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News from the Office of Procurement and Contracting Services

Fiscal Year 2009 Deadlines

Deadlines for processing purchase requisitions, contract/purchase order renewals and new fiscal year contracts/purchase orders are now available. Please visit <http://www.purchasing.colostate.edu/> for detailed information.

The fiscal year deadlines specific to Colorado Correctional Industries are fast approaching. The deadlines are anywhere from April 21 to June 2, 2009 depending on product. Please contact Farrah Bustamante for specifics. ✂

Colorado Contract Management System (SB-228)

Senate Bill 07-228, enacted as C.R.S. §§ 24-102-205, 24-102-206, 24-103.5-101, and 24-105-102, requires the Colorado Department of Personnel and Administration develop and implement a Statewide Contract Management System.

Beginning July 1, 2009, any new personal services contracts (including construction contracts) of \$100,000 or more must be entered into the web-based Contract Management System (CMS) to monitor and evaluate the contractor's performance.

Procurement and Contracting Services' (PCS) Contract Managers, Elizabeth Kelly (Procurement) and Carol Guy (Construction) will administer the Contract Management System at CSU in cooperation with department level staff, who will be responsible for contractor monitoring during the term of the contract, interim performance reviews, and final evaluation reports for the CMS.

Additional information and

training will be made available to CSU staff prior to implementation as PCS receives additional information and training from the State. Updates will be posted on PCS' website so please check there and / or feel free to contact Elizabeth or Carol with any questions.

Procurement Contracts Manager:
Elizabeth Kelly @ 1-6166,
Elizabeth.Kelly@ColoState.Edu

Construction Contracts Manager:
Carol Guy @ 1-0161,
Carol.Guy@ColoState.Edu ✂

Interested in saving money on your scientific maintenance agreements?

Service Underwriters presentations are occurring across campus to promote cost savings on service contracts for CSU equipment. OEM or alternative service agreements are available at cost savings of 15 % or greater, including support for Lab and Medical equipment, Library systems, office equipment, and more. Watch for departmental meetings coming to your area soon to save cost on matching services.

Please contact Procurement and Contracting Services for more information. ✂

Modifying or Closing Existing Purchase Orders

CIS/FRS "P" series, where department receives a blue hardcopy: Send an Email to the purchasing agent on the order. Include the purchase order number, vendor name, and steps you want taken.

SciQuest "S" and "G" series:

Where the total order is \$5,000 or more, or is for controlled or hazardous substances, send an email to the Purchasing Agent for that material or service. Include the purchase order number, vendor name, and steps you want taken.

If the order is under \$5,000, send an Email to John.Swaro@ColoState.Edu. Include the purchase order number, vendor name, and steps you want taken.

The names of Purchasing Agents and their areas of expertise are on the Purchasing website under the heading "Commodities." The website link is:

<http://www.purchasing.colostate.edu/> ✂

HP's Planet Partners Program-Update!

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, campus departments can apply for FREE Energy Star compliant printers.

For complete program information including specifics on how to recycle your HP cartridges and apply for the free printers, please visit http://www.purchasing.colostate.edu/pages/planet_partners.asp

Questions? Please contact Farrah Bustamante. ✨

Planet Partners Program Awards Four Free Printers



Hewlett Packard, Procurement and Contracting Services, Central Receiving and ASCSU Environmental Affairs are proud to announce the Planet Partners Program has given away its first free Energy Star compliant printers. The lucky recipients include Jim Cox, College of Natural Sciences, John Dzubera, Statistics, College of Natural Sciences and David Anderson, Colorado Natural Heritage Program.

Applications submitted to the Planet Partners program for the free printers are processed on a first come, first served basis. Free printers will be awarded as new printers become available. ✨

Kuali Financial System is fast approaching!

Business and Financial Services is kicking off the new Kuali Financial System on April 28, 2009. Please visit <http://kuali.colostate.edu/> for further information. ✨

Colorado Correctional Industries Account Representative



The campus has a new CCI Account Representative, Chris Brown. Chris can be reached by email at

cbrown@cijvp.com or by phone at 303-370-2182 (office) or at 720-203-3892 (cell). ✨

Pick up of General Air Cylinders

Contact Airgas Intermountain, Denton Thompson at 484-3680 concerning pickup of General Air Cylinders. Airgas will pick up General Air cylinders and transport them to Central Receiving where they are being consolidated. Once we have a "truck load"; General Air is called to come and pick them up. You may be placed on a schedule. Questions? Please contact Bob Hendon at 1-6538. ✨

Did you know?



14 plastic bags contain enough petroleum to drive a car a mile. Zero paper bags biodegrade in landfills due to a lack of oxygen. Do your part to save the planet - use reusable grocery bags. ✨