

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

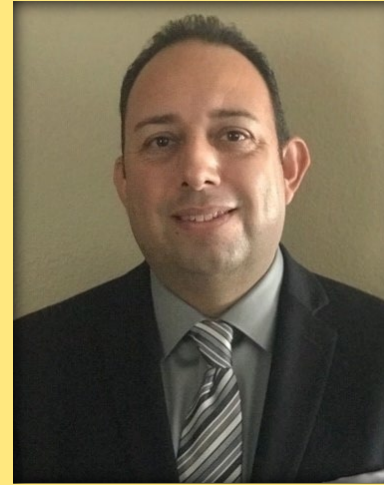
Snehal Bhatt



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

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

Hung Pham

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: PC54 AND LPC54 PORT & COMPANY® CORE COTTON TEE
COLOR: NAVY

INVOICE: 79023
CUSTOMER: UCI

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



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

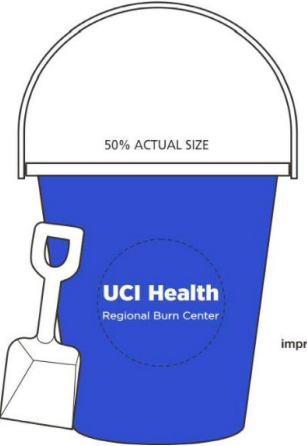
School Signature Configuration 1 – Example

UCI Name of School Second Line If Needed

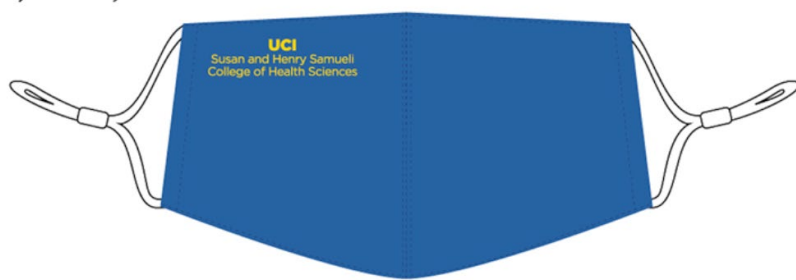
School Signature Configuration 2 – Flush Left, Stacked

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.

How Do You Purchase Branded Merchandise?

Hung Pham

SIMPLE 3-steps:

STEP 1: Select an AUTHORIZED LICENSEE

Licensee lists can be found at 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

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**.

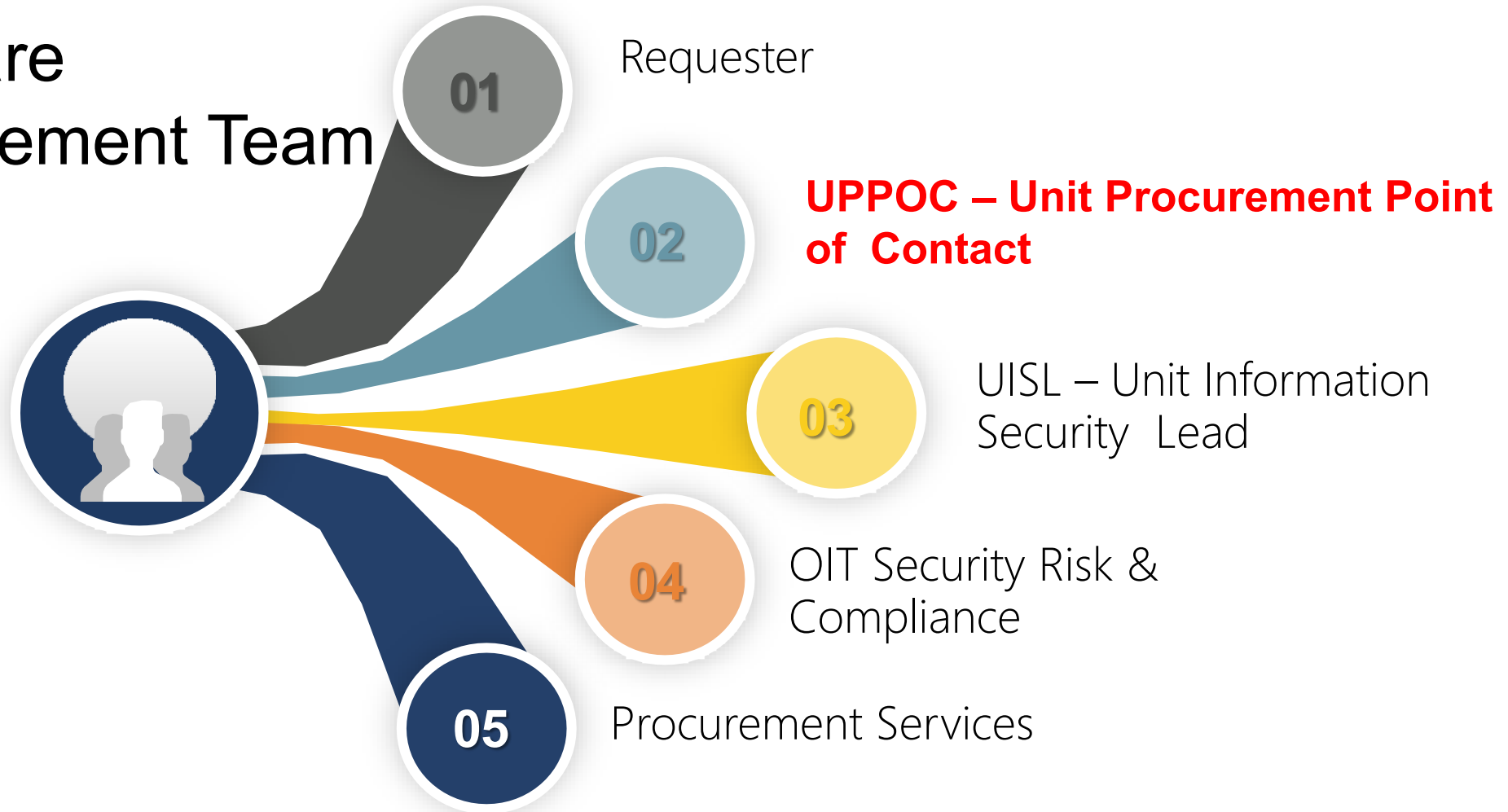
A Scope / Statement of Work is required for **every** purchase

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">• Data governed by a research contract or grant (e.g., CUI, CDI, CTI, EAR, ITAR)• Sensitive identifiable human subject research• Financial information (e.g., student loan/financial aid, accounting payroll)• Human resource information (e.g., staff, faculty, student worker personnel)• Personally identifiable information (PII) (e.g., full name, email address, date of birth, social security number, home address, telephone number)• Protected health information (i.e., subject to HIPAA or Data Use Agreements)• Other sensitive medical information (e.g., disability or genetic information)• Student education records• Data related to European residents (does not apply to British residents)• Other data classified as Protection level 3 (P3) or 4 (P4)				
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?				IF YES - Stop here. An accessibility review is NOT needed. IF NO/UNSURE - proceed to next question.
Will the software be used by people outside your Unit?				IF YES/UNSURE - Stop here. An accessibility review IS needed. Contact it-accessibility-review@uci.edu IF NO - proceed to next question.
Is there an alternative way to perform the task if the software cannot be used due to a disability?				IF YES - An accessibility review is NOT needed. IF NO/UNSURE - An accessibility review IS needed. Contact it-accessibility-review@uci.edu .

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

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

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"



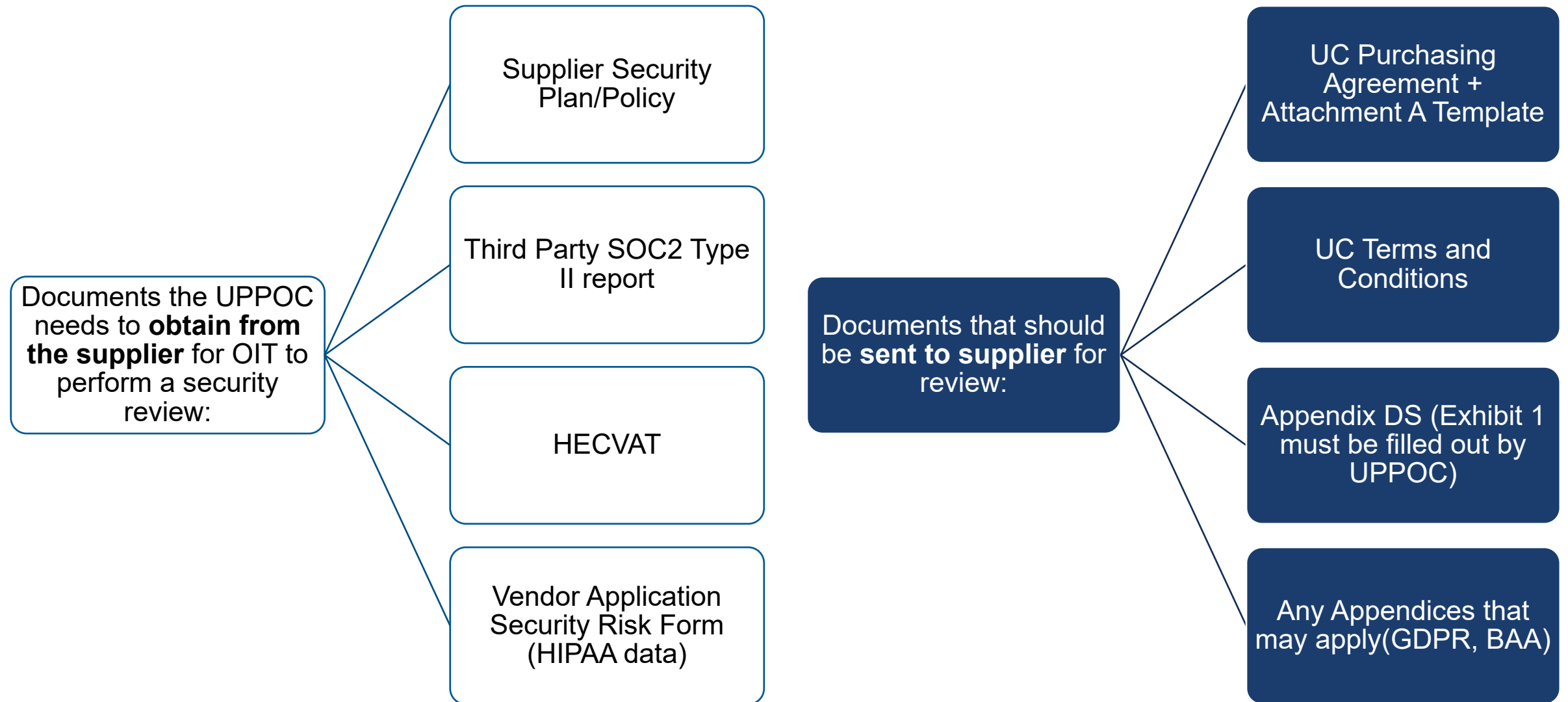
UCI Health

secriskassessment@hs.uci.edu

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). 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

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.

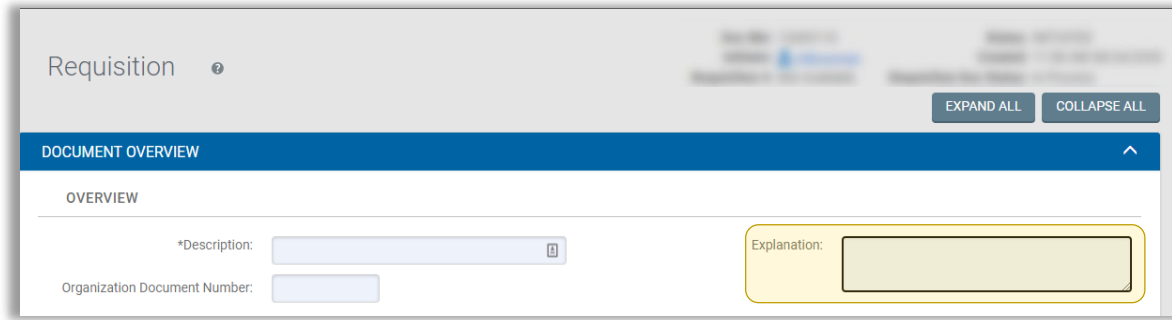


UPPOC

- 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 Siganporia



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

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

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 for any questions on UCIBuy and eCommerce Purchases

Purchases on Federal Funds

Helen Chang

Uniform Guidance (UG)

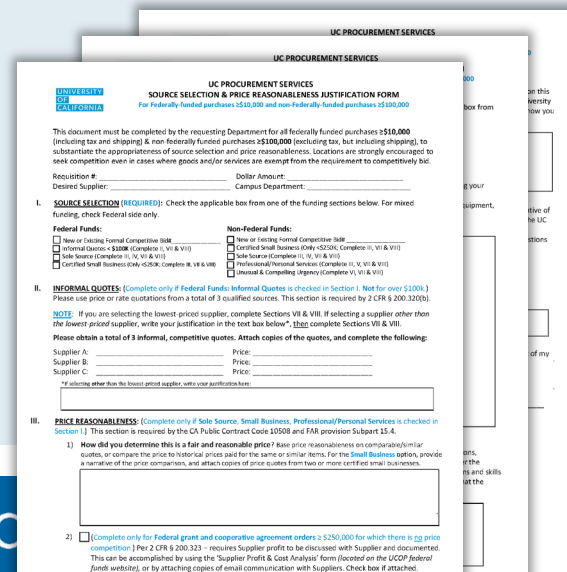
- July 2018
- Small Purchase Federal Fund >\$10K & <\$100K
- Competitive Bids Purchases >=\$100K

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
UC PROCUREMENT SERVICES
SOURCE SELECTION & PRICE REASONABLENESS JUSTIFICATION FORM
For Federally-funded purchases \$10,000 and non-federally-funded purchases \$100,000

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.

Federal Funds:
☐ New or Existing Federal Competitive Bid
☐ Informal Quotes < \$100K (Complete I, VI & VIII)
☐ Sole Source (Complete I, VI, VII & VIII)
☐ Certified Small Business Bid, *if/when* Complete II, VI & VIII

Non-Federal Funds:
☐ New or Existing Informal Competitive Bid
☐ Certified Small Business Only (CDBA, Complete I, VI & VIII)
☐ Sole Source (Complete I, VI, VII & VIII)
☐ Professional/Personal Services (Complete I, VI, VII & VIII)
☐ Unusual & Compelling Urgency (Complete I, VI & VIII)

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:

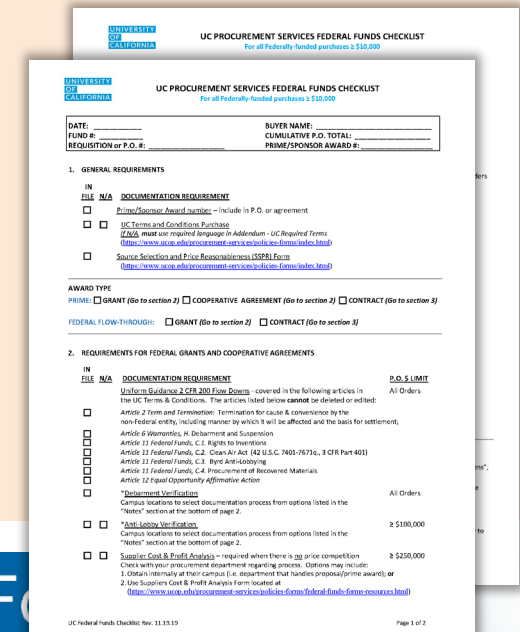
Supplier A: _____ Price: _____
Supplier B: _____ Price: _____
Supplier C: _____ Price: _____

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

II. **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.

2) [Complete only for Federal grant and cooperative agreement orders > \$250,000 for which there is no price competition.] Per 2 CFR § 200.323 – requires Supplier profit to be discussed with Supplier and documented. This can be accomplished by using the "Supplier Profit & Cost Analysis" form (located on the UCOP Federal Funds website), or by attaching copies of email communication with Supplier. Check box if attached.



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

IN FILE N/A DOCUMENTATION REQUIREMENT

☐ Prime/Supplier Award number – include in P.O. or agreement

☐ UC Terms and Conditions Purchase (C.A.G. must use required language in Addendum – UC Required Terms <https://www.ucop.edu/procurement-services/policies-forms/uc-terms-conditions.html>)

☐ Source Selection and Price Reasonableness (SSPR) Form <https://www.ucop.edu/procurement-services/policies-forms/uc-terms-conditions.html>

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

☐ Uniform Guidance 2 CFR 200 Form Documents – covered in the following articles in the UC Terms & Conditions. The articles listed below cannot be deleted or edited: All Orders

☐ Article 2 Term and Termination: Termination for cause & convenience by the non-Federal entity, including manner by which it will be affected and the basis for settlement;

☐ Article 6 Waiver, At-Will, and Suspension

☐ Article 11 Federal Funds, C.J. Rights to Inventions

☐ Article 12 Federal Funds, C.J. Clean Air Act 42 U.S.C. 7401-7471a, 3 CFR Part 401

☐ Article 13 Federal Funds, C.J. Right Anti-Harassment

☐ Article 15 Federal Funds, C.A. Procurement of Recovered Materials

☐ Article 12 Equal Opportunity Affirmative Action

☐ *Debarment Verification
Campus locations to select documentation process from options listed in the "Notes" section at the bottom of page 2. All Orders

☐ *Anti-Slavery Verification
Campus locations to select documentation process from options listed in the "Notes" section at the bottom of page 2. > \$100,000

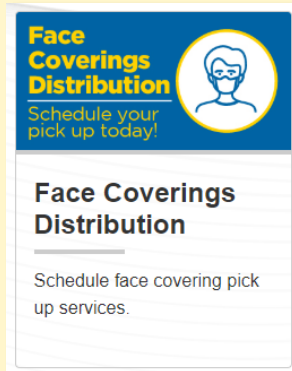
☐ *Supplier Cost & Profit Analysis – required when there is no price competition > \$250,000
Check with your procurement department regarding process. Options may include:
1. Obtain internally at their campus (i.e. department that handles proposals/prime awards) or
2. Use Supplier Cost & Profit Analysis form located at <https://www.ucop.edu/procurement-services/policies-forms/federal-funds-forms/resources.html>

UC Federal Funds Checklist Rev. 11.23.19 Page 1 of 2

procurement.uci.edu/covid-19

Face coverings

ehs.uci.edu



Sanitizer & cleaning supplies

uci.edu/coronavirus/messages/200602-cleaning-supplies.php



[Returning to Site - Supplies Needed](#)



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

accounting.uci.edu/travel/before/travel-card.html

Thank You!

procurement.uci.edu