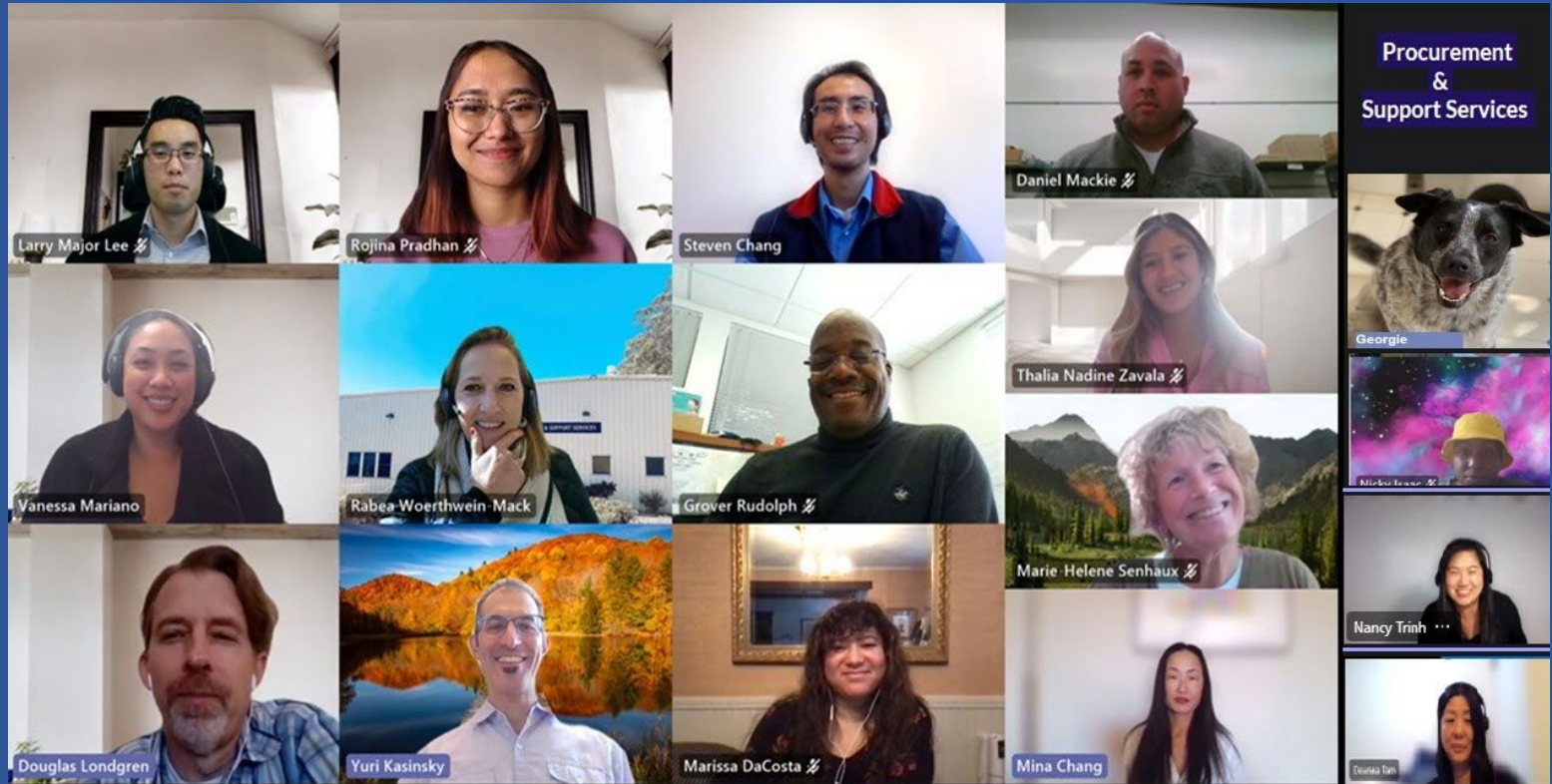


## Meet our Procurement and Support Services Team!



### In this issue:

- *Announcement*
- *NEW: Partner with Procurement Workshop Series: December 8*
- *NEW: Knowledge Base and FAQs*
- *NEW: Low Cost Service Agreements*
- *CFS Requisition Training*  
*Next session: November 18, 10 am-12 pm*
- *Small/Micro Business & Disabled Veteran Business Enterprise Programs*
- *Recycled Products Category Codes*



### Announcement

Congratulations to Larry and Riva Lee on the arrival of their beautiful baby boy, Major Shane Albert-Martens Lee! Their new addition arrived a few weeks earlier than expected and brought a warm ray of sunshine to a cold stormy day on October 23, 2021. We are so excited for the new family and we can't wait to meet baby Major Shane in person. Best wishes from all of us!



## **NEW! Partner with Procurement Workshop Series “Buying Furniture Like A Pro”**

Please join us for a 45-minute workshop where we will provide a presentation on the basics of buying furniture. There will also be a Q&A forum to answer questions that will help prepare you for your next furniture purchase.

Topics of discussion will include:

- General solicitation thresholds
- Pre-requisites for buying furniture
- What to consider
- Prevailing wage vs. non-prevailing wage

The workshop will be held on Wednesday, December 8, 2021 from 9:30 am - 10:15 am. MS Teams invite will be emailed during the week of November 15<sup>th</sup>.

Please email us at [Procurement@sfsu.edu](mailto:Procurement@sfsu.edu) if you do not receive an invite by November 19<sup>th</sup>.

## **NEW! Knowledge Base and FAQs**

We have transferred our FAQs from our website into the ServiceNow Portal and we are working on more “How To” articles to provide more detailed instructions in more complex areas of procurement.

Please check out our articles on ServiceNow:

<https://sfsu.service-now.com/kb>

More to come!

## **NEW! Low Cost Service Agreements (LCSA)**

We have optimized the LCSA Instructions with detailed, step-by-step instructions and a sample LCSA agreement that will clarify the entire LCSA process. The updated LCSA template is also included with the instructions and sample agreement.

Please visit our website at:

<https://procurement.sfsu.edu/>

## **Common Financial System (CFS) Requisition Training**

Our next CFS Requisition Training Session is Thursday, November 18, 2021 from 10:30 am - 12:00 pm.

Click Here to Register:

[https://sfsu.co1.qualtrics.com/jfe/form/SV\\_37qFa8uRA2dXecJ](https://sfsu.co1.qualtrics.com/jfe/form/SV_37qFa8uRA2dXecJ)

*Did you know that purchasing services is different from buying goods? Services require a thorough review of vendor terms, pricing, and negotiations between SFSU and vendors, thus requiring more time to process.*

## **Small/Micro Business and Disabled Veteran Business Enterprise Program**

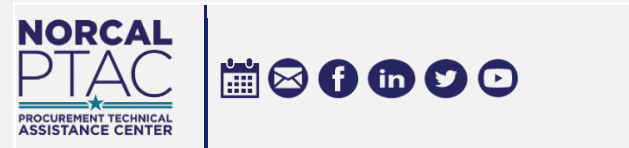
Please support our community by giving your business to Small/Micro Businesses (SB/MB) and Disabled Veteran Business Enterprise (DVBE)! This will also help SFSU reach the state-mandated SB/MB & DVBE goals.

Purchases up to \$50K do not require a formal solicitation and you may select vendors at your discretion.

For more info:

<https://procurement.sfsu.edu/sbmbdvvbepgrams>

If you need assistance with identifying SB/MB and DVBEs, please reach out to Procurement via ServiceNow Portal or Thomas Burns at Norcal PTAC, [thomas@norcalptac.org](mailto:thomas@norcalptac.org), phone: 650.648.3289.



Did you know that if you have a written Scope of Work (SOW) and receive quotes from only 2 SB/MB or DVBEs, we can award a contract for up to \$250,000? A formal solicitation is not required.

For more info: <https://procurement.sfsu.edu/informalrfp>

## **Recycled Products Category Codes**

Just a friendly reminder: When purchasing products that are available in recycled materials, please make sure to include the appropriate category code in CFS.

Please refer to the “Recycled Products Reports Category Codes by Classification” list that is available on our Procurement website at:

<https://procurement.sfsu.edu/node/15>

The following are types of recycled products:

- Antifreeze
- Mulch/Compost and Co-compost
- Glass products
- Lubricating Oils
- Paint
- Paper products
- Plastic products
- Printing & Writing Paper
- Metals
- Tire derived products
- Tires