Contract Awards for Laboratory Equipment and Supplies

After conducting an extensive Request for Proposal process and in conjunction with the University of Louisville, VWR International has been selected as the University’s strategic partner for provision of Laboratory Equipment and Supplies. As recipient of the contract award, VWR now serves as the University’s first source supplier for laboratory-related purchases. An e-catalog for VWR products will be provided through the Supplier Relationship Management (SRM) procurement system for the academic campus and will allow departmental users to shop for needed items through the punch-out process. The punch-out catalog has additional features including MSDS sheets, certificates, equipment manuals, etc. for departmental shoppers. University areas that do not use SRM as their procurement system will continue to use SAP Requisitions and procurement card, as applicable, for VWR purchases. The RFP process demonstrated that VWR provides the best value laboratory products for University departments.

Kick-Off events related to the contract go-live are as follows:

- **Scientific Supplier Fair** – Thursday, February 12, 10:00 am to 2:00 pm, Location: BBSRB Atrium, 741 South Limestone

- **VWR Training for Order Placement** – Thursday, February 12 and Friday, February 13. Various training sessions will be provided by VWR staff. The times and location(s) are pending; they will be provided by VWR and will be published on the Purchasing Division home page.

- The VWR Punch-out catalog within SRM will be available for shopping and order placement beginning the week of January 26. As part of the negotiated agreement, VWR provides promotional credits to departments for orders placed through the punch-out catalog. Orders are invoiced electronically; thus, procurement card usage and edits are not required. An online help guide for using the VWR punch-out catalog can be found on the Purchasing website at [http://www.uky.edu/Purchasing/docs/vwrpunchout.pptx](http://www.uky.edu/Purchasing/docs/vwrpunchout.pptx).

In support of the University contract, VWR has established a team led by Tammy Curtis, senior account representative. Tammy and her field support team can be reached as follows:

- Tammy Curtis, Phone: (859) 421-3432
- Jill Shunk, Phone: (859) 321-7764
- Toll-free VWR Education Customer Service Phone: 855-834-9035
- Email for UK/VWR sales inquiries: UK_Support@vwr.com
Purchasing questions regarding the VWR agreement can be directed to Debbie Konichek, Contracting Officer, phone 257-5792, email dkonichek@uky.edu.

Fisher Scientific will hold a secondary contract as part of the RFP process. Any orders for Fisher Scientific should be placed on an SRM Free Text Shopping Cart for the academic campus, or SAP Requisition for hospital areas.

**Leases**

Leases of equipment and space can be particularly complex and require additional attention as part of the procurement process. Depending on its individual nature, a lease may undergo increased scrutiny from an accounting and University debt perspective. Sometimes a “lease transaction” as communicated by a vendor is not even defined as an actual lease from a University or legal perspective. If you are or planned to be involved in leases, below are some tips that may help should the topic arise.

**Equipment Leases**

The University has financial leasing contracts established for departmental use and that serve as the first source for financing capital when needs arise. To take advantage of a leasing service, the purchase price must meet or exceed $50,000 for the entire order. Prior to submitting an SAP requisition or SRM Shopping Cart for an item to be leased, contact Becky Purcell, phone 257-5479, email mpurcell@uky.edu for guidance and to discuss options. When creating the order document, it is important to place a header note that the item is planned for leasing. Also, the item detail entered onto the requisition or Shopping Cart (product number, product category, etc.) should be for the actual item being purchased, not leasing-related details. Lease transactions take more time to process than conventional orders; if you are planning to lease equipment, please contact Becky for guidance as early as possible in the process.

**Off-Campus Space Needs - Leasing or Renting**

Campus departments, colleges, and business units may have the need to lease off-campus space for a variety of reasons. The Office of Real Estate Services is tasked with facilitating this process and will assist campus units in navigating the complex processes. The University is required to follow very strict Kentucky statutes and policies when leasing real property, which can be quite cumbersome. For this reason it is critical that any unit desiring additional space off-campus to contact Christine O’Brien at cobrien@uky.edu or 859-257-8649 to ensure that the University does not inadvertently deviate from state law. You may visit them at http://www.uky.edu/EVPFA/RealEstate/contact.html.

**Recent Staff Changes**

With retirement of Leslie Hanich in January, James Younce has joined the Purchasing Division staff as Senior Price Contract Coordinator. James previously served within the College of Medicine, Integrated Business Unit (IBU) as well as support role(s) in campus Information Technology. In addition to his other responsibilities, James will also serve as the new Procurement Card Coordinator for Purchasing. If needed James’ contact information is phone 257-1024, email james.younce@uky.edu.
Craig Locke has moved from the role of Contracting Officer to that of Strategic Sourcing Specialist. In conjunction with the University’s evolving business model, Craig will be researching and working to implement ways to better add value to procurement activities. Along with other areas of focus, he will be reviewing contract comparisons and consolidation, conducting spend analyses, generating performance metrics, and working to further advance e-procurement as part of the University’s business processes. Craig’s contact information is phone 257-2964, email clocke@uky.edu.

**SRM and Procurement TIPS**

Note regarding SRM Shopping Carts: If you need to order items from a punch-out catalog and a non-punch-out source, please create separate Shopping Carts for each transaction. For instance, please refrain from combining Free-Text items, such as restricted office supplies or furniture, onto a Shopping Cart containing punch-out office supplies. Since different types of Shopping Carts use different workflows, this will ensure your carts process correctly and the orders place in a timely manner.

**Important Reminders:**

- With the exception of office supply purchases through the OfficeMax punch-out catalog in SRM, all other SRM purchase orders require creation of Goods Confirmations. By creating the Goods Confirmation, check payment will process correctly and not remain blocked. OfficeMax office supplies are the only punch-out items that do not require creation of a Goods Confirmation.

- When creating an SRM Shopping Cart or SAP Requisition, please be sure to enter the vendor number for the purchase. Since a single business supplier (or even an individual or independent contractor) can have multiple addresses in the vendor database, it is important for the end-using department to identify and place the correct vendor number on the cart/requisition to prevent incorrect or delayed order placement.