



Procurement News



June 2009

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Training Dates

- eProcurement Training on Wednesday—July 15th—contact Joe Pickul at jpickul@admin.umass.edu or 545-2119
- Procard Training to be held on Wednesday—June 24th and Thursday—July 16th—contact Leasa Roberts at ljoberts@admin.umass.edu or 545-0363
- Procard Reallocation Training is arranged as needed—contact Holly Lankowski at lankowski@admin.umass.edu or 545-1748

Corporate Travel Card Program now under Procurement

The Procurement Department is pleased to announce that the responsibility for the Corporate Travel Card Program has changed from Campus Services to the Procurement, effective May 26, 2009. This is being done to align travel reimbursements with the new automated expense reporting program and to centralize the reporting and management of the Travel Card and Procard Programs into one office.

A search is underway for a new Travel Card Manager, but in the meantime, questions previously referred to Cathy Shaw in Campus Services should now be directed to Holly Lankowski, Procard Manager, at 545-0361. Until further notice, questions pertaining to Department Travel cards should continue to be directed to Donna Walters in Campus Services at 545-1081. This task will be transferred to Procurement at a later date. Another notice will be sent at that time.



If you have any questions, please contact John O. Martin at 545-0361.

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Last call for the name our newsletter contest!!!

Our newsletter needs a name. We have received a few entries but welcome more. So, put your thinking caps on. Please send us any names you would like us to consider. We will be awarding a UMass sweat-shirt (you pick the size) to the winning entry. We look forward to hearing from you.

Email your ideas to: procurement@admin.umass.edu
Please put "Newsletter name" in the Subject Line.
Deadline is July 10th

Who's that new face?



If you've stopped by Procurement recently you've probably noticed a new face in our Department. We are very happy to announce that as of May 26th Leasa Rob-

erts, formerly of OGCA, has joined our department to provide administrative support to the Procurement staff. Leasa bring years of experience to our support staff and we are glad she is with us. If you need to contact Leasa she's at 545-0363.

Revised UMass Substitute W-9 Form—UMW-9

The University of Massachusetts has made revisions to the old UMass Substitute W-9 form (*Request for Taxpayer Identification Number and Certification*). The updated form is dated October 2007 and replaces any prior version. Requests to add new vendors to the University's Vendor File must be accom-

panied by the updated UMW-9 Form, which has been completed by the vendor. To meet audit requirements, the UMW-9 form must bear the original signature of the vendor's authorized representative. This form is available at the Controller's Office website and can be emailed to the ven-

dor: <http://www.umass.edu/aco/ap/apvendorforms.htm>. Questions pertaining to Vendor File should be directed to Angela Kapinos, Accounts Payable, Vendor Maintenance, at 5-1433. Please toss out any older versions of this form.

It's that time of year again...Contract Renewals are due



Many multiple year bids are up for renewal beginning July 1, 2009. It is important that all multiple year contract renewals be done on time to ensure a smooth transition from year to year. If you have not

already been contacted by the Procurement Department to renew a multiple year bid, please contact Rosemary Hassay, Purchasing Manager at - rhassay@admin.umass.edu

An important update

on the CEMS

Programnew

shipping address

procedures are

effective immediately.

New Shipping Address for Chemical-Biological-Radioactive Materials

The University has established new procedures for ordering chemicals. Effective immediately, chemicals (this includes buffers, enzymes, radioactive materials, etc.) shall now be shipped through Lederle Graduate Research Tower, Room 125 (LGRT 125-Laboratory Health and Safety Services - CEMS Program).

Anyone (students, professors & staff) that places a chemical order, radiological and biological must insure the following appears on the shipping label:



University of Massachusetts
710 North Pleasant Street
LGRT 125
Amherst, MA 01003



**** ATTN: (Professors Name: Building Name: Lab Room #) ****

In the electronic Purchasing/Requisitioning System (eProcurement), data entry operators need to change the Ship To code from the default Ship To (which is usually DS) to **CHEMS**, to insure that the **proper Ship To** address prints on the purchase order. The campus building name and room number to which goods are to be ultimately delivered is controlled by the **Location** code. Both these codes may need to be changed by the data entry operator to make sure that the delivery is made correctly. If you require assistance with how to change these fields, please contact the Help Desk at 5-2119.

[NOTE: If you are placing an order with non chemical items and chemicals you will have to place two different orders. One for non chemical items and the other for the chemical items]

The **ATTN** line helps the EH&S CEMS Program to identify in the CEMS System the location of each bar-coded chemical and also identifies where to deliver the package. The bar-coded chemical information helps EH&S to create an inventory of the chemicals in the lab, which in case of an emergency, also helps the Fire Department to know what chemical hazards they will encounter. It also provides EH&S with an inventory of hazards for the Home Land Security Department. Most of all, it helps the lab worker (professor and student) to maintain an inventory of the chemicals in the lab.

Please call the Hazardous Tracking Manager Glenda Pons at 577-3631 if you have any questions regarding the CEMS Program.

Does public bidding save money?



This is a difficult question to answer because of issues that have led to today's heavily regulated Procurement environment. Many areas of Procurement are mandated by Massachusetts law. One of the most heavily regulated areas is labor & materials construction.

During a recent professional development seminar labor and materials construction measurements were discussed. The methods ran the gauntlet for calculating savings. From taking the difference from the highest bid from the lowest qualified bid and using that as the savings. While others used an average of all bids and subtracting the lowest bid and using that as the savings. Others used the estimate and subtracted the lowest bid. While all of these have

merit, they all lend themselves to debate. Was the estimate current or accurate? Would someone use the highest priced vendor? And what method of calculating average would be used? Mean, Medium, or Mode? Each would give very different results.

The UMass—Amherst Procurement Department has decided to be conservative in our quest to measure savings by taking the lowest bid and subtracting it from the second lowest bid. During the current fiscal year the savings on Construction contracts has been calculated at **\$2,917,053.25** for 11 months using this method. While this is an impressive number we have seen bids vary from estimates by \$3,500,000 for a single project.

There is real value in the public bidding process. The best way to leverage this process is by allowing the vendor's time to secure materials from suppliers that can offer cost competitive products.

Vendors that are looking to buy off the shelf often pay a premium for this convenience. If they do not have adequate time to review the bid documents on large projects vendors may include additional costs to cover any oversights they may have made in fear of missing a high cost item. Allowing vendors adequate time for preparing their bids will result in better pricing for the University. During these tight economic times everyone should do what ever it takes to realize the best possible value. Of course we all realize that there will be times when time is also a premium.

The Procurement Department is an excellent resource to secure the best pricing on overall costs and also help with ensuring that pertinent laws are met. It's easier to break a policy or law than it is to fix the damage it causes. Procurement can offer suggestions that can save time and money, as well as make the process flow easier.

Does public bidding save money?....wait 'til you see the savings since the start of the fiscal year.

Staff Profile.....who are you going to call...



Robert Clukay
Assistant Director

Bob has been with the Procurement Department since 1998 which means that he can probably answer more questions than any other staff member. He has

done almost all of the jobs in the department and has worked with most departments along the way so he's a familiar face to most of you. Bob is the contact for the Athletics and Auxiliary Services Department as well as being the Trainer for all PeopleSoft Procurement purchase order data entry training for new and existing staff.

Bob is also very involved with the bids for major ini-

tiatives such as the Auxiliary Services Grocery and Produce contracts, Housing Laundry Services and Janitorial Cleaning & Paper Products.

If you have any questions Bob can be reached at 545-0362 or email him at clukay@admin.umass.edu

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We're on the web - <http://www.umass.edu/procurement/>

Purchase Order & Procard Year End Reminders

Following are a few key dates to keep in mind regarding year-end closing for purchase requisitions and purchase orders. Additional Closing/Opening dates and details concerning the dates may be obtained at the Procurement Department website http://www.umass.edu/procurement/docs/FY2009_Closing_FY2010_Opening_Non-State%20Funds.pdf



Transaction Type	Date
Purchase Requisitions must be in a fully approved status with a valid budget check by	June 19
Procurement will begin to cancel requisitions that are not in a fully approved status or that do not have a valid budget check on	June 22
A list of the canceled requisitions will be posted at the Procurement Department website on	July 1
Last day to do FY09 Procard Reallocations	July 3
Electronic Receipts must be entered in the on-line system by - Receipts entered after June 5 pose a rollover risk and might be deleted	June 5

Procard Accounting—Reallocation



Procard charges come in from the bank as “staged” which means they are not yet applied to a budget. Charges remain “staged” until they are reallocated and/or approved or when they are final posted at the 30-day sweep. In order for budgets to be as current as possible, it is recommended that Procard charges be reviewed regularly (weekly) and approved even when reallocation is not necessary. Once approved, charges are picked up in the next batch cycle for posting to the default accounting. There is a feature to set a Procard to “auto approve” which means as charges come in from the bank, they will be automatically picked up on the next nightly batch cycle and posted to the accounting attached to that specific Procard. If you wish to set this feature on any of your cards, please email Holly Lankowski at lankowski@admin.umass.edu When the “auto approve” feature is in place for an individual card, reallocations are not available. This feature can be added and removed as needed but only effects expenses posted after the indicator is added or removed.

Please consider adding this “auto approve” function where appropriate to keep your budgets more accurate and up to date.

Amherst Marketplace Updates

Effective June 12, the original Amherst Marketplace (accessed through Perfect Commerce) will be replaced with direct links to the Marketplace vendor websites. You may have already received an email concerning this change. To help you through the process, we have posted to the A&F website a training exercise for new us-

ers that will help you at a detailed level with the W B Mason site (office supplies). We have also done a job aid at a pretty high level for experienced users that addresses all five vendor web sites. The documents are listed under **Job Aids/ eProcurement Requisitions** and are titled:

- Create eProcurement Requisitions Using the Updated

Amherst Marketplace (High Level Steps)-06/2009

- Enter an eProcurement Requisition Using the Amherst Marketplace Link for WB Mason (Detailed Steps)-06/2009.

You may access these documents by clicking here. <http://www.umass.edu/af/systems/jobaids.htm>