

WE CAN HELP

What PSC?

Procurement Service Center

The procurement of all goods and services must be made in accordance with the University of Colorado Procurement Rules as well as any other applicable authority to ensure accountability to the public and fairness to the vendors. PSC Purchasing Services helps departments obtain the best value for every dollar while complying with applicable rules. It includes four program areas: ***Purchasing, the Small Business Program***, Commercial Card Program and Contract Services.

Why PSC?

Are You Receiving Federal Dollars?

Federal law requires that we establish goals within a contract budget for the planned purchases from Small Business Concerns. If your contract is more than **\$650,000**, you will probably need a Small Business Subcontracting Plan (the Plan). *Please note that these requirements do NOT apply to grants.*

Your Plan will include specific information as to the principle supplies and/or services to be purchased, how the goals for each business classification were developed and what type of search process will be used to locate Small Business Concerns.

When PSC?

What Now?

If you've been asked by your Federal Contracting Officer (CO) to provide a Small Business Subcontracting Plan or if you need one as a proposal requirement, DON'T PANIC! Instead, contact the PSC as soon as possible. We have Plan templates and will work with you to develop your Plan. You will need to send us your proposed detailed budget so we can determine appropriate Small Business Goals.

Where PSC?

Where Can You Find Us?

Website: www.cu.edu/psc

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