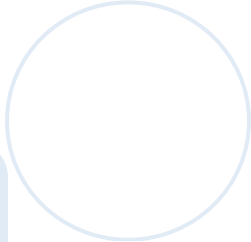




# The BuyLine



March 2011



Volume 3, Issue 1

## Training Dates

- eProcurement Training to be held Thursday—March 24th—contact Leasa Roberts at lproberts@admin.umass.edu or 545-0363
- Procard Trainings to be held on Thursday—March 10th and Monday—March 28th —contact Leasa Roberts at 545-0363 or lproberts@admin.umass.edu
- Procard Reallocation Training is arranged on request — contact Holly Lankowski at 545-1748 or lankowski@admin.umass.edu
- WL&D—Procurement Overview—part of Financial Transactions Certificate Series—Thursday—May 5th—9:00-12:00—Sign Up through Workplace, Learning and Development.

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## Corporate Travel Card Changes—Citi Bank

Over the next month or two, we will be consolidating our Procard and Travel card programs from the current banks (JPMorgan Chase and US Bank) to Citi Bank. When we make this transition to Citi, there will be several important changes in our travel card program.



name of the person who will be responsible for the card can now appear on the card. If the responsible person allows someone else in their department to use their department card, they will have to complete a form which acknowledges that they are giving the other person the authority to use the card.

Department Travel Cards: Under the Citi program, we will eliminate the voucher form that is currently used to enter expense items into PeopleSoft for our department travel cards. In the Citi program, all expense items for our department travel cards will be sent to us by Citi and they will post into PeopleSoft in the same manner as Procard expenses currently do. In order to streamline this process, our department travel cards will be linked to a department speed type and account number. All of the expenses on a card will default to this budget unless the charges are reallocated in PeopleSoft. In addition, the charges on these cards will be automatically paid using the same procedure as our Procards.

Another important change will be made to our department travel cards. The

Individual Travel Cards: The date when late fees will be assessed on individual travel card accounts will change under Citi. The payment of the entire balance on each monthly statement must be made to Citi within 30 days after the statement date. Late fees will be assessed when a balance exceeds this time frame. These late fees are the responsibility of the cardholder. In order to avoid late fees, you must be sure to process and submit your expense reports to the Accounts Payable Department in a timely manner. Any travel expenses that are purchased with your UMass travel card prior to your trip should be submitted for payment as soon as you make the purchase. Examples of these types of expenses are airline tickets and conference registrations. By submitting the receipts upfront the payments may be made before you leave on your trip. This will free up additional capacity on your card for emergencies that may arise on your trip and avoid late fees.

## Procard and Travel Card Roll Out

Our transition to Citi Bank is progressing. We have issued a small number of pilot cards through Citi and are testing the bank feeds. Once this phase is complete, Procards and Department Travel Cards will be ordered to replace our existing ones with JPMorgan Chase and US Bank. We expect to begin card distribution later this month. Replacement of Individual Travel Cards will follow.

## Data Protection—Bid and Contract Terms



The following additional terms are now standard in our bid specifications and contract terms for purchases of services and software to better protect UMass (and the vendor) around sensitive data and credit card processing.

These terms cover Data Protection Controls and Payment Industry Data Security Standards.

***Additional terms added to bid and contract language that ensure PCI and data security protection is in place.***

### Data Protection Controls—Data Security and Breach Notification (PII, FERPA, HIPPA)

The Vendor shall protect data and information provided by the University to Vendor (“University data”) to commercially acceptable standards and no less rigorously than it protects its own confidential information.

The Vendor shall develop, implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of University data.

The Vendor will not provide any University data to any Sub-contractor or agent without the prior express written permission of the University or as otherwise provided under the agreement.

Vendor returns University data, and does not retain a copy, to the University upon termination, cancellation, expiration, or other conclusion of the agreement, unless the University requests that the data be destroyed.

The Vendor shall retain any University data only as long as needed for the specified purpose and to securely dispose of any University data when there is no longer a business need to retain that data.

The Vendor agrees to notify the University immediately if any breach of the security, confidentiality, or integrity of University data occurs; assist the University in any subsequent investigation and notification processes; and to otherwise comply with all applicable Massachusetts and federal laws and regulations regarding data security and breach notifications, such as M.G.L. c. 93H and the Health Information Technology for Economic and Clinical Health Act (HITECH Act).

### PCI-DSS (Payment Card Industry-Data Security Standard)

Treasurers Office required language:

Service Providers and third party providers and the “UMASS merchant” represent and warrant to the other party that it is Payment Card Industry Data Security Standard (PCI-DSS) compliant and shall remain compliant during the term of the agreement. In the case of a third party application, the application will be listed as PA DSS compliant at the time of implementation by the University. In either situation, should either party become non-compliant during the term, the non-compliant party shall promptly notify the other party of its non-compliance status. Both parties are responsible for the security of the cardholder data that is in such party’s control or possession, as mandated by PCI DSS in the performance of their individual and mutual responsibilities under this Agreement.

Service Providers must be listed on the Visa Global List of PCI DSS Validated Service Providers. Third party applications must be listed on the PCI Security Standards Council List of Validated Payment Applications (PA-DSS). Should the Service Provider or Third Party Application not be listed, a letter from a Qualified Security Assessor stating compliance must be submitted.

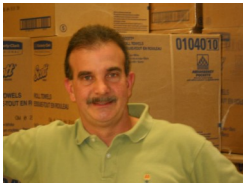
## University Contract for Services Approval Process

Effective immediately all operational contracts for services (CFS) under \$50,000 will not require a review by our University Legal Department. Prior to this change the limit was \$25,000 before it would require a legal review. This change will allow the Procurement department the ability to process CFS between \$25,000 and \$50,000 more efficiently thus saving processing time for the department.



We expect that this change will save at least several days in processing time for each contract thus getting the contract mailed to the vendor quicker. As always legal review is available at any level if desired by the department. If you have any questions please contact us at 5-0361.

## Janitorial Supplies—Paper Products



**Janitorial Supply Committee Member and Physical Plant Buyer Mike Rossi. FYI, Mike is standing in front of pallets of the new paper towel standard.**

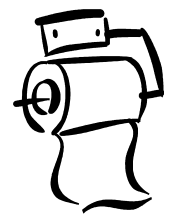
A bid for Janitorial Paper Products was recently awarded to Eastern Bag & Paper Group. The new contract covers supplies and dispensers for both toilet tissue and paper towels and is based on new standards set by a committee representing Procurement, Housing & Residence Life, Physical Plant Division and Auxiliary Services. There are currently over 3,500 toilet tissue dispensers and 1,300 paper towel dispensers on campus from various manufacturers. The use of differing dispensers has limited the University's purchasing power and has forced areas to purchase smaller

quantities of differing supplies from multiple suppliers to meet their varying needs. This new contract has set standards for dispensers which will allow the University to pool requirements and obtain lower supply pricing from a single source. Based on the estimated volume, Eastern Bag & Paper Group has offered the University lower supply prices than the University is currently paying and is supplying new dispensers free of charge. Over the course of the next several months over 2,000 non-conforming dispensers will be replaced with new dispensers. These new dispensers will not only save money on supplies but also save on labor costs. In some cases the two roll toilet tissue dispensers hold the equivalent of five rolls of the previous paper rolls. Supplies for the new dispensers are not only less expensive than what is currently purchased but also **greener since most contain 100% recycled fiber content and up to 78% post consumer waste content.** Estimated savings are greater than \$70,000.00 over the course of the contracts term.



**Take a  
guess???**

**How much  
toilet paper  
does UMass  
Amherst use  
daily?**



**Answer on page 4...**

## Helpful Hint—Vendor Addresses—Commonwealth Agencies

Currently, the agencies of the Commonwealth of Massachusetts are listed under one vendor ID that is assigned to Worcester State College (0000002286). To ensure that your requisition/purchase order reaches its intended destination and is paid appropriately, you must assign the correct agency name and address with this vendor ID on your requisition/purchase order, or the purchase order will dispatch to Worcester State College, the default. If you do not know how to look up and assign vendor addresses in PeopleSoft eProcurement, contact Sue Green (5-1092) or Carol Thurlow (5-0364) in the Procurement Department for assistance. Questions pertaining to Vendor File should be directed to Vendor File in the Controller's Office at 5-1433.

**Amherst Procurement  
Department**

407 Goodell Building  
140 Hicks Way  
Amherst, MA 01003-9334

Phone: 545-0361

Fax: 545-1643

E-mail:

[procurement@admin.umass.edu](mailto:procurement@admin.umass.edu)

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

## Gas Cylinder Bid Awarded to New Vendor

The Campus Contract for Gas Cylinders - Compressed, Specialty and Liquid Gases (CA11-RH-4042) has been awarded to two vendors giving the departments a choice in pricing and benefits on their next gas cylinder purchase. The primary vendor awarded is Middlesex Gases and Technologies - Vendor # 0000013932 and the secondary vendor award has gone to Airgas, Inc. - Vendor # 0000042147.

Middlesex Gases and Technologies, Inc. is a new vendor to UMass Amherst but is not a new vendor to servicing higher education where they have been a key vendor with the Massachusetts Higher Education Consortium for many years. They currently service UMass Medical, UMass Boston, Boston College and MIT.

Besides offering the University competitive pricing, Middlesex Gases and Technologies, Inc. has also offered us various cost reduction programs, cylinder gas safety training & compliance programs and E-commerce integration at no additional charge. Current delivery to the Amherst campus is 3 days per week and will grow to 5 days per week.

Please contact Matt or Guy to set up an appointment to review the programs offered to UMass Amherst by Middlesex Gases and Technologies, Inc..

- Matt Mangarelli—781-258-2472—[mmangarelli@middlesexgases.com](mailto:mmangarelli@middlesexgases.com)
- Guy Sylvester—781-248-7937—[gsylvester@middlesexgases.com](mailto:gsylvester@middlesexgases.com)



We all deserve a  
High Five for  
surviving this long,  
long, winter.



## To avoid the flu....drink plenty of fluids and....



With the flu season upon us it is important to remember to drink plenty of fluids and keep things clean to prevent the transfer of germs.

As a reminder, the Campus Contract for Bottled Water - CA10-RH-3242 has a clause to ensure periodic cleaning of the water coolers by both awarded vendors— DS Waters/ Belmont Springs and Nestle Waters/ Poland Springs. Please check your water cooler to see when it was last cleaned and serviced. A record of the cleaning should be attached to each water cooler unit. Each water cooler should be serviced every 2-months. If your water cooler has not been serviced recently, please give the vendor a call to make arrangements to have it cleaned—It's FREE!!!

### Cleaning Water Coolers:

The Supplier must provide service for all water coolers supplied to the University. The Supplier must clean and sanitize the water chamber up to and including the water spigot every two (2) months *or* replace water coolers approximately once per year upon the agreement of the Procurement Management Team. A record of cleaning must be attached to each water cooler unit serviced. The Supplier must supply conversion kits free of charge to any department that owns coolers that are not compatible with the Suppliers bottle style.



Here is wishing you a healthy and happy 2011 !



### Answer—

**UMass Amherst uses an average of  
77 miles of toilet paper every day!**

