
Monthly Campus Buyers Meeting
August 5, 2015, 1:30 – 3:00 pm
KL 232 – Chancellor’s Conference Room

Procurement Services Department Attendees:

Karen Meade, Meagan Torres, Terry Thun, Stephanie Shafer, Todd Harris, Kristi Morales

Guest Speaker:

Gabe Edwards, Software Acquisition Coordinator, UCM Information Technology

1. Welcome and Introductions

Karen Meade opened the meeting at 1:30 pm and welcomed all. Attendees introduced themselves.

2. Using JourneyEd and other IT Software Purchases

Meagan introduced the topic of software purchases and informed all that there is a web portal (www.journeyed.com/ucmerced) for buyers to use to make it easier for them to purchase software items not available via the campuswide Blanket Purchase Order with SHI (Software House International). It’s a changing area and buyers will be kept up-to-date. She emphasized that click through agreements are not always acceptable as the terms and conditions often violate Regental policy.

Gabe Edwards, Software Acquisition Coordinator from Information Technology, was introduced to the attendees. Gabe is the contact person if buyers have any questions regarding software purchases or the buyers can go to the IT Help Desk (helpdesk@ucmerced.edu or x4357) for assistance. Gabe discussed the following topics:

- a. For purchasing software, go to the IT Website <http://it.ucmerced.edu/software> to see all services and follow the directions on the site.

- b. SHI:

What software is available from SHI? Office, Acrobat Pro, Sophos Anti-Virus. These software products are site licensed and Information Technology will issue the license to your department. For these purchases, email or call Gabe at gedwards@ucmerced.edu or 209-228-7638, respectively.

- c. JourneyEd:

Step 3 on the <http://it.ucmerced.edu/software> website is for a software page for JourneyEd, www.JourneyEd.com/ucmerced. (Professors, students, and staff can use this site for personal use also – Select use “Personal Funds”.) For business purchases, use an FAU number and follow the steps to checkout:

- 1) Gabe Edwards will receive the notification that there is a software purchase pending.
- 2) Gabe will check with the MSO for verification of funding and approval to charge the FAU for the software purchase.
- 3) Once approval from the MSO is obtained the software will be released for purchase.
- 4) The faculty will receive notification that the software is ready for download.

JourneyEd.com provides a place for you to purchase “off the shelf” software, such as Adobe Creative Suite. If JourneyEd.com does not have your desired software, submit a completed Software request form to the Help Desk and the Software Team will start working on it right away.

Gabe stated that JourneyEd is a fantastic vendor and are really happy to work with us. If they get a request for software more than once, they will research it and add it to the catalog. They will send an email when they get the order and another email when software is sent or ready for download.

If you have any questions about licensing, email or call Gabe at gedwards@ucmerced.edu or 209-228-7638, respectively.

d. Amazon Web Services (AWS)

AWS is an “Infrastructure as a Service”. Faculty can tell them what they want and AWS can tell faculty what it will cost. They will be billed monthly. Contact the Help Desk to request this service.

3. Prevailing Wages

Stephanie introduced highlights of a UCOP training regarding administrative requirements to comply with CA Senate Bill SB854. The State of California Department of Industrial Relations (DIR) sets prevailing wages for public works projects. Public works projects are any work paid in whole or in part with public funds. Projects over \$1,000 are reported by Procurement Services to DIR to ensure Contractor compliance. When requesting quotes/bids, we must:

- Notify suppliers of DIR registration requirement
- Not accept bids over \$1,000 that do not have a current DIR number

Attached is the presentation Stephanie reviewed which contains helpful websites and more information. UCOP will offer a deeper overview of this topic on August 27th. Send questions to Stephanie Shafer at sshafer2@ucmerced.edu with subject line: PW question.

4. PCard Updates

Terry had a conversation with US Bank and found out that there is an easier way to manage PCards. Currently PCards have open Merchant Category Codes added to the cards. The cards will be changed to add only restricted Merchant Category Codes. This will allow the cards to be used for more suppliers. At this time, we do not have a firm start date for the change, but updates will be provided.

There has been a lot of fraud lately and PAYPAL is stopping a lot of purchases. Contact Terry or Jackie if your card is declined and they will let you know if a declined purchase is due to US Bank or PAYPAL and what steps may be taken.

5. Increased Limit for Unauthorized Purchases

Karen was thinking of moving the approval authority for unauthorized purchases to department buyers up to \$4,999.99 (except for those purchases falling under the "Special Purchases and/or Restricted Items from Low Value Department Orders" list). This would mean the department is the office of record and the responsible party, and therefore, would review and approve unauthorized purchases. A copy of the completed Unauthorized Purchase form would still need to be sent to Procurement Services, however, as the violations must still be logged and reported to the Ethics and Compliance Program Management Council. We are looking for feedback from departments. The department buyers present at the meeting stated that they are not comfortable with this. The buyers feel that Procurement Services review/approval is adding value to the process.

6. Steelcase Presentation

Stephanie mentioned that a Steelcase presentation/visit has been tentatively scheduled in September. There was not much interest from attendees in participating.

(Update since meeting: A Steelcase presentation/visit has been scheduled for September 25, 2015 from 11:00 a.m. – 12:30 p.m. on Campus in Room KL 232 so staff has the opportunity to address concerns and learn more how best to use UCM's contract with Steelcase. Please RSVP to Stephanie Shafer if you would like to attend at sshafer2@ucmerced.edu.)

Karen Meade called the meeting to an end at 3 pm.

Minutes prepared by Lori Callaway.