

**Administrative Services Bulletin: (Friday, May 21, 2010)**

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

**What's new?**

We are entering the last six weeks of the fiscal year and the workload in P&CS is extremely heavy. Please try to submit your requisitions and backup to P&CS as soon as possible in order avoid the year-end backup. If you have purchases that have short timelines please clearly identify the required delivery dates on your requisition. Your assistance is greatly appreciated.

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.

Solicitations currently open or being developed includes:

- Janitorial Services for the UAF Campus
- UA Benefits Consulting
- UA Employees Benefits
- UA Faculty Effort Certification Compliance Review
- Bank Deposit Delivery and Security Services
- SFOS Juneau Research Vessel
- Beverage Vending Services
- Snack Vending Services
- SWOIT Wide Area Network Services

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

**What's next?**

Do you have unwanted items in you 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 further information.

Central Receiving and Property will hold its annual surplus auction on Saturday, June 19 at 1855 Marika Street. Doors open at 8:00 a.m. and the auction begins at 10:00 a.m. (Auction Item Preview on Friday, June 18 from 8:30 a.m. to 4:00 p.m.)

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