

PROCUREMENT & SUPPORT SERVICES

Newsletter Summer 2021



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Procurement Updates

We are pleased to welcome Yuri Kasinsky to our team as a new Associate Procurement Officer. Yuri came from the private industry of food and pharmaceutical procurement. With training in Lean Six Sigma, he is a strong advocate of Kaizen, the Japanese principle of continuous improvement, a business philosophy that involves all members of a team. Outside of work he has strong interests in advocacy work for adults with disabilities, yoga and biking.

A Few Words From Our Team

Here in Procurement we are indulging in a brief moment of reflection amidst the hubbub of closing out one fiscal year and opening another. As we crack open a fresh year, it's difficult to describe what we leave behind in the rear-view mirror. The global pandemic forced us, all of us, to take shelter – socially distanced, layered up in PPE, or working remotely out of quickly assembled home offices. We saw departments face huge disruptions to the status-quo, and forced to scramble to adapt to new and harsh realities. But now, even as we roll through the dog days of summer, and still face California's ever expanding drought, the wild-land fire season, and uncertainty around new Covid variants, hope is building.

Increasingly our community is vaccinated and we watch case counts fall. People are emerging from isolation to once again visit friends and family, go to a restaurant, or take in a Giants game. Return to in person work is on the horizon, and with it the opportunity to greet colleagues with a fist bump or a tapping of elbows. Perhaps most importantly, we look forward to renewed energy and optimism as the return of students breathes new life into our campus. So- after what has felt like long, dark, back-to-back winters, we feel lucky, because with a little luck a second spring is on the horizon. We look forward to seeing you all on campus again and assisting you on your procurement and contracting needs.

***We have redesigned our website!
GO CHECK IT OUT!
<https://procurement.sfsu.edu/>***



**SAN FRANCISCO
STATE UNIVERSITY**

Meet Our Student Assistants

Rojina Pradhan

International student from Nepal. She is a junior and majoring in International Business. Rojina has been in the States for 5 years now and loves to cook and bake banana bread. She also enjoys hiking with friends on her free time and runs an online beauty business with Monat outside of school work. She has lived in Mississippi and Texas prior to living in California and hopes to visit her family after graduating next year.

Marissa DaCosta

Marissa will be starting her second year in the MA Museum Studies program at SFSU and is excited to see where the Fall semester takes her. With a background in Marine Biology and having practical experience with various back-end administrative duties, Marissa hopes to utilize the skills she has obtained to support the team and better transition projects and responsibilities to their end goals. In her personal life, she enjoys spending time with friends and family, gardening, and trying new things (right now, she has been attempting wood carving).

Public Works Announcement

Our procurement team has been hard at work supporting our Capital Planning, Design, and Construction (CPDC) and our Facilities Services partners in advancing major infrastructure and academic building projects. During this past year notable awards were:

- 1.The Phase II Science Replacement Building Agreement allowing construction to begin.
- 2.Nine Elevator Modernization Awards for elevators located in the Administration, Creative Arts, HSS and Lot 20 buildings.
- 3.Demolition of Old Sutro Library
- 4.Hensill Hall HVAC duct cleaning

Low Cost Service Agreements

We revised our Low Cost Service Agreement instructions and template to make this process easier for you.

The new documents will be uploaded to the Procurement website around mid-September 2021. They will contain more detailed, step-by-step instructions, and a sample LCSA agreement for reference.

Service Portal

ServiceNow

Our team launched a new service portal in ServiceNow in early May 2021. We look forward to connecting with our internal customers in a way that is more efficient and transparent, through a streamlined manner.

Submit a Service Ticket Now

[CLICK HERE](#)



Please do not submit multiple tickets for the same request. If you are not receiving a timely response to your submitted ticket, please follow up using your original ticket (via email or log back into the portal and find your ticket under "My Requests" on top navigation bar).

If you are already in communication with our team, please mention your service ticket number. If you are entering a requisition make sure to note your existing service ticket number in the header comments.

Procurement Fun Facts

Check out our major achievements of our 20-21 Fiscal Year.

[CLICK HERE](#)



CFS Training

Procurement is offering a Common Financial System (CFS) requisition training.

Next session: **September 9, 2021**

[CLICK HERE TO REGISTER](#)