

UCSB CAMPUS PROFILE

STANDARDIZED INFORMATION

Location Info: Santa Barbara, CA
Size: 989 acres

Population: Students: 20,000
Faculty: 1,056

Campus web address: <http://www.ucsb.edu>

Brief overview:

Originally a small, independent teachers' college, Santa Barbara joined the UC system in 1944 and has since grown to be an integral and important part of California's public postsecondary education system. Relocated from a small campus near the center of town after World War II, UCSB now occupies a 989-acre plateau overlooking the Pacific. Today, UCSB is home to eight National Research Centers, six of which are supported by the National Science Foundation, including the Institute for Theoretical Physics and the Materials Research Laboratory.

UCSB fosters new approaches to learning that are not bound by tradition, stressing collaboration between students and their instructors across disciplinary lines, often in small classes.

Santa Barbara's faculty includes five Nobel Prize winners as well as many fellows of the National Endowment for the Humanities and members of the National Academy of Arts and Sciences, the National Academy of Sciences, and the National Academy of Engineering.

As home to 12 national research centers and institutes, UC Santa Barbara's three colleges and two graduate schools, UCSB also offers more than 40 minors, including American Indian and Indigenous Studies, Education and Applied Psychology, Exercise and Sport Studies, and Professional Writing.

UC Santa Barbara is the largest employer in Santa Barbara County, with more than 9,100 employees. The presence of more than 16,000 UC alumni in the region provides a highly skilled workforce for the many new companies in the area's growing technology sector.

Academic Programs:

UCSB offers five schools with graduate and/or undergraduate majors, degrees and credentials. These are listed below for each school. College of Creative Studies, College of Engineering, College of Letters and Science, Donald Bren School of Environmental Science and Management, Gevirtz Graduate School of Education and the Graduate Division.

UCSB web sites:

Campus Purchasing: <http://www.busserv.ucsb.edu/purchasing/index.htm>

Supplier Guide: <http://www.busserv.ucsb.edu/purchasing/vendorguide.htm>

Administrative Calendar: <http://www.registrar.ucsb.edu/cal2008.htm>

Accounts Payable: <http://accounting.ucsb.edu/AP/>

Central Receiving: http://www.busserv.ucsb.edu/mailexpress_receiving/receiving.htm

Parking Services: <http://www.tps.ucsb.edu/>

LOCALIZED INFORMATION: CURRENT SITUATION ON CAMPUS

Transactions between Animal Care suppliers are principally through the various science department's staff members. Orders are placed by the individual site users for animals, feed, bedding, equipment and supplies for delivery to the end users or to our central receiving area.

Supplier Customer Service

Centralized

Primary customer services for product information is decentralized to our end-user.

On-Campus

Describe the specific restrictions of minimum performance requirements for:

- On-campus Account Rep and service/install technicians (if applicable)
 - Desire frequency of contact: **As requested by customer.**
 - Desired turn-around time for phone calls and emails: **As requested by customer.**
 - Supplier conduct shall conform to the University of California Business and Finance Bulletin (BUS-43) viewable to the general public at: <http://www.ucop.edu/ucophome/policies/bfb/bus43.html>
- Vehicles/traffic on campus (restricted times for visits, delivery, etc., restrictions on vehicle size, etc.)
 - Expect traffic related delays. Parking facilities are numerous. Refer to UCSB/Parking web site for detailed information on parking structure locations and parking permit information. Parking permits are issued for increments from hourly, daily, monthly and annually.

Ordering

Orders are placed by phone by the buyer and are forwarded to the vendor for confirmation via fax or by mail service. UCSB utilized an e-procurement system to accomplish an electronic purchase requisition to develop the purchase order.

Flex Cards have been widely distributed to the campus customers with a \$2500 daily limit, with recent changes to \$5000 per day.

(See the UCSB Purchasing web site for complete details on the purchasing process and related purchasing issues.)

Logistics/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.

Generally, all animal care products can be delivered directly to the end-user by the vendor or third-party common carrier. Large/bulk items require that they be delivered to the Central Stores/Receiving Area on campus. (Refer to UCSB campus map at web site for Central Storehouse/Receiving location.) Items will be inspected for any damage(s) and forwarded to the end user/customer thereafter. Hours of operation are from 8:30AM to 4:30PM and are closed for lunch from Noon to 1PM.

Central Storehouse/Receiving has a large loading/unloading area, so large trucks can access it comfortably.

Invoicing and Payment

Campus payment terms are Net 30 days. All invoices shall be submitted directly to the Accounts Payable Department for payment, pursuant to the order terms and conditions. (See UCSB Accounts Payable section on the web referenced herein.)

Invoice errors are promptly reconciled between the ordering department and the vendor in a prompt manner.

LOCAL INFORMATION: FUTURE/DESIRED SITUATION ON CAMPUS

Implementation

UCSB has various successful methods of providing vendor exposure to the campus customers: Scheduled vendor fairs, exposure through campus wide media broadcast (Newsletters, etc.). Customer focused meetings are an additional method of connecting end users to new vendors. Training classes by Purchasing that indicate how to use Strategic Source agreements and how to utilize them.

Ongoing Supply Chain Management

Supplier representatives are requested to meet regularly with the Purchasing Manager, Strategic Sourcing Specialist, Purchasing Staff and key end-user/customers to plan the implementation and on-going supply chain management and reporting processes. Supplier shall provide timely reporting pursuant to all contract terms and conditions, and information as requested by UCSB representatives.

Supplier shall fully support requested reporting at the Quarterly Business Review and at other times as requested by the UCSB representative.