Open Forum

JUNE 6, 2018

Jeff DiCiaccio, HMS Director of Strategic Procurement
Agenda

• Uniform Guidance & HU Procurement Policy

• HCOM2 – Buy-to-Pay Update

• RFID Asset Inventory

• Capital and Software Asset Policies
Uniform Guidance - OMB*

Procurement Standards
§ 200.317 Procurements by states.
§ 200.318 General procurement standards.
§ 200.319 Competition.
§ 200.320 Methods of procurement to be followed.
§ 200.321 Contracting with *Diverse Vendors*
§ 200.323 Contract cost and price.
§ 200.324 Federal awarding agency
§ 200.325 Bonding requirements.
§ 200.326 Contract provisions.

*Office of Management and Budget
Uniform Guidance

Issued in 2014
Consolidate Federal guidelines A-110, A-21, and A-133 regulations
All Federal grants and cooperative agreements
Must have a Procurement Policy
Micro purchases $3,000
   COGR/University push back

Revised and Effective January 1, 2018 *(July 1, 2018)*
Uniform Guidance

Avoid duplication
Consider lease versus buy
Use surplus
Maintain documentation
Work with responsible contractors
Encourage competition whenever possible
Procurement Policy Highlights

Higher bid thresholds
Reducing bid process requirements.

Harvard Preferred Vendors – Strategic Procurement’s (SP) website.
SP review and vette vendors - formal sourcing process = Preferred Vendor.
Preferred Vendors meets UG - $150,000 or less

Preferred Vendor box and section A on VJF

VJF – clearer and easier to use with examples (pdf).

Updated Procure-to-Pay Manual
guidelines for bid and contract template language.
Key Elements of the Procurement Policy

- **Written Policies and Procedures - 7/1/18** includes:
  - Conflict of Interest Standards
  - Use of Harvard Preferred Vendors
  - Required practices for purchases with federal funds
    - Vendor Justification Form (VJF)
    - Debarment Form
  - Small and small disadvantaged business
  - Wasteful or duplicate purchases
  - Best practices for nonfederal purchases
  - Record retention
  - Special purchases
  - Tax exemptions
  - Resale of Items
  - Other best purchasing practices
Key Elements of the Procurement Policy

Conflicts of Interest in Procurement

All individuals conducting purchasing activities on behalf of Harvard University must avoid conflicts of interest in their purchasing decisions. The Procurement Policy outlines specific conflicts of interest.
### Key Elements of the Procurement Policy

<table>
<thead>
<tr>
<th>Procurement Requirement</th>
<th>Threshold</th>
<th>Documentation Required</th>
</tr>
</thead>
</table>
| Micro Purchase          | ≤$10K     | • No additional documentation requirements.  
                                • Use of Preferred Vendors encouraged. |
| Small Purchases         | >$10K-150K | • Two or more quotes (if Harvard Preferred Vendor isn’t used) **(or Sole Source)**  
                                • Completed VJF  
                                • Suspension & debarment form (if ≥$25K) |
| Large Purchases         | >$150K    | • Formal bid process (posting, review, selection) **(or Sole Source)**  
                                • Sealed (construction) or Competitive Bids  
                                • Completed VJF  
                                • Documentation on how/why vendor selected  
                                • Cost and Price Analysis |
# Summary of Purchasing Procedures for Standard Purchases

Schools or Units may have more restrictive requirements; contact your Finance Office for guidance.

<table>
<thead>
<tr>
<th>Threshold</th>
<th>REQUIRED for Federal Funds (100000-199999)</th>
<th>BEST PRACTICE for Non-Federal (all other funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0-$10,000</td>
<td>• University recognized Preferred Vendors are encouraged</td>
<td>• University recognized Preferred Vendors are encouraged</td>
</tr>
<tr>
<td>Micro Purchase</td>
<td>• Purchases should be distributed equitably among qualified suppliers to the extent practicable</td>
<td>• Purchases should be distributed equitably among qualified suppliers to the extent practical</td>
</tr>
<tr>
<td></td>
<td>• No self-approval is allowed on federal funds</td>
<td>• Self-approval is allowed for purchase up to $2,499.99 but not recommended</td>
</tr>
<tr>
<td></td>
<td>• Schools are responsible for timely removal of expenses from federal awards if a supplier is identified as debarred (cost-share funding also applies)</td>
<td></td>
</tr>
</tbody>
</table>
## Thresholds for Federal and Non-Federal Funds

<table>
<thead>
<tr>
<th>Threshold</th>
<th>REQUIRED for Federal Funds (100000-199999)</th>
<th>BEST PRACTICE for Non-Federal (all other funds)</th>
</tr>
</thead>
</table>
| >$10,000-$150,000 | • University recognized Preferred Vendors are encouraged  
  • VJF must be completed in HCOM or signed paper form submitted with HCOM PR  
    o University recognized Preferred Vendors complete section A only  
    o Non-Preferred Vendors require a minimum of 2 but recommend 3 written quotes (email is allowable)  
  • Purchases should be distributed equitably among qualified suppliers to the extent practicable  
  • For purchases ≥ $25,000 purchaser **must** obtain a signed Debarment Certification Form from vendor before Harvard makes a purchase commitment. Debarment Form must be uploaded into HCOM.  | • University recognized Preferred Vendors are encouraged, OR  
  • Should obtain a minimum of 2 but recommend 3 written quotes (email is allowable)  
  • Purchases should be distributed equitably among qualified suppliers to the extent practical  
  • For purchases ≥ $25,000 purchaser should obtain a signed Debarment Certification Form from vendor before Harvard makes a purchase commitment. Debarment Form should be uploaded into HCOM  |
<table>
<thead>
<tr>
<th>Threshold</th>
<th>REQUIRED for Federal Funds (100000-199999)</th>
<th>BEST PRACTICE for Non-Federal (all other funds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150,000-$699,999</td>
<td>• Same as above, AND • Must conduct a formal written bid process, • If a competitive bid, awarded to the bidder whose proposal is most advantageous to the program with price being one of the factors. Sealed bids must select the vendor that meets the requirements &amp; has the lowest bid (construction) • Purchaser must complete sections A &amp; C on the VJF. • Payments ≥ $250,000 require electronic approval of Tub Financial Dean or Designee and Strategic Procurement</td>
<td>• Same as above, AND • Should obtain a minimum of 2 but recommend 3 written quotes.</td>
</tr>
<tr>
<td>$700,000+ (1.5M for construction)</td>
<td>• Same as above, AND • Purchaser must develop minority vending goals &amp; complete Individual Subcontractor Reports (ISR) &amp; Summary Subcontract Reports (SSR) &amp; submit subcontracting plan if required by RFP</td>
<td>• Same as above</td>
</tr>
</tbody>
</table>
Currently triggered by the total amount of sponsored funding on a PO (not by line item).
HCOM Electronic VJF and Debarment

Information Pop-Up

**Tip**

**Lowest Competitive Bid:** Same item priced differently by multiple vendors (3 or more preferred). Copies of bids/quotations must be kept in department files for audit purposes.

**Selected Source:** Alternate vendors exist, but selection was based on a) technical requirements (e.g. precision, reliability, etc.) or b) past performance of alternative vendors (e.g. poor service level, unavailability of parts, etc.).

**Sole Source:** No other vendor is capable of fully satisfying requirements.

Error code when purchasing on federal funds over $4,999.99 with no justification reason entered.

Message if purchase >$25,000

**Error**

You are using Federal Funds for purchase $25000 and greater from FEDEX CORP, O1_PRIMARY. Please complete the Vendor Justification Section and Debarment Section.
If a noncompetitive purchase/bid check one or more of the following boxes:

☐ Item or service is available only from a single source.

Supply a brief description and explanation for reason vendor is unique (see example):

☐ Public emergency procurement will not permit a delay in competitive solicitation.

☐ After solicitation of a number of sources, competition is determined inadequate.

☐ The Federal awarding agency or pass-through expressly authorizes noncompetitive proposals (must be documented).

☐ Continuity of existing research/work.

Supply a brief description (see example):
# SECTION C – Selection of Source and Price Reasonableness

Retain Vendor selection documentation in department files.

**Cost/ Price Analysis** *Select one or more of the following statements to indicate that the bid price was fair and reasonable.*

- The quoted prices incorporate discounts not available to the general public & reflect substantial savings (e.g. Preferred Vendor or contract partnership agreements, negotiated pricing, etc.).
- The quoted prices compare favorably to previous prices paid for the same or similar items on Payment Req.:________________
- The quoted prices compare favorably to Harvard internal estimates (e.g. HUIT, UOS, etc.) for similar items.
- The quoted prices were reviewed as part of Harvard’s overall proposal by the federal sponsoring agency & found to be acceptable.
- The contractor has stated that the quoted prices are no greater than those charged to the contractor’s most favored customer.
- The price was obtained from a current catalogue or standard printed price list.
- Other (e.g., cost analysis for construction projects).
Upcoming Training

New HU Procurement Policy Presentation

Thursday, June 14\textsuperscript{th} at 1:00
TMEC 246 Walter Amphitheater

- More in depth presentation and discussion
- Meet Harvard’s Chief Procurement Officer - Sara Malconian
- Panel discussion w/ Rita and Jeff
Questions on New Procurement Policy
Fiscal 2017 – ITCRB** submittal and approved to fund research of new tool
Fiscal 2018 – ITCRB submittal and approved to fund purchase and implementation

* Naming contest
**Information Technology Capital Review Board
Vendor Evaluation & Selection

- September: Initial Vendor Visits
- October: Round 2 Demos
- December: Round 3 PoC
- Jan/Feb: Vendor Recommendation

Vendor logos: Basware, Coupa, GEP, JAGGAER, Oracle, Periscope
Higher Education Customers
What Sets Jaggaer Apart?

- World's most powerful and comprehensive Source to Pay solutions suite.
- One platform to simplify engagement and optimize efficiency across organizational functions.
- 22 years of experience as a pioneering leader in the field.
- Unmatched Integration Experience with over 40 different ERP/Financial systems
- Provide Full Service Supplier Enablement – dedicated team
Harvard will implement a web-based procurement solution to deliver a user-friendly buying and paying experience, promote a culture of effective and efficient spending, and simplify compliance with relevant regulations.

Key goals include easing the administrative burden currently reported by users, and meeting the varied requirements of the Schools/Tubs.

- Enable users to buy what they need quickly, securely, and cost-effectively
- Replace manual and inefficient processes with a single platform, user-friendly, end-to-end solution
- Increase speed, accuracy, and ease of ordering through optimized technology
- Support effective decision making through enhanced analytics and reporting
- Leverage buying power to negotiate cost efficiencies and mitigate risk for the University
- Expand anytime anywhere usability options through mobile capabilities
Buy-to-Pay Benefits

**User Friendly Shopping Experience**
- Easy and intuitive ability for community members to buy what they need in compliance with University and government policies
- Convenience of one-stop shopping without the guesswork

**Alignment on Business Policy, Processes and Approval Workflows**
- Seamless processing of orders and payments completed with speed and accuracy
- Transparent, highly visible workflows and information available to shoppers, approvers, Central Administration, and vendors

**Enhanced Analytics and Reporting**
- Relevant information readily available
- Ability to make informed business decisions using dashboards, metrics, reports, and alerts

**Increased Savings and Risk Mitigation for the University**
- Better visibility into negotiated contracts and preferred suppliers to drive increased savings
- Risk mitigation through incorporation of sponsored business rules
Approvals - Considerations

- **Transaction type**
  - PO/Requisition workflow
  - Invoice
  - Supplier
  - Forms/Honoraria

- **Commodity Type**
  - Capital
  - Sponsored
  - Others TBD
    - School specific
    - Supplier
    - Chemical

- **Other Factors (Specialty)**
  - Routing based on Source
  - Dollar Amounts
  - Role/Title (e.g. Fin Deans)
  - Export Control
Buy-to-Pay Groups

Executive Committee ✔
Proof of Concept ✔
Core Project Team ✔
User Advisory Group ✔
School Work streams ✔

✔ = HMS member
Huron Consulting Introduction

• Headquartered in Chicago
• Offices Across the US and Globe
• Consulted for all Top 100 Research Intuitions

• Longtime Provider of Consulting Services to Harvard
• 85+ Harvard Projects
• Provider of Huron Research Suite (Formerly Click)

• 300+ Procurement Related Initiatives
• Supported 65+ JAGGAER Deployments

• Michael Gleason – Project Manager (Wayne State University)
• Will Robinson – Associate for Discovery Phase
• Michael McLatcher – Quality Assurance (HCOM)
Discovery Progress

WEEK 1
- Org Structure
- Data Readiness
- Supplier Management

WEEK 2
- Data Readiness
- Supplier Management
- Reqs
- POs
- Document Imaging

WEEK 3
- Reqs
- POs
- Sourcing
- Approvals
- Integrations
- Staffing Readiness

WEEK 4
- Pos
- Data Readiness
- Contracts
- Catalog Management
- Receiving
- Supplier Management

WEEK 5
- Invoicing
- Approvals
- Document Imaging
- Payment Maintenance
- Deployment Planning

WEEK 6
- Invoicing
- Payment Maintenance
- Reporting Strategy
- Testing
- Policy Review
- Staffing Readiness

Week 1: 4/17-19
Week 2: 4/30 - 5/3
Week 3: 5/7-10
Week 4: 5/14-17
Week 5: 5/21-24
Week 6: 5/29-31
B2P Project Timeline

**FY18**
- Discovery & Planning
  - Vendor Selection - Jan
  - Discovery Kickoff - April
  - Full Project Kickoff - June

**FY19**
- Design, Configuration, Testing, & Training
  - Policy and Process Alignment
  - Design and Configure Solution and Integrate with Oracle, etc.
  - Testing
  - Training Development

**FY20**
- Go-Live Pilot, Review & Rollout
  - Training Delivery
  - Go-Live via Pilot and Phased Rollout Approach

Change Management & Organizational Readiness
Questions on New Buy-to-Pay
RFID* for Capital Asset Inventory

HMS and Harvard Asset Statistics:

<table>
<thead>
<tr>
<th></th>
<th>HMS</th>
<th>Harvard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Assets</td>
<td>4332</td>
<td>15418</td>
</tr>
<tr>
<td>Original Purchase Price</td>
<td>$ 214,559,608</td>
<td>$ 1,177,805,387</td>
</tr>
<tr>
<td># of buildings located in</td>
<td>18</td>
<td>160</td>
</tr>
</tbody>
</table>

Approximately 2 hours to find 50 assets

Every two years, every asset

Current inventory method
<table>
<thead>
<tr>
<th>UG Compliance Requirement</th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting</td>
<td>No exceptions.</td>
<td>No exceptions.</td>
<td>3 instances of 12 non-financial reports selected for testing related to minority vendors were submitted 7 months late.</td>
</tr>
<tr>
<td>Equipment</td>
<td>During our equipment inventory testing procedures, we identified 1 instance out of our 40 selections that was not inventoried in accordance with applicable requirements and as a result remained on the equipment listing, however was no longer in use and should have been disposed of. Upon further analysis performed by management, it was determined that as of August 2016, 732 out of the 3,699 pieces of equipment with a net book value totaling $147.5 million had not yet been inventoried within the two year period from the last date of equipment observation.</td>
<td>No exceptions.</td>
<td>No exceptions.</td>
</tr>
<tr>
<td>Subrecipient Monitoring</td>
<td>No exceptions.</td>
<td>No exceptions.</td>
<td>The University obtains a download of A-133 results for subrecipients from the Federal Audit Clearinghouse database. However, upon receiving these summary results, further monitoring is not performed on those subrecipients that have material weaknesses, significant deficiencies, and other compliance findings to assess the potential applicability to the University’s subawards. In addition, HU should issue a management decision documenting their assessment and review of the subrecipient audit reports.</td>
</tr>
<tr>
<td>Effort Reporting</td>
<td>No exceptions.</td>
<td>No exceptions.</td>
<td>No exceptions.</td>
</tr>
<tr>
<td>Suspension and Debarment</td>
<td>No exceptions.</td>
<td>No exceptions.</td>
<td>No exceptions.</td>
</tr>
</tbody>
</table>

Fiscal 2016
University corrective action plans: increase training, move to rolling inventory schedules, and research technology solutions (RFID)
Risks:

1. Escalation of the severity

2. Increased administrative burden
   a. Enhanced monitoring and reporting

3. Increased costs –
   a. Expanded scope and loss of status

4. Harm to reputation

5. Noncompliance PwC recommendation

Loss of Funding
President’s Administrative Innovation Fund ✓

RFID Pilot

FAS, Wyss, HMS = 72%
Benefits:

1. Inventory in 25% of time
2. Improved spot inventory process
   a. lab moves & PI transfers
3. Improved data quality
   a. elimination of human or clerical error
4. Compliance with PwC
   a. modernize our process
Selection Process:

1. RFP – 8 Vendors
2. Contact 22 references
Current Process

Oracle Fixed Asset

Upload of:
- Bldg.
- Room
- Inventoried comments

Manuel update:
- Description.
- Model
- Serial
- Make
RFID Process
Tags

868MHz – 928MHz*

*Passive Tags – no interference by tags in this frequency range
Read range increases on metal surface
Vendor's Mobile application that pairs to RFID reader

Step 1

Inventory

Tag Assets

Step 2

Tag Location

Step 3
Step 4

- Find
- Reports
- Filter
- Scan

000000006074 10007
HMS37782 Panasonic Ultralow

000000006075 10008
HMS37783 Heracell 150i CO2

000000006068 10001
HMS37776 Revco Freezer 5

000000006069 10002
HMS37777 Leica CV5030

000000006067 10003
HMS37778 Olympus CX41 w/

Step 5

- Find
- Reports
- Filter
- Scan

000000006068 10001
HMS37776 Revco Freezer 5

000000006069 10002
HMS37777 Leica CV5030

000000006070 10003
HMS37778 Olympus CX41 w/

000000006071 10004
HMS37779 Leica RM2155 w/

000000006072 10005
HMS37780 128-Channel Neural

000000006073 10006
HMS37781 5810R Centrifuge

Step 6

- Find
- Reports
- Filter
- Scan

Bar Code
000000006074

RFID Code
0100F02B002A0000006074

Location
Demo Room 1

Expected Location
USA MA BOSTON Demo Demo Room 1

Inventory Date
5/1/2018

Asset Class
Capital Equipment

Asset Number
10007

Tag Number
HMS37782
Vendor’s Web-based Asset System

<table>
<thead>
<tr>
<th>#</th>
<th>Physical Location</th>
<th>Barcode</th>
<th>Room</th>
<th>Updated On</th>
<th>Asset No</th>
<th>Tag Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>USA MA BOSTON</td>
<td>000000006071</td>
<td>Demo Room 1</td>
<td>06/05/2018 1:05 pm</td>
<td>10004</td>
<td>HMS37779</td>
<td>Leica RM2155 w/ Foot Pedal</td>
</tr>
<tr>
<td>2</td>
<td>USA MA BOSTON</td>
<td>00010482796</td>
<td>Demo Room 1</td>
<td>06/05/2018 9:04 am</td>
<td>0001</td>
<td>HMS37486</td>
<td>Recipe Right Non-Stick Cookie Sheet</td>
</tr>
<tr>
<td>3</td>
<td>USA MA BOSTON</td>
<td>00000006068</td>
<td>Demo Room 1</td>
<td>06/05/2018 1:05 pm</td>
<td>10001</td>
<td>HMS37776</td>
<td>Revo Freezer 5</td>
</tr>
<tr>
<td>4</td>
<td>USA MA BOSTON</td>
<td>00000006069</td>
<td>Demo Room 1</td>
<td>06/05/2018 1:05 pm</td>
<td>10002</td>
<td>HMS37777</td>
<td>Leica CV5030 Cover Slipper</td>
</tr>
<tr>
<td>5</td>
<td>USA MA BOSTON</td>
<td>00000006070</td>
<td>Demo Room 1</td>
<td>06/05/2018 1:05 pm</td>
<td>10003</td>
<td>HMS37778</td>
<td>Olympus CX41 w/ Infinity 1 Camera</td>
</tr>
<tr>
<td>6</td>
<td>USA MA BOSTON</td>
<td>00000006072</td>
<td>Demo Room 1</td>
<td>06/05/2018 1:05 pm</td>
<td>10005</td>
<td>HMS37780</td>
<td>128-Channel Neural Signal Processor</td>
</tr>
<tr>
<td>7</td>
<td>USA MA BOSTON</td>
<td>00000006073</td>
<td>Demo Room 1</td>
<td>06/05/2018 1:05 pm</td>
<td>10006</td>
<td>HMS37781</td>
<td>5810R Centrifuge</td>
</tr>
<tr>
<td>8</td>
<td>USA MA BOSTON</td>
<td>00000006074</td>
<td>Demo Room 1</td>
<td>06/05/2018 1:05 pm</td>
<td>10007</td>
<td>HMS37782</td>
<td>Panasonic Ultralow Freezer</td>
</tr>
<tr>
<td>9</td>
<td>USA MA BOSTON</td>
<td>00000006075</td>
<td>Demo Room 1</td>
<td>06/05/2018 1:05 pm</td>
<td>10008</td>
<td>HMS37783</td>
<td>Heracell 150i CO2 incubator</td>
</tr>
<tr>
<td>#</td>
<td>Physical Location</td>
<td>Barcode</td>
<td>Room</td>
<td>Updated On</td>
<td>Asset Number</td>
<td>Tag Number</td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>-------------------</td>
<td>-----------------</td>
<td>---------------</td>
<td>----------------------------</td>
<td>--------------</td>
<td>------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>USA \ MA \ BOSTON</td>
<td>000000006071</td>
<td>Demo Room 1</td>
<td>05/05/2018 1:05 pm</td>
<td>10004</td>
<td>HMS37779</td>
<td>Leica RM2155 w/ Foot Pedal</td>
</tr>
<tr>
<td>2</td>
<td>USA \ MA \ BOSTON</td>
<td>00010482796</td>
<td>Demo Room 1</td>
<td>05/06/2018 9:04 am</td>
<td>0001</td>
<td>HMS37488</td>
<td>Recipe Right Non-Stick Cookie ...</td>
</tr>
<tr>
<td>3</td>
<td>USA \ MA \ BOSTON</td>
<td>000000006068</td>
<td>Demo Room 1</td>
<td>05/05/2018 1:05 pm</td>
<td>10001</td>
<td>HMS37776</td>
<td>Revco Freezer 5</td>
</tr>
<tr>
<td>4</td>
<td>USA \ MA \ BOSTON</td>
<td>000000006069</td>
<td>Demo Room 1</td>
<td>05/05/2018 1:05 pm</td>
<td>10002</td>
<td>HMS37777</td>
<td>Leica CV5030 Cover Sliper</td>
</tr>
<tr>
<td>5</td>
<td>USA \ MA \ BOSTON</td>
<td>000000006070</td>
<td>Demo Room 1</td>
<td>05/05/2018 1:05 pm</td>
<td>10003</td>
<td>HMS37778</td>
<td>Olympus CX41 w/ Infinity 1 Ca...</td>
</tr>
<tr>
<td>6</td>
<td>USA \ MA \ BOSTON</td>
<td>000000006072</td>
<td>Demo Room 1</td>
<td>05/05/2018 1:05 pm</td>
<td>10005</td>
<td>HMS37780</td>
<td>128-Channel Neural Signal Proc...</td>
</tr>
<tr>
<td>7</td>
<td>USA \ MA \ BOSTON</td>
<td>000000006073</td>
<td>Demo Room 1</td>
<td>05/05/2018 1:05 pm</td>
<td>10006</td>
<td>HMS37781</td>
<td>5810R Centrifuge</td>
</tr>
<tr>
<td>8</td>
<td>USA \ MA \ BOSTON</td>
<td>000000006074</td>
<td>Demo Room 1</td>
<td>05/05/2018 1:05 pm</td>
<td>10007</td>
<td>HMS37782</td>
<td>Panasonic Ultralow Freezer</td>
</tr>
<tr>
<td>9</td>
<td>USA \ MA \ BOSTON</td>
<td>000000006075</td>
<td>Demo Room 1</td>
<td>05/05/2018 1:05 pm</td>
<td>10008</td>
<td>HMS37783</td>
<td>Heracell 150i CO2 Incubator</td>
</tr>
</tbody>
</table>
Capital Asset and Software Policies

Improved Clarifications and Definitions
Fabrications - Flowchart
Disposals
Upgrades, Enhancements – $5,000

SaaS, Purchased, Customized, Subscriptions, and Internally Developed License if > 1 year
Questions on RFID or Asset Policy
Upcoming Training

New HU Procurement Policy Presentation
Thursday, June 14th at 1:00
TMEC 246 Walter Amphitheater

- More in depth presentation and discussion
- Meet University Chief Procurement Officer
  Sara Malconian
- Panel discussion w/ Rita
Thank you