



NORTHERN ARIZONA UNIVERSITY

Contracting and Purchasing Services

The Contracting and Purchasing Services department "CPS" provides purchasing, contracting, accounts payable, claims, insurance, surplus, shipping and receiving, and property administration services to NAU departments.

Becky McGaugh, C.P.M. Executive Director

ANNOUNCEMENTS

CPS is in the process of revising department forms. Current versions can be found on the [website](#).

Did you know Arizona State Law prohibits procurements from an employee or employee owned business unless a contract resulting from a public competitive bid has been issued? Visit the [CPS website](#) for a list of restricted and substantial interest vendors.

Changes to Purchasing Policy

Effective immediately Purchasing Policies [PUR 801-03-02](#) and [PUR 302-01-01.2](#) have been updated to restrict advertising, computer, consulting and printing purchases. These category restrictions apply to both PCard purchases and Departmental Purchase Orders. Departments who wish to seek an exception to a restricted commodity for a PCard purchase can submit a Change/Exception Request Form to [PCard@nau.edu](#). Departments seeking an exception for a purchase through PeopleSoft Financials can request an exception by e-mailing [NAU-Purchasing@nau.edu](#). Please include a copy of the quote and any additional information regarding the purchase. In either case, CPS will forward the exception request to the appropriate department for approval.



BUYING
TIMES

NOVEMBER 2015



WELCOME

CPS would like to extend a warm welcome to new members of our team:

Kathy Martinez
Administrative Assistant
Insurance and Claims
Kathy.Martinez@nau.edu
928-523-6093

Kevin Nowicki
Materials Handler
Campus Supply
Kevin.Nowicki@nau.edu

Terrence "Terry" McCarty
Materials Handler
Property Surplus
Terrence.McCarty@nau.edu
928-523-6393

CPS Strategic Plan

CPS reports directly to the [Vice President for Finance and Administration](#) and provides a variety of services to the NAU community to include purchasing, contracting, materials management, and risk management.

It is the mission of CPS is to satisfy the requirements of internal and external customers in a timely, efficient manner in support of NAU's overall mission and goals while ensuring compliance with regulations set forth by the federal government, the State of Arizona, the Arizona Board of Regents, and NAU. The strategies below reflect CPS's plan to accomplish its mission:

Communication Strategy:

- Implement standard training and round table meet-and-greet sessions.
- Develop customer quick reference guide.
- Publish Quarterly Newsletter.
- Develop annual CPS administration report to include quick facts.

Organizational Effectiveness Strategy:

- Develop and Implement Service Level Expectations for all positions including specific service metrics.
- Develop and Implement cross training opportunities for areas.
- Develop and Implement project timelines for all solicitations.
- Develop and Implement annual plan for campus procurement needs.

Workforce Excellence Strategy:

- Implement professional development and training strategies for CPS staff.
- Modernize job descriptions, department name, and compensation categories for staff.

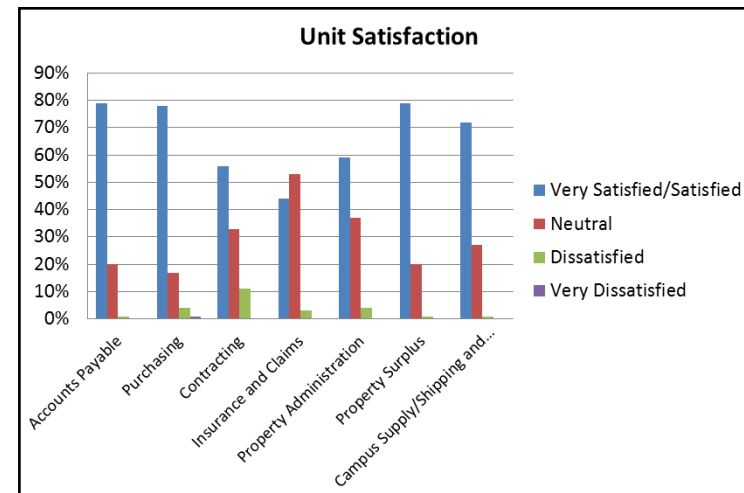
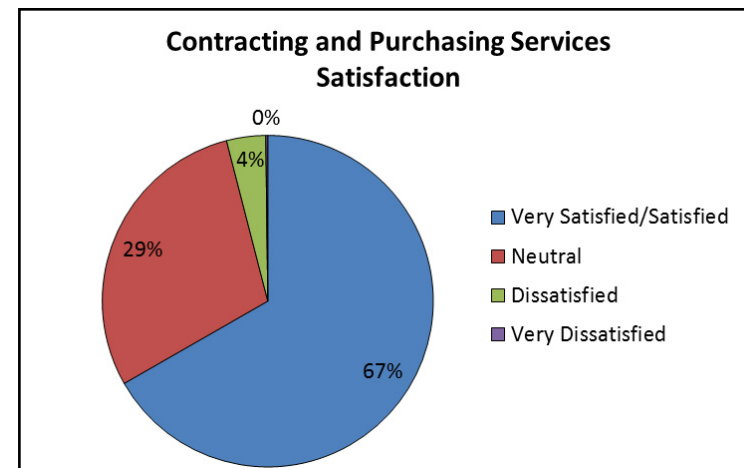
Service Quality Strategy:

- Provide excellent customer service.
- Determine where standard agreements would be beneficial.
- Utilize standard agreements when applicable.
- Establish standard communication expectations for projects and daily work.
- Meet or exceed customer service metrics.

The results are in!

CPS would like to thank all those who participated in the recent department survey. CPS values the input received and will use the feedback to make necessary improvements. Overall, 67% of respondents were either very satisfied or satisfied with the CPS department while 29% were neutral and 4% were dissatisfied.

Individually by unit, 79% were very satisfied or satisfied with Accounts Payable, 78% were very satisfied or satisfied with Purchasing, 56% were very satisfied or satisfied with Contracting, 44% were very satisfied or satisfied with Insurance and Claims, 59% were very satisfied or satisfied with Property Administration, 72% were very satisfied or satisfied with Property Surplus, and 72% were very satisfied or satisfied with Campus Supply/Shipping and Receiving. See below for detailed overview of responses:



If you have any suggestions or comments for CPS please send an e-mail to [Baily Williamson](#).

CPS Goes Above and Beyond



Property Administration employee, Brenda Oliver goes above and beyond to locate and tag assets for NAU. She recently needed to locate identification numbers from some modular buildings on campus in order to title and tag. Brenda acquired this fashionable attire from Campus Supply.



In the month of October, CPS participated in a Food Drive for the United Way “Weekend Backpack Program.” This program is designed to give those in need a backpack full of non-perishable, easy to prepare food, so they come back to school ready to learn, and participate in class activities. In two weeks, CPS collected 75 pounds of food that was donated to the program.

NOVEMBER 2015



Dining Services Request for Proposal

CPS recently issued a contract to Sodexo, Inc. for the management and operation of a Campus Dining Program, Summer Conference Program and services at the High Country Conference Center. The contract was awarded through a Request for Proposal process. The resulting contract with Sodexo, Inc. ensures that quality dining services will be provided by the Hotspot, the DüB, the 1899 Bar & Grill, the mobile kitchen truck, catering, concessions, the High Country Conference Center and various other campus dining outlets over the term of the contract. Through successful negotiation, the new contract provides continued commitments to diversity, health and wellness, sustainability, the use of local community resources and increased financial benefits to NAU. In addition, Sodexo and NAU have agreed to collaborate on an extensive renovation project of the South Campus dining facilities (the DüB) which is currently in the planning stage. For more information, visit Campus Dining at: <http://www.nau.edu/dining/>.

Insurance and Claims Update

Effective September 16, 2015, NAU implemented a new automated Report of Injury (ROI) process for both work related and *Third-Party related incidents or injuries. The Online ROI, including detailed instructions, is available through LOUIE under Department Self Service.

Employees who have traditionally filled out the paper form of the Incident Injury Report should fill out the Online ROI. The Insurance and Claims Unit of CPS will receive the completed ROI for liability reporting purposes.

The Online ROI should not take the place of calling 911 for a life or limb threatening injury or incident and should be completed after the injured party receives emergency care.

If you need additional assistance, contact the Insurance and Claims Unit of CPS at (928) 523-2009 or email: NAU-PropLiability@nau.edu.

*A Third-Party applies to students, affiliates, and guests visiting the NAU campus. Guests include employees not on work status attending a function after working hours.