



# UPP Words

News from University Procurement Professionals

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## Procurement Changes

by Darby Ganschow, USD

In 2010, the Legislature passed several new laws pertaining to procurement. Three of these laws (5-18A-18, 5-18A-19 & 5-18A-20) pertain to the use of brand name specifications. Brand names may only be used when we either a) provide written documentation to the Office of Procurement Management (OPM) indicating why only one brand will satisfy our needs, or b) we provide three manufactures' make and model numbers in the solicitation or as many as are practicable. Due to these changes, it is no longer acceptable to contact vendors by phone to request quotes; rather written requests must be processed by the Purchasing Department to ensure compliance with these new laws.

These changes affect the campus departments in several ways: 1) no longer can we consider quotes solicited by the department; 2) Departments will need to provide alternate manufacture's make and model numbers if brand names are to be used in the solicitation; and 3) Departments may experience a longer lead time in acquisitioning supplies and equipment.

When using brand names in the solicitation, only general characteristics of the items should be included rather than detailed specifications. Vendors who respond to the solicitation may offer alternates to the manufactures referenced, provided they are equal in the capabilities of the listed items.

If brand name specifications are not used, performance or general specifications must be provided (rather than a technical spec) to be included in the solicitation without reference to a manufacturer.

Following is an example of how to write a performance specification:

### Electric Scissor Lift

- Must maneuver through 36" doorways without disassembling the unit
- Must carry a capacity of 5,000 pounds when fully extended
- Must reach heights of 25 feet
- Must include safety rails and all safety features as may be required by OSHA or other federal mandates
- Must be new
- Must carry a one-year warranty on all parts and labor

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## Procurement Changes (cont.)

These changes do not affect the procurement of exempt items (as referenced in 5-18A-22) such as laboratory apparatus and appliances, computer hardware and software, farm equipment and supplies or chemical and biological products.

Also during the 2010 Legislative session, 5-18A-11 was passed. This law now allows purchasing agencies to solicit competitive quotes for supplies and equipment up to a total of \$25,000. Previously we were limited to \$10,000 before a formal bid had to be processed by OPM.

The changes mentioned above are to be followed for all non-exempt items with a total acquisition cost of more than \$1,000.

Forms – in order to comply with the requirements of the brand name specification laws, a new form “Brand Name Specification Justification” form was developed by the State and is available on SNAP>Finance Tab>Finance Business Forms. This form is to be used to justify when only one brand name can meet the needs of the department. This form must be attached to the requisition and submitted to Purchasing. Purchasing will submit the request to OPM for approval prior to soliciting competitive quotes. This does not imply that only one vendor can supply the item(s).

The “Sole Source Request” form is also still available on SNAP and is to be used when there is only one source for the item(s) being requested. This form must be attached to the requisition and requires approval from OPM as well.

Purchase requisitions continue to be required as in the past. Questions regarding the purchasing process should be directed to your campus Purchasing Office.

### Contact your campus UPP member for further information or assistance.

BHSU – Lorraine Talks 642-6285

DSU - Karen Alfson 256-5131

NSU - Earl Weisenburger 626-2529

SDSD – Nancy McKenzie 367-5200

SDSMT - Sandra Fischer 394-2228, Jan Hargens 394-2512

SDSU - Vicki Soren 688-4989, Karen Bravek 688-4451

USD - Kyra Blatchford 677-5667

USD - Linda Van De Rostyne 677-5503

USD – Darbv Ganschow 677-6623

## Hosted Catalogs Available in SDezBuy

by Linda Van De Rostyne, USD



**Hosted catalogs** offer users an easier way to find and enter orders for items in SDezBuy. The hosted catalogs for SDBOR contain products that are offered either on state contract or at a negotiated discount. Catalogs that pertain to state contract are noted with the state **SD** symbol. A user can enter a **keyword**, such as ‘battery’ and the system searches all hosted catalogs and returns search results that match the keyword. The search results will display the part number, product description, unit of measure, manufacturer part number and unit price. The user can click on the product description to obtain more details regarding the item. If this is the item that the user wants to purchase, all the user needs to do is enter a **quantity** and add it to the cart.

Users who know the **part number** for the product they would like to order need not go through the search process. By clicking on the **Quick Order** link and entering the part number in the search field and clicking on **Add to Active Cart**, the system performs the search in the background and adds the item to the shopping cart.

The system also makes it easy to **compare products** to find the best value or other criteria such as ‘recycled’. For example, if a search for ‘toilet tissue’ were done, the user could select 2-3 items and compare them for unit of measure, length and other criteria and select the one that meets their current needs. The symbol  indicates that the item has been recycled. Hovering the mouse over system symbols will reveal various product flags.

We hope these improvements will enhance your shopping experience.

## SDezBuy Formats Change with 10.3 Release

by Linda Van De Rostyne, USD

This is a summary of the changes that are taking place in SDezBuy as a result of SciQuest 10.3 release which will be live in SDezBuy on Sunday Nov. 7, 2010.

### 1. Increased Font Size throughout the application

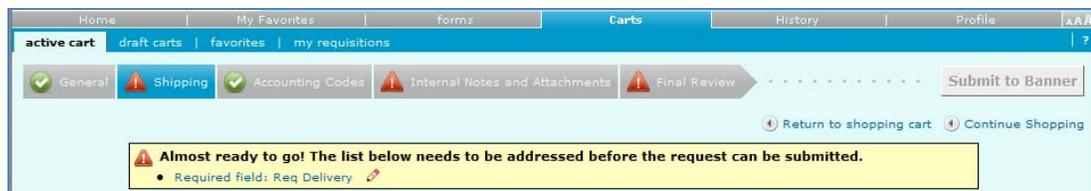
Users will be able to select 1 of 3 font sizes from a 'widget' on the right side of the navigation bar. 

### 2. Simple Cart

The Simple Cart will provide a simplified list of items in the cart and guides users to begin the checkout or assign cart process to provide users with an experience similar to online shopping.

### 3. Improved Checkout Process

The new checkout navigation will guide users through the required sections of the requisition document. An improved visually guided navigation will replace the process flow diagram. Improved error handling will allow users to more intuitively and easily fix required fields. The yellow boxes that indicate errors and warnings will be replaced with an explanation of the required action and will provide the user the ability to update the field.



### 4. Attachments and Comments tab count

The Attachments tab and Comments tab will now track the number of attachments and comments added to the Requisition. The number will display in parenthesis after the tab heading.

### 5. Quick Review of PR and PO History

With a click on the icon,  the user can preview their document details which will show an overlay of all the information pertaining to their PR or PO including supplier and line data.

## UPP Members at Purchasing Workshop in July



Back Row: Earl Weisenburger (NSU), Ellen Walker (SDBOR), Karen Bravek (SDSU), Jan Hargens (SDSMT), Sandy Fischer (SDSMT), Darby Ganschow (USD)

Front Row: Vicki Soren (SDSU), Nancy McKenzie (SDSD), Kyra Blatchford (USD), Lorraine Talks (BHSU), Linda Van De Rostyne (USD), Missing: Karen Alfson (DSU)