

## UC IRVINE CAMPUS PROFILE

THE FOLLOWING INFORMATION WILL BE REQUESTED AND POSTED/USED IN THE DEVELOPMENT OF FUTURE SYSTEM-WIDE RFPs/RFQS. THE INFORMATION PROVIDED SHOULD BE FACTUAL AND DESCRIPTIVE, AS NEEDED OR HELPFUL, FOR VENDORS CONSIDERING BIDDING FOR UC BUSINESS.

### STANDARDIZED INFORMATION

**Location:** The Main campus at Irvine, CA – 1,475 acres with 170+ buildings.  
The Medical Center approximately 15 miles away in Orange, CA – 46 acres

**Population:** As of Fall 2006 – 20,719 undergraduate students  
5,028 graduate students  
1,830 teaching faculty  
1,420 non-teaching faculty  
4,930 staff members at main campus  
3,720 staff members at the Medical Center

**Campus/MC/Lab web address:** For the main campus, <http://www.uci.edu/>  
For the Medical Center, <http://www.ucihealth.com/mc.asp>

### **Brief overview:**

Founded in 1965, UCI is among the fastest growing campuses in the University of California system, with more than 25,000 students, 1,800 faculty members and 8,600 staff. Three UCI researchers have won Nobel Prizes – most recently Irwin Rose, in chemistry, in 2004.

Interdisciplinary research, a UCI hallmark, is evident in Calit2 (California Institute for Telecommunications and Information Technology), Center for the Study of Democracy, Institute of Transportation Studies, Institute for Genomics and Bioinformatics, Newkirk Center for Science and Society, Dr. Samuel M. Jordan Center for Persian Studies and Culture, as well as Reeve-Irvine Research Center for study of spinal cord injury.

### **Addresses & websites for:**

**Campus Purchasing** <http://snap.uci.edu/viewXmlFile.jsp?resourceID=138>

**Accounts Payable** <http://snap.uci.edu/viewXmlFile.jsp?resourceID=1956>

**System-wide Administrative Calendar** <http://www.reg.uci.edu/uci/calendars/academic/calendar2008.html>

### LOCAL INFORMATION: CURRENT SITUATION ON CAMPUS

#### *Campus Customers/End-Users*

ULAR (University Laboratory Animal Resources) handles all animal purchases on campus, as well as supplies (feed, bedding, etc) for the animals. Researchers/laboratory personnel in need of animal supplies acquire them from ULAR's inventory (and are recharged for the cost); they do not purchase them directly from Newco/Harlan/Other.

#### *Supplier Customer Service*

**Centralized** Customer service is centralized by ULAR facility.

#### *On-Campus*

Describe specific restrictions or minimum performance requirements for:

- On-campus Account Rep and service/install technicians (if applicable)
- Desired frequency of contact: *as requested by ULAR*
- Desired turn-around time (SLA) for phone calls & emails *same day*
- Other than system-wide policies regarding gifts & gratuities, alcohol and drug abuse, etc., any campus-specific restrictions on behavior?

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Campus policies on University – supplier relationship is available at <http://snap.uci.edu/viewXmlFile.jsp?resourceID=138>

- Vehicles/traffic on campus (restricted times for visits, delivery, etc., restrictions on vehicle size, etc.)

Usually there is more than 1 location under construction at UCI—so the closest way from point A to point B may be blocked, requiring that the supplier use an alternate route.

- How to buy a parking permit (daily or longer usage)

Visitor parking info can be found here: <http://www.parking.uci.edu/gateway/visitor.cfm>

### **Ordering**

Describe procurement system today; must include:

- How orders may be received from UC employees?

Orders are placed usually by phone (but sometimes by email) by the 3 Animal Resource Supervisors, who are each responsible for a number of animal facilities (ULAR has 13 facilities of varying sizes, including 2 at the Medical Center in Orange).

For major suppliers (Newco, Wesco, etc), ULAR sets up blanket purchase orders for each fiscal year (Jul 1 – Jun 30). The vendors charge the order requests against the blanket PO, and send the invoice to Accounting Office. After placing the order over the phone, the supervisor confirms his/her order by filling out an order form (listing the items ordered), and faxes it to ULAR’s business office. Later, this order form is matched up against the invoice from the vendor (scanned by the Accounting Office and emailed to the Finance Manager) and the packing slip submitted by the supervisor after the order is received.

- E-Procurement system (static catalog, supplier website, interface requirements):

Not in use.

- Campus policies and expected usage for:

- PO’s For small (and non-recurring) purchases, UCI encourages use of University-issued credit cards (known as “PAL Cards”) instead of issuing purchase orders. PAL cards are credit cards issued by US Bank, to be used for University-related purchases (\$2,500 per vendor per day limit). As for ULAR, all animal purchases must be done by purchase order (not PAL card); animal bedding and feed are purchased through blanket P.O.s. PAL card is used for specific, unusual (and sold on internet) items (example—need a new hygrometer for the frog tank).

- LVO’s Not used.

- P-cards (include current volume of P-cards distributed on campus)

Not sure if P-cards are same as PAL cards (if so, there must be thousands of PAL card holders on campus, since all departments/offices have at least 1 card holders, usually more—couldn’t find out exactly how many PAL cards have been issued to UCI employees).

- “Delegated-authority” buyers (who may sit in the departments), including any \$-limit restrictions per day/buyer/department/etc.

- Validation of “authorized” buyers (how would supplier know the person ordering is authorized to do so?)

There are 3 Animal Resource Supervisors who are authorized to place orders (as well as the Vivaria Manager, who gets involved in purchases of large-ticket items). Two of the Animal Resource Supervisors have been with ULAR for over 20 years, and are therefore well known to the suppliers. The third supervisor is currently being recruited; once a candidate is hired, he/she will be introduced to the suppliers by the Vivaria Manager.

### **Logistics/Receiving (Shipping & Delivery)**

Describe your receiving process requirements and quantify what percentage of the spend follows which process as there may be a combination of these being used at your location

- Storehouse/resale model

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- Desk top/JIT model
- Cross dock/one or several receiving areas then redistribute JIT model internally (flow through)

Because ULAR is also responsible for 2 facilities at the Medical Center, the vendors deliver at one of the 3 receiving areas: One is at the Medical Center in Orange. Two of the largest animal facilities at the main campus also have their own receiving docks (Medical Science A and McGaugh Hall). When a supervisor calls in an order, he/she informs the supplier where to deliver the items (the dock closest to the facility which needs the supplies). Upon delivery, ULAR staff transports and internally distributes the items.

How are “Special Handling” (i.e., dry-ice, controlled substances, extremely large) or “Express Delivery” items received/delivered?

Dry ice is purchased via on-campus store operated by the School of Physical Science. As for extremely large items (e.g. rack from Innovive), the supplier informs ULAR days in advance about the upcoming delivery, and schedule a delivery date. This allows for sufficient time for ULAR to submit a work request to the Facilities Management (to have a forklift ready, for example). Express deliveries are received by ULAR Business Office (which is open during business hours and is always staffed), rather than delivered to receiving docks or animal facilities (which are locked and delivery person couldn't get in anyway).

### ***Invoicing & Payment***

Describe exact needs for an invoice to be properly and promptly paid (i.e., reference a valid purchase order number), and list differences, if applicable, for each ordering methodology. Must have a valid blanket purchase order number listed on the invoice. The invoice should be sent directly to the Accounts Payable office, not ULAR. Accounting pays invoices (charged against a valid blanket PO) in less than 30 days.

The only exception is if an invoice is for an amount larger than \$5,000 (it could be that each item costs only \$50, but ULAR ordered 100 of them). In that case, the supplier needs to send the invoice to ULAR so the Vivaria Manager can approve payment (without his signature the Accounts Payable will not pay it).

### **LOCAL INFORMATION: FUTURE/DESIRED SITUATION ON CAMPUS**

#### ***Implementation***

Describe key success factors for a future implementation (i.e., marketing, trade show participation, and visits to key end users)

#### ***Operations***

Describe all applicable changes from current situation, using categories above

#### ***Ongoing Supply Chain Management***

If implemented, how often should this supplier's account rep come to you to review business operations: highlights, lowlights, issues, plans?

If implemented, what metrics would be meaningful to your campus end users to judge performance and measure improvement?