

Administrative Services Bulletin: Monday, July 26, 2010

By John Hebard, Director of Procurement & Contract Services (P&CS)

What's new?

Thank you for your efforts to help us during our busy year-end period. As always, if you have purchases that have short timelines please clearly identify the required delivery dates on your requisition. Your assistance is greatly appreciated.

Over the last 60 days P&CS has awarded contracts, as the result of formal solicitations for the following products and services:

- UA Benefits Consulting
- UA Faculty Effort Certification Compliance Review
- Bank Deposit Delivery and Security Services
- Snack Vending Services

Solicitations currently open or being developed include:

- Janitorial Services for the UAF Campus
- UA Employees Benefits
- SFOS Juneau Research Vessel
- Beverage Vending Services
- SWOIT Wide Area Network Services

P&CS recently created and added to its website a subrecipient monitoring policy and risk analysis worksheet to be used in conjunction with the subaward processing checklist. All three documents are used to ensure UAF's compliance with subrecipient monitoring requirements in OMB Circular A-133 and may be viewed at www.uaf.edu/procurement/links-for-staff-and-facul/subaward-templates.

Do you have unwanted items in your work area? These items can often be used by other departments or sold at surplus auction. Central Receiving and Property (CR&P) will pick up items designated for surplus while they are making their daily deliveries. Contact the CR&P office at 6139 for further information. CR&P held its annual surplus auction on Saturday, June 19. As a result of this auction, \$39,367 was returned to department budgets. In addition, over the course of FY10, over \$100,000 was saved by reutilizing furniture and equipment. Please contact the CR&P at x6139 to inquire about items which may be available for reutilization.

What's next?

In FY11 P&CS will rollout a Procurement Technician program where skilled, reliable business office staff may receive training for small dollar procurement up to \$25,000. If your unit or institute would like to have someone enrolled in this program please look for more information to be posted in early FY11.

For more information contact John Hebard at (john.hebard@uaf.edu) or visit the P&CS website at www.uaf.edu/purch.