



Barry Swanson
Chief Procurement Officer

Purchasing Newsletter – February 2019

New Contracts for Promotional Items

The Purchasing Division is proud to announce contract awards for the purchase of Ad Specialty, Promotional Items and Related Services. Through the Request for Proposal process, the University solicited responses from qualified and interested companies. Proposals were reviewed and contracts awarded based on recommendations by an evaluation committee representing Campus and UK Healthcare. Sixteen contracts were awarded with each vendor holding licensing authority through Fermata to legally reproduce the University's marks and logos. This ensures that the University protects its brand and that its marks and logos are used properly. In addition, through use of licensed vendors, the University is assured that all insurance requirements are met. The contracts were effective October 2018 and departments may use their procurement card to purchase from any of the contracted vendors below. Purchasing encourages departments to obtain quotes from multiple contract holders when considering a purchase in order to maximize value opportunities. The contracted promotional item vendors are:

UK-1837-18A Advertising Specialties	UK-1837-18I Golden Star Promotions
UK-1837-18B Team One	UK-1837-18J Standard Buying Services (SBS)
UK-1837-18C Ad-Venture Promotions	UK-1837-18K 4Imprint
UK-1837-18D Marketing Tools	UK-1837-18L Voluforms
UK-1837-18E BWM Global	UK-1837-18M Promoversity
UK-1837-18F Promotional Products Plus (P3)	UK-1837-18N Albreco, Proforma Albrecht & Co.
UK-1837-18G Progressive Marketing	UK-1837-18O Underground Printing
UK-1837-18H The Branding Society	UK-1837-18P APS Communications

Questions regarding the promotional contract awards may be directed to Debbie Konichek, email dkonichek@uky.edu or UKPurchasing@uky.edu.

New Employees/Position Updates

Following are new or promoted employees within the Purchasing Division:

- Kenneth Scott – Ken has been promoted from his previous position of Strategic Sourcing Specialist with the Hospital Purchasing team to that of Strategic Sourcing Manager within Central Purchasing. Ken can be reached at kenneth.scott@uky.edu, phone 257-9102.
- Crisann McCloy – Crisann joined the Central Purchasing staff this past fall as a Senior Financial & Business Analyst and will be working with procurement spend and data analytics. Crisann can be reached at crisann.mccloy@uky.edu, phone 218-5612.
- Randy Bartley – Randy Bartley joined the Central Purchasing staff in Peterson Service Building in October as a Price Contract Coordinator Senior. Randy's contact information is randy.bartley@uky.edu, phone 257-6759.
- Daniel Peak – Daniel is now part of the Hospital Purchasing team located in Chandler Medical Center and employed in a Contracting Officer I position. Daniel's contact information is daniel.peak@uky.edu, phone 323-7947.

- Joshua Descoteaux – Joined the Hospital Purchasing staff this past fall as a Strategic Sourcing Specialist and is also located in Chandler Medical Center. His contact information is joshua.descoteaux@uky.edu, phone 218-6795.
- Donovan Kornmiller – Accepted a position with the Hospital Purchasing team as a Contracting Officer I. Donovan can be reached at donavan.kornmiller@uky.edu, phone 218-4888.
- Mickenzie Fugal – Recently accepted a position as Price Contract Coordinator Senior in Central Purchasing and also serves as the front desk receptionist. Mickenzie is available at mickenzie.fugal@uky.edu, phone 257-9100.

Recent Commodity Reassignments

The University's procurement commodities listing has been updated with several material groups being reassigned to and managed by new Contracting Officers. The larger commodity groups that have been reassigned include financial / banking / insurance (Becky Purcell); printing / promotional / advertising / agricultural items (Debbie Konichek); scientific and research (Nicole Smith); Ricoh Managed Print Services (Kenneth Scott); and furniture (Becky Purcell).

The revised commodity lists are available on the Purchasing website, both in order by [Contracting Officer](#) and by [Commodity Name](#). If there are specific commodities that you frequently purchase or for which you need assistance, you may want to review the updated assignments to identify new point(s) of contact for your commodity questions or when assistance is needed.

PaymentWorks Update

The University has had a successful experience with PaymentWorks as its onboarding solution. Since go-live in August, over 3500 vendors have been processed through the platform adding them to the vendor master database. The transition to PaymentWorks has improved the efficiency with vendor onboarding over the previous use of the paper vendor application. Use of PaymentWorks also ensures the University meets required background vetting as required by project sponsors, federal guidelines, and insurance underwriters.

Additional information and tips regarding PaymentWorks can be found [here](#).

Reminder: University Surplus as A Resource

Just a reminder that University Surplus is available as a departmental resource for transfer of no-charge equipment and goods. Surplus is responsible for receipt, management, transfer, and final disposition of all items deemed excess or surplus to the University's needs. Departments have opportunity to inspect and transfer available items for their needs before final disposition. The facility is open Tuesday, Wednesday, and Friday from 8:00 a.m. to 11:30 a.m. / 12:30 p.m. to 4:00 p.m. for University employees to review and checkout available items (except on public auction days). University Surplus is located in the Reynolds Building on Scott Street.

Updates to Herman Miller E-catalog

The Herman Miller (HM) e-catalog in SRM was recently updated to a new platform with a more robust ordering environment. The e-catalog now has improved visuals and can facilitate customized quotes for Herman Miller furniture.

Please be sure to use the Herman Miller e-catalog within SRM for any purchases of HM furniture regardless of order value. The sales representative for the e-catalog is Daniel Throckmorton with ID&A, Lexington. Daniel's contact information is dthrockmorton@id-a.com. Steelcase continues to have an e-catalog in SRM for their furniture line. The University designated dealer for Steelcase is

Office Resources Inc (ORI). Account representatives are Emory Attig (general campus), email eattig@oriusa.com and Susan Durham (COM and Hospital), email sdurham@oriusa.com.

Uniform Guidance Threshold Increased

Effective February 1, 2019, the threshold for application of Uniform Guidance requirements for purchases against federal and state WBS Elements was raised from \$5,000 to \$10,000. A key change here is for non-contract purchases, the requirement for three quotes or a Single Source Justification (SSJ) (if applicable) will not be required until the Shopping Cart value is \$10,000 or greater. Please keep in mind that other University policies and procedures continue to apply. For instance, the purchase of an off-contract piece of laboratory equipment valued at \$7500 would still be performed using Shopping Cart/PO as the method and a capital equipment GL account; however, the purchase would not require three quotes or SSJ related to Uniform Guidance requirements since it is less than \$10,000.

A revised information file with the new threshold and further information can be found [here](#).

Procurement Forms

Several University procurement forms have been recently removed from the Purchasing website since they can potentially be used for fraudulent purposes within the public space. The following forms are still available for departmental use upon request: University W-9 Form, University Credit Report, Sales Tax Exemption Form. When needed, simply place a request to UKPurchasing@uky.edu for the needed form and it will be provided via return email.

Updated Purchasing Forms Available on E-Forms Site

Several procurement-related forms on the University's e-forms site have been recently updated to comply with logo standards and other compliance requirements. The Single Source Justification and Emergency Purchase forms have also been updated to better meet needs specific to their use. All documents have been prepared as fillable Adobe Acrobat forms and can be completed on-screen. This includes all forms related to Kentucky Personal Services contracts.

Click [here](#) for a direct link to procurement-related forms on the University's e-forms page. Please delete any forms that you may have saved locally and use the updated forms from the e-forms page when needed.

Self-enroll to Receive Purchasing ListServ Notifications:

Follow these instructions to self-enroll to the Purchasing ListServ and receive procurement-related updates and news. Send e-mail to LISTSERV@lsv.uky.edu with the following text in the message body:

subscribe UKPURCHNEWS Yourfirstname Yourlastname

The subject line should be blank as well as the rest of the body of the email. You may unsubscribe in the same manner, by changing "subscribe" to "unsubscribe" and following the remaining directions.