

## **Administrative Services Bulletin: Thursday, July 9, 2009**

*By John Hebard, Director of Procurement & Contract Services, Procurement and Contract Services*

### **What's new?**

On June 30, Procurement and Contract Services (P&CS) completed purchases for FY09 expending a total of \$112 million, an increase of 8.5% from FY08.

P&CS worked with Marketing and Communications to test the use of Exempt Blanket Purchase Orders. These procurement instruments are similar to the regular Blanket Purchase Orders except they are not bound by the \$5000 limit per call number and can be used only for purchases which are exempt from competitive requirements such as promotional or resale items. For FY10, 22 new Exempt Blanket Purchase Orders have been issued. P&CS continues to look for additional opportunities to issue Exempt Blanket Purchase Orders.

P&CS and the Office of Grants and Contracts Administration (OG&CA) are using the new Federal Demonstration Partnership (FDP) subaward agreement (there is no longer a separate form for use with non-FDP institutions). The new subaward agreement has been restructured and designed as a fill-able PDF w/standard research terms and conditions. P&CS is also working on its subrecipient monitoring policy which will address risk assessment, subaward administration, release of claims, and other monitoring tools.

P&CS is working with OG&CA to develop procurement ARRA reporting requirements. P&CS has also created forms to comply with e-verify and ethics requirements applicable to certain federal contracts.

### **What's next?**

Central Receiving and Property will hold its annual surplus auction on Saturday, July 18 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, July 17 from 8:30 a.m. to 4:00 p.m.)

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