**Letter From The Director**

**Dear Colleague,**

**Subject:** Strategic Sourcing – What it is and What it is Not

In Procurement and Contracting Services, we have been conscientiously moving in a direction of identifying opportunities for and implementing Strategic Sourcing Agreements. Contracts such as office supplies, scientific supplies, cell phones, copiers, printers, and computers are examples of strategic sourcing agreements.

The purpose of establishing these types of agreements is to utilize the leverage provided by the collective body of the University in establishing best in class, best value agreements. I can assure you that in each of the commodities indicated above we have substantially improved our purchasing position through a collaborative, competitive process. In addition to great pricing established through these agreements, we have also brought many other value-added services never before offered such as enhanced on-site service and warranty coverage. The opportunity to have a simple consistent method for purchasing contracted items has also been a plus. We have also received substantial support from our strategic partners in support of university initiatives through the establishment of sponsorship funds available to the entire University population.

Even though there is no valid argument to the overall value propositions offered through these contracts, we most certainly understand that there are sometimes unique needs and circumstances that make it necessary to deviate from these agreements. I want you to know that each of our alliance suppliers knows and understands the necessity to put the end user’s needs first and foremost, and when unique customer requirements make it necessary to deviate from the agreements, we will do so.

These contracts were developed with the support and representation of all university stakeholders with as many as 23 members on the selection committees tasked with making award recommendations. It is imperative that all University personnel understand their responsibility to look first to our strategic sourcing suppliers to satisfy their needs; and if those needs can be met with the products and services available through them, then there is an expectation of support for the agreements.

These agreements give the smallest users in the University the same leverage as the largest departments. If the needs of any customer are not being met as promised, each and every user has the full weight of the University purchasing leverage on her or his side. We have and will use this leverage when necessary to ensure that highest quality products and service are provided.

Our Marketing team will be happy to meet with you if you would like more information about any of our strategic sourcing agreements. You may reach John Bentley and Todd Knoop in their office at 626-7439. Please let them know how they may serve you.

**If I can be of service, please feel free to contact me at 621-5827 or by email at macks@u.arizona.edu.**

Sincerely,

Stephen G. Mack, C.P.M., Director
Procurement and Contracting Services

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**Third Annual Supplier Showcase Larger Than Ever!**

Procurement and Contracting Services is pleased to invite you to attend our Third Annual Supplier Showcase on April 19, “Sharing Success.” Last year more than two thousand people attended this event and this year promises to be even bigger and better. Between the hours of 10:00 a.m. and 3:00 p.m., the Student Union Memorial Center Grand Ballroom will become the meeting place for “Sharing Success.” You can browse, meet with more than 90 approved vendors, and check out their latest technologies, services, and supplies. This free event also includes a complimentary buffet luncheon for all showcase vendors and University staff members who attend.

In addition, for University staff and business representatives who enjoy golfing, our “Tee Off for Fun” Scramble Golf Tournament will take place on Monday, April 18, at the Omni Tucson National Golf Resort and Spa. The cost for University of Arizona faculty and staff is $75 and includes an awards luncheon banquet immediately following the tournament. This event was so successful last year with 128 players that this year the field will expand to a full field of 144 players. Reserve your spot now by calling Tom Fiebiger at 621-5933 or fiebiger@u.arizona.edu.

For information on the Supplier Showcase, call John Bentley or Todd Knoop at 626-7439 or email us at bentleysj@u.arizona.edu or knoop@email.arizona.edu. For further details, you can log on to our Showcase Web site and read our brochure at http://pacs.arizona.edu/showcase. “Come and Share” . . . See ya there!
Moving Agreements

With spring just around the corner, the peak time for the moving industry is rapidly approaching. This could impact newly-hired employees who will be moving to Tucson or other Arizona cities to work for the University of Arizona.

In our pursuit to continue providing the University with “Best Value” and ensuring the fewest delays and other inconveniences, we have established agreements with six national moving companies, which offer highly discounted rates, along with other benefits, at no additional cost to new employees relocating to the University. Some of these benefits are: waiver of peak transportation rates (during the summer months & holidays); free valuation (insurance); discounted rates for international moves; and discounted rates for current and retired employees.

One of the most important first steps that a department can do to help its new hires get a great start at the University of Arizona is to ensure that their move to Tucson is handled in a professional manner and with kid gloves. Moving across the country or just across the street is one of the single most stress-causing events that people ever experience.

In order for your newly-hired employees to start their new jobs in the most positive frame of mind possible, you should inform them in the initial offer-to-hire letter or in an informational follow-up letter, that the University has moving agreements in place to ensure that their moving experiences will be as positive as possible. Names of both a department and a purchasing contact should be given to the new hires, along with documentation explaining which expenses are reimbursable http://www.fso.arizona.edu/fso/deptman/9/914reloc.html#reimbursable and which are not http://www.fso.arizona.edu/fso/deptman/9/914reloc.html#nonreimbursable.

To ensure new hires of this “positive” moving experience, whether the University will reimburse them for the moving expenses or not, they should use the designated booking agents listed below for the contracted national moving companies. They have been designated because they are very knowledgeable of our agreements, the discounts, along with all of the additional “no charge” benefits afforded by our agreements, and most importantly, they really care. They are all committed to the best customer service possible.

The following are our contracted national moving companies, listed in alphabetical order:

Allied Van Lines
Preferred Booking Agent for the University is Citizens Transfer & Storage Co., Inc.
Contact: Mary Ann Belton
Toll Free Telephone #: 800-294-5768, extension 206
Tucson Telephone #: 520-623-6301, extension 206

Atlas Van Lines
Exclusive Booking Agent for the University is AAA Pro Moving & Storage, Inc.
Contact: Larry Dubbs
Toll Free Telephone #: 800-366-6683
Tucson Telephone #: 520-790-6683

Graebel Van Lines, Inc.
Exclusive Booking Agent for the University is Graebel/Lightning Movers, Inc.
Contact: Mark Frazier
Toll Free Telephone #: 800-373-4851 or 602-447-0200

Mayflower Transit, Inc.
Preferred Booking Agent for the University is Tucson Valley Moving & Storage
Contact Name: Bill Coatsworth
Toll Free Telephone #: 800-777-1499
Tucson Telephone #: 520-622-3331

North American Van Lines
The Single Source Contact for the University is The Beltmann Group
Contact: Irma Rumbarger
Toll Free Telephone #: 800-726-3999, extension 225

United Van Lines
Exclusive Booking Agent for the University is Horizon Moving Systems
Contact Name: Vince Rennie
Toll Free Telephone #: 800-362-3462
Tucson Telephone #: 520-747-1400, extension 187

For more information on these companies, along with additional information concerning the moving process, please use the following link to our Web site: http://pacs.web.arizona.edu/pacs_home html; then click on the red “Purchasing” button on the left side of the screen; then scroll down and click on the “Moving Contracts” link.

Under the current FRS Policy #9.14, http://www.fso.arizona.edu/fso/deptman/9/914reloc.html, new employees to the University, provided with a departmental moving allowance, can select a moving company to handle their relocation and then seek reimbursement from the University up to the amount of the department allocation. If the new employees utilize the designated booking agents for our contracted national moving companies, they will be able to begin their employment with a very positive attitude and not wonder why they used that “other” mover.

For questions or further information concerning the Moving Agreements, please contact Rob McMullen, C.P.M., Senior Buyer at 621-3067, by fax at 621-5179, or by email at rmcmulle@u.arizona.edu. Remember, the sooner a mover is contacted, the better the chances are for being able to move on the dates that the employee wants and not when the mover can provide the service.
Tips Procurement and Contracting Services

Wells Technology, Inc.
3455 S. Palo Verde
Tucson, Arizona 85713
(520) 670-1896

Name: Wells Technology, Inc.
Address: 3455 S. Palo Verde
Tucson, Arizona 85713
Phone: (520) 670-1896
Business: Precision Machining and Industrial Supplies
Vendor #: NA
Contact: Justin Shaw
Email: XcelTucson@aol.com

Wells Technology, Inc., is a small, disadvantaged HUB Zone ISO certified precision machine shop. It is owned by a Native-American who has 15 years of experience and many satisfied customers in the field of aerospace. The company offers quality products and services with competitive pricing and local support through a Business Mentoring Agreement with Fastenal Company.

In addition, Wells Technology is an authorized full channel of distribution for Fastenal, distributing everything from end mills to ladders to chains to bolts and nuts; and with a warehouse in Tucson, Wells Technology can hold local stock for almost any product needed.

Some of the products Wells Technology sells are cutting tools, fasteners, hand tools, power tools, material-handling equipment, hydraulics, pneumatics, welding, electrical, janitorial, and safety supplies.

Services include, but are not limited to, tool repair (hydraulic, pneumatic, and electrical) custom band saw blades, and certified slings and hoist certification.

Wells Technology is anxious to do business with those University of Arizona departments needing their services and they promise to efficiently manage inventory of industrial supplies and consumables and promise to reduce the hassle over maintaining stock of essential, yet low-cost items.

For more information on what Wells Technology can do for you, call Justin Shaw at (520) 670-1896.

For more information on other Small Businesses, please call Ernie Webster, Manager, Small Business Supplier Diversity Program at 621-2888.

Xcel Delivery Services
941 W. Navajo Street
Tucson, Arizona 85705
(520) 408-9721

Name: Xcel Delivery Services
Address: 941 W. Navajo Street
Tucson, Arizona 85705
Phone: (520) 408-9721
Business: Tucson Delivery Service
Vendor #: NA
Contact: Mark Spivack
Email: XcelTucson@aol.com

Wells Technology is anxious to do business with those University of Arizona departments needing their services and they promise to efficiently manage inventory of industrial supplies and consumables and promise to reduce the hassle over maintaining stock of essential, yet low-cost items.

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PCard Office Creates New Transfer Form

The Purchasing Card Office has created a new form to transfer ownership of a departmental PCard. A departmental PCard is a MasterCard in the name of the department. While no employee name appears on the PCard plastic, a Responsible Cardholder is assigned to the card. If a department wishes to change the Responsible Cardholder on a departmental PCard from one employee to another, the Purchasing Card Office can accommodate this by transferring the PCard without having to cancel the card and reissue it.

To do this, the Purchasing Card Office created a new form called the “Departmental PCard Responsible Cardholder Transfer Form” or “Transfer Form.” The form is located on the PCard Web page at http://pacs.web.arizona.edu/pacs_home.html under “credit cards” and “forms.” It is also on the PaymentNet home page under “links,” “Transfer Form” or at http://pacs.web.arizona.edu/pcard/Forms%20Online_files/app_f.htm.

If you have a departmental PCard, you can verify the current Responsible Cardholder in PaymentNet under “Employee/User List.” The Responsible Cardholder name will appear in the “Notes” field.

If you have any questions regarding this new form, please contact Misty McCormick, Purchasing Card Administrator, by phone at 621-3288 or email at sandberm@u.arizona.edu.

Access To The Purchasing Card Forms And Applications Is Now Available Through E-Forms At: http://uabis.arizona.edu/eforms/.

March / April 2005
Purchasing Year-End Calendar

Now 2005/2006 Purchase Requisitions and Purchase Orders that have been processed are visible online in FRS on screens 29B-29F. On screen 29C, the date of the Purchase Order will be 7/1/05. Encumbrances are held in a file and will be entered on your 2005/2006 FRS accounts.

Friday, April 29, 2005 Last day to submit fully approved Purchase Requisitions to Purchasing to assure the order is placed, delivered and paid as 2004-2005 business.

Note: If the Contracting Office must sign a vendor's contract, allow approximately three weeks’ additional processing time.

Friday, May 27, 2005 Purchasing is to stop processing increases & cancellations for blanket Purchase Orders (PO type “BO”).

Monday, June 06, 2005 All New Year (2005/2006) Purchase Order encumbrances processed up to date will be in the New Year FRS accounts.

Friday, June 10, 2005 2005/2006 Maintenance Orders processed to date will be mailed to vendors and departments.

Friday, June 10, 2005 All 2005/2006 Property Lease Purchase Orders and Change Orders should be entered.

Friday, June 17, 2005 All other 2005/2006 Purchase Orders & Change Orders (future dated 7/1/05) will be mailed to vendors and departments from now on.

Friday, July 01, 2005 2005/2006 PPO's processed to date will be mailed to vendors and departments.

Friday, July 01, 2005 Departments will no longer be able to direct dPR's to Current or Next Fiscal Year (C/N) on screen 29H. Their access is to the current year only, which at that time, is 2005-2006.

Monday, July 11, 2005 Current/Next Fiscal Year (C/N) field will default to “C” (2005-2006).

Fiscal Year 2005/2006 PO Numbering Series
Regular PO's  Blanket PO's
170000  430000

If you have any questions, please contact Lucy Soriano, Operations Coordinator at 621-7631 or Gail Hanson, Office Automation Specialist Sr. at 621-5701.
Purchasing Card Year-End Calendar

Wednesday, June 30, 2005

Purchasing Card transactions with a post date of June 30, 2005 or prior will be posted in Fiscal Year 2004/2005. Any charges with a post date of July 1, 2005 or after will post in Fiscal Year 2005/2006.

If you have questions, please contact Misty McCormick, Purchasing Card Administrator at 621-3288.

Stores Year-End Calendar

Wednesday, June 22, 2005

Cut off date for purchases made from a Stores Blanket Vendor. This means that if you make a purchase by Wednesday, June 22, and the Stores Order Form is received prior to Thursday, June 30, we will process this transaction in fiscal year 2004/2005.

We will try to bill any other June purchases made after this date if possible. If you make a purchase after Wednesday, June 22, and must have it billed in fiscal year 2004/2005 you will need to hand carry the invoice prior to June 30, 2005, at 12:00 noon to:

Stores Accounting Office
USA (University Services Annex) Building
220 W. 6th Street, 5th Floor

Friday, June 17, 2005


If you have any questions, please contact Jeff Wilson, Program Coordinator at 621-3097.

Central Receiving Year-End Calendar

Friday, July 15, 2005

Last day to submit receiving information to Central Receiving or Medical Receiving. As you know, invoices for shipments received on or before Friday, June 24, 2005, must be paid in Fiscal Year 2004/2005. Invoices cannot be paid until corresponding receiving information has been entered. We are dependent on you for that essential information. This is especially important on purchase orders of several specific types. Those types are PM and R3.

The type code appears on your paper Purchase Order (PO) copy above the “Ship To” address and online, on screen 29C right after the “Date Entered” and screen 220 right after “Document Date.”

Central Receiving Fax: 621-3196
Medical Receiving Fax: 626-2179

If you have any questions, please contact Fred Martinez, Materials Handler Supervisor at 621-3890 or David Cadena, Office Specialist at 621-3877.
### Stores Blanket Vendor Additions March/April 2005

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Address</th>
<th>Phone #</th>
<th>PO #</th>
<th>Commodity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legacy Label, Inc.</td>
<td>Tucson</td>
<td>790-4422</td>
<td>958209</td>
<td>Roll-to-roll screen-printed labels, hot stamping, embossing, die-cutting, and digital printing</td>
</tr>
</tbody>
</table>

### Stores Blanket Vendor Changes March/April 2005

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Change made to Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CompUSA</td>
<td>New phone: 408-6224</td>
</tr>
<tr>
<td>ICS Warehouse</td>
<td>New address: 1518 E. Broadway</td>
</tr>
</tbody>
</table>
| Sigler & Reeves   | New address: Tolleson, Arizona  
|                   | New phone: 800-637-3163 |
| Zenecom/PCSOS     | New address: 460 W. Roger Rd., Ste. 103 
|                   | New phone: 297-2767 |
**PACS Reference Guide**

<table>
<thead>
<tr>
<th>PACS</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Office</td>
<td>621-1747</td>
<td>621-5179</td>
</tr>
<tr>
<td>Contracting Office</td>
<td>626-3919</td>
<td>621-9847</td>
</tr>
<tr>
<td>Stores Accounting Customer Service</td>
<td>621-7305</td>
<td>621-1245</td>
</tr>
<tr>
<td>Purchasing Card Program</td>
<td>621-3288</td>
<td>621-1245</td>
</tr>
<tr>
<td>Supplier Diversity Program</td>
<td>621-2888</td>
<td>621-9847</td>
</tr>
<tr>
<td>Arizona Buyways E-Commerce Helpline</td>
<td>626-8979</td>
<td></td>
</tr>
<tr>
<td>FRS dPR/OLR Helpline</td>
<td>626-4000</td>
<td></td>
</tr>
<tr>
<td>OLR/dPR Attachments “Only” Fax</td>
<td></td>
<td>626-8008</td>
</tr>
<tr>
<td>Stores (Warehouse Operations)</td>
<td></td>
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<tr>
<td>Customer Service Line</td>
<td>621-7975</td>
<td>621-3533</td>
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<tr>
<td>AHSC Receiving</td>
<td>626-4051</td>
<td>621-8459</td>
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<tr>
<td>Central Receiving</td>
<td>621-3877</td>
<td>621-3196</td>
</tr>
<tr>
<td>Printing &amp; Graphic Services</td>
<td>621-2571</td>
<td>621-6478</td>
</tr>
<tr>
<td>Surplus Property</td>
<td>621-1754</td>
<td>798-0719</td>
</tr>
</tbody>
</table>

**Web Sites:**

PACS Home Page Address: [http://pacs.web.arizona.edu/~pacs/pacs_home.html](http://pacs.web.arizona.edu/~pacs/pacs_home.html)


Credit Card Programs: [http://w3.arizona.edu/~pacs/purch/home.html](http://w3.arizona.edu/~pacs/purch/home.html)

Printing & Graphic Services: [http://w3.arizona.edu/~pacs/printinggraphics/home.html](http://w3.arizona.edu/~pacs/printinggraphics/home.html)

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

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**How To Access *Tips* Newsletter**

*Tips* can be accessed online at the following Web site:  
[http://w3.arizona.edu/~pacs/pacs_home.html](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:

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Attn: Georgeanne Tesi  
P.O. Box 210058  
Room 102, West Stadium