



Summer 2020

NEWS

Procurement & Support Services Newsletter

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***"Be kind whenever possible. It is always possible."
~The Dalai Lama***

Our departments are busier than ever and we are currently not fully staffed. We are being asked to prioritize PPE and CARES 2 funded purchases, which are designated critical. We understand that your requests are important and our whole team is working very hard to fulfill the various needs of the Campus community. Please email procurement@sfsu.edu your questions and a team member will get back to you as soon as we can. In order to help us assist you in the quickest way possible, please check out the resources provided on our [Procurement website](#) first.

Thank You, Support Services Staff!

Thank you to our Support Services staff for working on Campus since the start of the pandemic. We know that the new measures under COVID-19 have made your jobs much more difficult and we appreciate all your hard work and efforts.

CSU Procurement Professional of the Year 2019

Please join us to congratulate Nancy Trinh, Buyer III, for being awarded one of the four Procurement Professional of the Year Awards out of the 23 campuses and the Chancellor's Office. Nancy has been working in the Procurement Office for over 12 years. She never forgets that her skills are to support the mission of higher education and the well-being of students. She loves sharing her knowledge and is a valued resource to her team and our customers on Campus. Nancy played a huge part in creating our website, provides CFS trainings on a monthly basis and is continuously working on improving business processes in our department. In the last fiscal year, Nancy successfully executed contracts negotiating cost savings in the amount of \$250,000. We are so proud of your achievements, Nancy!



The Million Dollar Procurement Saver's Club

Steven Chang, Associate Procurement Officer, was ranked as one of the Top CSU Savers. Steven saved over a million dollars during Fiscal Year 19/20. Congratulations Steven for making it into the "Million Dollar Club"!

New Database for Viewing Documents

Accounts Payable and Information Technology Services are implementing a new OnBase system to replace the Imaging System (DocuLynx). All purchase orders, contracts, and insurance documents will have to be migrated into this new system. This migration will take several months to complete. Any documents created before May 2020 may still be accessed in the Imaging System until the migration is completed. Procurement will provide more information as we receive it.

Updated CSU General Provisions

The Chancellor's Office updated all CSU General Provisions, revised on May 15, 2020, to add sections for Force Majeure, COVID-19, Material Change of Circumstances, and Supplemental Federal Procurement Provisions for Emergency Contracts. To obtain a copy, please visit the [Chancellor's Office Website](#). Please note when renewing and/or amending your contracts, Procurement needs to negotiate the replacements of these provisions, which may delay the execution of your contracts/purchase orders.



Chill... Make Yourself a Drink

Lime Spritz

-  1 fl oz of freshly squeezed limes
-  ½ fl oz sugar cane sugar
-  3 ½ fl oz soda water
-  8 fresh mint leaves
-  Plenty of ice

Mix the first 3 ingredients. Add some mint leaves and ice to the bottom of a glass, pour the first 3 ingredients and use the rest of the mint leaves for decoration. Enjoy!

Receiving Orders During the Pandemic

Please remember, when placing orders for delivery to Campus to make arrangements for yourself or a member of your team to be available to receive your order. Postpone ordering if there are no members of your team who can pick up the order or open your office to receive the delivery.

We are happy to accommodate our campus customers with scheduling times for pickups and/or deliveries.

Please contact Shipping & Receiving at (415) 338-1335

Phil Magrini: pmagrini@sfsu.edu

Ricky Paran: rparan@sfsu.edu

Phil Yee: phillipy@sfsu.edu

Grover Rudolph, Support Services Manager: grudolph@sfsu.edu

Please visit: [Shipping & Receiving's Website](#)

Working from Home with University Equipment

University property that is taken off Campus requires a completed [Equipment Use Authorization](#) form, which can be found on [DocuSign](#). Please submit a new form when taking additional items. Do not list any consumable items, such as paper. There is no minimum value for items to be listed. If the items do not have asset tags, leave that section blank on the form. This process will assist your manager and the Property Office in keeping track of University property.

Small Business (SB) and Micro Business (MB) Preference and Disabled Veteran Business Enterprise (DVBE) Incentive

Please help the University meet the goal of reaching 25% Small Business/ Micro Business and 3% DVBE vendor participation when purchasing services and/or goods. We have considerably increased our SB participation in the last FY in comparison with previous years. Especially in times like these, it is important to support our community partners. When looking into vendors, please focus on identifying California registered [SB/ MB and DVBE](#). If there is a chance that your purchase or project exceeds \$50,000, please contact Procurement instead of working with vendors directly, so we can help you source it using the correct procurement pathway which ensures a fair, competitive process.

Scheduling Procurement Training

Do you have questions about contracting and buying goods or services? Feel free to schedule a training for your department by writing to procurement@sfsu.edu. Currently, our busy schedule only allows for one department training per month. Requests will be accepted on a first come, first served basis.

We still offer monthly CFS training, now via Teams (taking place if more than 3 attendees sign up):

[CFS Training/Guides](#)

Stay well & healthy,

Your Procurement & Support Services team