

RESEARCH ADVISORY BOARD
March 6, 2018
8:30-10:00 a.m.
Medical Sciences Building- S118

AGENDA

1. Updates from Michael and Wallace (8:30-8:35)
 2. Procurement Policy Update, Jim Hine/Vanessa Wong/Greg Macway (8:35-9:00)
 3. Round table discussion (9:00-9:45)
 4. Follow up items for discussion:
 - a. RAB direct report (EVCP or VCR)
 - b. Adding a member from Academic Senate to RAB
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Upcoming Meetings in 2018:

April 3
May 1
June 5
July 3
August 7
September 4
October 2
November 6
December 4

RESEARCH ADVISORY BOARD (RAB)

March 6, 2017

8:30-10am

Medical Sciences Building, Chancellors Conference Room S-118

Attendees: Wallace Marshall, Clarice Estrada, Jim Kiriakis, Brian Smith, Lindsey Criswell, Gretchen Kiser, Vanessa Jacoby, Eunice Stephens, Julene Johnson, Michael Nordberg, Elizabeth Sinclair, Suzanne Murphy, Georgina Lopez, Jane Czech, Sindy Mellon, James Sorenson, Matt Springer, Jean Jones, Stuart Gansky

Guests: Jim Hine, Vanessa Wong

Procurement Policy Update (Jim Hine & Vanessa Wong)

Jim and Vanessa presented updates on BUS 43 regarding the procurement policy. In response to a state audit, changes have been made to Bus 54 that directly affecting campus procurement processes. Changes include:

- Campuses increasing the low-value threshold from \$5k to \$10k
- Use of UC's Terms & Conditions is mandatory, in the past vendors would try to amend the terms and agreements. Competitive bidding goods and/or services contracts of more than \$100,000 annually is required. Competitive bidding is encouraged for transactions under \$100k.
- Contract duration may not exceed 10 years unless an exception to policy is approved
- New source selection/price reasonableness justification and approval form for purchase over \$99,999.99
- If services are absolutely needed, a sole source can still be used, however "failure to plan" is not an excuse to use sole source.
- These changes mainly impact software purchases.

Questions:

1. How will you prevent bottlenecking requests?
There will be delegate approvers in addition to Jim to ensure requests are approved in a timely manner.
2. Where does UCOP stand with system-wide agreements?
Currently, there is no answer to addressing this at this time. There is a centralized group at UC Davis dedicated to addressing the software and data needs of UC.
3. Any upcoming S-10 agreements should include procurement as early as possible.
4. Clarification needed on "update provisions pertaining to leases?"
Most likely this is pertaining to capital leases.

Round Table Discussion

HR Issues

- Matt Springer has recently had an issue with HR in regards to seniority hiring/preferential hiring. On more than one occasion he has had to justify hiring someone that contradicts the recommendations from HR. There is also an issue with generating job descriptions for junior applicants, and the need to make the minimum requirements very vague.
- Other issues related to HR are the increase in time it takes to initiate a layoff work plan.

Action Item:

1. Proposal to invite Kelly Sheridan from HR to assist with addressing these issues.

Bridge Funding

- The amount of money provided through bridge funding has not changed in years and there is a need to address the amount for potential increases.
- According to Stuart Gansky, there is a \$100k cap divided by 1/3 Chancellor, 1/3 school, and 1/3 department.
- Another issue is the inequity of distributing funds within departments for research, which discourages people from applying for money.

Other Funding Issues

- CTSI is being less supported due to cuts in CTSA grant funding

Action Item:

1. Stuart proposed to bring issue to Academic Senate for discussion

CHR Application Turn Around Time

- Julene expresses the issues around the turnaround time for approval of applications.
- CHR has recently been through many leadership transitions and there are currently 8 positions that are unfilled.
- Consultants have been brought in to assist CHR with a backlog of applications and to assist with looking at single IRB environment applications.

Occupancy Issues in MSB

- Clarice expressed a challenge with bringing in a new PI into the 11th floor of MSB due to chemical loading issues.
- As the Parnassus renewal project begins to take place, it is important to address the issues around chemical loading and storage and begin addressing these issues sooner than later.
- Block 23A is trying to implement a new centralized chemical storage solution in order to contribute towards reducing the chemical loads in labs.

Diversity in the Research Workforce

- Vanessa expressed that groups on campus are trying to address the lack of diversity in the research work field. There is the Dean's Diversity fund and Watson Scholar program that have tried to address this issue, but more awareness needs to be addressed.
- How can RAB support this initiative and communicate effectively?

Follow-Up/Other Discussion Items

1. RAB Report
 - a. Lindsey Criswell, VCR has confirmed that RAB will report to her and she will regularly report up to Dan as needed.
2. Academic Senate Representative
 - a. Stuart Gansky participated in the RAB meeting today. He will be transitioning to a System-wide role in September and will need to engage someone else to participate for continuity. The Committee on Research reports to David Title who is the chair of the Academic Senate.
3. RAB Schedule- Proposal to change date
 - a. Lindsey has proposed to poll the group to move RAB meetings to the third Tuesday of every month. Lindsey will work with Kelsey to poll the group.

Other Topics for Future Round-Table Discussion

1. Monetary support for Post Docs – James Sorensen
2. Research Sub-Contracts – James Sorensen



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November 17, 2017

CHANCELLORS
MEDICAL CENTER CHIEF EXECUTIVE OFFICERS
LAWRENCE BERKELEY NATIONAL LABORATORY DIRECTOR
VICE PRESIDENT—AGRICULTURE AND NATURAL RESOURCES

Dear Colleagues:

Enclosed is the revised BFB-BUS-43 Purchases of Goods and Services; Supply Chain Management Policy.

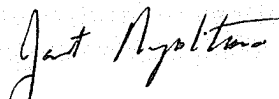
This policy has been revised in response to the recent California State Audit of the University's Contracting Practices. Additional revisions were made to update the policy's provisions. Revisions to the policy include the following:

- 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;
- ① Updates the definitions relating to exceptions from the requirement to competitively bid goods and/or services contracts for more than \$100,000 annually;
- ① Encourages competitive bidding even when an exception applies and requires documentation of the decision to apply an exception;
- ① 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.

The revised BFB-BUS-43 is effective as of the date of this letter and will be published online at <http://policy.ucop.edu/>.

Yours very truly,


Janet Napolitano
President

Enclosure

cc: Division Leaders
UCOP Chief Procurement Officer Cooper
OGC Principal Counsel Quenneville
Universitywide Policy Office

BUS 43 Procurement Changes

RAB Meeting

March 6, 2018

BUS 43 New Elements

Changes Directly Affecting Campus Department Users:

- Campuses increasing the Low-Value threshold from \$5K to \$10K
- Use of UC's Terms & Conditions is mandatory
 - Any modifications to UC's Terms & Conditions must be approved by Chief Procurement Officer in Supply Chain Management
- Competitive bidding goods and/or services contracts of more than \$100,000 annually is required
 - Competitive bidding is encouraged for transactions under \$100k
- Contract duration may not exceed 10 years unless an exception to policy is approved
- New Source Selection/Price Reasonableness Justification and Approval Form for purchase over \$99,999.99