

January 2018

REMINDERS, UPDATES & NEWS

REMINDERS



Enrollment Services “Happy New Year” Potluck Breakfast is on Friday, January 12th at 8:00-9:00am in the Visitor Center.

Potluck sign-ups are online at: <http://www.perfectpotluck.com/meals.php?t=LSSS0434>



Gas Cards for UCSB Transportation Services Vehicle Rentals: When university-owned vehicles are rented through TPS, a “gas card” (credit card) is provided to use for fuel purchases while using the vehicle. Those cards should be used by UCSB travelers renting university vehicles through TPS because if not used, the department will be recharged a fee for not using the card. The fuel expenses charged on the gas card provided will be added and included in the amount of the recharge to the department for the vehicle rental.

UPDATES



UCSB Access Card Replacement Policy: Departments in Enrollment Services will cover the cost of the initial employee ID (Access) cards that are used as official UCSB Staff ID's and also for key card entry to authorized campus locations. It is our cluster policy that we will replace cards that have been damaged or expired. However, employees are responsible for purchasing replacements for lost cards.

NEWS



The policy governing the purchases of goods and services, BFB-BUS-43, underwent revision in response to the recent California State Audit of the University's Contracting Practices. Additional revisions were made to update the policy's provisions. Specific revisions to the policy include the following:

- Policy title change from Materiel Management to Purchases of Goods and Services; Supply Chain Management;
- Requires approval of exceptions to policy, and specifies who has approval authority;
- Updates the definitions relating to exceptions from the requirement to competitively bid goods and/or services contracts for more than \$100,000 annually;
- Encourages competitive bidding even when an exception applies and requires documentation of the decision to apply an exception;
- Requires approval when the University's template documents are not used;
- Encourages consultation with the Office of General Counsel if locations and their Public Records or Information Practices Coordinators receive Public Records Act requests during the course of a procurement process or after an RFP is cancelled;
- Adds a policy relating to debarring suppliers;
- Updates the dollar threshold applicable to Prevailing Wage Services;
- Adds new language limiting exceptions approval "after the fact" for Fair Wage/Fair Work contracts;
- Adds new language on contract maximum term: not to exceed ten years (including the initial term plus all amendments or renewals) unless an exception to policy is approved;
- Incorporates requirement that financial component be given at least 25 percent weight in Best Value evaluation method;
- Updates provisions pertaining to leases;
- Increases the low-value purchase ceiling for individual purchases from \$5,000 per transaction to \$10,000;
- Updates language applicable to purchases that are federally funded;
- Updates the policy's language and makes it consistent; and
- Removes duplicate language and outdated hyperlinks.

These policy revisions were effective as of November 17, 2017. You can find the revised policy at <http://policy.ucop.edu/doc/3220485/BFB-BUS-43>. If you have any questions, please send an email to email Jennifer Lofthus at: JenniferLofthus@ucsb.edu

Enrollment Services Administrative Unit
<http://www.sa.ucsb.edu/enrollment-services/>