PROCUREMENT AND SUPPORT SERVICES NEWSLETTER WINTER 21/22

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New! Pre-Screening Process

Our team has assigned pre-screeners to screen requisitions upon receipt to check for accuracy and completeness upon receipt. If the requisition is incorrect or missing information, then the pre-screener will contact the requester via service ticket. Timely receipt of any requested information or supplemental materials will enable the assigned Buyer to take the next steps to complete and issue the PO. To achieve the fastest possible turn-around times, please be sure to double-check your requisitions prior to having them approved and budget checked. Also, be on the lookout for any email notifications for service tickets opened on your behalf.

HEERF Funded Projects

We understand that the deadline for spending down your HEERF funding is approaching. Please be aware that Procurement thresholds apply to these purchases. Goods purchases that don't require competition can be processed relatively quickly. Service agreements, however, require more processing time due to vendor negotiations. Although we are prioritizing HEERF funded requisitions, we are not able to guarantee the completion of any newly submitted HEERF funded purchases before the end of the deadline.

Procurement Fiscal Year-End Deadlines

FY 2021-2022

March 15th: Last day to submit a finalized Scope of Work (SOW) for a formal bid/RFP* (Purchases over $100,000 / IT: $500,000)
*We already have RFPs in queue for 2021/2022. There will be no guarantee that we can complete additional RFPs before end of this Fiscal Year.

April 8th: Last day to request Early Termination of Service Agreement ending 6/30/2022 via PO Close/ Decrease form

April 15th: Last day to submit a request for informal bid/RFP (Purchases over $50,000)

May 6th: Last day to submit any requisitions for services (or goods including services), excluding RFPs

May 13th: Last day to submit any requisitions for goods, excluding RFPs

June 3rd: Last day to submit requisitions for chartfield change request

June 3rd: Last day to submit PO Close/ Decrease request (for regular PO with no Service Agreement associated)

June 24th: Blanket POs (BPO) will be closed. Please note: any invoices for services received or goods delivered before June 30, 2022, that have a BPO with sufficient balance can be submitted to Accounts Payable directly with reference to the closed BPO number.

July 11th: First day to enter Fiscal Year 2022-2023 requisitions

No More Email (Where's My Package?)

That's right! The Teams in Receiving and Mail Services are no longer answering questions using standard email. Instead, we use the ServiceNow portal.
Ok, ok, ☺ we still look at our emails, but email is no longer the preferred method of communication.
Using ServiceNow helps us keep track of your questions and inquiries more efficiently than email.

Submit a Service Ticket Now

CLICK HERE

Did You Know?

Overall, the Property Office, part of our Support Services team, manages over 18,000 tagged university assets. Therefore, even some of the items you order by P-card may require to be added to our asset management system (tagging).

In Fiscal Year 20/21, Support Services team processed 1,937 P-card tagged assets. Items over $921 require tagging so we can track inventories.

Phil Yee and Andrew Nguyen

Help us, Help you!

- When submitting your order via P-Card please make sure to communicate with the vendor what information to put on the shipping label. i.e., Name, Department, Building, and Room Number.
- Please, do not have personal packages delivered to Campus. We handle University items only.
- If you are looking for a package, please provide us with the **tracking number AND carrier name**. Remember to let us know the final destination of the package.
- If you are expecting a time-sensitive delivery, let us know via service ticket, when it is scheduled to arrive. When you get updates from the carrier please pass that information on to us.
- Bulk mail? We may be able to save your department money by offering the most cost-efficient solution. Ask, it cannot hurt!
- Please mask up before entering our building, we want to keep both you and our team as safe as we can.

Our Most Valuable Resource

Alvaro Vivas, Lisa Yee, Phil Magrini, Grover Rudolph, Daniel Mackie, Ricky Paran

You hear it said often, but we in Support Services KNOW IT'S TRUE, our people are our most valuable resource: The Team that never sleeps.

Our two teams, Shipping & Receiving and Mail Services have been present on campus throughout the pandemic. The Team has been vital in receiving equipment and getting it out to students, staff, and faculty to facilitate remote work and keeping the campus community connected. This includes computers, monitors, headsets, hot-spots, laptop cameras and Mi-Fi devices, endowment checks, payroll checks, visa documents, alumni communication mail and much more. In Fiscal Year 20/21, we received over 23,000 packages more than doubling the packages received in previous years!

You will see the odd mini carts roaming the campus or the person making deliveries and pick-ups in the halls of our departments: The Support Services staff are the life of our campus. They keep all the vital items moving so that we can teach, learn, and build.

When the work is done seamlessly and quietly, we have done our job well. Together we help keep the campus moving.

Win a Prize!

First three people to answer all of the following questions correctly will win a bag full of our sustainable procurement swag.

1. What is the preferred way to contact Mail Services if you need to have mail delivered?
2. Excluding holidays, which days of the week are we not open?
3. Which Team member is the Lead in Receiving?

Send your answers to **grudolph@sfsu.edu** with subject line, "Win A Prize"

This newsletter is brought to you by Grover Rudolph, Mina Chang, Thalia Zavala, Yuri Kasinsky