



# UPPWords

News from University Procurement Professionals

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## Procuring Environmentally Preferable Products

by Darby Ganschow, USD

New Requirements for South Dakota State Agencies and Institutions: SDCL 5-18A-38 requires state agencies and institutions to purchase environmentally preferable products whenever practicable.

Bureau of Administration Rules (ARSD 10:02:05:01 to 10:02:05:15 inclusive) were adopted on October 26, 2010 and took effect on December 7, 2010.

Paper products and printing projects - Paper products, including paper used in any state government printing project, shall be Green Seal certified, Ecologo certified, or comply with the minimum requirements for recycled content as published in the US EPA Comprehensive Procurement Guidelines for Paper Products dated October 2007.

For state printing projects, the statement "Printed on Recycled Paper" must be included somewhere on the document, unless the agency has received a waiver from the requirement to use recycled content paper.

Cleaning and maintenance products - Cleaning and maintenance products purchased by state agencies shall be Green Seal certified, Ecologo certified, designated for preferred procurement through the US EPA Designed for the Environment labeling program, biobased using ASTM Method D6866 including products listed in the USDA BioPreferred program catalog, or be certified as meeting or exceeding the requirements of any of the other listed criteria through independent third party testing.

### Product Categories Covered

- Paper Products and Printing
- Cleaning and Maintenance Products (excluding equipment)
- Energy Consuming Products (electricity for the most part at this time)
- Water Consuming Products

### Certification Standards and Requirements

- **Green Seal**
  - ✦ Applicable Green Seal standards listed in ARSD 10:02:05:04
  - ✦ To be considered "Green Seal Certified", a product must meet the criteria as listed in the rule.
  - ✦ Products covered by Green Seal Certification include such items as Printing/Writing Paper, Cleaning Products, Paper Towels/Napkins, Paints and Coatings, Newsprint, Food Prep products, Hand cleaners and soaps.
- **Ecologo**
  - ✦ Products covered by Ecologo Certification include such items as Heating/Cooling Systems, Hot Water Tanks, Boilers, Office Machines, various papers, towels, bags, laundry and other cleaning products, food containers, carpet care products.
- **Energy Star**
  - ✦ Products qualified under Energy Star include such items as appliances, air conditioners, water coolers, boilers, telephony, audio/video, televisions, computers, imaging equipment, displays, light fixtures, vending machines.
- **WaterSense**
  - ✦ Products qualified under WaterSense include such items as Lavatory Faucets, Tank Type Toilets, Flushing Urinals, Showerheads
- **EPA Comprehensive Procurement Guidelines (Paper)**
  - ✦ Products covered by EPA CPG for Paper include items such as commercial sanitary tissue products, bathroom tissue, paper towels, paper napkins, facial tissue, general purpose industrial wipes, paperboard and packaging products: boxes and mailers, Tray Liners
- **EPA Designed for the Environment**
- **USDA Biopreferred**

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## SDezBuy Catalog Update

by Linda Van De Rostyne

The purpose of this ongoing article is to keep you informed about SDezBuy catalog additions and changes. Here is a list of the State contracts we currently have loaded in either a hosted or punchout catalog. We will also have this information on SNAP under the Finance tab in the Finance Business Forms channel where all other purchasing forms are kept for convenient reference.

<u>STATE CONTRACT TITLE</u>	<u>SUPPLIER</u>	<u>CATALOG TYPE</u>	<u>STATE CONTRACT</u>
AC/FURNACE FILTERS	KBAK dba Aire Filter Products	Hosted	15828
AC/FURNACE FILTERS	Total Filtration Services	Hosted	15824
AUDIO/VIDEO EQUIPMENT	Troxell Communication	Hosted	16014
BATTERIES	Brown & Saenger	Punchout	15594
BATTERIES	Wholesale Electronics Inc	Hosted	15593
CLEANING PRODUCTS	Chemco	Hosted	15985
CLEANING PRODUCTS	Cole Paper	Hosted	15986
CLEANING PRODUCTS	Heartland Paper	Hosted	15987
CLEANING PRODUCTS	Northland Chemical Corp.	Hosted	15989
CLEANING PRODUCTS	Hillyard	Hosted	15988
ELECTRICAL LAMPS ANNUAL	Crescent Electric	Hosted	15783
ELECTRICAL LAMPS ANNUAL	Graybar Electric	Hosted	15785
ELECTRICAL LAMPS ANNUAL	Voss Lighting	Hosted	15787
DISPOSABLE MED SUPPLIES	Kreisers	Hosted	15591
HP INKJET AND TONER CARTRIDGES FOR PRINTERS	CNI Officesupplies	Hosted	15925
OFFICE SUPPLIES	Brown & Saenger	Punchout	15781
PAPER AND PLASTICS ANNUAL	Brown & Saenger	Punchout	15932
PAPER AND PLASTICS ANNUAL	Chemco	Hosted	15934
PAPER AND PLASTICS ANNUAL	Cole Papers	Hosted	15935
PAPER AND PLASTICS ANNUAL	Heartland Paper	Hosted	15936
PAPER AND PLASTICS ANNUAL	Hillyard	Hosted	15937
PAPER AND PLASTICS ANNUAL	Interboro Pkg Corp	Hosted	15938
TELEPHONE EQUIPMENT & SUPPLIES	Graybar Electric	Hosted	15978
TELEPHONE EQUIPMENT & SUPPLIES	Wholesale Electronics, Inc.	Hosted	15980
UNINTERRUPTIBLE POWER SUPPLIES	Wholesale Electronics, Inc.	Hosted	14379

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# UPP Members

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# UPP Member Spotlight!

**Sandy Fischer is Director of Business Services**  
South Dakota School of Mines and Technology



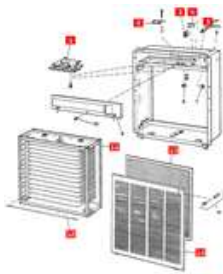
Sandy Fischer is the Director of Business Services for South Dakota School of Mines and Technology (SDSM&T). She attended SDSM&T, and then started working in the Business Office in 1972. Sandy became the Director of Business Services in 1985 and is currently the shared buyer for Maintenance, Repair and Operating Supplies for the SDBOR. She also handles the vendor approvals and security re-sets on the SDBOR Sourcing Manager (bidding) system. In addition to the purchasing duties, Sandy is also responsible for the Bookstore, Telecommunications, and Copiers and also oversees the Facilities and Dining Services as a contract administrator.

All of these duties would not be possible without the help of Jan Hargens, Assistant Director of Business Services and Pam Escott and Brenda DenOtter.

Sandy and her husband Dwight of 34 years have two daughters, Danielle (Todd) Wiebers, a Civil Engineer who lives on a ranch 30 miles East of Rapid City, raising cattle, chickens & llamas and two perfect granddaughters, Mary (9) and Portia (6). Carrie (Adam) Ohman is a graduate of BHSU and an insurance adjuster for Progressive Insurance in Rapid City.

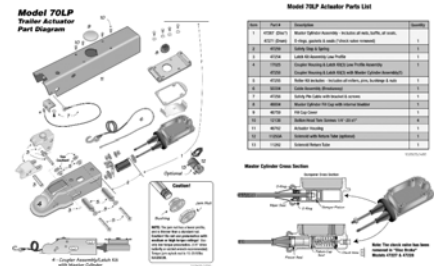
In her spare time Sandy likes to travel to car shows with her husband and family, reading, boating at Pactola Lake, playing with her Shih Tzu dogs and spending time with her family.

Sandy will be retiring after 38 ½ years at SDSM&T in June of 2011.



## Purchasing Repair Parts - Changes to SDCL 5-18

by: Earl Weisenburger,  
NSU/SDBOR Buyer Specialist



You may or may not be aware of this but on July 1, 2010 State Statute SDCL 5-18 changed. This change afforded us more flexibility in the area of "Repair Parts". Repair parts over the \$1000 limit can be purchased as exempt under statute SDCL 5-18A-22 Item (4) [any equipment repair contract].

The Office of Procurement Management (OPM) clarified that the exemption listed as "any equipment repair contract" includes "Purchase Orders" and repair parts fall under this exemption. You must first determine whether it is truly a repair part and not a new part for the SDBOR Buyers to decide how to handle the purchase. For instance a new blade or bucket for a Bobcat skid steer is NOT a repair part, but buying a gear or clutch part to fix the transmission of the Bobcat is and would be considered exempt.

SDBOR Buyers are requesting that you make note in the "Internal Notes" of a requisition that your request is a "Repair Part" to help us identify these purchases and follow the exempt status. This should help with quicker turn around and less hassle of your request. One or more quotes including shipping and specifications for the repair part needs to be attached to your requisition in SDezBuy. In some cases the SDBOR Buyer may still bid the request if there is competition or a large quantity.

If you have any concerns you should contact your campus purchasing office or the Shared Buyer for the commodity in which the item falls under.

## Introduction to Assign Cart Functionality in SDezBuy

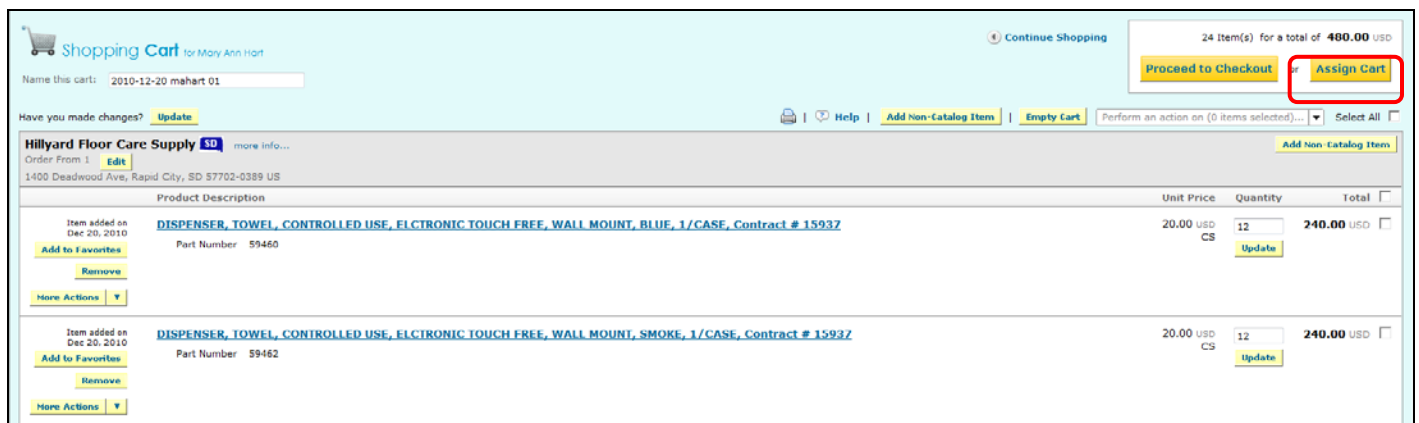
by Linda Van De Rostyne

The Assign Cart feature in SDezBuy allows users to be able to “shop” the catalogs or enter a non-catalog item cart and then assign the cart to another user to complete the requisition sections. In this way, not all users will need to be knowledgeable about the Banner finance application. Users with the Assign Cart permission can also be set up to enter their own shipping address, buyer, account and commodity codes or have these fields default in from the user’s profile. If the assigner has quotes or forms they need to attach to the requisition, they have that capability too.

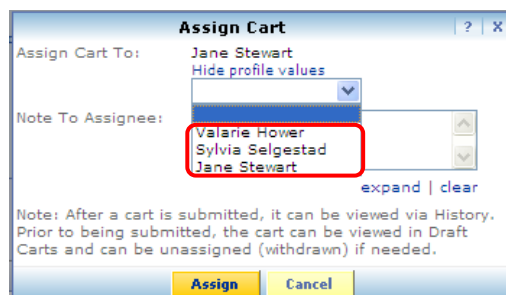
Once the user/assigner has assigned the cart to their assignee, the assignee becomes the “owner” and can make changes to the cart such as entering the FOAPAL and Commodity Code as examples.

The University of South Dakota has just implemented Assign Cart with their Facilities Management department. This feature has made their purchasing of goods and services more efficient by eliminating the double data entry of the past. It has become more efficient for the purchasing staff as well, as fewer orders are being returned because they are using the catalogs from the start of the order. Northern State University (NSU) Math & Science, Computer Center & Media Services and Grounds department have been using this feature for several months and their users report that they really like shopping using the Hosted and Punchout Catalogs.

Users with the Assign Cart functionality click on the **Assign Cart** button and assign the cart to their Super User or other Banner trained staff.



The Assignee is set up in the Assigner’s profile. Backup Assignees can also be added to the profile.



If you feel that your department could benefit from the Assign Cart functionality, please contact your local purchasing office.

## **Procuring Environmentally Preferable Products** *(Continued from Page 1)*

### **Purchasing Paper Products and Printing**

The vendor must provide environmentally preferable paper products that meet one of the following criteria.

- (1) Green Seal certified as defined in ARSD 10:02:05:04;
- (2) Ecologo certified as defined in ARSD 10:02:05:05; or
- (3) Comply with the minimum requirements for recycled content as published in the United States Environmental Protection Agency Comprehensive Procurement Guidelines, Buy-Recycled Series, Paper Products, October 2007.

The vendor may offer lower cost alternative paper products that do not meet one of the listed requirements, as long as all other specification requirements are met. The State may consider the alternative products for award if it is apparent that no product is available that meets any of the stated requirements or if the environmentally preferable paper product does not exceed the price of the alternate product by more than five percent.

State printing projects shall include the statement "Printed on Recycled Paper" unless a waiver has been granted allowing the use of virgin paper stock.

### **Purchasing Cleaning and Maintenance Products**

All cleaning and maintenance products shall meet one of the following criteria:

- (1) Green Seal Certified
- (2) EcoLogo Certified
- (3) EPA Designed for the Environment Designation
- (4) Biobased Using ASTM Method D6866 or included in the USDA BioPreferred Catalog
- (5) Certified as meeting any of the above criteria through independent third party testing (if approved).

EPA regulated (FIFRA) and registered disinfectants and sanitizers are exempt from the above criteria if necessary to protect public health.

### **Purchasing Energy Consuming Products**

All energy consuming products shall meet one of the following criteria:

- (1) Energy Star Qualified
- (2) Green Seal Certified
- (3) EcoLogo Certified

Energy consuming products included in a new construction or renovation project designed to meet high performance green building standards are compliant with this requirement.

### **Purchasing Water Consuming Products**

All water consuming products shall meet one of the following criteria:

- (1) WaterSense Qualified
- (2) EcoLogo Certified

Water consuming products included in a new construction or renovation project designed to meet high performance green building standards are compliant with this requirement.

### **Waiver of Requirements to Purchase EP Products**

Head of agency may submit written request to OPM

- Justify use of virgin paper stock as alternative to recycled content paper.
- Agency's facilities director must document reasons for purchasing alternate cleaning and maintenance products.
- Document that no energy efficient product is reasonably available that meets the agency's needs or is cost effective over the life of the product, taking energy savings into account.
- Document that no water efficient product is reasonably available that meets the agency's needs or is cost effective over the life of the product, taking water savings into account.

Waiver request does not need to be submitted to OPM for project under control of the State Engineer.

OPM shall waive the requirement if after reviewing sealed bids or proposals it is evident that no qualifying product is available. Please contact your local purchasing office for a copy of the Waiver form.

**Links to Environmentally Preferred Products/Rules:**

Link to rules: <http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=10:02:05> This site also provides definitions for Greenseal, Ecologo, Energy Star and WaterSense.

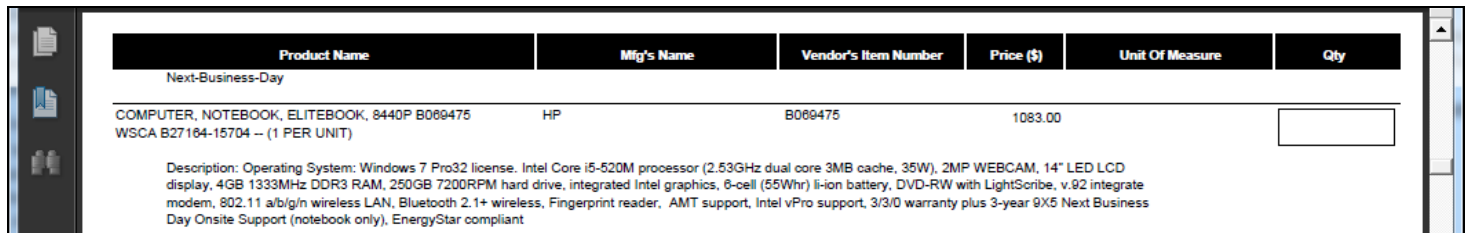
- [www.greenseal.org](http://www.greenseal.org)
- [www.ecologo.org](http://www.ecologo.org)
- [www.energystar.gov](http://www.energystar.gov)

- EPA Comprehensive Procurement Guidelines for Paper: <http://www.epa.gov/wastes/conserve/tools/cpg/pdf/paper.pdf>
- USDA Biopreferred - <http://www.biopreferred.gov>
- EPA Design for the Environment - <http://www.epa.gov/dfe/>
- EPA WaterSense - <http://www.epa.gov/watersense/>

**Selecting the Carepack for HP Standard Configurations in SDezBuy**

The HP punchout now has the state standards configurations list unbundled without the carepack. This allows the user to choose the best carepack option for their situation; on-site service, on-site service with ADP (Accidental Damage and Protection) for 3 years, or on-site service with ADP for 4 years.

To find this item that is on the State Contracts website, for example:



1. Go to the punchout and click on **State Specials Notebooks**. (Do not search by Vendor’s Item Number)
2. Click on **HP 8440p Notebood w/Win 7**. The system and the three (3) possible carepack options are listed under Options.
3. Click in the checkbox to the left of the appropriate **carepack** for the order and any other options to go with the system. The total cost will automatically calculate.
4. Click on **Add to Cart**. The system will show this as a “bundle” and both lines will appear on the requisition.

Please see below how the options are broken out.

Vendors Item Number from OPM State Contract’s website	Product Description	Optional Carepacks
<b>B069475</b>	HP Elitebook 8440p BZ057US#ABA	U4414E HP 3y Nbd Onsite UC279E HP 3y Nbd Onsite with ADP UC284E HP 4y Nbd Onsite with ADP
<b>B633874</b>	HP Elitebook 2540p QK016US#ABA	U4414E HP 3y Nbd Onsite UC279E HP 3y Nbd Onsite with ADP UC284E HP 4y Nbd Onsite with ADP
<b>B025701</b>	HP Elitebook 2740p QK017US#ABA	UC279E HP 3y Nbd Onsite with ADP (\$99) UC284E HP 4y Nbd Onsite with ADP (\$179)
<b>B555878</b>	HP Elitebook 2740p w/docking station QK018US#ABA	UC279E HP 3y Nbd Onsite with ADP (\$99) UC284E HP 4y Nbd Onsite with ADP (\$179)
<b>B633873</b>	SRP/EliteBook 8540p BR075US#ABA	U4414E HP 3y Nbd Onsite UC279E HP 3y Nbd Onsite with ADP UC284E HP 4y Nbd Onsite with ADP