



Purchasing Newsletter – October 2016

William Harris
Director

Voyager Fleet Cards and Federal Excise Tax Exemption Forms

The University community using Voyager Fleet Cards may be asked to complete “Federal Excise Tax Exemption Certificate Renewal” forms for fuel purchases. Individual departments may discard the form as it has been addressed with US Bank/Voyager on an institutional-wide basis. If questions arise regarding the form, email UKPurchasing@uky.edu for assistance.

More Direct Is Now Branded as Connection

MoreDirect, a leading supplier of computing peripherals to the University, is in the process of renaming its brand with a company name of **Connection**. MoreDirect/Connection provides an e-catalog within the Supplier Relationship Management (SRM) system for Shoppers to purchase peripherals and related items.



Ricoh Yard Sign and Banner Capabilities

Ricoh now offers custom yard signs made of durable corrugated plastic that can be used for advertising events, services, or programs. The Corex signs can be installed over simple ground stakes, fit within framed signs, or hung from a ceiling. Sizes include 12" x 18" and 18" x 24" and can be printed single- or double-sided. Promotional banners are also available. Contact the on-site Ricoh Document Service Center within Whitehall Classroom Building at 257-1813 for more information.

Upcoming E-Catalogs

New e-catalogs are currently in development for addition to SRM Shopping Carts. When loaded, Shoppers will be able to make purchases from B & H Photo, Roche Diagnostics, Bio-Rad, Qiagen, and Herman Miller Furniture. The e-catalogs are scheduled for completion in December or early 2017. Once the e-catalogs are loaded to the SRM Add Item menu, all purchases for the above suppliers will transition to Shopping Carts and be restricted from procurement card. Updates will be made available via the Purchasing home page and LISTSERV news. There will be a transition period for departments as each new e-catalog is loaded.

Enhancements to Shopping Carts

For persons utilizing SAP Business Analysis (BA) Report (T-Code ZMM_BA_RPT) to review purchase order data, a new column is now available showing the Shopping Cart and line item numbers as they correlate to the purchase order. This is useful to cross-reference and reconcile accounting discrepancies or to confirm Goods Confirmations and invoicing. Shopper ID can also be used within the BA report to extract or examine purchases performed by one or more specific Shoppers. A help guide for using the report is available on the Purchasing [website](#).

Another feature, currently in development, relates to purchase order notifications. Shoppers will soon be notified via email when their Shopping Carts are processed into purchase orders and placed with suppliers. The enhancement will be available in the coming weeks.

New Web Pages for Science and Furniture

Two new information pages have been added to the Purchasing website. A new [page](#) for Scientific/Laboratory purchases provides support materials and information for the University research community. The page contains information and links regarding the University's primary scientific/laboratory contracts and e-catalogs, along with resources for other related purchases.

A new page for furniture purchases is also available on the [website](#). It contains a listing of the University's furniture contracts along with dealer representatives, contact information, etc. The page also contains an overview of furniture including quote requests and how to conduct purchases.

Reminder: New Commodity Assignments and List

The campus-wide Commodity Assignments List was revised in August with a number of commodities re-assigned to new Contracting Officers. The new listing, sorted by Contracting Officer, is available [here](#). If you prefer to search for a specific commodity alphabetically or by keyword, you can visit an alternate [page](#) on the site for this functionality.

Requirement for Web Development Contractors and Public Relations

The University has contracts for Web Development services that any department can utilize. The contracts have been competitively solicited and are ready for immediate use. Available services from the approved web providers include design, application development, content management system development (e.g., Drupal), mobile application development, and digital marketing. If your department is considering a Web Development project with a provider, contact Andy Shooner, University Web Manager, Public Relations & Marketing at arsh224@uky.edu or 257-5370 for more information.

New Purchasing Staff

Three new staff have joined the University Healthcare Purchasing office located within the Chandler Medical Center.

Michelle Burns joined the team as a Contracting Officer in August. She previously worked at the Save the Children Federation in Lexington as a Procurement Coordinator. Michelle can be reached via phone at 257-4330 or email: michelle.burns1@uky.edu.

Jennie (Kate) LaBoone also serves as a Contracting Officer and joined in September. She previously worked at ITW Powertrain Fastening Company as a Purchasing Coordinator. Kate can be reached via phone as 218-6794 or email: ijklaboone@uky.edu.

Kenneth Scott joined the staff as a Strategic Sourcing Specialist in September. He previously worked at Grogan's Healthcare Supply as a Contract Administrator. Ken can be reached via phone at 218-6795 or email: kesc245@uky.edu.

Purchasing Frequently Asked Questions

Question: What is the difference between a University Price Contract and Kentucky Personal Services Contract (PSC)?

Answer: Dependent on the nature of goods or services, and dollar volume, some commodities require multiple layers of contracting to comply with applicable laws. The Kentucky Model Procurement code, which governs purchasing activities for state agencies and institutions, requires a competitive bidding process for single purchases, or aggregate ongoing purchases, in excess of \$40,000. The bidding process for purchase of most complex or ongoing goods or services culminates in a University Price Contract.

For a select group of professional services, Kentucky state law requires a competitive bidding process be conducted at a lower threshold (\$10,000) and a second contracting process, with state approval, before engaging a provider. For services related to consulting, attorneys, designers, licensed medical personnel, search firms, architects/engineers, auditing/accounting, and select others, the Kentucky Personal Service Contract (PSC) must be completed and approved by the Kentucky Legislative Research Commission (LRC). The PSC process is in addition to the University Price Contract and must be performed before the provider is engaged.

Example 1: A Facilities area needs to make repeated purchases of coal over time, in excess of \$40,000, for University heating plants. The bidding process results in a University Price Contract. The Kentucky Personal Services Contract requirement is not applicable in this instance since the commodity does not involve professional services.

Example 2: A department needs to hire an executive search firm or consultant that is not currently on contract and the estimated spend amount is \$30,000. Actions required: Since the purchase involves professional services in excess of \$10,000, a Request for Proposal (RFP) must be conducted and University Price Contract awarded to meet Kentucky Model Procurement Code requirements and the Kentucky Personal Service Contract must be submitted to and approved by the LRC.

For more information, including a complete listing of commodities subject to the Kentucky Personal Services contract, visit the Purchasing [website](#).

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.