PROCUREMENT SERVICES: COVID 19 UPDATES
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WELCOME to BFS Mini Tune-ups

OBJECTIVE:
Online meetings to provide campus staff with a high level perspective and information on both topics of interest and new/upcoming initiatives and policy updates.

PRINCIPLES:
• Sessions are conducted via Zoom and will last no longer than 30 minutes
• Participants will be muted during the session
• Chat questions can be submitted but priority will be given to questions submitted ahead of time at www.bfs.ucsb.edu/coaching
• The Mini Tune-up website will be updated with session details and information
Agenda

- Procurement’s COVID related actions and coordination efforts
- PO and Invoice Trends and Performance
- COVID Purchasing Requirements and Form A
- COVID Procurement Website – supply updates, shipping instructions, etc.
- COVID Expense Tracking – eligibility and financial task force
- COVID Related Gateway enhancements and updates
- Receiving & Receipt Best Practices
- Q&A
Procurement Services – COVID Actions

Actions Taken:
• Daily Supply Chain Status Calls with UC’s & Strategic Supplies
• Coordinating Spot/Bulk purchase opportunities with critical departments
• Sharing supplier product allocations
• Established universal “COVID” cost type for all departments
• Established Supplier PPE Registration Site
• Catalog Enhancements – Noting issues/delays
• Amazon Emergency Supply Channel – Coming soon!
• Sales Tax Waiver for PPE – Coming soon!

Supply Chain Updates:
PPE, Computers, PC Peripherals, & Gases are stabilizing – long lead times persist for many suppliers
New challenges emerging for meats and produce
Procurement Services – Purchasing Trends

Jan 1, 2020 - Apr 15, 2020 compared to Jan 1, 2019 - Apr 15, 2019

Spend (USD)

Number of Requisitions

Jan | Feb | Mar | Apr

Catalog Spend (Selected) | Non-Catalog Spend (Selected) | Catalog Spend (Prior) | Non-Catalog Spend (Prior) | Requisition Count (Selected) | Requisition Count (Prior)
Procurement Services - Performance

Requisition Submit To Requisition Complete

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PO Processing Highlights:

- 15,000+ PO’s Processed Since January 1
- 98% Issued in less than 10 days
- 80% Issued in less than 1 day

- 1,600+ PO’s Processed in last 30 days
- 99% Issued in less than 10 days
- 85% Issued in less than 1 day
Procurement Services - Performance

Invoice Create To Invoice Export

Invoice Processing Highlights:

21,000+ Invoices Processed Since January 1
96% Processed in less than 10 days
82% Processed in less than 1 day

3,400+ Invoices Processed in Last 30 Days
96% Processed in less than 10 days
71% Processed in less than 1 day
COVID Purchases

Purchases over $9,999.99:
1. Be sure to use COVID cost type
2. Complete and attach a Form A: www.bfs.ucsb.edu/files/forms/FormA.pdf
   ➢ for a quick recorded training on using the Form A for COVID purchases:
     bfs.ucsb.edu//procurement/purchasing-gateway-training-opportunities

Highlights:
• Department and Purchasing responsibilities
• How to fill out the Form A if applying for FEMA reimbursement
• Allowable and reasonable costs
COVID Supply Chain Updates

Dedicated Procurement Website

Also accessible from https://www.bfs.ucsb.edu/
   > https://www.bfs.ucsb.edu/administration/bfs-covid-19-status-updates

Highlights:
• Link to UCOP Supplier Site for soliciting high-demand medical and cleaning supplies
• Updates to procurement unit procedural changes during shelter-in-place
• The latest information on system wide product and service availability
• How to handle shipments during shelter-in-place
COVID-related Expense Tracking – Eligible Expenses, Financial Task Force

Use Cost Type “COVID” for eligible and potentially eligible expenses.

**Eligible**
- EOC Operations
- Increased Cleaning and Sanitation
- Force Account
  - Overtime for Hourly
  - Comp Time for Salaried
  - Out of Classification Workers
- Purchases including PPE and Sanitation Supplies (Even if taken from stock)
- Use of Facilities as Sheltering and/or Hospital Locations

**Potentially Eligible**
- COVID-19 Research Activities
- Quarantined Workforce Costs
- Conversion to Remote Learning
COVID-19 Financial Task Force

Responsible for collecting COVID-related revenue losses and expenses for potential reimbursement from:

- Insurance
- FEMA Public Assistance Grant (DR 4353)
- CA State Department of Finance (DOF)
  - Extraordinary costs – costs for activities that are in addition to, or above and beyond, current daily operations
  - Lost revenue, Increased expenses (emergency medical services, facilities and cleaning costs, information technology)
Gateway Demos – COVID

- Gateway Landing Page Notices – Contains COVID 19 Updates
- COVID Cost Type selection in Accounting Codes section of Requisition.
- Delivery to Home Address
  - Selecting a One-time Ship-to Address for home delivery now including Amazon.
- Hosted catalogs are off-line where a Punch-out Catalog is available.
  - e.g. Fisher, Grainger, VWR
- Hosted catalogs items flagged with “Limited Availability” item attribute.
  - Waxie, HD Supply
- Unshipped Gateway orders no longer needed? Ask Help Desk to cancel:
  - Provide PO number and Supplier Name
  - Send to GatewayHelp@bfs.ucsb.edu
Procurement Services - Receiving

Receipt and Certification Standards
As a best practice, the receipt or certification of receipt should completed by a person with direct first-hand knowledge that the product was received or services rendered. If the person preparing the receipt or receipt certification does not have first-hand knowledge then additional supporting documentation from the person with first-hand knowledge should be included with the receipt or receipt certification. A receipt or receipt certification should include:

• Invoice Number
• Name or initials of the person verifying the status of the good and/or service
• Date when the good or service was verified
• Quantity or dollar amount of the purchase
• Purchase order number (if applicable)
Procurement Services – Receiving

Receipt Types:

RECEIPT CERTIFICATION
A signed statement certifying receipt of goods or services; including the date received, invoice number, name or initials of the receiver, and amount or quantity received.

ELECTRONIC RECEIPT
A electronic record of receipt (Gateway or other) that maintains an audit record of the person entering the record of receipt, date of receipt, invoice number, and amount or quantity received.

PAPER RECEIPT
Packing slip, packing list or other paper based receipt documentation retained as the receipt that also includes the name or initials of the receiver, invoice number, date received, and amount or quantity received.
Questions & Answers

We are interested in COVID Expense tracking. For example what documentation we should be keeping, what is considered for FEMA reimbursement, and what else we’ll be using the COVID tracking for.

If our package ended up at central receiving instead of our office (Amazon package) should we pick it up or is Central receiving able to send it to our home address?

Can we ship research materials to our home address?
CLOSING - BFS Mini Tune-ups

NEXT STEPS:

Visit the Mini Tune-ups website to:
• View our session blog updates
• Sign up for future sessions and submit questions
• Submit suggestions for future topics

www.bfs.ucsb.edu/coaching
Thank You!

WRAP UP