

# CU Boulder Town Hall May 2023

## CU Procurement and Compliance



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

# Agenda

FSS & PSC Service Desks Inquiries

Tipping on Official Function Meals

BEX - Reports & Notifications

Invoice Processing Reminders

Requisition Tips & Tricks

Contract Process

Suspension & Debarment for Federal Purchases



# Welcome! PSC and CCO

Ed Mills – Associate Vice President & Chief Procurement Officer

Cristal Swain – Senior Director of Procurement and Sourcing

Sophia Lueth – Director of Travel and Payment Services

Jennifer Martin – Director of Customer Success & Organizational Excellence

Chris Rasay – Director of Procurement Technology & Business Intelligence

Adam Stark – Director of Tax and Payroll

Russ Jeans – Director of Campus Accounting

Sondra Payne – Accounting Manager

Patricia Santiago – Assistant Director – Fiscal Compliance



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED

# Customer Success



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

# Customer Success & Organizational Excellence

## PSC Service Desk

[psc@cu.edu](mailto:psc@cu.edu)

303.837.2161

- Payment Status/Invoice Inquiries
- Booking Travel
- Reimbursements
- Procurement/Travel Cards
- Concur
- CU Marketplace
- Purchase Orders
- PA, NRI, SSP/Other PSC Forms

## Supplier Questions

[cusupplier@cu.edu](mailto:cusupplier@cu.edu)

- Supplier Onboarding
- Supplier Updates
- Supplier Status Checks



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED

# FSS and Other Departments

## OUC Financial Services & Solutions FSS@cu.edu

- CU-Data/m-Fin reports
- Finance System (FIN)
- Fiscal Compliance
- Propriety of Expenses/Sensitive Expenses
- Recognition & Training
- Gift Cards
- Fundraising Events
- Cash Receipt/Other OUC Forms
- OUC's CPE Program

## Other Departments

*Contact the offices listed for assistance with the designated topics:*

- **Campus Controllers' Offices** - continue to contact your campus finance office as you have in the past (this has not changed)
- **CU Denver | CU Anschutz Medical Campus Fiscal Compliance** - Fiscal Compliance, Propriety of Expenses, Sensitive Expenses, Recognition & Training, Gift Cards (this has not changed)
- **UIS/Campus IT Offices** - Portal Issues (access, login, etc.)
- **Employee Services** - Benefits
- **Employee Services** - HCM
- **Employee Services** - Payroll
- **Employee Services** - Scope of Work (SOW)
- **Campus Bursar's Offices** - BRS Payments
- **Campus Security Coordinators** - Enterprise System Access



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED



# Policies and Procedures:

## <https://www.cu.edu/psc/procedures>

### PSC Procedural Statements

- Advance Payment to Suppliers
- After-the-Fact Purchases
- Cash Advances
- Payment Voucher/Authorization
- Procurement Card Handbook
- Procurement Rules
- Student Payments
- Study Subject Payments
- Travel
- Travel Card Handbook
- Undocumented Reimbursement
- W-9 & Vendor Authorization
- Wire Transfers

### Finance Procedural Statements

- Alcoholic Beverages Purchased for University Events
- Business Expense Reimbursement
- Complimentary Tickets
- Gift Cards
- Official Functions
- Personal Technology & Telecommunications
- Petty Cash & Change Funds
- Recognition & Training
- Sensitive Expenses

### Employee Services Procedural Statements

- Moving procedures for house-hunting trips/moving reimbursements (To pay a moving company directly, see How to Buy Moving Services)
- Scope of Work/Independent Contractor



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR <sup>7</sup>CAMPUSES UNITED

# Tipping, Business Expense Substantiation, and Invoice Submission Reminders



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus



# Tipping on Official Function Meals

## Finance Procedural Statement: Sensitive Expenses

For meal service related to Official Functions:

- Maximum allowable tip amount is 20% of the final bill including tax, additional service charges or fees, delivery charges, etc.
  - *This includes the "fair wage fee," if it is added into the total charges on the final bill.*
- The decision to provide a tip should be made in the context of all charges included/represented in the final bill.
- When determining locations/suppliers for Official Functions, organizational units should evaluate total costs to exercise good stewardship of CU funds.

<https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-sensitive-expenses>



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED

# BEX Reports & Notifications

## Finance Procedural Statement: Business Expense Substantiation & Tax Implications

Email reminders/notifications sent:

- **Daily**
  - Newly imported transactions – cardholder, traveling employee, and travel arranger
  - Cash Advance changes – primary recipient (employee) and delegate
  - Taxable Expenses Notifications – Employee (once report is fully approved and paid)
- **Weekly**
  - Transactions to Approving Officials for all assigned cardholders
- **Monthly/Every 30 days**
  - Aging commercial card transactions at 30/60/75/90+ days – cardholder, default approver, delegate(s), and approving official
  - Aging Cash Advances – primary recipient (employee)
  - Returned Report still unsubmitted reminder – employee (*under construction*)

<https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense>



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED

# BEX Reports & Notifications

## Finance Procedural Statement: Business Expense Substantiation & Tax Implications

### Monthly/Every 30 Days

- Procurement Card
  - Reminder to submit within 90 days of transaction date
  - Cardholder, Approving Official, Delegate(s)
  - Continues until expenses are *first submitted*
- Travel Card and Airfare (Lodge/Ghost) Card
  - Cardholder, Default Approver (HCM Supervisor), Delegate(s)
  - Unassigned transactions – reminders continue past transaction date
  - Transactions assigned to Travel Reconciliation report with ***future travel dates*** – reminders stop until after travel ends
  - Transactions assigned to Travel Reconciliation report with ***travel dates in the past*** – reminders continue until *first submitted*
- Cash Advance
  - Primary Recipient and Delegate
  - Every 30 days until reconciled and submitted



# BEX Reports & Notifications

## Finance Procedural Statement: Business Expense Substantiation & Tax Implications

### Taxable Expense Notification Email

- Only sent to the employee with the taxable expenses
- Sent once expense report is ***fully approved*** and ***paid***
- This notification email *and attached expense detail* must accompany any exception request



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED

# Invoice Processing Reminders

## Ensuring Timely Payment on Invoices

- Invoices submitted to [APInvoice@cu.edu](mailto:APInvoice@cu.edu)
  - PO number on invoice
  - Invoice contains supplier invoice number, date and amount due
  - Supplier remittance address listed
  - Invoice billed to "University of Colorado"
- Payment forms submitted to [APInvoice@cu.edu](mailto:APInvoice@cu.edu)
  - Form (payment document) is the first page of the file
  - Supporting documentation attached in the same file
  - All required signatures are present
- Payment processing takes up to 10 business days
  - Invoices/forms processed first in, first out
  - Urgent payment needs escalated through PSC Service Desk
- Do **not** re-submit invoices!
  - Contact the PSC Service Desk to track down an invoice after 10 days
- [APInvoice@cu.edu](mailto:APInvoice@cu.edu) not a managed email box, do not send questions or inquiries





# Requisition Tips & Tricks



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

# Purchase Order Thresholds

## Source Selection


\$100,000 and under

- Existing PSC awarded contract
- Cooperative Contract
  - <https://www.cu.edu/psc/cooperative-agreements>
- Sole Source, including University Standard Sole Source
  - <https://www.cu.edu/psc/cu-marketplace-how-creating-sole-source-procurements>
- Emergency Procurement
- **Source Selection & Price Reasonableness**
  - <https://www.cu.edu/psc/purchasing-thresholds>



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

 University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus  
PROCUREMENT SERVICE CENTER

### Source Selection & Price Reasonableness Form

This form must be completed by the requesting department for purchases between or equal to \$10,000.01 and \$100,000 for all purchases subject to CU's [Procurement Rules](#), unless the purchase is listed as an **Exception to the Process**. The purpose of this form is to document the appropriateness of source selection and price reasonableness. Once completed, the form must be submitted with the Requisition as an **Internal Attachment** in Marketplace.

**EXCEPTION TO THIS PROCESS:** This form is **not required** if the purchase is for one of the following:

- The purchase is the result of a PSC awarded bid within the active term, whether or not it resulted in a contract.
- The purchase is made using a cooperative contract. A list of commonly used cooperative agreements can be found [here](#).
- The purchase is for a Sole Source Purchase. Requestor must complete the [Sole Source Justification Form](#) in Marketplace. In the case of reasonable doubt and in accordance with Procurement Rules VLE 1, the PSC will solicit competition.
- The purchase is for a University Standard Sole Source. See our website for a [complete list](#). Requestor **must** include an internal comment on the requisition that states which University Standard Sole Source number they believe applies.
- The purchase is for an **Emergency Procurement**. An emergency is determined when one or more conditions threatens (1) the functionality of the University, or its programs, (2) the preservation of property, and/or (3) the health or safety of any person(s) or animal(s). An emergency will **not** be declared due to a lack of planning or the end of a funding period.

**I. REQUISITION INFORMATION**

Supplier: \_\_\_\_\_ Requisition #: \_\_\_\_\_  
Campus & Department: \_\_\_\_\_ Dollar Amount: \$ \_\_\_\_\_

**II. FUNDING SOURCE**

☐ Federal ☐ University ☐ Multiple Funds (including Federal) ☐ Multiple Funds (all non-Federal)  
If federally funded, the purchase is funded by a ☐ contract or a ☐ grant.

**III. SOURCE SELECTION (Required):** Check the applicable box from below.

☐ Informal, Competitive Quotes/Price Sheets >\$10,000 and ≤ \$100,000 (**Complete I, II, III, IV, VI, VII, VIII, IX**)  
☐ Continuity of Service (**Complete I, II, III, IV, V, VII, VIII, IX**)

**IV. PRODUCT / SERVICE SPECIFICATIONS:** Provide a **brief** description of the product or services to be purchased.

**V. CONTINUITY OF SERVICE:** If this request is to continue service with a known or incumbent supplier, such as a consultant or facilitator, please briefly describe the prior work that was completed, how this purchase continues that service, and why the price is reasonable. Price reasonableness may be established based on previous rates for similar services.

**Section & Price Reasonableness Form**

As required by CU's Procurement Rules Section VI(A)&(B) and Federal Acquisition Regulation (FAR) Part 101-11.6, the Requestor must submit at least two (2) qualified sources (including your selected internal searches, or documentation on verbal quotes to support this

Price: \$ \_\_\_\_\_  
Price: \$ \_\_\_\_\_

For similar goods or services. If this option is used, you must submit a copy of the previous purchase order.

Previous PO Price: \$ \_\_\_\_\_

reasonable price? Base price reasonableness on comparable / similar or the same or similar items.

Option 2 was selected in question VI. Provide an explanation below it be based on best value criteria including scientific, technical and/or if necessary.

which financial, professional or other personal considerations may arise of affecting, an employee's professional judgment in exercising § 5012 and AFS 4016. For questions related to conflicts of interest, contact the Office.

If an employee believes they may have a potential conflict of interest, the employee must submit a complete PSC **Conflict of Interest Form** with the Requisition as an **Internal Attachment** in Marketplace.

I attest that, to the best of my knowledge, no CU employee associated with this purchase has an actual or perceived conflict of interest affecting the purchase request.

☐ No COI Identified ☐ COI Identified

**IX. REPRESENTATION: (Required)** I confirm the foregoing is true and correct to the best of my knowledge.

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Email: \_\_\_\_\_

FOUR CAMPUSES UNITED

# Purchase Order Thresholds

## Source Selection

Greater than \$100,000

- Existing PSC awarded contract
- Cooperative Contract
- Sole Source, including University Standard Sole Source
  - <https://www.cu.edu/psc/cu-marketplace-how-creating-sole-source-procurements>
  - Price Cost Analysis Required <https://www.cu.edu/psc/price-cost-analysis>
  - Emergency Procurement
- ***Documented Quote (\$100,000.01 - \$499,999.99) or Request for Proposal (≥ \$500,000)***
  - Requires requisition to “Bid Vendor” and a Request for Proposal Information From Department (RFP) form  
<https://www.cu.edu/psc/forms-0> or  
<https://www.cu.edu/psc/forms/request-proposal-information-department-rfp>



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED

# Requisition Types

## Catalog Purchases

The screenshot displays the CU Marketplace website interface. On the left is a dark sidebar with navigation links: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, Administrator, and Setup. The main content area has a top header with 'Marketplace' and a search bar. Below this is a 'Welcome to CU Marketplace' section with a logo and contact information for PSC@cu.edu. A red alert banner states: 'Alert: Perceptive Content will be unavailable May 10th from 2:30pm to 8:00am on May 11th. During this window, users will not be able to access invoice images in the CU Marketplace.' Below the alert is an 'Information' section with the text 'Stay Up to Date with PSC News Below'. The 'RSS Feed' section lists several items, including 'Marketplace Service Disruption', 'Special CU Anschutz Graduation Package at the Benson Hotel a...', 'Dell Marketplace Update', 'Need to look up an invoice?', and 'CU Marketplace 101 Webinar Coming Soon'. On the right side, there are three panels: 'Dashboard Navigation' with instructions on how to navigate, 'Shop by Catalog' with a description of CU's catalogs, and 'Catalogs' featuring a shopping cart icon and a large red arrow pointing to it. Below the 'Catalogs' panel is a 'Shop by Form' section with detailed instructions on the form process. The bottom of the page shows a footer with the University of Colorado logo and the text 'FOUR CAMPUSES UNITED'.

Marketplace

Shop • Home

Welcome to CU Marketplace

Marketplace

For assistance, contact:  
PSC@cu.edu / (303) 837-2161

Alert: Perceptive Content will be unavailable May 10th from 2:30pm to 8:00am on May 11th.  
During this window, users will not be able to access invoice images in the CU Marketplace.

Information

Stay Up to Date with PSC News Below

RSS Feed

- Marketplace Service Disruption 5/5/2023 2:33 PM  
Invoice images within Marketplace will be unavailable from May 10, 2023 at 2:30 p.m. to 8:00 a.m. on May 11, 2023 due to...
- Special CU Anschutz Graduation Package at the Benson Hotel a... 4/18/2023 9:28 AM  
<https://be.syxmis.com/?Hotel=39664&Chain=10237&promo=CUGRAD23> Travel Promotions Send email when Published: Yes
- Dell Marketplace Update 4/13/2023 3:44 PM  
As part of the normal process of bringing new products and solutions to their customers, Dell is in the process of updatin...
- Need to look up an invoice? 4/6/2023 1:04 PM  
If you need to look up an invoice, watch this quick video for a step-by-step guide. Invoice Send email when Publ...
- CU Marketplace 101 Webinar Coming Soon 4/5/2023 1:24 PM  
The PSC will host a CU Marketplace 101 webinar on Tuesday, May 9 from 1:30 - 2:30pm MST. This course will focus on Req...

Page 1 of 15 1-5 of 73 Results 5 Per Page

Dashboard Navigation

Please navigate to the area of interest to learn more about best practice, find available catalogs, view available contracted suppliers and master enterprise wide contracts.

Shop by Catalog

Shop CU's catalogs to request goods from a supplier who offers CU-specific pricing.

Catalogs

Shop by Form

The Form Process is used to request goods or services from a supplier who does not have a catalog with CU Marketplace. Forms are also used to electronically facilitate specialized business processed processes such as sole source justification, payment voucher requests, and subcontracts.

The Form process will give you the overall purchasing guidelines and best practices. To find specific guidance, contracted suppliers, contract summaries, catalogs, and purchasing & payment forms, please visit the commodity dashboards.

Powered by JAGGAER | Privacy Policy



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus







FOUR CAMPUSES UNITED

# Requisition Types






## Punch Out Catalogs

**Showcases**





























CU Strategic Suppliers

 Office and Janitorial Supplies	 Computer Equipment	 Scientific Supplies & Equip	 Gases	 Copier Rentals	 Copier Rentals
---	---	--	--	---	---

Office, Conference Room, and Lobby Furniture

 Workplace Resource	 BC Interiors	 Canter	 Interior Environments	 OfficeScapes
---	---	---	--	---

CU Catalog Suppliers

 abcam	 Agilent Technologies Inc	 Apple Computer Inc	 B&H Photo-Video	 Bio-Rad Laboratories Inc	 CDW Government Inc
 Cell Signaling Technologies	 Clontech	 Complete Book	 Connection	 DigiKey Corp	 Grainger Inc
 Henry Schein Inc	 Integrated DNA Technologies	 Life Science Products Inc	 Life Technologies Inc	 Light Labs	 McKesson Medical-Surgical
 Medline	 Millipore Corp	 Newegg	 New England Biolabs	 Perkin-Elmer LLC	 Qiagen, LLC
 Roche Diagnostics Corp	 Sigma-Aldrich Inc	 USA Scientific	 VWR International Inc		





# Guided Buying

Home

Shop

Orders

Contracts

Accounts Payable

Suppliers

Sourcing

Reporting

Administer

Setup

Menu Search

Marketplace

Shop • Home

Information

Stay Up to Date with PSC News Below

RSS Feed

Marketplace Service Disruption

5/5/2023 2:33 PM

Invoice images within Marketplace will be unavailable from May 10, 2023 at 2:30 p.m. to 8:00 a.m. on May 11, 2023 due to...

Special CU Anschutz Graduation Package at the Benson Hotel a...

4/18/2023 9:28 AM

<https://be.synxis.com/?Hotel=39664&Chain=10237&promo=CUGRAD23> Travel Promotions Send email when Published: Yes

Dell Marketplace Update

4/13/2023 3:44 PM

As part of the normal process of bringing new products and solutions to their customers, Dell is in the process of updatin...

Need to look up an Invoice?

4/6/2023 1:04 PM

If you need to look up an invoice, watch this quick video for a step-by-step guide. Invoice Send email when Publ...

CU Marketplace 101 Webinar Coming Soon!

4/5/2023 1:24 PM

The PSC will host a CU Marketplace 101 webinar on Tuesday, May 9 from 1:30 - 2:30pm MST. This course will focus on Req...

<


>

Page 1 of 15

1-5 of 73 Results

5 Per Page

Catalogs




Shop by Form

The Form Process is used to request goods or services from a supplier who does not have a catalog with CU Marketplace. Forms are also used to electronically facilitate specialized business processed processes such as sole source justification, payment voucher requests, and subcontracts.

The Form process will give you the overall purchasing guidelines and best practices. To find specific guidance, contracted suppliers, contract summaries, catalogs, and purchasing & payment forms, please visit the commodity dashboards.

Form Process



Powered by JAGGAER | Privacy Policy



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED

# Guided Buying

Marketplace

Dashboards • Form Process

Advertising & Marketing Anschutz PPE/Gloves Audio Visual Branded Items Catalogs Contracts Contracts Dashboard Facilities Related Supplies, Materials, & Services Food & Beverage Form Process

Supplier Guidelines & Best Practices

For help with supplier request, setup, and guidelines & best practices, please visit the Supplier Management Home Dashboard.

Supplier Management Home

Supplier

Continue to scroll down the page for valuable information

Purchasing Guidelines & Best Practices

To Purchase Goods & Services:

- o **\$10,000 or less:** Contact your Purchasing Agent **IF**
  - Supplier's supporting documentation (Contract, Statement of Work, Quote... Etc...) has legal terms and conditions
  - Supplier's website has legal terms (known as a Clickthrough or Clickwrap)
  - Security and Compliance teams has requested Compliance Language be inserted
  - Supplier's supporting documentation requires signature
  - Otherwise, enter a Non Catalog requisition in Marketplace
- o **Above \$10,000:**
  - Create a Requisition in the Marketplace using the appropriate form (Refer to the "Which Non-Catalog Form Should You Use" section below).
  - Use appropriate Commodity Code based on purpose of your procurement.
  - In the "Description" field state the business purpose.
  - In the "Comments" provide the name, phone, and email of the supplier that will be negotiating the agreement.
  - Attach the unsigned and supporting supplier documentation. Contracts attached to requisition will be routed through the Contract Administration team for negotiation. The department should submit a requisition as soon as possible to provide plenty of time fore contract review and questions.
  - Once a contract is fully executed (signed by Purchasing Agent and Supplier) and all necessary forms are completed/attached, the requisition will be approved and the Purchase Order (PO) will be issued.

IN ORDER TO OBTAIN, YOUR PURCHASING AGENTS NEEDS:

- o The unsigned Contract, Statement of Work, Quote, or any supplier supporting documentation state the obligation between parties. Please include any terms and conditions, if applicable.
- o Supplier Contract Contact information such as Name and Email address (person whom Purchasing will negotiate with).
- o Start/End date of contract.
- o Anticipated dollar amount.
- o How the event will be paid (Procurement Card or Marketplace Requisition).
- o Security and Compliance Final Assessment documentation, if applicable.
- o Price Cost Analysis Statement
- o For services provided by suppliers operating as Independent Contractors under their social security numbers (\*designated by the icon in the supplier profile), you will need a completed Employee Services Scope of Work.

Power Wednesday, May 10, 2023

**Additional information on this page includes:** Federally Funded Purchases Requirements, Solicitation Process (Bidding), Security and Compliance Process, Which Non-Catalog Form Should You Use?, Sole Source Purchasing, Advanced Payment, and Payment Resources



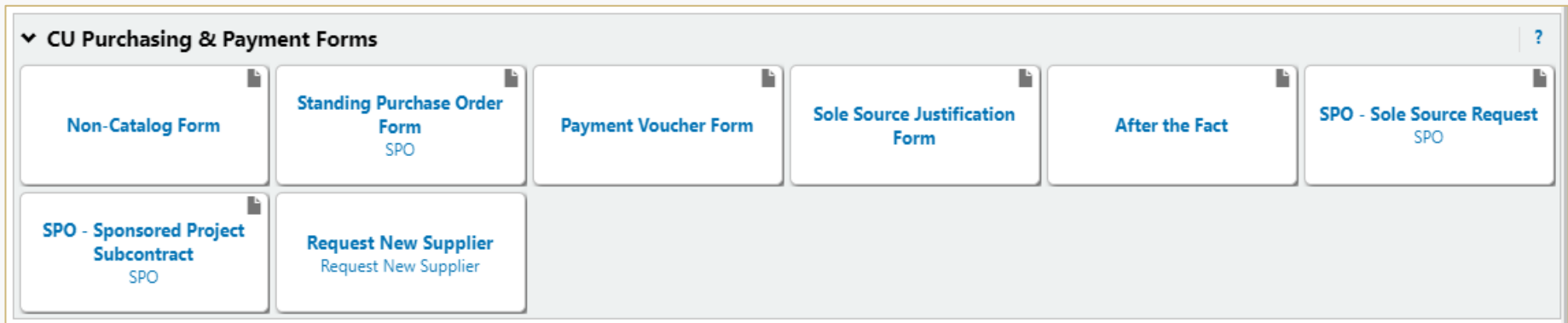
University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED

# Requisition Types

## 8 Purchasing & Payment Forms



A screenshot of a web application interface titled "CU Purchasing & Payment Forms". The interface displays a grid of eight buttons, each representing a different form type. The buttons are arranged in two rows of four. The first row contains: "Non-Catalog Form", "Standing Purchase Order Form SPO", "Payment Voucher Form", "Sole Source Justification Form", "After the Fact", and "SPO - Sole Source Request SPO". The second row contains: "SPO - Sponsored Project Subcontract SPO" and "Request New Supplier Request New Supplier". Each button has a small document icon in the top right corner. A question mark icon is visible in the top right corner of the menu area.

CU Purchasing & Payment Forms	
Non-Catalog Form	Standing Purchase Order Form SPO
Payment Voucher Form	Sole Source Justification Form
After the Fact	SPO - Sole Source Request SPO
SPO - Sponsored Project Subcontract SPO	Request New Supplier Request New Supplier

**Most Commonly Used** - Non-Catalog Form, Standing Purchase Order (SPO) Form, and Payment Voucher Form



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED

# Requisition Forms

**Non-Catalog Form Type:** Requisition goods/services from a non-catalog supplier.

**Standing Purchase Order Form:** Make repetitive purchases from a non-catalog supplier over a period of time with a total anticipated spend greater than \$10,000.

**Payment Voucher Form:** Authorize payment for an invoice when a purchase order or other commitment voucher is not applicable. Refer to the PSC Procedural Statement (PPS) Payment Voucher / Authorization).

<https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization>

**Sole Source Justification Form:** Purchase goods/services over \$10,000 without competition, when competition is otherwise required.

**After the Fact:** Request approval to pay an invoice in an After-the-Fact situation (when an organizational unit makes a commitment over \$10,000 before the PSC issues a purchase order).

**SPO - Sole Source Request:** Justify using a sole source and request a Standing Purchase Order (see above).

**SPO - Sponsored Project Subcontract:** Where there is a subcontract, make repetitive purchases from a non-catalog supplier over a period of time with a total anticipated cost greater than \$10,000.

**Request New Supplier:** Request any supplier that is either not in Marketplace or is in Marketplace, but in an inactive status.



# Requisition Requirements

## Attachments

- Correct Requisition Form
- Quote and/or Contract that does not expire for at least 30 days
  - Include the name and If \$100K and under, include the SSPR when appropriate
- If renewal of service, reference the previous requisition or PO
- If IT software or hardware, include the ICT assessment
- For individuals under a social security number, must include a complete, approved SOW
- Advance Payment Form (when required)
  - email address of your POC with the supplier

<https://www.cu.edu/psc/psc-procedural-statement-advance-payment-suppliers>



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED



# Conflicts of Interest and Purchasing

## Topics

- What is Conflict of Interest (COI)
- How does the University manage COI's
- How do you know whether there is a COI between a university party and an outside vendor or service provider?
- How do you proceed with a purchase, if there is an active COI management plan?



# Conflicts of Interest and Purchasing

## What is a Conflict of Interest?

Conflicts of Interest exist when an employee's financial or personal considerations may compromise, or have the appearance of compromising, an employee's personal judgment in exercising any university responsibility in instructions, research, administration, management, and other professional activities. ([APS 5012](#))



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED

# Conflicts of Interest and Purchasing

## How does the University manage conflicts?

- Faculty (and any other employee or student with responsibility over the purpose, design, conduct of reporting or research) are required to disclose conflicts of interest through a [DEPA Form](#). These disclosures are then reviewed to determine whether a conflict actually exists, and how it can be appropriately managed.
- If there is a conflict, and it can be managed, the University enters into a “Management Plan” with the employee. These plans can include some restrictions on procurement. For example, a plan might:
  - Prohibit all direct purchases or payments from an entity
  - Prohibit purchases or payments from an entity in specific situations
  - Allow purchases or payments from an entity after the completion of a [Conflict of Interest Evaluation Form](#).



# Conflicts of Interest and Purchasing

## **How do you know whether there is a conflict between a university party and an outside vendor or service provider?**

- You may ask the Campus Controller's Office or the Research and Innovation Office whether an active conflict of interest management plan exists for the university employee placing a requisition, and whether a specific entity is covered by that plan.

## **How do you proceed with a purchase if there is an active COI management plan in place?**

- If there is an actively managed conflict between the university employee and the vendor, you can seek additional guidance from the CCO on how to proceed under the terms of the management plan. If the purchase is allowable, the Marketplace record must include a [Conflict of Interest Evaluation Form](#).



# Contract Process

## **PSC's Role:**


- Legal sufficiency review
  - Indemnification
  - Choice of Law
  - Arbitration
  - Confidentiality
  - Payment Terms
  - Tax Exemption
  - Intellectual Property
  - Use of CU Logos
  - Limitations of Liability
  - IT Security Provisions
  - Federal Provisions
  - HIPAA
  - FERPA
  - PCI
  - PII
  - ADA
  - Special Provisions
  - And many others
- Include Security & Compliance language from ICT
- Amend and renew contracts  
([ChangeOrder@cu.edu](mailto:ChangeOrder@cu.edu))
- Sign Contracts
- Provide Status Updates in Marketplace



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

FOUR CAMPUSES UNITED



# Suspension & Debarment for Federal Purchases



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

# Federal Requirements

In accordance with Public Law, when spending federal funds, CU is prohibited from conducting business with debarred, suspended, or otherwise ineligible suppliers.

- **PSC's Role**

- Debarment checks through Sam.gov for all federally funded purchasing requisitions over \$10,000
  - OCG completes all debarment checks on federally funded subgrants and subcontracts.
- Debarment check completed prior to issuance of PO
- Screenshot of the debarment check is included as an internal attachment on the requisition





# Debarment Check

Summary

Taxes/S&H

Comments 3

Attachments 7

History

Attachments found: 7

1-7 of 7 Results

10 Per Page

Attachment	Size	Type	Location	Visibility	Create Date
<a href="#">PCA Quartus Engineering.docx</a>	69k	File	Document	Internal	4/27/2022 8:34 AM
<a href="#">1557505 Award.PNG</a>	49k	File	Document	Internal	4/27/2022 8:33 AM
<a href="#">1557505 Project.PNG</a>	35k	File	Document	Internal	4/27/2022 8:33 AM
<a href="#">sam.gov Quartus Engineering.PNG</a>	45k	File	Document	Internal	4/27/2022 8:33 AM
<a href="#">Quartus Engineering Incorporated.pdf</a>	56k	File	Document	Internal	4/26/2022 8:33 AM
<a href="#">L2201478 Quartus Pricing statement and acceptance of CU terms.pdf</a>	829k	File	Document	Internal	4/25/2022 8:33 AM
<a href="#">L2201478 Quartus 5786 University of Colorado Structural Analysis Support Rev....</a>	191k	File	Document	External	4/25/2022 8:33 AM

Select Domain Entity Information

All Entity Information

Entities

Disaster Response

Exclusions

Select Domain

Entity Information

All Entity Information

Entities

Disaster Response Registry

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide [?](#)

☐ Any Words ⓘ
 ☒ All Words ⓘ
 ☐ Exact Phrase ⓘ

Showing 1 - 1 of 1 results

Sort by Relevance ▾

Quartus Engineering Incorporated

Active Registration

Unique Entity ID

LBHCCPUMW3W1

CAGE Code

1WK85

Physical Address

9689 Towne Cntr Dr, San Diego, CA 92121 USA

Entity

Expiration Date

Oct 12, 2022

Purpose of Registration

All Awards

<

1 of 1

>

Results per page

25

# Questions and Feedback



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus