



THE UNIVERSITY OF ARIZONA[®] PROCUREMENT AND CONTRACTING SERVICES

CONTRACTING / PRINTING & GRAPHIC SERVICES / PURCHASING / RECEIVING
SMALL BUSINESS SUPPLIER DIVERSITY / STORES / SURPLUS PROPERTY

NOVEMBER / DECEMBER 2004 VOLUME 200

LETTER FROM THE DIRECTOR

DEAR COLLEAGUE,

“Whatever It Takes” – Just a tag line or reality?

One of the first things we did in PACS after my arrival three and a half years ago was to come up with a tag line that described the core values we espouse in this department. We came up with the phrase, “Whatever It Takes.” It is easy to create a tag line but takes consistent effort to live by it. I can state with great confidence that we try every day to live up to the expectations created by this phrase. I would like to give some examples of what we have done in PACS to demonstrate that this is more than a trite line and really goes to the core of how we operate on a daily basis in our department.

In our Contract Purchasing area we always try to approach requests from the standpoint of what the requestor wants and how we can make it happen. This means that we have to find solutions to needs rather than to simply force every unique request into a processing factory with a one-size-fits-all mentality. We understand clearly the mission of the University and our role within that mission. It is to facilitate the acquisition process in a way that gets the products and services in the hands of principal investigators, faculty, and departmental staff in a timely fashion so they can spend their time conducting research, teaching, and achieving their departmental objectives. Most transactions fit comfortably within the standard operating procedures, but some do not; and we stand ready to find solutions to the uncommon requests in a manner that addresses our fiduciary responsibilities while finding unique solutions to unique challenges. Our buyers spend a significant amount of time assisting requestors in documenting requirements in a way that protects the individual and the institution.

We created a very unique group within the department that is tasked solely with the responsibility of identifying customer needs and finding solutions. This is our Marketing Group. They provide individualized education and training on our contracts and services and also relay information to the appropriate parties in the department on what they can do to better serve customers’ needs. In alignment with this aspect of our department, Ernie Webster, our Diversity Supplier Manager, meets daily with vendors to acquaint them with the campus community and directs them to those departments for which their products might be of most value.

We have begun to roll out Arizona BuyWays, our e-procurement tool that will dramatically reduce the process

time for ordering common products while offering robust online workflow to assure proper controls at the account level.

Our training staff has trained well over 1,000 individuals this past year using a variety of methods – scheduled group classes, individual instruction, and even web-conferencing. Jodie North provides her expertise on the FRS OLR/dPR Helpline while Lucy Soriano conducts classes on Beginning OLR. Rob McMullen instructs on Purchasing Policies and Procedures; Chris Blakely has the answers on the Arizona Buyways E-Commerce Helpline; and Patty Taylor, Dureen Burg, and Misty McCormick provide guidance regarding the P-card. Misty conducted three P-card summer schools which were attended by approximately 100 people in each session.

We are currently investing a significant amount of money to develop a very robust surplus property program that will allow for online submissions, streamlined processing and online auctions, just to name a few. This program should be ready to roll out early next year.

Our receiving and delivery staff goes out of their way to deliver your goods and services within 24 hours of receipt and strives always to do so efficiently and with a smile. They represent our front line of customer service and do an incredible job.

Printing and Graphics has evolved into a one-stop shop by initiating a wide variety of printing contracts to address every customer need through a single order point. They are working very hard to build trust among campus printing users.

There may be times when our staff has to say, “No,” but even then it is only done for the purpose of protecting the University and the requestor from heading down a path that could cause problems or embarrassment.

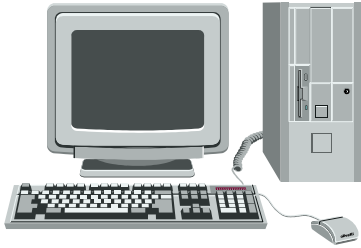
We may not always succeed in demonstrating this core value of our department but will state with great confidence and pride that we try every day to live up to our tag line, “Whatever It Takes.”

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephen G. Mack'.

Stephen G. Mack, C.P.M.
Director

ALLIANCES DESERVE CAMPUS SUPPORT



As many of you are aware, the Procurement and Contracting Services department initiated the formation of “Strategic Alliances” in several major product categories over the past 18 months. Alliance initiatives were started in the areas of wireless communication, document production, and computers/technology. As of today, the wireless initiative is “up and running” with Alltel being selected as the alliance partner. The other two initiatives are nearing campus roll-out, as we are in final contracting stages in document production with HP/Ikon and Xerox, and with

Gateway in the computer/technology initiative. The structure of these alliances has resulted in our University receiving many benefits in addition to what one usually thinks of in the purchasing arena- “good pricing.” Each alliance noted will bring additional value to our University in the form of various new sponsorships and initiatives. Student initiatives, along with initiatives in the areas of education, research, and product testing will produce a tangible benefit to our University. The alliances also bring benefits to our University in the areas of various grant programs, training/professional development, marketing strategies, tech refresh, service/support, and E-procurement. As you can see, our University is realizing a broad range of benefits as a result of these alliances.

These alliances and the benefits our University will derive from them are the result of much time and effort from your colleagues here at the University and support from our vendor community. The individuals that were involved in the three alliance processes to date came from all across campus. Each and every committee member took his or her role in the process very seriously, spending many hours in proposal review, determining and meeting with finalists, and holding serious discussions prior to making a final award recommendation. All the while, the focus has been on what is best for our University.

The vendor interest in all cases was strong. On several occasions we heard that this was a “ground breaking” process in which our vendors were excited to be participating. Our entire vendor community is to be applauded for their participation. Each of the alliances had a good number of proposals for your colleagues to analyze and evaluate. The vendors appreciated the aspect of the alliances in which building a relationship that resulted in mutual benefits to both the University and the vendor was imperative. For this reason, our Procurement and Contracting staff will encourage participation in the alliances through support of the vendors noted above. Campus participation and support of the alliances is not mandatory, we realize there may be times when non-participation may be reasonable, or even necessary. However, by noting the efforts made by many of your colleagues on our campus, the efforts by our vendors during the process, and many of the benefits our University will realize through these efforts, we hope that your desire to support these alliances will grow and you will encourage others on campus to do the same. The positive results of these efforts are only described above. Through your support, they will be felt in the coming months and years by our entire campus community. Thanks!



Tom Fiebiger C.P.M.
Senior Buyer-Procurement and Contracting Services

STORES BLANKET VENDORS

ADDITIONS: NOVEMBER / DECEMBER 2004

Vendor Name	Vendor Address	Phone #	PO #	Commodity
American Printing Inc. (formerly Owl Printing)	413 E. 5 th St.	624-0151	958206	Printing, reproductions, and graphics
Bob's Neon Sign Co.	313 W. Alturas	623-7078	958205	Interior or exterior signage, banner fabrication and installation (neon not allowed on blanket PO)
Seville Cleaners	1743 E. Prince	320-1710	958204	Dry cleaning and laundry

CHANGES: NOVEMBER / DECEMBER 2004

Vendor Name	Change made to Vendor
Centric Photo Processing	New address: 3244 E. Speedway
Owl Printing	No longer a Stores vendor

PACS REFERENCE GUIDE

	Telephone	Fax
Purchasing Office	621-1747	621-5179
Contracting Office	626-3919	621-9847
Stores Accounting Customer Service	621-7305	621-1245
Purchasing Card Program	621-3288	621-1245
Supplier Diversity Program	621-2888	621-9847
Arizona Buyways E-Commerce Helpline	626-8979	-
FRS dPR/OLR Helpline	626-4000	-
<i>dPR Attachments - "Only" Fax No.</i>	-	626-8008
Stores (Warehouse) Operations		
Customer Service Line	621-7975	621-3533
AHSC Receiving	626-4051	626-8459
Central Receiving	621-3877	621-3196
Printing & Graphic Services	621-2571	621-6478
Surplus Property	621-1754	798-0719

Web Sites:

PACS Home Page Address:
http://w3.arizona.edu/~pacs/pacs_home.html

Purchasing Policy Manual:
<http://w3.arizona.edu/~pacs/purch/manual/manbeg.html>

Credit Card Problems:
<http://w3.arizona.edu/~pacs/purch/home.html>

Printing & Graphic Services:
<http://w3.arizona.edu/~pacs/printinggraphics/home.html>

Tips Newsletter:
http://w3.arizona.edu/~pacs/pacs_home.html

From the PACS Home Page you can "click" to see the individual home pages of all PACS areas.

HOW TO ACCESS TIPS NEWSLETTER

Tips can now be accessed online at the following website:
http://w3.arizona.edu/~pacs/pacs_home.html

Therefore, if you prefer viewing tips online and no longer wish to receive a paper copy in the mail, **please notify Georgeanne Tesi via email at gtesi@u.arizona.edu or fax at 621-6478.** She will remove your name from the mailing list. If you do nothing, you will continue to receive your copy in the mail.

To change your address:

Send a memo or email to Georgeanne Tesi indicating your old address as it now appears on the mailing label and provide her with your new address. Georgeanne's mailing address is:

Printing & Graphic Services
Attn: Georgeanne Tesi
Room 102, West Stadium

Procurement and Contracting Services Staff Directory 2004-2005

PURCHASING AND CONTRACTING
<http://w3.arizona.edu/~purch/pshome.html>
University Services Annex, Building 300A
Tucson, Arizona 85721

NAME	TITLE	PHONE	FAX	E-MAIL
Stephen Mack, C.P.M. <i>Lynn Geyer</i>	Director <i>Admin. Associate to Director</i>	621-5827 <i>621-3062</i>	621-5179 <i>621-5179</i>	macks@u.arizona.edu <i>lgeyer@u.arizona.edu</i>
Kirk Ketcham	Associate Director	621-9513	621-6478	ketcham@u.arizona.edu
Cyndy Caccavale	Assistant Director	621-3857	621-9847	caccavac@u.arizona.edu

BUSINESS OFFICE

Ruben Perez <i>Marisa Valdez</i>	Business Manager, Sr. <i>Administrative Associate</i>	621-3400 <i>626-2354</i>	626-5428 <i>626-5428</i>	rdp@u.arizona.edu <i>valdez@u.arizona.edu</i>
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SYSTEM OPERATIONS

OLR/dPR ATTACHMENTS "ONLY" FAX No.: 626-8008

FRS-OLR/dPR HELPLINE: 626-4000

ARIZONA BUYWAYS E-COMMERCE HELPLINE: 626-8979

Lucy Soriano <i>Laura Bonanno</i>	Supervisor/Ops. Coordinator <i>Office Specialist/front desk</i>	621-7631 <i>621-1747</i>	621-5179 <i>621-5179</i>	soriano@u.arizona.edu <i>llp@u.arizona.edu</i>
<i>Gail Hanson</i>	<i>Office Automation Specialist Sr.</i>	<i>621-5701</i>	<i>621-5179</i>	<i>ghanson@u.arizona.edu</i>
<i>Jodie North</i>	<i>Office Specialist</i>	<i>626-4829</i>	<i>621-5179</i>	<i>jodie@email.arizona.edu</i>
<i>Ivan Borbon</i>	<i>Student Employee</i>	<i>621-1748</i>	<i>621-5179</i>	<i>iborbon@email.arizona.edu</i>

SUPPLIER DIVERSITY PROGRAM

Ernie Webster <i>Diane Newman</i>	Supplier Diversity Manager <i>UA Mall Events Coordinator</i>	621-2888 <i>626-2630</i>	621-9847 <i>621-2545</i>	ewebster@u.arizona.edu <i>dnewman@u.arizona.edu</i>
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INFORMATION TECHNOLOGY

Dan Henkel <i>Thomas Starling</i>	Spt. Sys. Anlyst. Sr/Team Ldr <i>Ofc. Automation Specialist Sr.</i>	626-3483 <i>621-9515</i>	626-5428 <i>621-6478</i>	henkeld@u.arizona.edu <i>starling@u.arizona.edu</i>
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CONTRACTING

Irma Alvarado-Sipp <i>Ernette Leslie</i>	Contracts Adm./Team Leader <i>Administrative Associate</i>	621-0779 <i>626-3919</i>	621-9847 <i>621-9847</i>	alvaradi@u.arizona.edu <i>ecllesie@u.arizona.edu</i>
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BUYING TEAM 1 / CONTRACT PURCHASING

Gary Sapp	Manager of Purchasing	621-1721	626-0042	gsapp@u.arizona.edu
Ted Nasser, C.P.M.	Buyer Sr./Coordinator	621-5449	621-5179	enasser@u.arizona.edu
Mark Fastje, C.P.M.	Buyer Sr.	621-5447	626-3697	mfastje@arizona.edu
Tom Fiebiger, C.P.M.	Buyer Sr.	621-5933	621-6602	fiebiger@u.arizona.edu
Sue Lockwood	Buyer Sr.	626-5603	621-5179	slock@arizona.edu
Rob McMullen, C.P.M.	Buyer Sr.	621-3067	621-5179	rmcmulle@u.arizona.edu

BUYING TEAM 2 / E-PURCHASING**ARIZONA BUYWAYS E-COMMERCE HELP-LINE: 626-8979**

Patty Taylor	E-Purchasing Manager	621-3870	621-5179	ptaylor@u.arizona.edu
<i>Neil Schooling</i>	<i>E-Purchasing Project Manager</i>	<i>621-7315</i>	<i>621-1245</i>	<i>jnschool@u.arizona.edu</i>
Jeff Wilson	Program Coordinator/Team Leader	621-3097	621-5179	<i>jrwilson@u.arizona.edu</i>
K. Lynn Hosack	Accounting Assistant/Front Desk	621-7305	621-1245	klhosack@u.arizona.edu
Samuel Hager	Accounting Assistant Sr.	621-5932	621-1245	shager@email.arizona.edu
Zoila Vasquez	Accounting Assistant Sr.	621-3925	621-1245	vasquezz@email.arizona.edu
Chris Blakley	E-Purchasing Administrator	621-7306	621-1245	blakleyc@u.arizona.edu
Lucy Duvall	E-Purchasing Coordinator	626-8816	621-1245	lduvall@u.arizona.edu
Dawn Butz	Buyer	626-6712	621-5179	ddbutz@u.arizona.edu
Denise Puella	Buyer	621-3871	621-6957	denisep@u.arizona.edu
Lila Sorensen	Buyer Associate	626-3538	626-2179	lilas@email/arizona.edu
Gloria Zimmerschied	Buyer Associate	626-7926	626-2179	gloriaz@email.arizona.edu

PURCHASING CARD PROGRAM

Misty McCormick	Purchasing Card Administrator	621-3288	621-1245	sandberm@u.arizona.edu
Dureen Berg	Purchasing Card Coordinator	621-3099	621-1245	dberg@email.arizona.edu

WAREHOUSE OPERATIONS
21st Street & Warren, Bldg 458, PO Box 210458

Kirk Ketcham	Assoc. Director Warehouse Operations/PPSS	621-9513	621-6478	ketcham@email.arizona.edu
Laurie Rodriguez	Warehouse Manager	621-3438	798-0719	laurier@u.arizona.edu
Herman Lopez	Program Coordinator	626-3564	621-3533	hglopez@u.arizona.edu

STORES PRODUCTION

Stewart Smith	Materials Supply Storekeeper	621-7975	621-3533	sjsmith@email.arizona.edu
Steven Ravicchio	Materials Supply Storekeeper	621-7975	621-3439	ravicchs@email.arizona.edu
Bill Lemaux	Materials Supply Storekeeper	621-7975	621-3533	lemaux@u.arizona.edu
Cliff Tarlton	Materials Handler Lead	621-7975	621-3533	ctarlton@u.arizona.edu
Tony Hartman	Materials Handler	621-7975	621-3533	
Donald Phifer	Custodian	621-7975	621-3533	

MARKETING

John Bentley, C.P.M.	Marketing Specialist Associate	626-7439	621-3439	bentleyj@u.arizona.edu
Todd Knoop	Marketing Specialist Associate	626-7439	621-3439	knoop@email.arizona.edu

CENTRAL RECEIVING/AHSC RECEIVING & DELIVERY

Fred Martinez	Materials Handler Supervisor	621-3890	621-3196	fredm@u.arizona.edu
Paul Tippett	Materials Handler Lead	621-3877	621-3196	ptippet@email.arizona.edu
Richard Torres	Materials Handler	621-3877	621-3196	rmtorres@u.arizona.edu
Dan Chandler	Materials Handler	621-3877	621-3196	chandler@u.arizona.edu
David Cadena	Office Specialist	621-3877	621-3196	dcadena@u.arizona.edu

AHSC RECEIVING

Mike Hawley	Materials Handler Lead	626-4051	626-8459	mhawley@u.arizona.edu
Oscar Canez	Materials Handler	626-4051	626-8459	opc@u.arizona.edu

DELIVERY

Johnny Rodriguez	Materials Handler Lead	621-3877	621-3196	Jsr2@u.arizona.edu
Tom Cota	Materials Handler	621-3877	621-3196	tcota@u.arizona.edu
Thomas Diday	Materials Handler	621-3877	621-3196	tdiday@u.arizona.edu
James Lucas	Materials Handler	621-3877	621-3196	jdlucas@u.arizona.edu
John Pernell	Materials Handler	621-3877	621-3196	jpernell@u.arizona.edu

SURPLUS PROPERTY

Oscar Jaramillo	Material Handling Supervisor Sr.	621-1754	798-0719	jaramilo@u.arizona.edu
Dan Garcia	Materials Handler Supervisor	621-1754	798-0719	
Cecilia Ortega	Administrative Assistant	621-1754	798-0719	cbortega@u.arizona.edu
Donald Barton	Materials Handler	621-1754	798-0719	
Reuben Beltran	Equipment Operator	621-1754	798-0719	
Shalleen Garcia	Office Specialist	621-1754	798-0719	shalleen@email.arizona.edu

PRINTING & GRAPHIC SERVICES
West Stadium Rm. 102, PO Box 210058

CUSTOMER SERVICE

Pat Machado	Administrative Assistant/Team Leader	621-9526	621-6478	almazanm@u.arizona.edu
Pat Salinas	Office Specialist/front desk	621-2571	621-6478	salinasp@u.arizona.edu
Karen Campasano	Office Specialist, Sr.	621-9514	621-6478	ksc1@email.arizona.edu
Paul Lee	Office Specialist Sr.	621-9516	621-6478	pelee@email.arizona.edu

MAILROOM

Georgeanne Tesi	Postal Services Supervisor	621-9522	621-6478	gtesi@u.arizona.edu
Steven Myers	Printing & Reproduction Svc. Spec.	621-9522	621-6478	smyers@u.arizona.edu
Lourdes Ogden	Printing & Reproduction Svc. Clerk	621-9522	621-6478	
Olga Espinoza	Printing & Equipment Operator, Sr.	621-9522	621-6478	

PRINTING SERVICES

Howie Zaslavsky	Printing & Repro. Svc. Supervisor	621-9520	621-6478	hjj@u.arizona.edu
Fay Colmenero	Printing & Reproduction Svc. Spec.	621-8603	621-6478	
Al Contreras, Sr	Printing & Reproduction Svc. Spec.	621-8603	621-6478	afcontre@email.arizona.edu
Bertha Morales	Printing Equipment Operator, Sr.	621-8603	621-6478	
Jim Pothour	Printing Equipment Operator, Sr.	621-8603	621-6478	
Edward Chadwick	Printing Equipment Operator	621-8603	621-6478	

GRAPHICS

Heather Sim	Graphic Designer	621-3858	621-6478	hrsim@u.arizona.edu
Todd Barlow	Graphic Designer	621-9518	621-6478	barlowt@u.arizona.edu

THE UNIVERSITY OF
ARIZONA®
PROCUREMENT AND
CONTRACTING SERVICES

Procurement and Contracting Services
University Services Annex
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PO Box 210300
Tucson AZ 85721-0300

THE PROPERTY MANAGEMENT TAG REQUEST FORM

The property Management Tag Request Form should be used to streamline the process for tagging property purchased using a Purchasing Card. Using the form will expedite the tagging process as well as assist Property Management in gathering all the necessary information from the department. The Enclosed form can be located on eforms at:

<http://uabis.arizona.edu/eforms/Launcher.asp?FormID=179>

or the PCard Web page at:

<http://w3.arizona.edu/~pacs/pcard/default.htm>

This form should be used to generate N-Tags using object codes 5720 (Inv. Noncap.Computers & Equipment) or 5730 (Inv. Noncap.Computers & Equipment, S/P) to generate D-Tags using 5750 (Fabrication Supplies) or to **add** to an existing A-Tag. Remember, capital equipment purchases are not allowed on the Purchasing Card.

If you have any questions, please contact Misty McCormick at 520/621-3288; sandberm@u.arizona.edu or Diane Dobbs at 520/621-8612; dobbsd@arizona.edu.

Thanks and have a great day!

PCard Transaction ID #: _____

Property Management Tag Request Form

The **Property Management Tag Request Form** is to be used in conjunction with the **Purchasing Card**. Complete this form for each purchase made via the PCard that requires an N-Tag, A-Tag or D-Tag. The following object codes should be used for reconciliation: **5720**, Inv. Noncap.Computers & Equipment; **5730**, Inv. Noncap.Computers & Equipment, S/P; **5750**, Fabrication Supplies.

Departmental Information

Department Name: _____ Dept. #: _____

Responsible Person: _____

Street Address: _____

Bldg Name/Room Number/Floor: _____

Asset Information

Asset Description: _____

Vendor: _____

Incorporate Into Existing Tag Number: _____ Manufacturer: _____

Quantity: _____ Model Number: _____

Dollar Amount: _____ Serial Number: _____

FRS Account Number: _____ Object Code: _____

Authorized Signature: _____ Date: _____

Please fax completed form & a copy of the invoice to Property Management at 520-621-9195

For Official Use Only:

Tag Number: _____ Approved by: _____ Date: _____