole source vendor, we are required to document that the price we pay is reasonable. The goal is to form an opinion on whether the proposed costs are in line with what is reasonably economical. This is a proper due diligence question for all funding types.

The Research Accounting team in the Controller’s Office will be reviewing sole source justifications for Federal purchases as an additional step to ensure compliance. Your Research Accountant may need to reach out to you for clarification or additional documentation. If you have questions regarding sole source requirements for grants, please contact your Research Accountant.
**Opscan Services**

Opscan Services can be utilized by any UMass Amherst campus department or associated group which has a need to score or compile a multiple-choice / true-false quiz, exam or survey. We utilize both the OPSCAN 10 and OPSCAN 16 state-of-the-art high speed optical scanning machines. This gives us the versatility to score many different types of exams and surveys. We can process several thousand test or survey answer sheets per hour. Opscan Services has many years of experience processing various types of Opscan/Scantron "fill-in-the-bubble" type exam or survey forms.

Our standard test form is a green 200-question answer sheet. This form is available through Print Services (for a cost) as are the Header Sheets (free) necessary for every test scored. The green 200-question form can be used for all exams and some surveys. We can email to you, at your request, guide sheets for filling out the different exam forms as well as a booklet which explains the reports we return with your Opscan test results. If you should need either of these, please email us at opscan@admin.umass.edu and we will email them to you.

Opscan Services personnel are always available during regular UMass Print Services office hours to answer any questions you may have about exam preparation, scoring options and suggested formats for surveys. Several departments have ongoing yearly surveys which utilize their own custom forms and scoring/compiling programs. Our knowledgeable personnel can connect you to the right people to design and produce surveys compatible with our equipment and your specific needs. We can process those surveys for you, either on a one-time or continuing basis. We also score and provide results for basic skills tests for several departments.

All University of Massachusetts departments and programs are invited to utilize our free, time-saving services. We have an excellent reputation for quick and accurate processing, report preparation and turn-around times.

Opscan Services is open and available to provide these services all year round. Besides the fall and spring semesters, we are available and prepared to process exams and surveys for any summer or winter session classes as well as UMass Extension classes. Please contact us at 413-545-3071 if you need more information.

Opscan test/survey forms may be brought to the service desk of Print Services at 151 Whitmore Administration Building anytime between 8:30am and 5:00pm, Monday through Friday. We pride ourselves on offering two-working-day service on all exams but often get scores and reports returned to our customers much sooner. During the spring 2016 finals week the average turn-around time for scoring final exams was less than 3 working hours!

We strive to make Opscan Services as easy as possible to use. You can bring us your exams/surveys or you can email us at opscan@admin.umass.edu that you have exams or surveys to be picked up for scoring and we will arrange to have your paperwork picked up by Distribution Services. All exams are returned by Distribution Services to you in tightly sealed envelopes or boxes to the staffed location of your choice so that a paper-trail is established to ensure the security and confidentiality of all test/survey paperwork.
Massachusetts Higher Education Consortium (MHEC) and UMass Amherst

Present an MHEC web-site training session
Date: June 28th, 2016

Contracts can be confusing and hard to understand. Please join us to learn how to better utilize the MHEC contracts and their website. Discover short cuts, tips, and contract insight to save your department valuable resources. Members from the MHEC Staff will be there to present and guide you through their website and show you how the ordering process is conducted.

We recommend sending any individuals who utilize the MHEC contracts. Refreshments will be provided!

**Agenda Includes:** Registration, MHEC training, questions and raffle

**When:** June 28th, 2016

**Where:** UMass Campus Center Room 917, 9am-11am

Please RSVP to Michael Girardi: mgirardi@mhec.net or call: 413-545-4993
Introducing BuyWays Walk-In Sessions

Having trouble navigating BuyWays or have a question about a specific purchasing policy? Stop by our new Walk-in sessions beginning on May 25th where a member of procurement will be available to answer your questions. No appointments are necessary, sessions will be held in the Procurement Conference Room, room 407 of the Goodell Building. For future dates & locations please visit the Workplace Learning and Development Website http://www.umass.edu/wld/.

Procard Forms/Information and Procard Audit Team Contacts

All necessary Procard forms and manual can be located on the Procurement website found at http://www.umass.edu/procurement/.

Current contact information for the Procard audit team is as follows:
Angel Falcon-Procard Auditor, 413-545-1429 (PH), 413-545-4233 (Fax), 406C-1 Goodell Bldg., alf@admin.umass.edu.
Denise Storm-Audit and Grants Compliance Manager, 413-545-7011 (PH), 405 Goodell Bldg., dstorm@admin.umass.edu.

Xerox Copiers

In preparing for Fiscal Year 2017, which starts July 1, 2016, we are asking departments with a Xerox copier to enter a change order requisition into BuyWays for Fiscal Year 2017 against your existing purchase orders. The format for the change order requisitions is shown below.

The format should be:
- Change Line 1: Net Monthly Base Charge, Increase QTY from (XX) to (XX) months and extend PO End Date from (X/X/XX) to 6/30/17
- Change Line 2: Overage Black and White, Increase QTY from (XXXXXX) to (XXXXXX) copies and extend PO End Date from (X/X/XX) to 6/30/17
- Change Line 3: Overage Color, Increase QTY from (XXXXXX) to (XXXXXX) copies and extend PO End Date from (X/X/XX) to 6/30/17

These change orders do not have to be entered before the end of this fiscal year, but we are alerting departments early so they have time to prepare their change orders. If you have any questions or need assistance, please reach out to Nancy Rule at 545-1093 or nrule@admin.umass.edu.

Zero Dollar Lines on Buyways Requisitions

Requisitions that have a zero dollar amount line will not export to PeopleSoft. As a result, all lines that have a zero dollar amount must be removed from a requisition before you submit it for processing. Zero dollar amount lines have appeared on requisitions when people are receiving free merchandise with their order. When this happens, you should remove the zero dollar amount line and place an External Comment in the requisition which describes the quantities and items that you are receiving for free. External Comments appear on the Purchase Order so the PO will show the free items you should receive.