

BUY the way

Your Source for Green Ideas and Golden Savings at CSU

A Message From The Director



Season's Greetings, and welcome to the Department of Procurement & Contracting Services (PCS) e-newsletter,

"Buy the Way." This periodical is designed to keep you, our clients and constituents, better informed about what's going on in the world of procurement and contracting for CSU. As you'll see inside, PCS has undergone big changes this year, and we're excited to be able to provide new programs, policy updates, and opportunities for savings. In the coming months we will focus on customer service initiatives to help you make your purchasing experiences better, faster and more cost effective.

These changes include:

- A new department organizational model. Purchasing Agents are now aligned with one another, and with you, in campus services teams. They will be making site visits to meet with department staff, discuss your current and upcoming needs, and help plan ahead for significant procurements. This will help us be better prepared with market research, opportunities for consolidated spending of precious

budget dollars, and pre-planning to launch your documented quote, invitation for bids, RFP or other acquisition effort.

- Our new CSU Vendor Fairs bring suppliers and service providers to you to display and demonstrate their products and services and match them to your needs. The first Vendor Fair, the CSU Green Market, was a huge success and it was exciting to see you all there. Save the date for the next one—the CSU Small Business Supplier Showcase on February 24, 2009. Did you know that 95% of all U.S. businesses are small businesses?

- Our successful launch of SciQuest, the e-Procurement system for CSU. Soon SciQuest will integrate with Kuali, the University's new financial records system, for a seamless procure-to-pay experience.

On behalf of the entire PCS Department, thanks for reading, and we look forward to seeing you in the new year!




Bob Schur
Director, Procurement &
Contracting Services



HP's Planet Partners Program is here!

Hewlett Packard, Procurement and Contracting Services, Central Receiving and ASCSU Environmental Affairs have teamed up to bring the Planet Partners Program to Colorado State University. The purpose of the Planet Partners Program is to give the campus community a simple, convenient way to recycle HP OEM (original equipment manufacturer) cartridges on campus by dropping them into departmental mail bins or by dropping them into bins strategically located on campus. The program only covers newly manufactured HP cartridges; however, PCS is working to procure a vendor to handle remanufactured cartridges.

By recycling the cartridges directly with HP through the Planet Partners Program, Colorado State University can ensure cartridges returned through the Program will NOT end up in the landfill. Additionally, the University will get points to use towards future purchases of Energy Star compliant printers.


For complete program information including specifics on how to recycle your HP OEM cartridges. Please visit http://www.purchasing.colostate.edu/pages/planet_partners.asp 

PCS Staff Highlights


PCS welcomes:

Elizabeth Kelly as the University's new Procurement Contracts Manager. Elizabeth will manage the department's contract workflow, assist the Director of PCS in handling contract review, negotiations and approval, and assist the department's Purchasing Agents with contract-related matters. Before joining CSU, Elizabeth worked as an attorney and mediator in private practice and in other capacities in health and human services settings. Elizabeth can be reached by phone at 970-491-6166 or by email Elizabeth.Kelly@ColoState.Edu

Carol Guy as the Contracts Manager for Facilities Management. Carol has a background in business management and accounting and earned her Bachelor's Degree in Business Administration from Arizona State University. She started working in PCS in April 2008 as Interim Contracts Manager and was recently hired as Facilities / Construction Contracts Manager. Her role is to assist Project Managers and Facilities Staff with their contracts. Carol has been a CSU employee since 2005 and previously worked in Business and Financial Services. Carol and her family moved from Arizona to the


Fort Collins area in 2005. Carol is also a proud mom of a CSU freshman. Carol can be reached by phone at 970-491-0161 or e-mail Carol.Guy@ColoState.Edu. 

Supplier Showcase: February 24, 2009

Procurement and Contracting Services is hosting the first ever Small Business Supplier Showcase on February 24, 2009 in the main ballroom of the Lory Student Center. The Small Business Supplier Showcase will highlight vendors who are classified "small business" and who do not have University contracts. Come show your support for the small business community! For more information, visit www.purchasing.colostate.edu. 

Did You Know?



A family of four would need a 1.5 ton truck to haul away the paper they use in one year. United Airlines has the capacity to handle 300 tons of mail and freight per day at DIA. At that rate, it would take United 13.8 years to haul all the paper products used in Colorado each year. 

UPDATE: SciQuest Drug Orders

If you order any type of drugs on the SciQuest system for your department, please note our updated requisition information layout:

- Use the **Controlled Drug Form ONLY** for narcotic or schedule 2 to 5 drugs.
- **DO NOT** use the Controlled Drug Form for non-narcotic drugs, such as IV solutions, injectables or oral drugs. These non-narcotic drugs can be entered on a standard Purchase Requisition Request – and it's easier!
- If you are ordering drugs from Cardinal, use the vendor **Cardinal Health Solutions Inc.** at **Address 10** in Denver. This vendor selection will automatically route the SciQuest Purchase Requisition to Procurement and Contracting Services for prompt order assistance.

Thank you for helping us to ensure accurate use of the SciQuest system and documentation for future audits! 