

# PROCUREMENT SERVICES



**Departmental Buyer Collaboration & Strategy Meetings**

Tuesday, August 25, 2020

Thursday, August 27, 2020

# Agenda

Snehal Bhatt

1. Welcome & Introductions
2. Who to Contact for Questions
3. Trademarks & Promotional Items
4. Procurement Contracts
5. Software Procurement
6. Requirements for Every Purchase
7. Purchases on Federal Funds
8. COVID-19-Related Purchases
9. Questions & Comments



# New Team Members

Snehal Bhatt



**Anita Centeno**  
*PALCard Auditor*



**Laura Moss**  
*Principal  
Contracts Analyst*



**Joel Pacheco**  
*Buyer*



**Andrew Calderon**  
*Contracts Manager*

## procurement.uci.edu

If you have questions about...	Contact...	At...
Procurement/Purchasing or KFS PURAP Module	Procurement Services	procurement@uci.edu
KFS System	KFS Help Desk	kfs@uci.edu
UCIBuy	UCIBuy Help Desk	ucibuy@uci.edu
PALCard	PALCard Help Desk	PALCard@uci.edu
Equipment	Equipment Management Help Desk	equipment-management@uci.edu
Contracts	Contracts Help Desk	contracts@uci.edu
Trademarks & Licensing	Trademarks Help Desk	trademarks@uci.edu

# Trademarks & Promotional Items

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Hung Pham

1. Introduction to Trademarks
2. UCI Licensing Program
3. Tips for purchasing branded merchandise for departments

# What is a Trademark?

Hung Pham

Any **word**, **symbol**,  
**design**, **logo**, or **slogan**  
that identifies and  
distinguishes one  
product or service from  
another.

# Examples of Trademarks in Use

Hung Pham



It's  
finger lickin'  
good



# Examples of trademarks in use

Hung Pham



# UCI's Trademarks

Hung Pham



# Common Question About Our Trademarks

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**UCI**®



**UC Irvine**®



# UCI's Licensing Program

Hung Pham

UCI grants **permission** to use our trademarks on items through a **LICENSE**



MANHATTAN STITCHING CO.  
 PLACEMENT: LEFT CHEST  
 THREADS: WHITE  
 SIZE: APPROX. 3.75"W **EMBROIDERY**



GARMENT STYLE: PCS4 AND LPC54 PORT & COMPANY® CORE COTTON TEE  
 COLOR: NAVY

INVOICE: 79023  
 CUSTOMER: UCI



GORILLA GRAPHICS  
 PLACEMENT: TOP BACK CENTER  
 INK: WHITE  
 SIZE: APPROX. 9"W **SCREEN PRINTING**



**ARTWORK**  
 PRINT METHOD: Print  
 IMPRINT COLOR: PMS 7685  
 ITEM COLOR: Natural/White  
 DECORATION LOCATION: Front  
 ARTWORK SIZE: 2.5"W x 0.43"H



**UCI Dining**

PREVIEW ILLUSTRATION  
 FOR APPROXIMATE POSITIONING OF ARTWORK ONLY. ARTWORK SCALING MAY NOT BE EXACT.  
 PLEASE NOTE THE DISPLAY OF COLORS ON A MONITOR CAN VARY DRAMATICALLY.  
 FOR PANTONE COLORS, REFER TO A PANTONE FORMULA GUIDE FOR ACCURATE COLOR MATCHING.



## UC Code of Conduct SOCIAL RESPONSIBILITY

- Prohibits use of **FORCED**, **SLAVE**, or **CHILD labor** in any part of the manufacture of merchandise
- Requires **transparency** throughout the supply chain of merchandise bearing University marks

# What is a LICENSEE?

Hung Pham

- A company that specializes in creating items bearing a licensor's marks.
- For UCI licensees, they are contractually bound to comply with the **UC Code of Conduct**
- **Not** all “approved or on-boarded vendors” are **LICENSEES!**

## The New York Times

*China's Detention Camps for Muslims  
Turn to Forced Labor*



Chinese state television showed Muslims attending classes on how to be law-abiding citizens. Evidence is emerging that detainees are also being forced to take jobs in new factories.

### VISUAL INVESTIGATIONS

## *China Is Using Uighur Labor to Produce Face Masks*

A Times video investigation identified Chinese companies using a contentious labor program for Uighurs to satisfy demand for P.P.E., some of which ended up in the United States and other countries.

# Branded Face Masks / Coverings

Hung Pham

For Internal Branded Face Masks/Coverings:

1. IDMe
2. Manhattan Stitching
3. 4imprint
4. Gorilla Marketing



# Branding for Departments

Hung Pham

## 4.4 Master Branding

Master branding our Schools is smart business. By communicating a clear relationship to the University, each school can leverage the equity of the University brand. This in turn elevates the University's status by means of a clear association to each School's offerings and achievements.

### School Signature

## UCI Name of School

Primary ID School Name

School Signature Configuration 1 - Preferred

## UCI School of Education

Primary ID School Name

School Signature Configuration 1 - Example

## UCI Name of School Second Line If Needed

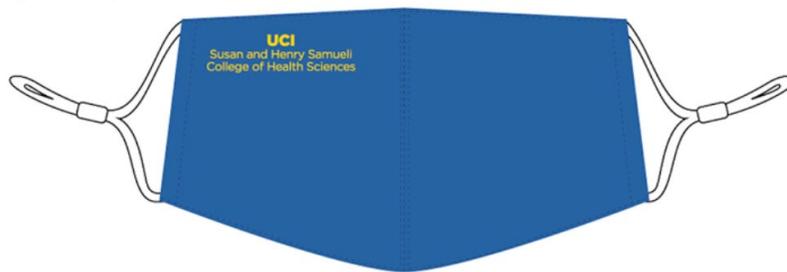
School Signature Configuration 2 - Flush Left, Stacked

## UCI Name of School Second Line If Needed

School Signature Configuration 3 - Centered, Stacked



Style 905: Adjustable



Only use colors as specified in this document.



Do not skew or distort the Signature. Only scale artwork proportionately.



Do not alter the Signature with a different typeface.



Do not enclose the Signature in a tight shape.



Do not create a Signature using more than one color.



Do not place the Signature on a background that may compromise legibility.



Do not alter the relationship of the Signature elements.



Do not outline the Signature.



Do not rotate or change the orientation of the Signature elements.



Do not place a light colored Signature on a white background.



Do not alter the configuration of the Signature.



Do not add design elements to the Signature.

70

## SIMPLE 3-steps:

**STEP 1:** Select an AUTHORIZED LICENSEE

Licensee lists can be found at [trademarks.uci.edu](https://trademarks.uci.edu)

**STEP 2:** Create artwork – your licensee can help!

**STEP 3:** Your licensee takes care of the trademark approval request

Questions or further assistance: [trademarks@uci.edu](mailto:trademarks@uci.edu)

## The Importance of **DETAILS**

Contracts are not negotiated in a vacuum

General/legal terms that might be benign in one situation could be very bad in another.  
The **details matter**.

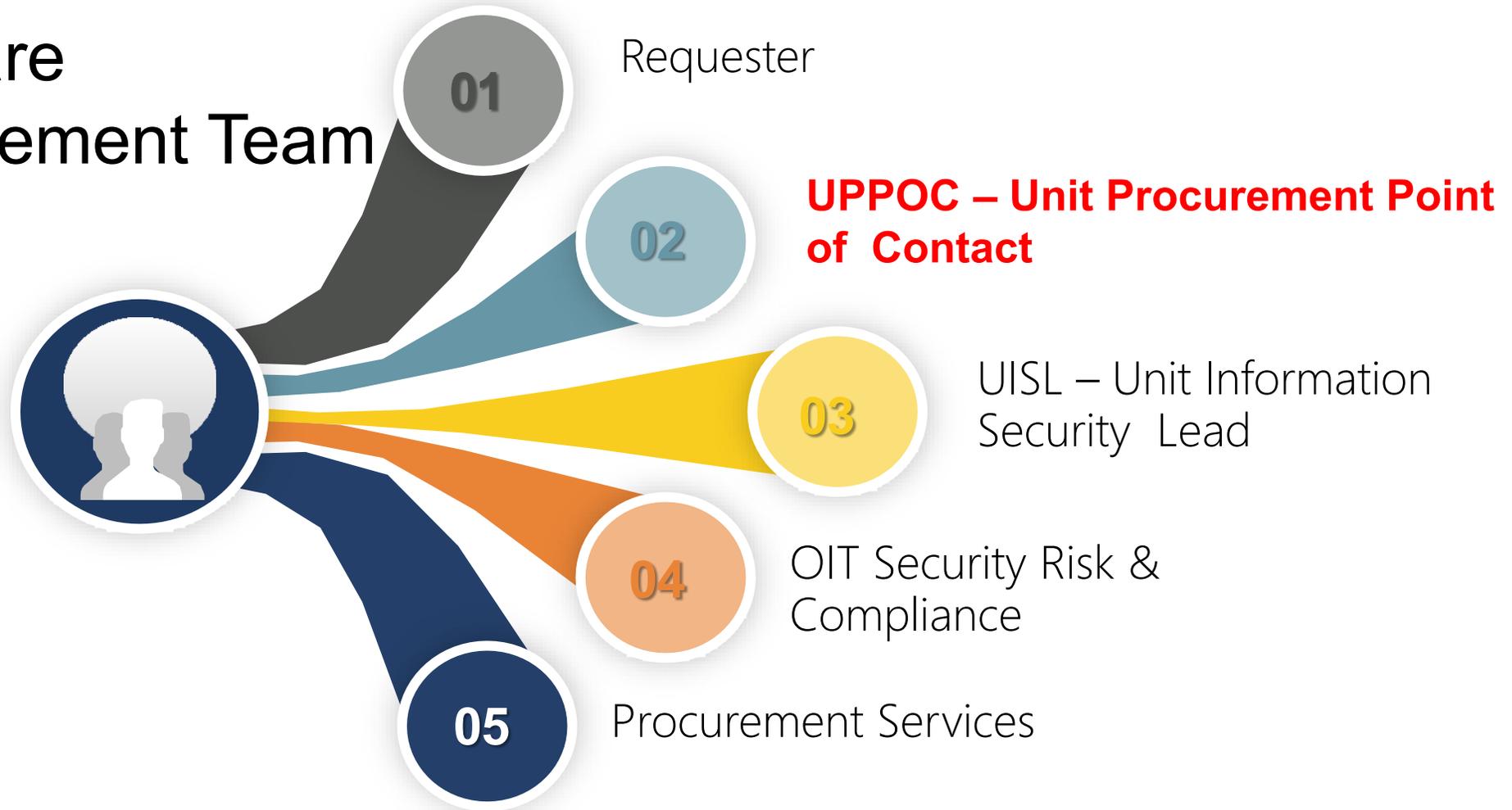
A Scope / Statement of Work is required for **every** purchase

Regardless of whether the service is high dollar/low dollar, the most important piece of information Procurement needs is **the work requirements owed by the other party**.  
The more involved the work and higher the spend, the more detail needed.

**Critical Terms** (details) to include:

- Description of the services performed
- Fees/Prices/Costs broken down and when payment is due
- Service Dates/Completion Date/Milestones
- Where the work will be completed (on/off UCI property)

## Software Procurement Team



# Software Procurement Questionnaire

Before filling out the form,

Identify if an existing UCOP Systemwide Agreement or Local Master Agreement is available.

1. Search current list of [Contracted Suppliers](#)
2. Search previous order in KFS for that Supplier
3. Access the Inventory Report of existing agreements (available later this year)

NOTE: If your department has a valid multi-year agreement, questionnaire is not needed.

**UCI** Office of Information Technology

Software Procurement Questionnaire

Name of Software:

Link to Software Website:

Describe the main use(s) of this software and the type of data involved:

Will this software be installed locally at UCI, hosted in the cloud, or a combination of both?  Locally  In the Cloud  Both

Is this a new software purchase, or a renewal?  New  Renewal

SECURITY	Yes	Unsure	No	Notes
Will the Supplier have access to any UC resources (e.g., data, network, systems)?				
Could the misuse of this software directly cause harm to life or property?				
Will the software be used to process payments of any kind?				
Will this software be used to collect, store, access or transmit data related to any of the following?				
<ul style="list-style-type: none"> <li>• Data governed by a research contract or grant (e.g., CUI, CDI, CTI, EAR, ITAR)</li> <li>• Sensitive identifiable human subject research</li> <li>• Financial information (e.g., student loan/financial aid, accounting payroll)</li> <li>• Human resource information (e.g., staff, faculty, student worker personnel)</li> <li>• Personally identifiable information (PII) (e.g., full name, email address, date of birth, social security number, home address, telephone number)</li> <li>• Protected health information (i.e., subject to HIPAA or Data Use Agreements)</li> <li>• Other sensitive medical information (e.g., disability or genetic information)</li> <li>• Student education records</li> <li>• Data related to European residents (does not apply to British residents)</li> <li>• Other data classified as Protection level 3 (P3) or 4 (P4)</li> </ul>				

ACCESSIBILITY	Yes	Unsure	No	Instructions
To the best of your knowledge, is this software, or a previous version of it, already in use on campus?				<p><b>IF YES</b> - Stop here. An accessibility review is NOT needed.</p> <p><b>IF NO/UNSURE</b> - proceed to next question.</p>
Will the software be used by people outside your Unit?				<p><b>IF YES/UNSURE</b> - Stop here. An accessibility review IS needed. Contact <a href="mailto:it-accessibility-review@uci.edu">it-accessibility-review@uci.edu</a></p> <p><b>IF NO</b> - proceed to next question.</p>
Is there an alternative way to perform the task if the software cannot be used due to a disability?				<p><b>IF YES</b> - An accessibility review is NOT needed.</p> <p><b>IF NO/UNSURE</b> - An accessibility review IS needed. Contact <a href="mailto:it-accessibility-review@uci.edu">it-accessibility-review@uci.edu</a>.</p>

Name of Requester

Department/Unit

Email Address

Date

I filled out the questionnaire. What's next?



If the software is **locally** installed

and the Supplier does **NOT** have access to UC network, data, or systems...

NOTE: If any P3/P4 data has been identified, Procurement Services recommends you contact the OIT Security team for review.

A Security Review is NOT required

If the software is installed in the **cloud** -OR- both locally and in the cloud

And all the security questions are marked "No" ...

Note:

Whether or not a Security Review is needed



An Accessibility Review could still be needed.

However, if an Accessibility Review is NOT needed...

# Proceed with the Purchase

Submit a requisition in KFS

and

REMEMBER TO ATTACH:

- ✓ Completed Software Procurement Questionnaire to the KFS requisition
- ✓ Any supplier order forms, agreements, documentation pertaining to this software request

# If a Security Review is needed...

For P1/P2 data

Route to your department's  
Unit Information Security Lead  
(UISL)



[security.uci.edu/isc.html](https://security.uci.edu/isc.html)

For P3/P4 data...

If the software is installed in the  
cloud -OR- both locally and in  
the cloud  
And any security questions  
are marked "Yes" or "Unsure"



**UCI Campus**

[securityreviews@uci.edu](mailto:securityreviews@uci.edu)

UCI Campus Review Process:

- UCI Campus Security
- UCI Campus Privacy/GDPR
- UCI Campus Accessibility
- UCI PCI

If the software is installed in the  
cloud -OR- both locally and in  
the cloud  
And if the Protected Health  
Information (PHI) box is  
checked "Yes" or "Unsure"



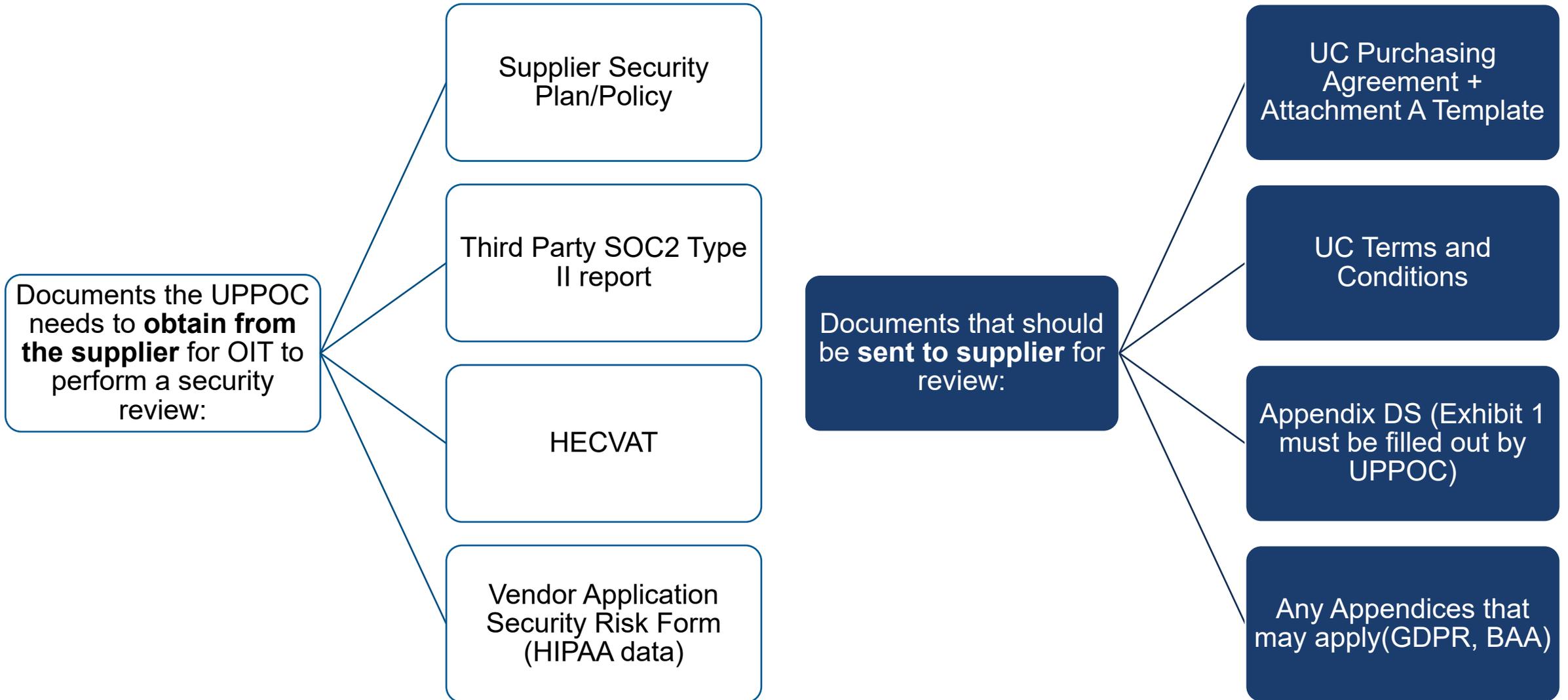
**UCI Health**

[secriskassessment@hs.uci.edu](mailto:secriskassessment@hs.uci.edu)

UCIH Review Process:

- UCIH Security
- UCIH Privacy Office/GDPR
- UCIH Accessibility

# Security Review Documents



I've received the required Security documents and edits to the UC Agreement back from the supplier.

Now what?



1. Route the Security documents and Appendix DS (if there are edits) to the OIT Security email address ([securityreviews@uci.edu](mailto:securityreviews@uci.edu)). A Service-Now ticket will be generated.

2. Create a requisition in KFS.

- Use the commodity code [81162000](#) for "Services with cloud-based component"

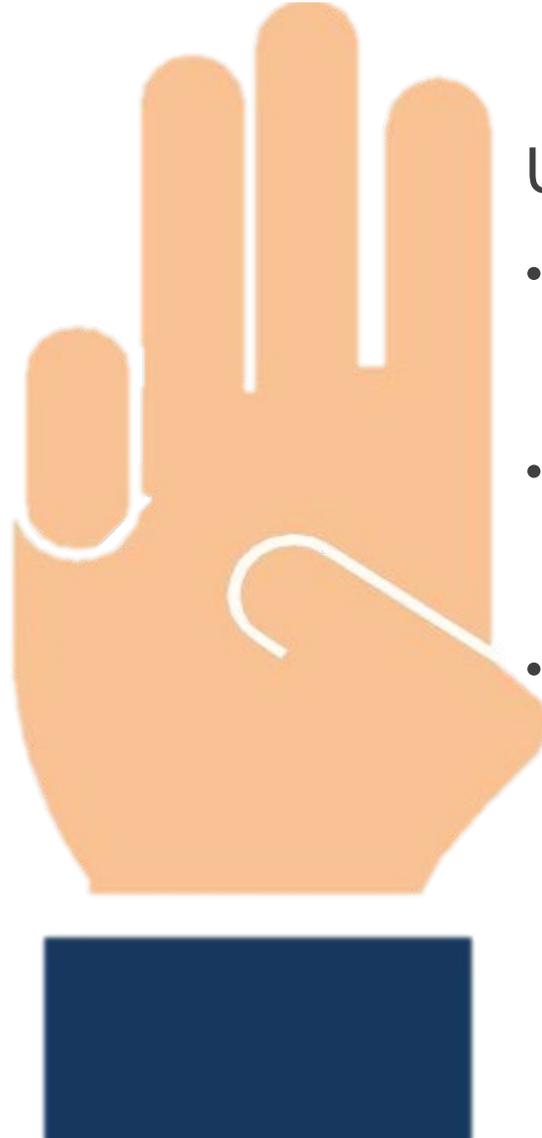
3. Route the edits/redlines to the UC Agreement from Supplier to [contracts@uci.edu](mailto:contracts@uci.edu)

# The Rule of Three – Best Practices

## in Software Procurement

### End Users/Requesters

- Submit your requests as early as possible.
- Consult with your UPPOC first. Be sure to fill out the Software Procurement Questionnaire.
- NEVER sign any supplier T&C or Agreements on behalf of the University.

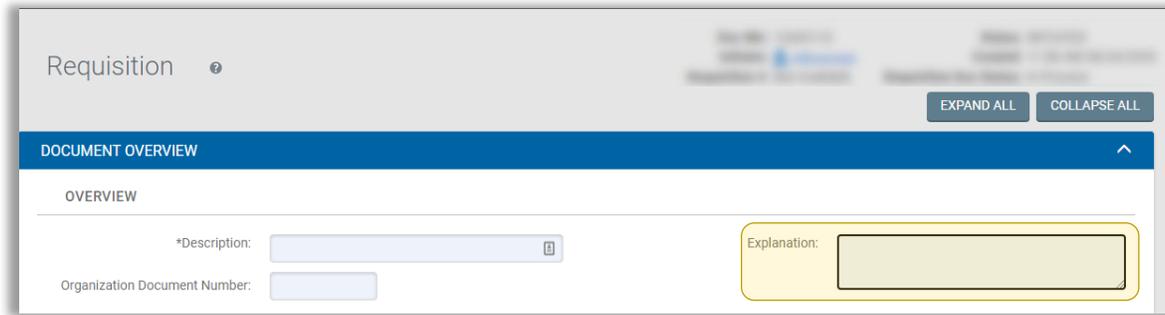


### UPPOC

- Check for existing agreements. Verify compliance with BUS-43 and PCC.
- Verify that the Software Procurement Questionnaire is filled out accurately and completely.
- Allow sufficient time for software review.

# Key Requisition Requirements

Sarosh Sigantoria



The screenshot shows a web interface for a Requisition. At the top, there is a header with the word 'Requisition' and a small icon. To the right of the header are two buttons: 'EXPAND ALL' and 'COLLAPSE ALL'. Below the header is a blue bar with the text 'DOCUMENT OVERVIEW' and an upward-pointing arrow. Underneath this bar is a section titled 'OVERVIEW'. This section contains three input fields: '\*Description:' with a small icon to its right, 'Organization Document Number:', and 'Explanation:'. The 'Explanation:' field is highlighted with a yellow border.

**COMING SOON:**  
a departmental buyer's  
checklist providing  
detailed guidance

Fill in the Explanation box with any pertinent information regarding the PO (i.e. rush orders, previous year's PO#, etc.)

- If it's a recurring purchase order (RPO) for **services**, reference the previous year's PO
- Include ALL supporting documentation (e.g. quotes, associated agreement, statement of work, etc.)
  - If any required documents are missing, the order will not be processed
  - We cannot process a PO if the documents are missing, even for rush/urgent requests for approvals.
  - Please make sure all sections of the SSPR form are filled out correctly
- If the software purchase involves HIPAA data, the Medical Center IT Security team will perform the security risk review. Please **plan ahead** for this type of request as lead times can be longer due to the nature and detail of their reviews.

# UCIBuy Updates

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## In Progress: Releasing October 2020

- Waxie Punchout (replacing hosted catalog) – September 2020
- Tangram/Steelcase Punchout – October 2020

## In the Pipeline: – ETA Fall/Winter 2020

- Thomas Scientific
- Office Depot Workspace/Janitorial Punchout
- Home Depot Pro Punchout

## **New landing page for better search results**

Contact [ucibuy@uci.edu](mailto:ucibuy@uci.edu) for any questions on UCIBuy and eCommerce Purchases

# Purchases on Federal Funds

Helen Chang

## Uniform Guidance (UG)

- July 2018
- Small Purchase Federal Fund >\$10K & <\$100K
- Competitive Bids Purchases >=\$100K

## Source Selection & Price Reasonableness (SSPR) Form

- Price Reasonableness (3 quotes)
- IV-Sole Source Justification – Awarding Agency Approval for no price competition
- GEC to Federal Fund

## Federal Funds Checklist

- Upcoming training
- Federal Grants – All Orders: Complete a [Debarment Verification](#) for Supplier before submitting the Requisition

**UC PROCUREMENT SERVICES**  
SOURCE SELECTION & PRICE REASONABLENESS JUSTIFICATION FORM  
For Federally-funded purchases \$10,000 and non-federally-funded purchases \$500,000

This document must be completed by the requesting Department for all Federally funded purchases **≥\$10,000** (including tax and shipping) & non-federally funded purchases **≥\$100,000** (including tax, but including shipping), to substantiate the appropriateness of source selection and price reasonableness. Locations are strongly encouraged to seek competition even in cases where goods and/or services are exempt from the requirement to competitively bid.

Requisition #: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_  
Desired Supplier: \_\_\_\_\_ Campus Department: \_\_\_\_\_

I. **SOURCE SELECTION (REQUIRED):** Check the applicable box from one of the funding sections below. For mixed funding, check Federal side only.

<b>Federal Funds:</b>	<b>Non-Federal Funds:</b>
<input type="checkbox"/> New or Existing Federal Competitive Bid	<input type="checkbox"/> New or Existing Non-Federal Competitive Bid
<input type="checkbox"/> Informal Quotes (Complete II, VI & VIII)	<input type="checkbox"/> Certified Small Business Only (CSOB) (Complete II, VI & VIII)
<input type="checkbox"/> Sole Source (Complete II, VI & VIII)	<input type="checkbox"/> Sole Source (Complete II, VI & VIII)
<input type="checkbox"/> Certified Small Business Only (CSOB) (Complete II, VI & VIII)	<input type="checkbox"/> Informal/Personal Services (Complete II, VI & VIII)
	<input type="checkbox"/> Unusual & Compelling Urgency (Complete VI, VII & VIII)

II. **INFORMAL QUOTES:** (Complete only if Federal Funds Informal Quotes is checked in Section I. Not for over \$100K.)  
Please see price or rate quotations from a total of 3 qualified sources. This section is required by 2 CFR 200.320(b).

**NOTE:** If you are selecting the lowest priced supplier, complete Sections VII & VIII. If selecting a supplier other than the lowest priced supplier, write your justification in the text box below\* then complete Sections VII & VIII.

Please obtain a total of 3 Informal, competitive quotes. Attach copies of the quotes, and complete the following:

Supplier A:	Price:
Supplier B:	Price:
Supplier C:	Price:

\*If selecting other than the lowest priced supplier, write your justification here:

III. **PRICE REASONABLENESS:** (Complete only if Sole Source, Small Business, Professional/Personal Services is checked in Section I.) This section is required by the CA Public Contract Code 10508 and FAR provision Subpart 15.4.

1) How did you determine this is a fair and reasonable price? (See price reasonableness on competitive/informal quotes, or compare the price to historical prices paid for the same or similar items. For the Small Business option, provide a narrative of the price comparison, and attach copies of price quotes from two or more certified small businesses.

**UC PROCUREMENT SERVICES FEDERAL FUNDS CHECKLIST**  
For all Federally-funded purchases **≥\$10,000**

DATE: \_\_\_\_\_ BUYER NAME: \_\_\_\_\_  
FUND #: \_\_\_\_\_ CUMULATIVE P.O. TOTAL: \_\_\_\_\_  
REQUISITION or P.O. #: \_\_\_\_\_ PRIME/SPONSOR AWARD #: \_\_\_\_\_

1. GENERAL REQUIREMENTS

FILE	N/A	DOCUMENTATION REQUIREMENT	
<input type="checkbox"/>	<input type="checkbox"/>	Prime/Sponsor Award number – include in P.O. or agreement	
<input type="checkbox"/>	<input type="checkbox"/>	UC Terms and Conditions Purchase (UCAs must use required language in addendum – UC Required Forms <a href="https://www.ucop.edu/procurement-services/policies-forms/ucats.html">https://www.ucop.edu/procurement-services/policies-forms/ucats.html</a> )	
<input type="checkbox"/>	<input type="checkbox"/>	Source Selection and Price Reasonableness (SSPR) Form ( <a href="https://www.ucop.edu/procurement-services/ucats-forms/selection-justification.html">https://www.ucop.edu/procurement-services/ucats-forms/selection-justification.html</a> )	

AWARD TYPE  
PRIME:  GRANT (Go to section 2)  COOPERATIVE AGREEMENT (Go to section 2)  CONTRACT (Go to section 3)

FEDERAL FLOW-THROUGH:  GRANT (Go to section 2)  CONTRACT (Go to section 3)

2. REQUIREMENTS FOR FEDERAL GRANTS AND COOPERATIVE AGREEMENTS

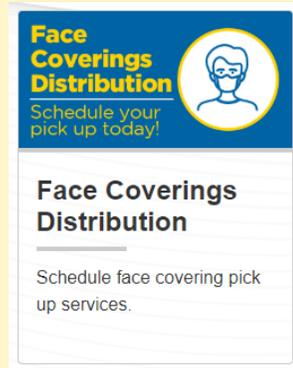
IN FILE	N/A	DOCUMENTATION REQUIREMENT	P.O. & LIMIT
<input type="checkbox"/>	<input type="checkbox"/>	Uniform Guidance 2 CFR 200 Fraud Exemptions – covered in the following articles in the UC Terms & Conditions. The articles listed below cannot be deleted or edited: Article 2 Terms and Conditions: Termination for cause & convenience by the non-federal entity, including manner in which it will be affected and the basis for settlement; Article 6 Waiver/Exceptions, At-Debarment and Suspension Article 11 Federal Funds, C.I. Rights to Inventions Article 12 Federal Funds, C.I. Clean Air Act 42 U.S.C. 7403-7473a, 3 CFR Part 401 Article 13 Federal Funds, C.I. Buy American/Innovation Article 15 Federal Funds, C.I. Procurement of Recovered Materials Article 12 Equal Opportunity Affirmative Action	All Orders
<input type="checkbox"/>	<input type="checkbox"/>	*Debarment Verification Campus locations to select documentation process from options listed in the "Notes" section at the bottom of page 2.	All Orders
<input type="checkbox"/>	<input type="checkbox"/>	*Anti-Kickback Verification Campus locations to select documentation process from options listed in the "Notes" section at the bottom of page 2.	≥ \$100,000
<input type="checkbox"/>	<input type="checkbox"/>	Supplier Cost & Profit Analysis – required when there is no price competition. Check with your procurement department regarding process. Options may include: 1. Obtain internally at their campus (i.e. department that handles proposals/prime awards), or 2. Use Supplier Cost & Profit Analysis form located at <a href="https://www.ucop.edu/procurement-services/policies-forms/federal-funds-forms/resources.html">https://www.ucop.edu/procurement-services/policies-forms/federal-funds-forms/resources.html</a>	≥ \$250,000

UC Federal Funds Checklist Rev. 11.23.19 Page 1 of 2

[procurement.uci.edu/covid-19](https://procurement.uci.edu/covid-19)

Face coverings

[ehs.uci.edu](https://ehs.uci.edu)



Sanitizer & cleaning supplies

[uci.edu/coronavirus/messages/200602-cleaning-supplies.php](https://uci.edu/coronavirus/messages/200602-cleaning-supplies.php)



[Returning to Site - Supplies Needed](#)

Plexiglas Barrier Request Form  
(for customer facing areas)



# Who to Contact for Questions

Doreen Tannenbaum

## procurement.uci.edu

If you have questions about...	Contact...	At...
Procurement/Purchasing or KFS PURAP Module	Procurement Services	procurement@uci.edu
KFS System	KFS Help Desk	kfs@uci.edu
UCIBuy	UCIBuy Help Desk	ucibuy@uci.edu
PALCard	PALCard Help Desk	PALCard@uci.edu
Equipment	Equipment Management Help Desk	equipment-management@uci.edu
Contracts	Contracts Help Desk	contracts@uci.edu
Trademarks & Licensing	Trademarks Help Desk	trademarks@uci.edu

# Submitted Questions

Question:

How often do procurement policies change?

Answer:

When there are **new mandates or guidelines** introduced by Federal or State government, or **new policy** is introduced by UC Office of the President.

[UC Policy BFB-BUS-43: Purchases of Goods and Services; Supply Chain Management](#)

[UCI Purchasing Procedures 707-10](#)

# Submitted Questions

Question:

My department needs to mail purchases to students. Should the purchases be made on the PALCard or the Corporate Travel Card?

Answer:

If the purchases are **gifts**, they should use the Corporate Travel card.

If they are **program supplies**, use the PALCard.

[procurement.uci.edu/palcard/index.php](http://procurement.uci.edu/palcard/index.php)

[accounting.uci.edu/travel/before/travel-card.html](http://accounting.uci.edu/travel/before/travel-card.html)

# Thank You!

[procurement.uci.edu](http://procurement.uci.edu)