# ARKANSAS BUSINESS SERVICES: PROCUREMENT

## **PROCURE** Networking News

## Fiscal Year 17

Whitney Smith, Editor

### **Second Quarter**



## Transparency Is Critical

In business context, *transparency* is an opportunity for a positive outcome. It's about information, the embodiment of open communication, and a key priority to the operation.

The Procurement team at UofA Business Services is charged with performing every activity with an ethical and best practice approach, keeping integrity and clarity in high regard as essential elements of every process and policy. These key elements also help ensure consistency and safeguarding of confidential and proprietary information where legally protected.

Through transparent practices and open communication we also build and strengthen relationships with our suppliers and the public in general. Identifying and providing complete, timely, and accurate information improves competition and better value, and preserves a respectable reputation.

In an environment hungry for quick fixes and instant gratification, the Procurement team strives to improve efficiency while maintaining compliance and minimizing the potential for real issues and problems. Your Procurement team works to standardize relevant methods, provide equal and simplified access to resources, and enhance knowledge. We keep abreast of legislation so that you don't have to. We develop policies and procedures to avoid potential conflicts of interest and to encourage confidence in our operation.

## Rigor vs. Speed

Believe it or not, Procurement is a complex practice! Many projects can take months, even years, and Procurement's function requires the juggle of rigor and speed among multiple projects while maintaining focus and flexibility. We are solution finders. There's no rushing or skimping, rather we make every attempt to "do it right the first time" We aim to achieve successful outcomes.

And those questions...those annoying questions that we ask? Yes, there's a method to the madness and good reason for every season. We ask *who, what, when, where, and why* to help reduce the potential for fraud and waste. We are in essence helping you obtain at best value what you need and when you need it. With your cooperation, we are certain to be better together.



## We are here to help!

We appreciate your attention and cooperation in working to uphold a successful operation. To better streamline communication and processing, email the appropriate <u>Procurement Staff</u> and give at least one working day for response. Thank you!





Please join us in welcoming four new employees to the Business Services Team as of September 2016:

### **Brette Hughes**

#### **RazorBuy Training and Program Coordinator 479-575-6925**

Brette will be providing training sessions to help all users of RazorBuy. She will provide information on the processing of items in the system and assist with password resets, unlocking of accounts and various other needs you might have. If you have a questions or need assistance, please contact Brette directly at rbtrain@uark.edu.

#### Kallie Tanner

### Data Analyst & Contract Administrator 479-575-8481

Kallie will be handling the Act 557 contract reporting, Vendor Performance reporting, MV-2 vehicle reports and the contract renewal processes.

### Elena Degago

#### **Travel & Payment Analyst**

Elena will divide her time between Travel and Accounts Payable. Her responsibilities include processing and auditing of all ADMN TCard documentation, assisting in review of Vendor Statements and handling invoice and credit memo documentation when appropriate.

#### **Shavawn Smith**

#### **Travel Analyst**

Shavawn will start with the Travel team on December 1, 2016. Her responsibilities will include travel-related processes, authorizations, and auditing.





Judith F. Drummonds Fiscal Support Specialist, Business Services



We appreciate you Judy! Thanks for all you do!

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Bookstore Internal Blanket PO's To be Canceled

As of December 31, 2016 all internal blanket orders with the Bookstore will be cancelled. Therefore, we recommend that you begin using a PCard for your orders with the Bookstore and cancel your "internal blanket" orders as soon as possible.

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Hello RazorBuy users!

Version 16.3 rolled out in Production the week of November 14th! Your RazorBuy staff vetted the TEST version and did not see any changes that will affect the way you use RazorBuy. The most noticeable adjustment is on the left side "shortcuts" which now has the name listed beside. We find this to be helpful and make RazorBuy easier to use!

To expedite changes or new addresses for a supplier please use the <u>Change for a Supplier Form</u>.

To add a new supplier, suppliers must complete a <u>Vendor Identification Form</u>.

As always if you encounter problems or have questions feel free to contact your RazorBuy staff at rbtrain@uark.edu or 479-575-6925.

Thanks! Happy shopping!

PROCURE Networking News

## **DID YOU KNOW?**

## SERVICE CONTRACTS Technical vs. Professional/Consultant

**Technical Services:** work accomplished by skilled vendors involving time, labor and a degree of expertise, where performance is evaluated based upon the quality of the work and the results produced. Examples include: advertising campaigns, radio & TV spots, training, data entry, transport service, actuarial service, collection service, certain repair services, translation (interpreter) service, etc. ("Hands-on")

**Professional & Consultant Services:** services rendered by members of a recognized profession or those possessing a high degree of expertise. Such services are generally acquired by obtain information, advice, counsel or direct assistance. Under such a contract, the agency would have no direct managerial control over the day-to-day activities of the individual providing the services. Examples include: lobbyists, attorneys, architects, accountants, engineers, physicians, & technology experts.



Sole Source vs. Special Procurement

**Sole Source:** limited instances where it is determined that "there is only one source" (sole or mandatory supplier) for a required or designated commodity or service. Involves no competition.

**Special Procurement:** limited instances where unusual or unique circumstances arise that make it contrary to the public interest to apply all of the requirements of competitive procurement. In contrast with sole source, special procurement does *not* require a determination that there is only one source, but rather a written determination/justification of the selection of a particular contractor with regard to the "unusual or unique situation [that] exists which makes the application of all requirement of competitive bidding contrary to the public interest."



AUTHORIZED SIGNATURE Documents Requiring UA Signature

Please take the appropriate steps when creating requisitions in RazorBuy that involve binding documents from the vendor which requires UA authorized signature:

- Attach all documents associated with the requisition
- Attach a completed <u>UA Legal Review Form</u> Select the "Procurement Review Required" box (to ensure the transaction will stop at Procurement for review)

If a department uses a vendor often and a binding document is normally presented, discuss establishing a standard agreement with your Procurement Coordinator. Feel free to contact your Procurement Coordinator with any questions.

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## UofA IT Services (UITS)

**Adobe** The campus-wide Adobe licensing contract was established in 2014 between Adobe and UITS. Adobe products are to be ordered through UITS as an *internal requisition/PO* through BASIS. Send your Adobe questions to <u>adobe@uark.edu</u> as that email is monitored by staff who are familiar with how the Adobe licensing works. Only if UITS does *not* offer a certain Adobe product under their contract would the individual need to order through RazorBuy directly with SHI.

Contact IT Services for: <u>UITS-Supported Site Licensing/Products</u> <u>Software Licensing</u> <u>Technical Help and Support</u>



## COOPERATIVE / CONSORTIUM CONTRACTS

Cooperative purchasing agreements are an efficient alternative for government organizations. These engagements have been competitively bid and awarded, and are vetted as legal contracts for the state of Arkansas. Streamline your purchasing experience with the cooperative contracts available to you, and save time and money!

Click the icons below to see how your options stack up:



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## **PCARD REMINDERS**

Having a holiday celebration soon? Remember, you cannot use the PCard to pay for food, decorations, gifts or greeting/thankyou cards for any type of holiday celebration.

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## **U** TRAVEL REMINDERS

Travel Claims are to be processed within 15 days after the return of your trip. ADMN TCard documentation is to be provided no later than 2 weeks after each cutoff period. If you are an area that would like to utilize KOFAX to upload your ADMN TCard receipts, please send an email to <u>Donna Carter</u> to request this ability.

## JUSTIFICATION AND EXPLANATION

## **MEALS & ENTERTAINMENT**

Per Tax Compliance, and IRS Section 274, specific information is required for proper substantiation of business meals and entertainment. Be sure to provide a completed <u>Business Justification Form</u> for each applicable transaction processed through Procurement.

Examples of when to provide the form:

- Official Functions
- Student Functions
- Interviewee Meals
- Any time the purpose of the function is related to UofA business and processed thru Procurement. This includes personal reimbursements.

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#### The Computer Store is an <u>Authorized Service Provider</u> for Apple and Dell products, and available for your departmental needs and custom orders. Please continue to submit product and service requests to the <u>UofA Computer</u> <u>Store</u> through the internal requisition process in BASIS.

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## **PROCURE LISTSERV**

Please be sure to read the important messages provided via Procurement's message board.

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### TRAINING

Check out the <u>Business Services Training</u> offered to you, and empower your knowledge of campus processes.



### VENDOR SPONSORSHIPS

Years ago administration intentionally made UA Fayetteville a closed campus. Meaning, <u>although we</u> <u>allow sponsorships for student events</u>, we do not allow <u>sponsorships for specific department events and/or</u> <u>state employees</u>.

It is not ethical to give a general preference to a vendor who indicates they want to sponsor an event for our tax payer funded institution. Further, there are potential procurement processes, conflict of interest and appearance issues with respect to any participation by University units or employees in a vendor sponsored event. For additional guidance regarding accepting anything of value from a University vendor and how that relates to State of Arkansas and University restrictions regarding ethics and conflict of interest, please contact the Office of Business Services or the Office of the General Counsel.



October 27, 2016 We had a great gathering at our Business Services Fall Open House. Thank you to all for sharing your time and for your contribution to the UA workforce!

Check out <u>photos</u> of this event! Special thanks to Karen Walls for capturing it all!



Door Prize Emerald Hames Recruitment Officer, Dean of Law School

Chili Cook-Off Donna Carter Manager-Travel & Accounts Payable (BSVC)



Ellen Ferguson, Procurement Coordinator

I have been with the University for 34 years, 18 of those as splitting duties between the Procurement Department and the Office of Risk & Property Management. I enjoy the variation of having diverse duties in both areas. My specialty area in Procurement is the processing of professional/consultant, technical/general, and construction contracts. I continue to be amazed at the growth that has taken place on campus since 1982, and am proud to be part of a team that has contributed to that growth. My contact information is <u>ellenf@uark.edu</u> or 479-575-5314.

## TFAMeffort

We thank you for your continued cooperation in support of the goals of the University of Arkansas! Maintaining a collaborative effort will ensure our progression and success. Please contact us with any questions regarding the Business Services operations and this newsletter.

> Business Services Main Office 8:00AM – 4:30PM M-F 479-575-2551 Business Services Staff Directory



let our lives be full of both