

# Purchasing Connections



A bi-monthly publication providing the latest information, best practices, and resources for purchasing, strategic sourcing, PALCard, UCIBuy, contract services, equipment management and training. Select headers to view respective portal page for more information.

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## Purchasing News

### Uniform Guidance Procurement Standards Open Forum



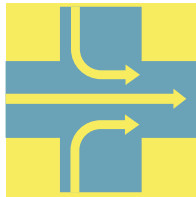
Over 100 people attended the open forum hosted by Procurement Services and the Office of Research on Friday, June 22 to learn more about the Procurement Standards for Uniform Guidance that went into

effect on July 1st. Uniform Guidance (UG) is a set of federal regulations that impacts research administration and significantly reforms federal grants to focus resources on improving performance and outcomes. It is an important compliance requirement to follow the Uniform Guidance Procurement Standards when procuring goods and services using any amount of a federal fund.

The purpose for the Uniform Guidance is to reduce administrative burden for grant applicants and recipients, as well as to reduce the risk of waste, fraud, and abuse. The new Procurement Standards for UG concentrates on increased competition and transparency in the purchasing process when using federal funds.

Click [here](https://procurement.uci.edu) to learn more about the new Procurement Standards for Uniform Guidance or visit [procurement.uci.edu](https://procurement.uci.edu)

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## Simplify Work

Use one of the following purchasing methods to expedite workflow!

- [UCIBuy](#)
- [PALCard](#)

## UCI Sustainability Efforts Earn Rare Stars - Platinum Rating



Joining an elite club of environmentally outstanding institutions, UCI is the fourth campus in the world to achieve a platinum rating through the Association for the

Advancement of Sustainability in Higher Education's (AASHE) Sustainability Tracking, Assessment & Rating System. The AASHE reporting process was a group effort across campus with nearly 90 subject matter experts contributing the information needed along with an amazing campus wide sustainability commitment in all facets.

Click [here](#) for the full article.

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## Contract Services

### NEW HIPAA AND FERPA-COMPLIANT DOCUMENT SCANNING SUPPLIER – SPECTRUM INFORMATION SERVICES

Spectrum Information Services (“Spectrum”) has signed a campus wide agreement with UCI to provide, among others, document scanning and imaging services.

Spectrum’s agreement includes the handling of Protected Health Information (“PHI”) and Personally Identifiable Information (“PII”) such as student records).



#### To initiate services:

1. Contact Spectrum at 866.485.7226 to receive a quote (there are no setup fees).
2. If the quote is acceptable, create a KFS Requisition (vendor # 26745-0) and process through your departmental workflow.
3. Review, sign, and forward statement of work to [contracts@uci.edu](mailto:contracts@uci.edu).

If you have additional questions, send an email to [hung.pham@uci.edu](mailto:hung.pham@uci.edu) and/or [contracts@uci.edu](mailto:contracts@uci.edu)

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## PALCard

### UCI Contracted Amazon Business Accounts



UCI is migrating to the UC contracted Amazon Business account as of 6/26/18. All PALCard holders have been invited to the registration process.

Benefits are:

- Free two day shipping
- Business pricing and quantity discounts
- Specialized business only customer service team at 888.281.3847

Click [here](#) for the FAQ page.

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### Survey Winners

Thank you for participating in the annual PALCard Survey. We received 354 responses. Your feedback helps us continually improve our program.



**Congratulations to our Survey Winners!**

**(\$25.00 Starbucks Gift Card)**

**Charvy Alacar  
Bryan Jue**

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### Security Camera Purchases with PALCard



When purchasing a security camera on a PALCard, obtain prior approval from a Central Facilities Management representative. Please contact [Jerry Nearhoof](#) or [James Layne](#).

## PCDO Backup Scanning

Reminder: If your school/department opted to upload scanned documents in KFS/PCDO, you must do so in the “Image Scanning” tab. Please do not upload PCDO (PALCard Documentation) backup to the “Notes and Attachments” tab.



Please contact [PALCard@uci.edu](mailto:PALCard@uci.edu) if you have any questions.

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## Dun & Bradstreet Correction

Please note the following correction from our March 2018 Newsletter. The correct UCI Dun & Bradstreet number is: 04-670-5849

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## Strategic Sourcing

### New Agreement with Courier Graphics

UCI's Office of Strategic Communications Department publishes the UCI Magazine three times a year, which highlights the latest news at the university.

Publishing of the physical magazine has been sourced in the past with minimal price negotiations and no control over paper-price increases. Procurement Services and Contracts groups collaborated with Strategic Communications to competitively bid the publishing of the magazine.

Courier Graphics was the successful bidder with a competitively bid savings of \$12,069 per issue. The awardee was also able to hold their paper pricing for a year.



### Courier Graphics contact info:

Mike Delaney  
Southern California Sales Representative  
[miked@mglitho.com](mailto:miked@mglitho.com)  
Cell: 949.683.9940, Phone: 602.437.9700

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### Spotlight—Middle Earth Housing Operations Team

The Middle Earth Operations Team is using UCIBuy to save money and alleviate paperwork for the last three years. As avid users of UCIBuy, they developed a checks and balances system, and explored ways to save time on ordering.

Suzanne Crane, Associate Director of Operations at Middle Earth Housing, states, *“I am so proud they are making diligent business decisions to wisely spend student money without compromising quality or service. They often say, ‘This is from UCIBuy. I found what we needed at a better price and less paperwork.’ Makes me proud that my team is proud of themselves and they are wisely spending student money.*

*Josefina Vera, Salomon Mojica, Patrick Porter and Jill Yang save money, save paper and save time which is smart, diligent, sustainable and highly efficient. I appreciate their continued and consistent enthusiasm in making good business decisions.”*



From left to right: Salomon Mojica, Josefina Vera, Jill Yang, Patrick Porter, Suzanne Crane

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### New in UCIBuy: Cell Signaling Technology

Available through their new Hosted Catalog in [UCIBuy](#), **Cell Signaling Technology (CST)** develops and produces antibodies, ELISA kits, CHip kits, proteomic kits, and other related reagents used to study the cell signaling pathways that impact human health. Shipping is free. Click [here](#) for additional details.



## Account Contact Info:

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## Equipment Management

### Don't Let Money Walk Out the Door

Capital equipment is valuable, not only to UCI, but to your department. In the event a PI leaves UCI and would like to take their equipment with him/her, it is important to contact Equipment Management to properly transfer assets.



For assistance, contact Helen Chang at 949.824.6111 or email [hmchang@uci.edu](mailto:hmchang@uci.edu).

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## Training

### Training or Workshop Requests

Please contact us if you would like a customized refresher course for your department or small group of people, in any of the following areas:

- KFS Requisitions/UCIBuy
- KFS Purchase Orders
- Capital Asset Management
- PALCard Reconciliation



Email [shauna.n@uci.edu](mailto:shauna.n@uci.edu) or call 949.824.7212 to schedule a meeting.

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949.824.4040

[Provide Feedback](#)

### Resources

- Buying Portal
- Purchasing Portal
- Past Newsletters

### Training Information

- KFS Purchasing Training Guides
- CAM Training Guides