



# **PROCURE**Networking News

**Fiscal Year 18**

**Whitney Smith, Editor**

**Third and Fourth Quarters**

## **MESSAGE FROM PROCUREMENT**



### **SHARED VALUE THROUGH STRATEGY AND PARTNERSHIP**

At what point do you usually engage Procurement in your project? It may not be until time to identify suppliers, create the RFP, and/or negotiate a contract. But if you involve Procurement earlier in the process – when the team is assessing an opportunity – Procurement can provide more value and even out the level of effort throughout the whole project.

Strategic considerations may be taken into account at virtually every step of the procurement process to build the necessary competence and capacity for responding to societal, environmental and economic challenges. Whether during the preliminary research of the project, or the performance of the contract, mainstreaming qualitative assessments and solutions requires vision and proficiency.

Because the priorities differ from department to department, Procurement creates specific communication strategies and opportunities to ensure an understanding of each department's goals. When our messages are delivered effectively, our efforts are aligned to ensure value, open and fair competition, and transparency, all of which yield quality working relationships with all stakeholders.

Here are some key questions and talking points to guide you toward Procurement early in the process, so we can bring exceptional value from the start:

#### Key Questions:

- Who is involved in the procurement process?
- What are the key factors affecting price of the product or service?
- How long does it take for a product/service to be purchased or integrated?
- Is a current contract already established for the product/service?
- What are the overall costs/risks associated?

#### Talking Points:

- It is critical to factor in costs other than the initial purchase price. This will help create a more realistic budget looking into the future and needs to be considered from the very start of the project.
- Strategic elements that Procurement can provide to help leverage your opportunities:
  - ✓ Foster communication/collaboration
  - ✓ Risk Mitigation
  - ✓ Achievement of institutional goals
  - ✓ Operational efficiency
  - ✓ Cost savings

***Involve Procurement early in your process  
to help save you time and money!***





We are pleased to announce, as of May 1<sup>st</sup>, Business Services has combined RazorBuy and eBusiness (with the exception of the TCard program remaining in Travel) into one unit – eProcurement.

Business Services web pages have been updated to include eProcurement at the top of each page. PCard, RazorBuy and Fuel Card websites are also accessible from the new eProcurement page:

- [eProcurement website](#)
- [PCard website](#)
- [RazorBuy website](#)
- [Fuel Card website](#)

The new eProcurement team consists of:

- [Tina Lester](#), Manager - eProcurement and IT
- [Brette Hughes](#), eProcurement Administrator
- [Michael Senkevech](#), eProcurement Analyst
- [Bobbie Kennedy](#), eProcurement Specialist

Tina, Brette, Michael, and Bobbie each bring a combination of keen eBusiness and leadership skills to their new and/or expanding roles. These changes will help us improve our services to better serve the changing needs of our campus community. Please contact, Tina Lester, or any of her team, for your RazorBuy, eProcurement & Fuel Card matters.

### ***Imaging PCard & TCard Receipts***

#### **Minimum equipment requirements for scanning:**

- Scanner must be able to produce images at a minimum 200 x 200 DPI
- Scanner must be able to produce images in multipage TIF format
- Images must be scanned in black and white
- Each PCard receipt must have the D number written on it and must be legible
- Each PCard receipt must be a separate image
- Each TCard receipt must have the T number written on it and must be legible
- Each TCard receipt must have a separate image.



### ***TRAVEL COMPLIANCE REMINDERS***

- 🕒 Travel Claims for individual trips are to be processed within 15 days after the return of your trip. Domestic group trips are to be processed within 30 days after the return of trip. International group trips are to be processed within 60 days after the return of the trip. If you have traveler TCard charges associated with your trip, it is important to ensure that your travel claim is processed within these guidelines to avoid possible payroll deductions.
- 🕒 When an ADMN or Traveler TCard is used to purchase airline tickets, you are required to use the services of Anthony Travel by either contacting an Anthony Travel agent or by using the Concur Booking Tool. You can access more information via the [Travel Office](#) website, or access the [HR Training Calendar](#) to sign up for training sessions.

\*\*\*\*\*



### ***FISCAL YEAR END Be Proactive!***

As Fiscal Year End (FYE) approaches, remember purchases using FY18 funds must be ordered and received before the end of the current fiscal year 6/30/2018. See this year's [FYE Deadlines](#).

Business Services is a year-round operation, and we stay busy helping you make great things happen. To streamline communication and processing of your requests, please contact the appropriate [Business Services Staff](#) and provide us the information to support your request. Please help us help you!



Be sure to attach the following completed documents to your requisitions in RazorBuy where appropriate:

- [Legal Review Form](#) - any requisition that includes a contract that requires review/signature or includes imbedded terms and conditions.
- [License/Certification Justification Form](#) - any requisition that includes a request for license/certification payment.
- [Membership Justification Form](#) - any requisition that includes a request for membership payment.
- [Voluntary Product Accessibility Template \(VPAT\)](#) - please gather this document from the vendor for any requisition that includes “Electronic and Information Technology” products and services.

\*\*\*\*\*



**AUTHORIZED SIGNATURE**  
*Documents Requiring UA Signature*

Please take the appropriate steps when creating requisitions in RazorBuy that involve binding contract documents from a vendor, which include imbedded terms and conditions or requires review/signature:

- Attach all associated documents
- Attach a completed [Legal Review Form](#)
- Select YES in the “Legal Review Needed” box

***We’re here to add value to the contracting process!***



## ***REVIEW AND APPROVAL PROCESS*** ***RazorBuy Checkbox Requirements***

When creating your requisitions in RazorBuy, please make a conscious effort to assess the required checkboxes under the general tab and appropriately select YES or NO. Your cooperation is crucial for compliance and the involvement of related experts to vet the process. The required checkboxes include:

- Trademark & Licensing
- Legal Review Needed
- Software Purchase
- Taking Payments (PCI Compliance)

For clarification, users can hover their cursor over these areas in RazorBuy to review the help text.

\*\*\*\*\*



## ***CREDIT CARD OPERATIONS***

Any department processing payment card transactions via a web site or Point of Sale (POS) machine is affected by the Payment Card Industry Data Security Standard (PCI DSS). If the software or hardware you are purchasing will be used to assist in taking payments on behalf of the University of Arkansas you will need to select YES for the Taking Payments question in RazorBuy. This includes purchase of iPads, computers, terminals, networking equipment, and software as a service that may take its own payments for goods or services provided.

Additional information about PCI Compliance and policies can be found at the [Financial Affairs Technology Group Credit Card Operations](#) website.





## PROFESSIONAL & CONSULTANT SERVICES

- **Definition of Professional & Consultant Services:** Services rendered by members of a recognized professional association or those possessing a high degree of expertise. Such services are generally acquired by obtaining 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.
- **Processing Time:** 6-8 weeks for contracts \$50,000 and over requiring pre-approval by Legislative Council. Documents are due in Procurement a minimum of two weeks prior to the Legislative Council submission deadlines.
- **Special Procurement:** Designed to be used when services are needed before a bid/RFP process can be completed. If the services are to continue more than 6 months, a bid/RFP will be initiated. Not to be used as replacement for the sole source method. If contract is less than \$50,000, additional approval will be required if amount is within \$47,500 - \$49,999.
- **Sole Source:** To be used only in rare, very specific instances; i.e., if the project is funded by a grant and the Grantor specifies a vendor.
- **Contact Procurement!** Please contact Procurement **before** engaging in any service to allow adequate time to determine/discuss the type of service, applicable contract, and proper procedures to follow.



## IT OPERATION AND EFFICIENCY

- ✓ [ITS Home](#)
- ✓ [Campus IT Initiatives](#)
- ✓ [UTS-Supported Site Licensing/Products](#)
- ✓ [Software Licensing](#)
- ✓ [Technical Help and Support](#)

*Please Note:* The renewal process has changed for the Microsoft Campus Agreement (MCA) / Enrollment for Education Solutions (EES). Software responsibility has transitioned to IT Services. Please direct your questions to the [IT Services Help Desk](#) going forward.

\*\*\*\*\*



## UA COMPUTER STORE

The UA Computer Store provides educationally discounted technology products from name brand manufacturers like Apple, Dell, etc. to all University faculty/staff, departments and students. The UA Computer Store Service Center has authorized technicians who are trained and certified to address all technical issues and provide dependable technology services for the campus and community, including repair services, trade-in programs, and more. The UA Computer Store also works closely with UA IT Services to ensure consistent support campus wide.

Please visit the UA Computer Store inside the UA Bookstore at 616 Garland Ave. or visit the [UA Computer Store](#) to shop online. The UA Computer Store also offers a helpful online [Technology Guide](#) for your convenience.



## UNIVERSITY WEB SITES AND ONLINE COMMUNICATION

All official, non-personal university web sites must comply with graphic and web standards maintained and enforced by the [Office of University Relations](#) (UREL), and the creation of such web sites must be done in collaboration with UREL. Any technology procured regarding any resulting web site must be reviewed/approved by UREL for adherence to state and federal guidelines for accessibility.

For questions, refer to [Fayetteville Policies and Procedures 225.0](#) or contact [Chris Nixon](#), Director of Digital Design and Development.

\*\*\*\*\*



## DATA PRIVACY AND SECURITY

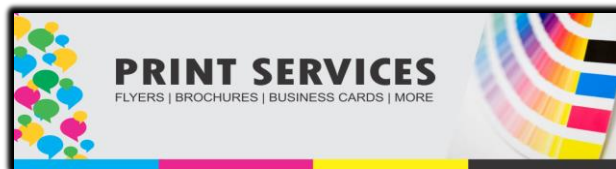
On May 25, 2018 GDPR enforcement will become a reality. The General Data Protection Regulation (GDPR) regulates the processing of personal data in any format by organizations, including both digital and hard copy personal data and all other formats. The GDPR provides individuals with enhanced rights and imposes increased responsibilities on organizations processing personal data. 'Personal data' is any information relating to a living individual that is a European citizen, and 'processing' is any activity carried out involving personal data, including holding and storing it.

The University of Arkansas is responsible for notifying students, staff, faculty, and vendors of required compliance with GDPR. This involves any processing of personal data of individuals located in, or such data obtained from within, the European Union (EU), and involves acceptance, transmission, and/or storage of personal data. This also has profound implications for

organizations that hold events with EU citizens as attendees. Please review UA's temporary GDPR information site, housed with the Graduate School and International Education: <https://graduate-and-international.uark.edu/international/eu-general-data/>.

*Note:* This site and its contents are only a temporary fix to address this regulation and cover UA travel to EU for the summer, as well as solicit information on potential points of contact that would require GDPR compliance. More information will be forthcoming.

\*\*\*\*\*



## UA PRINTING SERVICES

Printing Services, a unit of University of Arkansas' Print-Mail-Copy Solutions (PMCS), is a service provided to the university. Students, faculty, staff, and alumni all receive benefit from this important department. Our goal is to provide the very best products and services which include, but are not limited to, digital printing, copying, finishing, large format banner creation, dissertation printing & binding, along with non-traditional services such as screen printing of and vinyl transfer on t-shirts. PMCS can also provide a wide variety of promotional items including custom mugs, koozies and stickers which are done in house. On top of all that, we give free estimates and deliver campus-wide. For a nominal fee, we will also ship your product out of town to the address of your choice. To summarize, we're a university service that is local, convenient, and responsive to your specific needs.

Our hours are from 7:30 am to 4:30 pm. Feel free to give us a call or come by and check us out. We are located at 1580 W. Mitchell (South Entrance) across from Facilities Management. You can reach us at 479-575-2404 or email to [pmcs@uark.edu](mailto:pmcs@uark.edu). Our web address is [pmcs.uark.edu](http://pmcs.uark.edu). We also have an online ordering storefront for business cards, letterhead and envelopes. To gain access, just email [unioncc@uark.edu](mailto:unioncc@uark.edu) for the link to register. If you're the social media type, check us out at [facebook.com/UAPMCS/](https://facebook.com/UAPMCS/).



## **TAX LAW**

### **Changes for Digital Products/Subscriptions**

- Effective January 1, 2018
- [Act 141 of 2017 for ACA § 26-52-103](#)
- Taxable: Anything that is accessible for keepsake or downloaded, such as books, music, games, etc. is fully taxable - even if it is not tangible.
- Not Taxable: Online access or log-in to a testing or database site, but no downloads to keep.

### **Changes for Moving Expenses**

As of January 1, 2018, the newly enacted tax law prevents a tax-free reimbursement of moving expenses. The University of Arkansas is assessing the implication of this change and this policy will be suitably updated. Contact your Procurement Coordinator for questions.

\*\*\*\*\*



## **UNIFORM GUIDANCE**

Effective July 1, 2018, the University of Arkansas will comply with Procurement Standards as defined in 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal Awards", Subpart D, Sections 200.318 – 200.326, for all federal grant funded procurements.

For more information regarding Uniform Guidance, please see the [Financial Affairs Research Accounting](#) site – scroll to Information and Resources.



**IMPERIAL**  
VENDING ★ FOODSERVICE ★ COFFEE  
*NAMA National Operator of the Year*



## **IMPERIAL VENDING**

Due to a high level of non-usage and food spoilage over the summer, Imperial Vending, LLC, will be pulling food products from the following machines on May 23rd:

- Biomass
- Eng. Research Genesis
- Gibson Hall Hallway
- Gladson Ripley Hall 1<sup>st</sup> Floor
- Health 3<sup>rd</sup> Floor
- Holcombe Hall 1<sup>st</sup> Floor
- Innovation Bldg
- Print Services
- School Social Work New Lab Basement

These machines will be re-filled with food items the week before Fall classes start. Other food vending locations and food services areas will be available to serve you. We will send out a complete list of available machines very soon.

*Stay Tuned to the **PROCURE** Listserv!*







### TRADEMARK LICENSING

Please be sure to review the [Trademark Licensing](#) page for your orders involving University of Arkansas trademarks and other identifying marks or logos.

When creating a requisition in RazorBuy that involves a University trademark or logo, please be sure to attach a copy of the artwork to your requisition and select YES in the "Trademark and Licensing" check-box to ensure the order routes through appropriate approvals.

Further information and resources can be found at the [Arkansas Razorbacks](#) Licensing site, or you can contact Marketing direct at 479/575-3517.

\*\*\*\*\*



### TRAINING

Check out the [Business Services Training](#) page for training opportunities to update your knowledge of campus processes. Summer is a great time to gain valuable information and ask questions of the Business Services Staff.

\*\*\*\*\*



### PROCUREMENT FAQ'S

Take some time to review Procurement's [Frequently Asked Questions](#) page for helpful Q&A topics.

\*\*\*\*\*



### PROCURE LISTSERV

Please be sure to read the important messages provided via Procurement's message board. Contact [Whitney Smith](#) to subscribe.



### Wenoah Goodson Surplus Warehouse Manager

I began my employment with the University of Arkansas 23 years ago on March 15, 1995; working half days with Financial Affairs in Property Accounting and half days with Business Services managing Surplus. Two years later I left Property Accounting and began my journey of managing Surplus full time. In May of 1998 the brand-new UA Surplus Warehouse opened its doors. Our Warehouse located at 300 Eastern Ave. is the only functioning Surplus Warehouse in UA history. As well as managing Surplus for the UA Fayetteville campus, I also assist the Surplus needs of the off-campus Agricultural branch stations throughout the state and departments located in Little Rock.

I'm here to assist with all your departmental Surplus needs. Please contact me if you have requests or questions about departmental Surplus, obtaining state approvals from DFA-Marketing & Redistribution for cannibalization, trade-in's, disposals or scrapping, etc. I also post larger items on [govdeals.com](#), and conduct and oversee our UA Surplus Public Auctions. You can reach me at [goodson@uark.edu](mailto:goodson@uark.edu) or 5-2325.

\*\*\*\*\*



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](#)